



# HOUSING AUTHORITIES

## CITY OF EUREKA & COUNTY OF HUMBOLDT



735 WEST EVERDING STREET, EUREKA CA 95503  
PHONE: (707) 443-4583 FAX: (707) 443-4762 TTY: (800) 651-5111

### AGENDA

#### REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF EUREKA BOARD OF COMMISSIONERS

DATE AND TIME  
Monday, July 21, 2025  
5:45pm

#### LOCATION

Housing Authority of the City of Eureka  
735 W. Everding St., Eureka CA

All or portions of this meeting may be conducted by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: 735 W. Everding St., Eureka CA. This location is accessible to the public, and members of the public may address the Housing Authority of the City of Eureka Board of Commissioners from any teleconference location.

#### PUBLIC PARTICIPATION

Public access to this meeting is available at the location above.

Persons wishing to address the Board of Commissioners are asked to submit comments for the public speaking portion of the agenda as follows:

- Send an email with your comment(s) to [heatherh@eurekahumboldtha.org](mailto:heatherh@eurekahumboldtha.org) prior to the Board of Commissioners meeting.
- Call and leave a message at (707) 443-4583 ext. 219.

When addressing the Board on agenda items or business introduced by Commissioners, members of the public may speak for a maximum of five minutes per agenda item when the subject is before the Board.

#### 1. Roll Call

#### 2. Public Comment (Non-Agenda):

This time is reserved for members of the public to address the Committee relating to matters of the Housing Authority of the City of Eureka not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.

#### 3. Approve minutes of the Board of Commissioners meetings:

3a. Regular meeting, June 16, 2025 (pages 3-8)

#### 4. Bills and Communications: Housing Insider – Tenant Newsletter Q2 2025 (pages 9-10)



The Housing Authorities are Equal Housing Opportunity Organizations



5. Report of the Secretary:

The Report of the Secretary is intended to brief the Commission on items, issues, key dates, etc., that do not require specific action, and are not separate items on the Board of Commissioners Agenda.

5a. Occupancy and Leasing Report (page 11)

5b. HCV Utilization Reports (pages 12-14)

5c. Repositioning Updates (page 15)

6. Reports of the Commissioners:

This time is reserved for Commissioners to share any relevant news or Housing related endeavors undertaken by Commissioners.

7. Unfinished Business: None

8. New Business:

8a. CA025 Draft PHA Plan; *Informational for discussion* (pages 16-23)

9. Closed Session – If needed.

10. Adjournment

Note: The next regularly scheduled meeting is August 18, 2025.

\* \* \* Note \* \* \*

Documents related to this agenda are available on-line at:

<https://eurekahumboldtha.org/governance/>

Know Your Rights Under The Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Commissioners exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review.

## MINUTES

### REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF EUREKA BOARD OF COMMISSIONERS

**Monday, June 16, 2025**

Chairperson Serotta declared a quorum present and called the meeting to order at 5:49pm.

**1. Roll Call**

Present: Chairperson Serotta, Vice Chairperson Konkler, Commissioner Byers,  
Commissioner Escarda, Commissioner Maschke, Commissioner Raymond  
Absent: None  
Staff: Churchill, Humphreys  
Public: None

**2. Public Comment (Non-Agenda):** None heard

**3. Approve minutes of the board of commissioners meeting, held May 19, 2025.**

Motion to approve the minutes of the May 19, 2025, regular meeting, made by Commissioner Escarda.

Second – Vice Chairperson Konkler

Ayes: Serotta, Konkler, Byers, Escarda, Maschke, Raymond  
Nays: None  
Abstain: None  
Absent: None

Chairperson Serotta declared the motion carried to approve the minutes of May 19, 2025.

**4. Bills and Communication:** None

**5. Report of the Secretary:**

5a. Occupancy and Leasing Report  
Secretary Churchill updates the board on this report.

5b. HCV Utilization Reports  
Secretary Churchill updates the board and goes over key points of the report.

5c. Repositioning Updates  
Secretary Churchill goes over the update noting that HACE has submitted two applications to the Home program for the Green and Blue phases. Secretary Churchill notes that staff is still in communication with CDBG regarding our application for funding of the Boys and Girls Club demolition and new building.

**6. Reports of the Commissioners:** None heard.

**7. Unfinished Business:** None.

8. New Business:

8a. Resolution 2018, Procurement Policy, Update to Resolution

Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION NO. 2018  
UPDATED STATEMENT OF PROCUREMENT POLICY

WHEREAS, the Housing Authority of the City of Eureka procures its materials and contracts in accordance with its Procurement Policy, such policy compliant with U.S. Department of Housing and Urban Development (HUD) and State of California requirements for purchasing and procurements; and

WHEREAS, the Federal Office of Management and Budget has issued Memorandum M-18-18, providing for increases to Micro and Small-Purchase thresholds, such increases based on the best interest of efficient and effective public purchasing and contracting; and

WHEREAS, the Micro-Purchase threshold is currently set at up to \$2,000, and the Small-Purchase threshold is currently set at up to \$100,000; and

WHEREAS, the Federal Office of Management and Budget, Memorandum M-18-18 provides for a Micro-Purchase threshold of up to \$10,000 and a Small-Purchase threshold of up to \$250,000; and

WHEREAS, it has been determined that the increase of the Micro-Purchase threshold up to \$10,000.00, is in the best interest of the Housing Authority of the City of Eureka, its purchasing and procurement; and

WHEREAS, it has been determined that the increase of the Small Purchase threshold up to \$250,000, is in the best interest of the Housing Authority of the City of Eureka, its purchasing and procurement; and

WHEREAS, for reasons of efficiency and effectiveness, it is recommended that the Board of Commissioners approve or authorize Executive Director approval for contracts exceeding \$250,000 in value;

THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Eureka to modify its Procurement Policy by means of adopting the updated Statement of Procurement Policy attached hereto and made a part of this Resolution No. 2018.

Motion to approve Resolution 2018 made by Vice Chairperson Konkler.

Second – Commissioner Byers

Ayes: Serotta, Konkler, Byers, Escarda, Maschke, Raymond

Nays: None

Abstain: None

Absent: None

Chairperson Serotta declared the motion carried to approve Resolution 2018.

8b. Resolution 2019, Write Off of Uncollectible Debt  
Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION 2019  
TO WRITE OFF CERTAIN UNCOLLECTIBLE ACCOUNTS RECEIVABLE

WHEREAS, All efforts to collect certain accounts from former tenants of the Conventional Public Housing program have been unsuccessful; and

WHEREAS, The U.S. Department of Housing and Urban Development has recommended that after all reasonable efforts have been made to collect vacated accounts, the Board of Commissioners, based on the recommendations of the Executive Director, should authorize the charging off such accounts; and

NOW, THEREFORE, BE IT RESOLVED, That the following accounts be transferred to Collection Loss;

<u>Housing Program</u>	<u>Amount</u>
Public Housing, Abandonment	\$7,367.72
Public Housing, Move out	\$5,419.57

Motion to approve Resolution 2019 made by Commissioner Byers.

Second – Commissioner Maschke

Ayes: Serotta, Konkler, Byers, Escarda, Maschke, Raymond  
Nays: None  
Abstain: None  
Absent: None

Chairperson Serotta declared the motion carried to approve Resolution 2019.

8c. Resolution 2020, Infill Infrastructure Grant Program –  
Blue Phase, Update to signature page  
Recommended Board Action: *Accept and Adopt for Approval*

INFILL INFRASTRUCTURE GRANT PROGRAM OF 2019

RESOLUTION 2020  
HACE – BLUE PHASE

WHEREAS, the California Department of Housing and Community Development ("Department"), has issued a Notice of Funding Availability ("NOFA") dated August 31, 2023, pursuant to the Infill Infrastructure Grant Program of 2019 ("Program"), established by Health and Safety Code section 53559, et seq., and implemented by the Infill Infrastructure Grant Program, Small Jurisdiction Set-Aside, final Guidelines issued August 31, 2023 ("Guidelines"). The Program provides grant assistance available as gap funding for Capital Improvement Projects, which are an integral part of, or necessary to facilitate the development of a Qualifying Infill Project; and

WHEREAS, Housing Authority of the City of Eureka, a public body, corporate and politic ("Public Entity"), submitted an application to the Department in response to the NOFA (the "Application") and was determined to be an eligible Grant Recipient. Based on the Application, the Department made an award of Program funds (the "Program Award") pursuant to the conditional award letter, dated April 5, 2024;

WHEREAS, pursuant to the Conditional Award Commitment, the Department made conditional award to the Public Entity as follows:

Program	Award
Infill Infrastructure Grant Program of 2019	\$2,103,700

WHEREAS the award expressly identified above will hereinafter be referred to, as the "Program Award."

NOW, THEREFORE, IT IS RESOLVED, that the Public Entity is hereby authorized and directed to act in connection with the Program Award.

RESOLVED FURTHER: Public Entity is hereby authorized and directed to accept and incur an obligation for the Program Award. That in connection with the total amount of the Program Award, the Public Entity is authorized and directed to enter into, execute, and deliver a STD 213, Standard Agreement, and any and all other documents required or deemed necessary or appropriate to secure the Program Award from the Department and to participate in the relevant Program, and all amendments thereto (collectively, the "Program Award Documents").

RESOLVED FURTHER: Public Entity acknowledges and agrees that it shall be subject to the terms and conditions specified in the STD 213, Standard Agreement, and that the Infill Infrastructure Grant Program of 2019 NOFA and the Application will be incorporated by reference therein and made a part thereof. Public Entity also acknowledges and agrees that any and all activities, expenditures, information, and timelines represented and described in the Application are enforceable through the relevant STD 213, Standard Agreement(s). Public Entity also acknowledges and agrees that Program Award funds are to be expended only on the eligible uses and activities identified in the relevant STD 213, Standard Agreement(s).

RESOLVED FURTHER: That Cheryl Churchill, Executive Director of HACE, acting alone is hereby authorized to execute the Program Award Documents and all amendments on behalf of the Public Entity.

RESOLVED FURTHER: That this resolution shall take effect immediately upon its passage.

Motion to approve Resolution 2020 made by Commissioner Byers.

Second – Vice Chairperson Konkler

Ayes: Serotta, Konkler, Byers, Escarda, Maschke, Raymond  
Nays: None  
Abstain: None  
Absent: None

Chairperson Serotta declared the motion carried to approve Resolution 2020.

8d. Resolution 2021, Infill Infrastructure Grant Program –  
Green Phase, Update to signature page  
Recommended Board Action: *Accept and Adopt for Approval*

INFILL INFRASTRUCTURE GRANT PROGRAM OF 2019

RESOLUTION 2021  
HACE – GREEN PHASE

WHEREAS, the California Department of Housing and Community Development ("Department"), has issued a Notice of Funding Availability ("NOFA") dated August 31, 2023, pursuant to the Infill Infrastructure Grant Program of 2019 ("Program"), established by Health and Safety Code section 53559, et seq., and implemented by the Infill Infrastructure Grant Program, Small Jurisdiction Set-Aside, final Guidelines issued August 31, 2023 ("Guidelines"). The Program provides grant assistance available as gap funding for Capital Improvement Projects, which are an integral part of, or necessary to facilitate the development of a Qualifying Infill Project; and

WHEREAS, Housing Authority of the City of Eureka, a public body, corporate and politic ("Public Entity"), submitted an application to the Department in response to the NOFA (the "Application") and was determined to be an eligible Grant Recipient. Based on the Application, the Department made an award of Program funds (the "Program Award") pursuant to the conditional award letter, dated April 5, 2024;

WHEREAS, pursuant to the Conditional Award Commitment, the Department made conditional award to the Public Entity as follows:

Program	Award
Infill Infrastructure Grant Program of 2019	\$2,402,000

WHEREAS the award expressly identified above will hereinafter be referred to, as the "Program Award."

NOW, THEREFORE, IT IS RESOLVED, that the Public Entity is hereby authorized and directed to act in connection with the Program Award.

RESOLVED FURTHER: Public Entity is hereby authorized and directed to accept and incur an obligation for the Program Award. That in connection with the total amount of the Program Award, the Public Entity is authorized and directed to enter into, execute, and deliver a STD 213, Standard Agreement, and any and all other documents required or deemed necessary or appropriate to secure the Program Award from the Department and to participate in the relevant Program, and all amendments thereto (collectively, the "Program Award Documents").

RESOLVED FURTHER: Public Entity acknowledges and agrees that it shall be subject to the terms and conditions specified in the STD 213, Standard Agreement, and that the Infill Infrastructure Grant Program of 2019 NOFA and the Application will be incorporated by reference therein and made a part thereof. Public Entity also acknowledges and agrees that any and all activities, expenditures, information, and timelines represented and described in the Application are enforceable through the relevant STD 213, Standard Agreement(s). Public Entity also acknowledges and agrees that Program Award funds are to be expended only on the eligible uses and activities identified in the relevant STD 213, Standard Agreement(s).

RESOLVED FURTHER: That Cheryl Churchill, Executive Director of HACE, acting alone is hereby authorized to execute the Program Award Documents and all amendments on behalf of the Public Entity.

RESOLVED FURTHER: That this resolution shall take effect immediately upon its passage.

Motion to approve Resolution 2021 made by Commissioner Byers.

Second – Vice Chairperson Konkler

Ayes: Serotta, Konkler, Byers, Escarda, Maschke, Raymond

Nays: None

Abstain: None

Absent: None

Chairperson Serotta declared the motion carried to approve Resolution 2021.

9. Closed Session: None needed.

10. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 6:10pm.

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Secretary

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Chairperson





# HOUSING INSIDER

OFFICE: 707-443-4583  
FAX: 707-443-4762

ISSUE JUNE 2025

*"COMMUNICATION LEADS TO COMMUNITY"*

## **FREE LUNCH AT THE JEFFERSON COMMUNITY CENTER AND PARK**

The Jefferson Community Center and Park, located at 1000 B Street in Eureka, CA will be providing fresh, nutritious, and wholesome lunches for FREE to all kids age 18 and under this summer. Meals will be provided every Monday-Friday from 12-1 pm from June 17<sup>th</sup>- August 16<sup>th</sup>. The Jefferson Center will be closed July 4<sup>th</sup>, 5<sup>th</sup>, and 15<sup>th</sup>- 19<sup>th</sup>. For more information, please contact the Jefferson Center at (707) 497-6280.

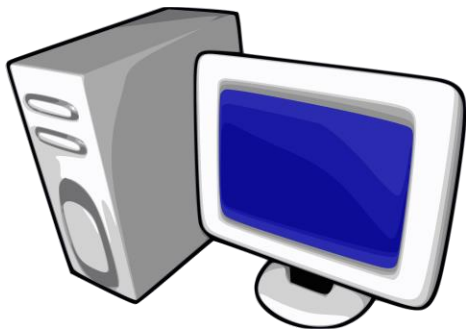
## **TENANT REMINDERS**

Tenants must request permission from maintenance before installation of any cable or satellite dish. If cable or satellite dish installations cause damage, the tenant will be responsible for the cost of repair.

Unauthorized pets are lease violations and could lead to lease termination.

No water beds, trampolines, pools, inflatable jumpers, swing sets, fire pits, sheds, or other outdoor structures are allowed on PHA property.

Any in-ground gardening or planting is prohibited. Only use potted plants.



## **NO PRINTER? NOT A PROBLEM!**

We are pleased to inform you that Interview Room 1 is now available for your use to print important documents related to recertifications, such as bank statements, pay stubs, and all other tenant-related documents. Additionally, you can use the space to sign up for the online portal to pay rent, discuss payment arrangements, and address other housing-related matters. We hope this new resource helps make these tasks more convenient for you. Please feel free to utilize the room as needed during office hours.

## **DATES TO REMEMBER**

**Our office will be closed on these holidays!**

July 4 – Independence Day

Sep 1 – Labor Day

Sep 9 – Admissions Day

## **3<sup>RD</sup> ANNUAL ICE CREAM SOCIAL**

Join us for our 3<sup>rd</sup> Annual Ice Cream Social hosted by the Eureka Housing Authority! This fun-filled community event is a great opportunity to cool down with your favorite frozen treat, connect with neighbors, and enjoy an afternoon of laughter, free backpacks, a resource fair, and music. We're proud to celebrate another year of community building and summer fun with the residents of all ages. Don't miss out—bring your family, invite your neighbor, and help us make this year's social the sweetest one yet! If you would like to donate a new or gently used backpack, please contact Kathryn at (707) 443-4583 ext. 223.



**EHA Mission Statement:** The mission of the Housing Authority of the City of Eureka is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner, and treating all clients with dignity and respect. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

## General Information

**Lobby and Dumpster Hours:** Open Tuesday-Thursday 9am-4pm.

**Business Hours:** Open Monday-Thursday 8am-5:30pm; Closed alternate Fridays and business hours are 8am-4:30pm.

We have a payment drop box by our main front door for the submission of amounts payable.

### **SINK OR TOILET CLOGGED...AGAIN?**

If tenants cause a clog in the sink or toilet due to improper use, a charge may be applied to cover the cost of repairs or professional plumbing services. It's important for tenants to understand that drains should only be used for their intended purpose, and items such as grease, wipes, or non-biodegradable materials can cause significant blockages. In the event of a clog, maintenance will typically assess the situation and determine whether the issue is due to tenant misuse or general wear and tear. Tenants can often unclog a drain or toilet using a few simple tools and methods before calling maintenance. For toilets, using a plunger with a flange is typically effective—place it over the drain hole and pump firmly several times. For sinks, try pouring a mixture of baking soda and vinegar down the drain, wait 15-20 minutes, then pour hot water down the drain. If these steps don't work, contact maintenance immediately.



**Volunteer Opportunity:** Are you a **Public Housing** resident who is interested in serving on our Board of Commissioners? Please contact Heather at 707-443-4583 ext. 219 or [heatherh@eurekahumboldtha.org](mailto:heatherh@eurekahumboldtha.org) with questions and to obtain an application for tenant commissioner.

Visit us at [www.eurekahumboldtha.org](http://www.eurekahumboldtha.org)



### **Q&A**

#### **Q: IS CHANGING LOCKS A LEASE VIOLATION?**

**A:** Yes, changing the lock on a PHA property without permission is typically considered a lease violation. PHA leases require tenants to maintain the original lock to ensure the housing authority has access for maintenance, inspections, and emergencies. Unauthorized lock changes may lead to warnings, charges, lease violations, or even eviction. It is important for tenants to understand that making alterations to the property without the housing authority's written consent goes against the lease agreement's terms.

If you have safety concerns that make you feel a lock change is necessary, such as threats, break-ins, or domestic issues, contact our maintenance team immediately to address security concerns.

Documenting your concerns and submitting a written request can help ensure that your issue is addressed promptly and within the rules of your lease.

### **WHO TO CONTACT**

Call our main line at 707.443-4583; then:

Work orders request.....	x218
<b>For emergency work orders ONLY contact 707-444-1424</b>	
Paperwork, certification, rent, income calculation questions.....	x214
Accounting for charges, account balance, questions, and payments.....	x221
Questions, complaints, or concerns about the neighborhood.....	x211
All other questions regarding Housing Authority services.....	x210

**In case of an emergency, please call 911 or the Eureka Police Department at 707-441-4060.**

**Occupancy and Leasing Report  
January - May 2025**

**HOUSING AUTHORITY OF THE CITY OF EUREKA  
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT**

Program HACE	Total Units Available	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Wait List End of Month	
Public Housing	195	192	191	190	190	187	967	1
Eureka Family Housing	51	46	46	45	45	48	974	
Eureka Senior Housing	22	19	20	21	21	22	186	
<b>Total City Units</b>	<b>268</b>	<b>257</b>	<b>257</b>	<b>256</b>	<b>256</b>	<b>257</b>		

<b>HACH</b>								
<u>Tenant Based Vouchers</u>								
Housing Choice Vouchers	1234	963	960	960	968	964	1470	
VASH Vouchers	95	44	44	45	45	44	N/A	
Mainstream vouchers	75	57	61	65	69	70	N/A	2
Emergency Housing Vouchers (EHV)	182	127	125	123	118	116	N/A	3
<b>Total All Vouchers</b>	<b>1586</b>	<b>1191</b>	<b>1190</b>	<b>1193</b>	<b>1200</b>	<b>1194</b>		
<u>Project Based Vouchers (note that these are a subset of HCV &amp; VASH voucher counts shown above)</u>								
PBV-VASH - Bayview Heights (Eureka)	22	21	21	21	21	20	N/A	4
PBV-HCV - Bayview Heights (Eureka)	3	2	2	2	2	2	8	4
PBV-HCV - Sorrell Place (Arcata)	5	5	5	5	5	5	261	5
PBV-HCV - Providence (Eureka)	42	36	36	38	40	40	N/A	6
PBV- HCV - Key Me Ek (Eureka)	13	-	7	7	8	12	N/A	
PBV-HCV - Laurel Canyon	35	35	36	34	34	35	136	7
<b>Total Project Based Vouchers</b>	<b>120</b>	<b>99</b>	<b>107</b>	<b>107</b>	<b>110</b>	<b>114</b>		

Vouchers issued but not under contract, end of month (aka "Searching")	10
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Note: Occupancy / utilization numbers shown are as of the first day of the month.

1. Total PH units is 198; 3 units are exempted for EPD use, Boys & Girls Club, and Maintenance use and are unavailable for tenant rental.
2. Mainstream vouchers were awarded December 2020. Funding and voucher issuance began April 2021. 25 Mainstream vouchers will be allocated via waitlist pulls; 50 will be via referral from CoC partners. Mainstream applicants share waitlist with HCV applicants.
3. No PHA waitlist for EHVs; all are issued based on referral from HHHC or HDVS. Referrals began Q4 2021.
4. 25 Project Based Vouchers at Bayview Heights Veteran's housing at 4th & C Street, Eureka; contract signed 6/30/2020.
5. 5 Project Based HCV vouchers at Sorrell Place, extremely low income units at 7th & I Street, Arcata; effective 6/1/2022.
6. Providence Mother Bernard House PBV's - Occupancy based on referral from CoC; contract signed 01/08/2024.
7. Laurel Canyon (7th & Myrtle Ave.) 35 senior PBV units; contracts signed 12/07/2023.

**COUNTY OF HUMBOLDT HOUSING AUTHORITY**  
**All Voucher Programs**  
**For the month of May 2025**

	January	February	March	April	May	Total
<b>Traditional HCV &amp; VASH (Includes PBVs)</b>						
HAP income (budget authority)	\$ 731,863	\$ 731,863	\$ 745,120	\$ 745,120	\$ 711,044	\$ 3,665,009
HAP expenses	(748,980)	(758,219)	(764,033)	(766,340)	(759,987)	(3,797,559)
Surplus (Deficit)	(17,117)	(26,356)	(18,914)	(21,221)	(48,943)	(132,550)
<b>AA % Total income utilized</b>	102.34%	103.60%	102.54%	102.85%	106.88%	103.62%
Administrative/Other Income	91,901	138,858	95,531	93,621	89,591	509,502
Operating expenses	(73,892)	(104,758)	(89,450)	(89,800)	(83,454)	(441,354)
Surplus (Deficit)	18,009	34,100	6,081	3,821	6,137	68,148
<b>B Remaining HAP Cash</b>	(5,449)	(10,320)	28,612	25,972	40,263	
Remaining Non-HAP Cash	883,688	917,151	920,014	924,550	870,220	
Total HCV Cash	878,239	906,831	948,626	950,522	910,483	
Cash Increase/(Decrease)	(10,219)	28,592	41,794	1,897	(40,039)	
# of Households Assisted	1,007	1,004	1,005	1,013	1,008	5,037
Average HAP Payment	\$ 744	\$ 755	\$ 760	\$ 757	\$ 754	\$ 754
<b>Mainstream (disabled &amp; non-elderly)</b>						
HAP income (budget authority)	\$ 41,148	\$ 41,148	\$ 41,629	\$ 41,629	\$ 43,476	\$ 209,030
HAP expenses	(42,599)	(46,130)	(50,820)	(53,742)	(54,995)	(248,286)
Surplus (Deficit)	(1,451)	(4,982)	(9,191)	(12,113)	(11,519)	(39,256)
<b>A % Total income utilized</b>	103.53%	112.11%	122.08%	129.10%	126.50%	118.78%
<b>C Administrative/Other Income</b>	-	-	5,185	5,185	5,659	16,029
Operating expenses	(4,599)	(2,626)	(4,482)	(6,295)	(6,562)	(24,564)
Surplus (Deficit)	(4,599)	(2,626)	703	(1,110)	(903)	(8,535)
<b>B Remaining HAP Cash</b>	5,590	3,136	1,809	(2,936)	(5,800)	
Remaining Non-HAP Cash	76,871	73,520	74,020	72,777	71,703	
Total MSV Cash	82,460	76,656	75,829	69,841	65,903	
Cash Increase/(Decrease)	(2,775)	(5,804)	(827)	(5,988)	(3,938)	
# of Households Assisted	57	61	65	69	70	322
Average HAP Payment	\$ 747	\$ 756	\$ 782	\$ 779	\$ 786	\$ 771
<b>Emergency Housing Vouchers (EHVs)</b>						
<b>D HAP income (budget authority)</b>	\$ 120,208	\$ 120,208	\$ 120,208	\$ 120,208	\$ 16,713	\$ 497,545
HAP expenses	(112,078)	(110,314)	(109,148)	(106,316)	(102,960)	(540,816)
Surplus (Deficit)	8,130	9,894	11,060	13,892	(86,247)	(43,271)
<b>D % Total income utilized</b>	93.24%	91.77%	90.80%	88.44%	616.05%	108.70%
Administrative/Other Income	21,401	18,154	15,436	18,759	12,954	86,704
Operating expenses	(15,421)	(7,560)	(11,107)	(14,619)	(14,622)	(63,329)
Surplus (Deficit)	5,980	10,594	4,329	4,141	(1,669)	23,375
<b>B Remaining HAP Cash</b>	21,635	46,041	28,178	28,419	24,944	
Remaining Non-HAP Cash	195,205	202,214	205,202	207,159	203,905	
Total EHV Cash	216,840	248,254	233,380	235,577	228,848	
Cash Increase/(Decrease)	14,164	31,414	(14,874)	2,197	(6,729)	
# of Households Assisted	127	125	123	118	116	609
Average HAP Payment	\$ 883	\$ 883	\$ 887	\$ 901	\$ 888	\$ 888

**COUNTY OF HUMBOLDT HOUSING AUTHORITY**  
**All Voucher Programs**  
**For the month of May 2025**

	January	February	March	April	May	Total
<b>Total All Voucher Programs</b>						
HAP income (budget authority)	\$ 893,219	\$ 893,219	\$ 906,957	\$ 906,957	\$ 771,233	\$ 4,371,584
HAP expenses	(903,657)	(914,663)	(924,001)	(926,398)	(917,942)	(4,586,661)
Surplus (Deficit)	<u>(10,438)</u>	<u>(21,444)</u>	<u>(17,045)</u>	<u>(19,442)</u>	<u>(146,709)</u>	<u>(215,077)</u>
<b>A % Total income utilized</b>	101.17%	102.40%	101.88%	102.14%	119.02%	104.92%
Administrative/Other Income	113,301	157,012	116,153	117,566	108,203	612,235
Operating expenses	(93,911)	(114,944)	(105,039)	(110,713)	(104,638)	(529,246)
Surplus (Deficit)	<u>19,390</u>	<u>42,068</u>	<u>11,114</u>	<u>6,852</u>	<u>3,565</u>	<u>82,989</u>
<b>B Remaining HAP Cash</b>	21,776	38,857	58,599	51,454	59,406	
Remaining Non-HAP Cash	1,155,764	1,192,885	1,199,236	1,204,486	1,145,828	
Total Program Cash	<u>1,177,540</u>	<u>1,231,742</u>	<u>1,257,835</u>	<u>1,255,941</u>	<u>1,205,234</u>	
Cash Increase/(Decrease)	1,171	54,202	26,093	(1,894)	(50,706)	
# of Households Assisted	1,191	1,190	1,193	1,200	1,194	5,968
Average HAP Payment	\$ 759	\$ 769	\$ 775	\$ 772	\$ 769	\$ 769

**Notes**

**AA** HCV HUD Held Reserves are depleted. Spending above 100% results in borrowing from future funding. We plan on applying for additional set-aside funding, when possible.

**A** Spending above 100% indicates full utilization of monthly funding plus spending down of HUD-held reserves (which is encouraged/required by HUD).

**B** HAP cash on hand is minimal, but HAP advances are available through HUD. Restrictd cash position may go "negative" while waiting for HUD advance HAP deposits and is temporarily funded with excess unrestricted funds.

HUD Held Reserves estimated as of 04/30/2025

HCV - \$0

MSV - \$86,248

EHV - \$797,590

**Housing Choice Vouchers**

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January	917	918	903	882	866	884	866	843	877	1007
February	921	919	898	894	867	875	858	844	926	1004
March	923	918	896	897	861	875	862	844	934	1005
April	928	919	908	895	859	873	858	844	934	1013
May	927	917	905	895	850	873	861	838	947	1008
June	930	914	898	892	853	868	864	841	954	
July	924	919	895	882	873	865	856	849	973	
August	923	917	888	879	872	864	854	847	976	
September	927	913	888	872	883	864	851	846	984	
October	934	906	888	866	888	862	846	844	985	
November	928	903	887	881	890	866	839	839	992	
December	925	902	882	877	887	857	842	838	1003	
Average	<b>926</b>	<b>914</b>	<b>895</b>	<b>884</b>	<b>871</b>	<b>869</b>	<b>855</b>	<b>843</b>	<b>957</b>	<b>1,007</b>
UML's	11,107	10,965	10,736	10,612	10,449	10,426	10,257	10,117	11,485	5,037

**Mainstream Vouchers**

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January		27	43	51	57
February		27	45	53	61
March		28	48	54	65
April		29	50	54	69
May		31	50	55	70
June		32	51	55	
July		36	52	54	
August	4	37	53	55	
September	15	36	50	55	
October	18	37	51	57	
November	24	38	50	58	
December	27	39	51	56	
Average	<b>21</b>	<b>33</b>	<b>50</b>	<b>55</b>	<b>64</b>
UML's	88	397	594	657	322

**Emergency Housing Vouchers**

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January		5	86	145	127
February		11	100	146	125
March		15	102	144	123
April		18	108	143	118
May		23	111	142	116
June		30	114	141	
July		38	127	142	
August		42	127	143	
September		46	137	144	
October		64	135	142	
November		69	141	135	
December	4	80	147	131	
Average	<b>4</b>	<b>37</b>	<b>120</b>	<b>142</b>	<b>122</b>
UML's	4	441	1435	1698	609

**Total All Voucher Programs**

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January	917	918	903	882	866	884	898	972	1073	1191
February	921	919	898	894	867	875	896	989	1125	1190
March	923	918	896	897	861	875	905	994	1132	1193
April	928	919	908	895	859	873	905	1002	1131	1200
May	927	917	905	895	850	873	915	999	1144	1194
June	930	914	898	892	853	868	926	1006	1150	
July	924	919	895	882	873	865	930	1028	1169	
August	923	917	888	879	872	868	933	1027	1174	
September	927	913	888	872	883	879	933	1033	1183	
October	934	906	888	866	888	880	947	1030	1184	
November	928	903	887	881	890	890	946	1030	1185	
December	925	902	882	877	887	888	961	1036	1190	
Average	<b>926</b>	<b>914</b>	<b>895</b>	<b>884</b>	<b>871</b>	<b>894</b>	<b>925</b>	<b>1,012</b>	<b>1,153</b>	<b>1,194</b>
UML's	11,107	10,965	10,736	10,612	10,449	10,518	11,095	12,146	13,840	5,968

## Housing Authority of the City of Eureka (HACE)

### *Repositioning Updates*

Date	Description
<b>Accomplishments</b>	
5/2025	<ul style="list-style-type: none"> <li>Submitted HOME Investments applications for both Green Phase and Blue Phase</li> <li>Continuing to work with HCD toward standard agreement for IIG grants</li> <li>Working with HCD to get follow up documents for CDBG application submitted to fund Everding Community Center (Boys &amp; Girls Club)</li> </ul>
<b>Issues</b>	
	<ul style="list-style-type: none"> <li>Applications still in process with HUD Special Applications Center (SAC) for Green Phase, Blue Phase, and Master Plan (8.6 acres around office, except Green Phase area); reviewers have changed due to HUD turnover, extending the expected timeline to complete. Additionally, SAC philosophy on when/what to submit has changed slightly, and we may pull the Master Plan application and resubmit later once we have more concrete financial backing and building plans for the various phases of this plan.</li> </ul>
<b>Risks</b>	
	<ul style="list-style-type: none"> <li>Unquantifiable risk currently that potential cuts in HCV funding would impact availability of vouchers and voucher funding.</li> </ul>
<b>Next Steps</b>	
	<ul style="list-style-type: none"> <li>Updating Physical Needs Assessment reports to combine Green Phase 8 units with Master Plan 97 units (combine all of main site for one cost test analysis)</li> <li>Updating Physical Needs Assessment reports to combine 4 units of rehab with other 12 units of Blue Phase (C &amp; Clark Street property)</li> <li>Continue to connect with social services providers in May/June to firm up service commitments applicable to seniors for Blue Phase</li> <li>Update TCAC applications to re-submit in next 4% round for tax credits for Green Phase and Blue Phase (skipping July 2025 9% application as we would not be competitive; need to wait on more firm commitments e.g. applications in process for CDBG and HOME)</li> </ul>
<b>Budget Status</b>	
N/A	Cost of contract work is covered by developers; no HACE budget updates.

#### Key

Green Phase = 3230 Hiler Street

Blue Phase = C & Clark Street

Master Phase = Main site “25-1” & Prospect Street

# Housing Authority of the City of Eureka

Board of Commissioners Meeting

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July 21, 2025

Agenda Item 8a

## Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Annual Agency Plan Goals Update – Draft for review

### BACKGROUND AND HISTORY:

As required by HUD, the Housing Authority must annually update the PHA Plan.

The resident advisory board met on June 03, 2025, in person at the Housing Authority office, to discuss the PHA goals and objectives and provide input to the annual plan.

The Board is responsible for goal setting, reviewing progress updates, and to offer input relative to the 5-year plan update. The PHA Plan must be submitted to HUD by October 15, 2025. The draft plan is currently published and out for 45-day public review. This will be brought back again at the September 15<sup>th</sup> meeting for final review and approval.

### STAFF RECOMMENDATION:

For review and discussion only; *revisit for approval on September 15, 2025.*



# Housing Authority of the City of Eureka

## PHA Goals

### 5-Year Goals, 2026-2030

*In addition to annual goals which are developed and/or updated with input from the Resident Advisory Board, Board of Commissioners, PHA staff, and any community input, the Housing Authority of the City of Eureka, with input from the aforementioned parties, has established these overarching long-term goals for our housing and related services.*

Goal One: **Redevelopment**

Background:

A formal repositioning plan was created in 2022 and approved by the board of commissioners June 21, 2022. This plan establishes policy for future repositioning action and is included as an addendum to this PHA plan.

In 2023, the PHA issued an RFQ to seek a development partner. Submissions for the RFQ were reviewed and ranked, with the recommended development partner approved by the Board of Commissioners in June 2023.

The PHA will continue efforts toward fully repositioning its Public Housing portfolio. This includes working with a development partner, obtaining financing, submitting applications to HUD's Special Application Center (SAC), doing community outreach, holding consultation meetings with tenants and establishing plans to rehouse tenants as needed, and communicating with the city and county at large.

Additionally, the PHA may need to remove units from inventory temporarily or permanently during the next five years. Units may be taken offline temporarily with approved vacant status from HUD while undergoing modernization, prior to a SAC application with HUD. They may also be removed from circulation and be designated non-dwelling units with approval from HUD in order to provide for Administrative Uses, such as additional maintenance storage and/or office space.

2025 Update: PHA, in collaboration with Brinshore and Operative Office (Development Partners), continues to work through the repositioning process with plans for “Green Phase” (3230 Hiler Street), Master Plan (7.4 acres south of Harris Street), and “Blue Phase” (16 units at C & Clark Streets). Development Partners are working on project designs, approvals with the City of Eureka, and obtaining Financing. Tax credit applications will continue to be submitted for any round that makes sense to submit, and we will seek out other grants or low-cost financing sources and apply for those as well. Any phase is expected to take approximately 24 months from the point of tax-credit approval.

Goal Two:

**Community Partners**

The PHA will continue to work with community agencies to develop and strengthen partnerships with other service providers, to seek referrals for clients who are in danger of losing their housing or otherwise needing assistance. The PHA aims to house people and keep them housed; to that end, the support of service providers is often necessary and helpful. The PHA will make every effort to connect residents with local agencies by providing relevant information.

The PHA will provide a list of community agencies and service providers to tenants with notices to correct to help them access relevant support to help them retain their housing.

2025 Update: Working relationships with third-party agencies have continued to develop and strengthen. Assistance has been obtained for several tenants from outside agencies in order to get needed housing supports or move to other housing that would be better long-term situations and prevent eviction filings. Additionally, tenants have received referrals to other outside agencies to help them retain their housing. Examples of local supportive agencies that worked with tenants include DHHS, IHSS, PACE, Senior Resource Center, APS, CWS, churches, schools, and EPD.

Goal Three:

**Access to Services**

The PHA will work to improve the ease of access to our services. We will continue to review information format and delivery methods to achieve greater efficiency and effectiveness in program delivery, optimize ease of use and understanding by applicants and participants, and make program information more accessible, e.g. by simplifying forms and processes, increasing the use of our website and implementing other available technologies.

Annually, the PHA will do a review/assessment of our website as well as manual processes including most used forms/data and ensure that the most widely used resources are made available on the website.

We have been consistently adding new information as it is available and necessary to share with the public. Multiple staff are now trained in how to publish updates to the website. We regularly publish board agendas, plan updates, RFPs, and job advertisements, along with the ongoing availability of common forms and program information.

2025 Update: The website is updated on a regular basis to reflect the latest information available to the public. New information is included on the home page as well as in the relevant topic section of the website. Recommendations from Tri-Counties Independent Living have been received regarding making the website more user-friendly and are under review for implementation.

Goal Four: **Equal Opportunity & Fair Housing**

The PHA is always mindful of providing fair and equitable opportunities for current and future residents in accordance with state and federal law.

We will review/update processes as necessary and undertake affirmative measures as required to ensure access to affordable housing regardless of any protected class status. We will work to ensure housing is accessible to persons with all varieties of disabilities. All staff will be trained annually on fair housing and equal opportunity. Additionally, we will get common/standard forms translated to meet the needs of groups identified in our Language Access Plan.

2025 Update: All staff completed fair housing and equal opportunity training in 2025. HACE will continue to periodically review processes and documents to determine which, if any, need to be translated (currently, translation into Spanish is consistent with our LEP), and provide interpretation services as needed.

Goal Five: **Sustainability**

The PHA will constantly work to achieve and maintain financial and environmental sustainability.

Financially, this will be done through controlling expenditures, seeking greater efficiencies of internal operations, seeking additional revenue sources, and balancing the needs of tenants with the appropriate level of affordable housing amenities.

Environmentally, we will seek opportunities for savings, e.g. through water efficient landscape improvements and other energy efficiency measures.

As we take further steps toward repositioning Public Housing, we will maintain focus on both financial and environmental sustainability in our approach.

2025 Update: Key metrics are discussed at monthly management meetings to discuss/reveal potential improvements in financial and operational efficiency. With repositioning activity, we are working toward highly energy efficient units.

Goal Six: **Investment in PHA Team**

Ongoing training of PHA staff has long been an annual requirement. With expected growth of PHA programs, training will become even more critical.

We will continue to use training programs, such as online training, as well as seek additional modes of training delivery, including offsite seminars, internal team training, and self-paced training options supported by management follow-up.

Staff will also be cross trained as available, to support staff career goals, strengthen staff's capacity to move up through available positions, and support agency succession planning capability.

2025 Update: All departments have worked to actively cross-train staff so they may back each other up in the event of any staff absences. Additionally, staff have actively sought out and attended various training opportunities including certification exams, both in person and online, to stay current with myriad changes at HUD.

Goal Seven: **Technology**

The PHA will continue to invest in technology upgrades and additions to ensure digital security, expand digital storage, and improve efficiency, flexibility, and customer service.

We will look for opportunities to expand our Tenant Portal, as possible, beyond just payment submissions, as reasonable.

We will provide a computer kiosk at our PHA office for applicant and tenant self-service, such as making payments online, obtaining recertification paperwork, and completing other online forms.

The PHA will work to enhance our online presence and availability, through regular updates to our website and utilizing social media and other communication tools to disseminate current and critical information to our residents, community, and other partners.

2025 Update: One interview room connected to our office lobby has been converted for tenant use to include a computer kiosk where clients can print paperwork needed for applications and recertification. Client response has been positive, so we will continue to offer and publicize this resource.

#### Goal Eight

##### **Customer Feedback**

The PHA will use various methods to invite feedback from interested parties, including tenants, community members, and staff.

We will provide an annual survey to tenants to ask for their feedback and input on specific areas of focus.

We will implement a standard feedback process for any parties concerned for reporting issues, suggesting changes, and otherwise seeking answers.

2025 Update: A Customer Service Survey link has been made available on our website home page as a standard feedback option. An online survey will be sent to all clients with an email on file in order to elicit a higher response rate from tenants. Responses received will be collected and shared anonymously at a future date.

**HOUSING AUTHORITY OF THE CITY OF EUREKA**  
**RESIDENT ADVISORY BOARD MEETING SUMMARY**

**June 3, 2025, 12:00pm – 1:00pm**

Staff

Dustin Wiesner, Deputy Director

Heather Humphreys, Executive Assistant

Jennifer Toole, Housing Supervisor

Mandee McCullough, Housing Advocate

Jhonny Wilson, Accounting Specialist

Attendees

Catherine LaFluer, Bonnie Maschke

Meeting Notes

Dustin opened the meeting by sharing the purpose of our annual meeting.

Dustin reviewed the HACE goals and shared progress on goals that were included in the plan for 2025. Discussion and comments were exchanged during the review of the goals.

Attendees' Comments

- While going over the goals, attendee states that they are thankful for the maintenance crew and keeping the grass around their unit cut.
- An attendee expressed concern about her recertification paperwork, noting that she struggles with the numerous forms and required documentation.
  - Mandee advises the attendee that she can do an at home visit and assist them with completing the forms. Mandee provides attendee with her business card and work cell phone number.
  - Heather mentions that we have a computer room next to the front lobby that our clients and tenants may use to print out their necessary documents for applications and recertifications.
- While discussing the goals, Jhonny asked what the attendees what information would be helpful in the tenant newsletter.
  - Attendee responds that more information on our online portal would be helpful.

- The attendee states that it would be helpful to include a list of local food bank locations in the newsletter.

### Concerns/Complaints

- Attendee comments that they are worried about having to relocate when the Housing Authority moves forward with the repositioning project.
  - Dustin responds that the Housing Authority will provide assistance with moving and will make things as easy as possible for our tenants.

### Wrap-up

Dustin asked the attendees if they had anything further that they would like to go over today. Attendees thank staff for the meeting and found it very informative.