



AREA HOUSING AUTHORITY
OF THE COUNTY OF VENTURA

**REGULAR BOARD OF COMMISSIONERS
MEETING TO BE HELD**

September 22, 2021

1400 W. HILLCREST DRIVE
NEWBURY PARK, CALIFORNIA

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**REGULAR MEETING OF THE AREA HOUSING AUTHORITY
OF THE COUNTY OF VENTURA**

Wednesday, September 22, 2021 at 3:00 P.M.

1400 W. Hillcrest Drive, Newbury Park, CA 91320

"The Area Housing Authority of the County of Ventura shall be a leader in providing opportunities and assistance to people in need of affordable housing through development, acquisitions, and partnerships."

COVID-19 UPDATE: The Area Housing Authority of the County of Ventura office building is currently closed to the public. Pursuant to the State of California's Executive Order N-29-20, dated March 17, 2020, due to concerns of COVID-19 this meeting will be conducted electronically. The public can participate in this meeting by calling from a telephone or mobile phone.

HOW TO PARTICIPATE VIA PHONE

To access the meeting by phone:

Dial: **1-669-900-6833**

When prompted, enter meeting ID: **922 4213 5103**

Once connected, if you wish to speak during Public Comment, press *9 to raise your hand

PUBLIC COMMENT

To allow the opportunity for all to speak, a time limit of 3 minutes has been set for public speakers wishing to address the Board of Commissioners. The Chair has the discretion to further limit this time if warranted.

HOW TO SUBMIT PUBLIC COMMENT

Comments may be submitted by one of the following:

1. Connect to the meeting via phone (above), once connected **press *9** on your phone to raise your hand and you will be recognized during **Agenda Item #5** to make your comment.
2. Comments may also be submitted prior to the meeting **via email by 5:00 p.m. Tuesday, September 21, 2021**. Please email your comment to admin@ahacv.org and include "Public Comment" in the subject line.
3. You may also leave your comments by a voice message at **805-480-9991 ext. 850**, please speak clearly. Your email or transcribed voice message will be distributed to the Board of Commissioners prior to the Board meeting.



AGENDA

REGULAR MEETING OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA

Wednesday, September 22, 2021 at 3:00 P.M.

1. CALL TO ORDER/WELCOME

A. PLEDGE OF ALLEGIANCE

B. COMMISSIONER ATTENDANCE: BRADLEY, CRUTCHFIELD, JOHNSON, KUENY, LECH, LUNN, MCCLENAHAN, MERCER, NIELSEN, NORORI, RAMOS-CRUZ, REISENDER, WALL, AND WATSON

2. ADOPTION OF AGENDA

3. APPROVAL OF MINUTES: REGULAR MEETING OF August 25, 2021

4. CONSENT CALENDAR ITEMS

Review and approve unless an item is pulled for separate action by the Board and moved to the Regular agenda for consideration. Consent items are to be routine and non-controversial. All items are approved as recommended without discussion.

A. Receive Executive Director Report (Michael Nigh)

B. Receive Financial Report (Denise Howells)

C. Receive Section 8 Report (Carrie Sabatini & James Markot)

D. Receive Housing Programs Report (Carrie Sabatini)

E. Receive Housing Assets and Development Report (George McGehee, Jr.)

F. Receive Personnel/Human Resources Report (Patricia Friou)

5. PUBLIC COMMENTS

Any member of the public may address the Board of Commissioners on an item appearing on the agenda or any subject within the jurisdiction of the Housing Authority. *Please note that public comments will not be responded to, acted on or discussed during the meeting, but may appear on a future agenda. If you wish to make a comment, please refer to meeting announcement on previous page.*

6. RESOLUTION NO. 1104 - A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING SUBMITTAL OF A LOAN APPLICATION TO THE HOUSING TRUST FUND VENTURA COUNTY AND EXECUTION OF SUCH LOAN DOCUMENTS FOR THE DEVELOPMENT OF RANCHO SIERRA SENIOR APARTMENTS

Michael Nigh, Executive Director

Motion to Approve, Second, Discuss, Roll Call Vote

7. 2022 SCHEDULE OF BOARD MEETINGS

Jorgen Nielsen, Board Chair

Review, Motion, Discuss, Roll Call Vote

8. STAFF COMMENTS

Information Only

9. EXECUTIVE DIRECTOR COMMENTS
Information Only

10. COMMISSIONER COMMENTS

Comments by Commissioners on matters they consider appropriate. The Board of Commissioners will not respond to comments but will take them into consideration and the item may appear on a future agenda if discussion is determined necessary. Commissioners are asked to limit their comments to three (3) minutes or less.

11. CHAIR COMMENTS (5 MIN)

NEXT SCHEDULED MEETING
October 27, 2021
1400 W. Hillcrest Drive
Newbury Park, CA 91320 AT 3:00 P.M.

Americans with Disabilities Act (ADA): In compliance with ADA, if you need special assistance to participate in this meeting, please contact the Area Housing Authority of the County of Ventura via email at admin@ahacv.org or by phone at (805) 480-9991 ext. 850. Notification at least 48 hours prior to the meeting will ensure that reasonable accommodations can be addressed appropriately.



**REGULAR MEETING OF THE
AREA HOUSING AUTHORITY
OF THE COUNTY OF VENTURA
BOARD OF COMMISSIONERS**

MEMBERS OF THE BOARD:

Angela Bradley, Resident Commissioner
Marques Crutchfield, Simi Valley
Susan L. Johnson, Fillmore
Steven Kueny, Moorpark
Charles Lech, Thousand Oaks
Mark Lunn, Thousand Oaks
Jane McClenahan, Ojai
Stephanie Mercer, Camarillo
Jorgen Nielsen, Moorpark
Nicole Norori, Unincorporated County
Marci Ramos-Cruz, Fillmore
Brent Reisender, Camarillo
Terry Wall, Unincorporated County
Betsy Watson, Ojai

MINUTES – August 25, 2021

DISCLAIMER: These minutes are DRAFT minutes. These minutes do not constitute an official record of the Area Housing Authority and are subject to change upon further review by the Board of Commissioners of the Area Housing Authority. Official minutes, incorporating any approved revisions, are available after approval of the corresponding draft minutes by the Board of Commissioners at a subsequent meeting.

Pursuant to Executive Order N-29-20, issued by the Governor of the State of California on March 17, 2020, the Area Housing Authority of the County of Ventura conducted this meeting via conference and video calling services. Public comment was able to be submitted via email to admin@ahacv.org or voice message to 805-480-9991, extension 850.

1. CALL TO ORDER / WELCOME / PLEDGE OF ALLEGIANCE

This regular meeting of the Area Housing Authority of the County of Ventura's Board of Commissioners was held on Wednesday, August 25, 2021, at 1400 W. Hillcrest Drive, Newbury Park, California. Vice-Chair Mercer called the meeting to order at 3:05 pm. and Commissioner Johnson led the Pledge of Allegiance.

ATTENDANCE:

Commissioners participating via conference or video call: Angela Bradley, Marques Crutchfield, Susan Johnson, Chuck Lech, Mark Lunn, Jane McClenahan, Stephanie Mercer, Jorgen Nielsen¹, Nicole Norori, Marci Ramos-Cruz, Brent Reisender², Terry Wall, Betsy Watson

Commissioners absent: Steven Kueny

Staff participating via conference or video call: Executive Director Michael Nigh, Linda Fisher-Helton, Denise Howells, Jim Markot, George McGehee, Jr., Nancy Reidy, Carrie Sabatini

Legal Counsel participating via conference or video call: James McDermott, Ferguson Case Orr Paterson LLP

2. ADOPTION OF AGENDA

Commissioner Wall moved to adopt the Agenda and the motion was seconded by Commissioner Lunn. Following a roll call vote, the Agenda for the Board meeting of August 25, 2021, was adopted.

AYES: BRADLEY, CRUTCHFIELD, JOHNSON, LECH, LUNN, MCCLENAHAN, MERCER, NIELSEN, NORORI, RAMOS-CRUZ, REISENDER, WALL, WATSON

¹ Chair Nielsen arrived at 3:10 pm. and assumed control of the meeting from Vice-Chair Mercer

² Commissioner Reisender arrived at 3:06 pm.

NOES: NONE

ABSTAIN: NONE

ABSENT: KUENY

3. APPROVAL OF MINUTES - REGULAR MEETING OF JULY 28, 2021

Commissioner McClenahan moved to adopt the Minutes from the Regular Board Meeting of July 28, 2021; Commissioner Watson seconded the motion. Following a roll call vote, the motion passed and the Minutes were approved.

AYES: BRADLEY, CRUTCHFIELD, JOHNSON, LECH, LUNN, MCCLENAHAN, MERCER, NIELSEN, NORORI, RAMOS-CRUZ, REISENDER, WALL, WATSON

NOES: NONE

ABSTAIN: NONE

ABSENT: KUENY

4. CONSENT CALENDAR ITEMS

The following consent items required no discussion and had no objections: Executive Director Report, Financial Report, Section 8 Report, Housing Programs Report, Housing Assets & Development Report, and the Personnel/Human Resources Report.

Commissioner Nielsen moved to adopt the Consent Calendar Items; the motion was seconded by Commissioner Reisender. Following a roll call vote, the Consent Calendar Items were approved.

AYES: BRADLEY, CRUTCHFIELD, JOHNSON, LECH, LUNN, MCCLENAHAN, MERCER, NIELSEN, NORORI, RAMOS-CRUZ, REISENDER, WALL, WATSON

NOES: NONE

ABSTAIN: NONE

ABSENT: KUENY

5. PUBLIC COMMENTS

No public comments were received.

6. FY 2022 BUDGET PRESENTATION

Denise Howells, Director of Finance, presented the financial elements, challenges, and opportunities for FY 2022. In addition, Ms. Howells facilitated the budget discussion and answered questions. Fundamental to the presentation and discussion was the impact of Covid to AHA's financial position and reserve funds available to support AHA's mission and vision. Commissioner Lunn moved to approve the FY 2022 Budget; Commissioner McClenahan seconded the motion. Following a roll call vote, the FY 2022 Budget was approved:

AYES: BRADLEY, CRUTCHFIELD, JOHNSON, LECH, LUNN, MCCLENAHAN, MERCER, NIELSEN, NORORI, RAMOS-CRUZ, REISENDER, WALL, WATSON

NOES: NONE

ABSTAIN: NONE

ABSENT: KUENY

7. APPROVE ACTIONS TAKEN TO PROCURE ROUTINE ROOFING SERVICES ARE IN ACCORDANCE WITH THE AHA PROCUREMENT POLICY

George McGehee Jr., Director of Housing Assets, provided the Board with an overview of the procurement process as it relates to routine services. Chair Nielsen called for a vote to approve the actions taken to procure routine roofing services for Tafoya Terrace (Moorpark) and Leggett Court (Thousand Oaks) were in accordance with the AHA procurement policy. Commissioner McClenahan made a motion to approve the actions for the roofing service; the motion was seconded by Commissioner Mercer. Following a voice vote, the motion was approved.

8. RESOLUTION NOS. 1101, 1102, AND 1103 AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT AN APPLICATION FOR AND EXECUTE ALL ASSOCIATED DOCUMENTS FOR FUNDING FROM THE CALIFORNIA DEPARTMENT OF HOUSING FOR MULTIFAMILY HOUSING PROGRAM FUNDS TO BE USED IN DEVELOPMENT OF RANCHO SIERRA APARTMENTS

Executive Director Michael Nigh re-introduced the Board to the Rancho Sierra supportive senior housing development being planned for unincorporated Ventura County outside of Camarillo. Mr. Nigh presented the Board with an explanation of the contents, purpose, and intentions of Resolution Nos. 1101, 1102, and 1103. In order for AHA to apply for Multifamily Housing Program (MHP) funds, the Board must authorize the Executive Director, by Board Resolution, to submit the require documents.. Mr. Nigh further explained that some text may need to be adapted to meet California Department of Housing and Community Development’s (HCD’s) requirements, however, Mr. Nigh emphasized that no changes would be made to the intention or specifics without future Board approval. Chair Nielsen called for a motion approval in substantially the form submitted with such minor changes as approved by legal counsel.

**A. RESOLUTION NO. 1101 – A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE MULTIFAMILY HOUSING PROGRAM FOR THE DEVELOPMENT OF RANCHO SIERRA SENIOR APARTMENTS
(Rancho Sierra Senior Apartments)**

Commissioner McClenahan moved to adopt Resolution No. 1101; Commissioner Lunn seconded. Resolution No. 1101 was adopted following a roll call vote.

AYES: BRADLEY, CRUTCHFIELD, JOHNSON, LECH, LUNN, MCCLENAHAN, MERCER, NIELSEN, NORORI, RAMOS-CRUZ, REISENDER, WALL, WATSON

NOES: NONE

ABSTAIN: NONE

ABSENT: KUENY

**B. RESOLUTION NO. 1102 – A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AS A MEMBER OF RANCHO SIERRA I, LLC, AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE MULTIFAMILY HOUSING PROGRAM ROUND FOUR FOR THE DEVELOPMENT OF RANCHO SIERRA SENIOR APARTMENTS
(Rancho Sierra Senior Apartments)**

Commissioner Lech motioned to adopt Resolution No. 1102; Commissioner Reisender seconded. Resolution No. 1102 was adopted following a roll call vote.

AYES: BRADLEY, CRUTCHFIELD, JOHNSON, KUENY, LECH, LUNN, MCCLENAHAN, MERCER, NIELSEN, NORORI, RAMOS-CRUZ, REISENDER, WALL, WATSON

NOES: NONE

ABSTAIN: NONE

ABSENT: KUENY

**C. RESOLUTION NO. 1103 – A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AS A MEMBER OF RANCHO SIERRA I, LLC, THE MANAGING GENERAL PARTNER OF RANCHO SIERRA I LP, AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE MULTIFAMILY HOUSING PROGRAM ROUND FOUR FOR THE DEVELOPMENT OF RANCHO SIERRA SENIOR APARTMENTS
(Rancho Sierra Senior Apartments)**

Commissioner Wall made a motion to adopt Resolution No. 1103; Commissioner Lech seconded. Resolution No. 1103 was adopted following a roll call vote.

AYES: BRADLEY, CRUTCHFIELD, JOHNSON, LECH, LUNN, MCCLENAHAN, MERCER, NIELSEN, NORORI, RAMOS-CRUZ, REISENDER, WALL, WATSON

NOES: NONE

ABSTAIN: NONE

ABSENT: KUENY

9. STAFF COMMENTS

George McGehee Jr., Director of Housing Assets, provided the Board with an overview and photos of the ongoing development of Mountain View Apartments (Fillmore) and Vintage at Sycamore (Simi Valley).

10. EXECUTIVE DIRECTOR COMMENTS

Executive Director Michael Nigh informed the Board that he would be emailing out the annual audit letter to all Commissioners for their review and comment.

Mr. Nigh reminded the Board about the upcoming Ventura County Housing Opportunities Made Easier's (HOME's) annual housing conference on October 13, 2021.

Mr. Nigh recognized the contributions of long-time Commissioner Margaret Noble (Simi Valley) who recently passed away.

11. COMMISSIONER COMMENTS

Commissioner Margaret Noble, who recently passed away, was remembered for her contributions as a dedicated board member for fourteen years.

Denise Howells was commended for an excellent presentation of the FY 2022 Budget and GeorgeMcGehee, Jr., received positive comments regarding the progress at Mountain View (Fillmore) and Vintage at Sycamore (Simi Valley).

12. CHAIR COMMENTS

Chair Nielsen thanked Vice-Chair Mercer for stepping in as Chair at the outset of the meeting and expressed appreciation to Denise Howells for her presentation of the budget. Chair Nielsen stated that Commissioner Margaret Noble will be missed.

The Chair adjourned the meeting at 3:52 pm.

Prepared by: _____
Michael Nigh, Executive Director

Date: _____

Reviewed by: _____
Jim McDermott, Legal Counsel

Date: _____

Accepted by: _____
Jorgen Nielsen, Chair

Date: _____

DRAFT



Meeting Date: September 22, 2021
Agenda Item: 4A
Subject: Executive Director Report
Prepared by: Michael Nigh, Executive Director
Requested Action: Information Only

This report reflects progress for the period of August 20, 2021 to September 16, 2021. I continue to actively pursue the goals established by the Board of Commissioners.

- Participated in the virtual September CalAHA Board's Meeting
- Participated in virtual biweekly development meeting for Rancho Sierra Senior Apartments in unincorporated Ventura County
- Participated in meetings with the City of Thousand Oaks, Many Mansions and other partners regarding Project Room Key and the city's desire to redevelop a former motel into housing units
- Participated in virtual meetings with the 2800 Barry Street (Camarillo) development team reviewing documents that facilitate the sale and transfer of the property
- Participated in virtual meeting with the Ventura County Continuum of Care Board of Directors
- Attended a virtual meeting with HUD regarding the Housing Choice Voucher program
- Addressed immediate staffing needs and continue to evaluate eminent staffing needs
- Continued to follow city council and planning meetings for our jurisdictions
- Reviewed FY 2022 department budget proposals, agency budget, and budget assumptions
- Reviewed and verified procurement process/procedure for cooperative agreements/intergovernmental agreements
- Following California, Cal-OSHA, CHWCA (Workers Comp) guidelines to develop protocol for safely re-opening
- Continue to follow the progress of CA legislature's AB 361 allowing public agencies to use teleconferencing until January 2024 without complying with specified Ralph. M Brown Act restrictions in certain situation
- Continue to follow Board of Supervisors meetings regarding the Covid-19 health emergency
- Continue to meet with the executive team to discuss Covid-19 impacts, response plans, HUD updates and to plan future actions
- Continue to communicate with staff to provide timely updates addressing operations during the Covid-19 health emergency
- Continue to monitor HUD communications on waivers and funding due to Covid-19
- Continue to discuss with management team the future of our operations, the physical and organizational changes necessary to continue to serve our clients



Meeting Date: September 22, 2021
Agenda Item: 4B
Subject: Financial Report
Prepared by: Denise Howells, Director of Finance
Requested Action: Information Only

July 2021 Financial Statements

Please find following the financial reports for the month ended July 31, 2021.

- **Summary Financial Statement**
Salaries and benefits, utilities and maintenance and operations reflect a favorable variance. This is primarily due to year end accruals. Many of the expenses paid in July had been accrued for FYE June 30, 2021.

- **Statement of Revenue, Expenditures and Changes in Net Position**
The following budgeted maintenance repairs occurred in July 2021:
 1. Whispering Oaks (Ojai) - \$2,057 for flooring
 2. Florence Janss (Thousand Oaks) - \$6,194 for tub refinishing, flooring and painting
 3. Roth Apts (Meiners Oaks/unincorporated) - \$3,550 for flooring
 4. Glenn Oaks (Thousand Oaks) - \$3,283 for tub refinishing, flooring and painting
 5. Los Arboles (Thousand Oaks) - \$2,375 for painting
 6. Summer Apts. (Ojai) - \$1,531 for tub refinishing and vacancy repairs
 7. Pepper Tree Court (Simi Valley) - \$912 for flooring

- **Analysis of Reserve Summary**
This report includes all year to date activity for the fiscal year.

Please contact me at extension 610 or via email at dhowells@ahacv.org in order to discuss your individual questions.

Area Housing Authority of the County of Ventura Summary Financial Statement Period Ended July 31, 2021	Combined Low Rent Public Housing	Housing Choice Vouchers	General Fund	Combined Agency Owned Housing	Tax Credit Property Management	FY 2022 Budget	Variance Favorable/ (Unfavorable)
Statement of Net Position							
Current assets	2,159,448	6,741,955	5,020,179	3,024,232	91,262		
Current liabilities	370,419	472,018	100,670	418,564	58,076		
Current Ratio	5.83	14.28	49.87	7.23	1.57		
Long term assets	5,373,636	32,071	13,599,153	14,137,490	109,606		
Long term liabilities	148,440	120,658	2,072,548	13,612,371	24,146		
Net position invested in capital	4,244,378	32,071	(943,198)	317,325	200		
Restricted net position	-	381,386	-	-	-		
Unrestricted net position	2,769,847	5,767,893	17,389,312	2,813,462	118,446		
Statement of Revenue, Expenditures and Changes in Net Position							
Operating revenue							
Tenant revenue	159,976	-	-	250,082	-	404,877	5,181
Management fee income	-	-	37,897	-	41,113	77,333	1,677
Portability	-	1,472	-	-	-	2,542	(1,070)
Other	-	801	23,136	216	8,956	35,232	(2,123)
Total operating revenue	159,976	2,273	61,033	250,298	50,069	519,983	3,666
Operating expenses							
Salaries and benefits	27,014	136,101	33,398	22,238	24,964	416,965	173,250
Administrative expenses	4,106	79,835	16,456	7,112	4,395	128,919	17,015
Management fee expense	37,897	-	-	-	-	36,987	(910)
Resident services	196	-	-	-	-	16,563	16,367
Utilities	24,201	4,129	1,412	15,981	676	81,017	34,618
Maintenance and operations	51,203	1,609	861	38,281	11,634	140,583	36,995
General expenses	33,900	4,815	4,890	22,873	1,398	84,194	16,318
Housing assistance	-	2,599,034	-	-	-	2,638,088	39,054
Total operating expenses	178,517	2,825,523	57,017	106,485	43,067	3,543,316	332,707
Nonoperating revenue/expenses							
Grant revenue	111,311	2,909,194	-	-	-	3,017,224	3,281
Investment income	401	1,166	428	112	-	2,424	(317)
Loan payments/reserve deposits	(18,322)	-	(12,111)	(74,246)	-	(104,713)	34
Deferred maintenance/capital improvements	-	-	-	-	-	(143,882)	143,882
Total nonoperating revenue/expense	93,390	2,910,360	(11,683)	(74,134)	-	2,771,053	146,880
Change in net position	74,849	87,110	(7,667)	69,679	7,002		

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA
Public Housing - Statement of Revenue, Expenditures and Changes in Net Position
For the period ended July 31, 2021

	Whispering Oaks 100 units Senior/ Disabled Ojai	Florence Janss 63 units Senior/ Disabled Thousand Oaks	Leggett Court 48 units Family Thousand Oaks	Roth Apts 34 units Family Meiners Oaks/ unincorporated	Tafoya Terrace 30 units Senior/ Disabled Moorpark	Ellis Terrace 26 units Family Camarillo	Fiore Gardens 49 units Family Thousand Oaks
Operating revenue							
Tenant revenue	28,788	21,741	27,613	16,597	9,943	20,831	34,463
Other revenue	-	-	-	-	-	-	-
Total operating revenue	28,788	21,741	27,613	16,597	9,943	20,831	34,463
Operating expenses							
Total administrative expenses	14,115	10,296	8,578	6,392	4,419	4,920	10,083
Resident services	-	-	98	-	-	98	-
Utilities	8,291	3,465	1,770	4,308	1,806	1,301	3,260
Maintenance and operations	8,760	12,170	6,829	7,044	3,842	6,857	5,701
General expenses	7,656	5,677	4,777	3,561	2,734	3,256	6,239
Total operating expenses	38,822	31,608	22,052	21,305	12,801	16,432	25,283
Nonoperating revenue/expenses							
Grant revenue	32,752	14,549	11,326	13,079	12,161	7,558	9,672
Investment income	99	44	64	51	35	48	60
Loan payments	(5,886)	(4,945)	(2,251)	(2,897)	(701)	(1,642)	-
Deferred maintenance/capital improvements	-	-	-	-	-	-	-
Total nonoperating revenue/expense	26,965	9,648	9,139	10,233	11,495	5,964	9,732
Change in net position	16,931	(219)	14,700	5,525	8,637	10,363	18,912

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA
Agency Owned - Statement of Revenue, Expenditures and Changes in Net Position
For the period ended July 31, 2021

	Raemere Street 2 units Family Camarillo	Glenn Oaks 39 units Senior Thousand Oaks	Royal Oaks 5 units Family Thousand Oaks	Los Arboles 43 units Family Thousand Oaks	Sunset Villas 11 units Family Thousand Oaks	Grand Ave 5 units Family/ Senior Ojai	Summer Apts 10 units Family/ Senior Ojai	Summerwind 15 units Family/ Senior Piru/ unincorporated	Pepper Tree Court 36 units Senior Simi Valley	Casas de Sueño 10 units Family Camarillo	Casa Velasquez 13 units Family Camarillo
Operating revenue											
Tenant revenue	2,575	53,744	8,010	67,420	17,390	4,200	10,654	12,960	39,635	14,727	18,767
Other revenue	-	-	-	-	-	-	-	-	216	-	-
Total operating revenue	2,575	53,744	8,010	67,420	17,390	4,200	10,654	12,960	39,851	14,727	18,767
Operating expenses											
Total administrative expenses	27	2,212	152	4,358	116	356	228	1,380	1,511	852	1,105
Resident services	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	978	236	2,150	714	754	889	1,915	6,295	907	603
Maintenance and operations	443	9,951	829	9,181	1,421	973	2,804	1,317	7,870	1,213	1,909
General expenses	250	2,918	847	5,191	1,515	678	1,250	1,066	3,026	2,045	2,894
Total operating expenses	720	16,059	2,064	20,880	3,766	2,761	5,171	5,678	18,702	5,017	6,511
Nonoperating revenue/expenses											
Grant revenue	-	-	-	-	-	-	-	-	-	-	-
Investment income	11	19	9	17	10	-	2	6	8	13	8
Loan payments/replacement reserves	(50)	(11,118)	(3,574)	(11,649)	(6,927)	(125)	(5,043)	(375)	(22,296)	(5,976)	(7,114)
Deferred maintenance/capital improvements	-	-	-	-	-	-	-	-	-	-	-
Total nonoperating revenue/expense	(39)	(11,099)	(3,565)	(11,632)	(6,917)	(125)	(5,041)	(369)	(22,288)	(5,963)	(7,106)
Change in net position	1,816	26,586	2,382	34,908	6,707	1,314	442	6,913	(1,139)	3,747	5,151

Area Housing Authority of the County of Ventura
Analysis of Projected Reserves By Program
 July 2021

	AHA General Fund	Agency Owned	Section 8 Program*	Public Housing*
<u>Cash & Equivalents</u>				
Cash	8,741	93,859	11,969	37,782
Investments	4,957,840	2,472,273	6,618,418	2,084,954
Replacement Reserve		425,083		
Accounts Receivable	53,598	32,538	31,071	36,713
Total Cash & Equivalents	5,020,179	3,023,753	6,661,458	2,159,449
<u>Uses of Cash & Equivalents</u>				
Accounts Payable	(22,759)	(624,397)	(465,963)	(173,040)
Accrued Liabilities	(54,449)	(30,747)	(586,013)	(14,860)
Total Uses of Cash & Equivalents	(77,208)	(655,144)	(1,051,976)	(187,900)
Sub Total	4,942,971	2,368,609	5,609,482	1,971,549
<u>Projected Other Uses thru 6/30/22</u>				
Remaining Yr. Projected Income/(Loss)	(19,141)	713,683	(486,281)	261,744
Capital Improvements/Deferred Maintenance		(872,111)		(484,000)
Transfer to Property Management/Pepper Tree Court	(348,784)			
Total Other Uses	(367,925)	(158,428)	(486,281)	(222,256)
Projected Fiscal Year End Balance	4,575,046	2,210,181	5,123,201	1,749,293

*Restricted use for specific program only.

This report is not prepared in accordance with GAAP and is intended for internal use only.



Meeting Date: September 22, 2021
Agenda Item: 4C
Subject: Section 8 Report
Prepared by: James Markot, Director of Information Systems and Carrie Sabatini, Director of Housing Programs/Deputy Director
Requested Action: Information Only

HOUSING CHOICE VOUCHER PROGRAM STATUS

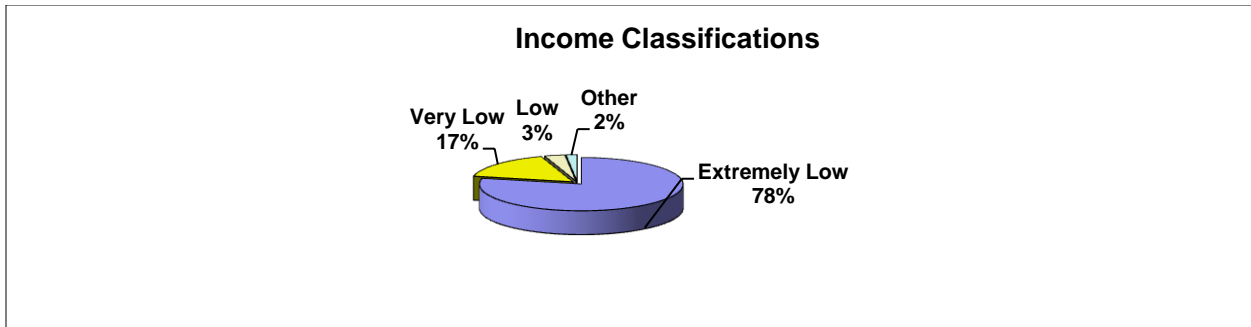
Total Family Members Assisted 4,276

WAITING LIST STATUS

Current S8 Waiting List Closed 11/16/2020 2,641

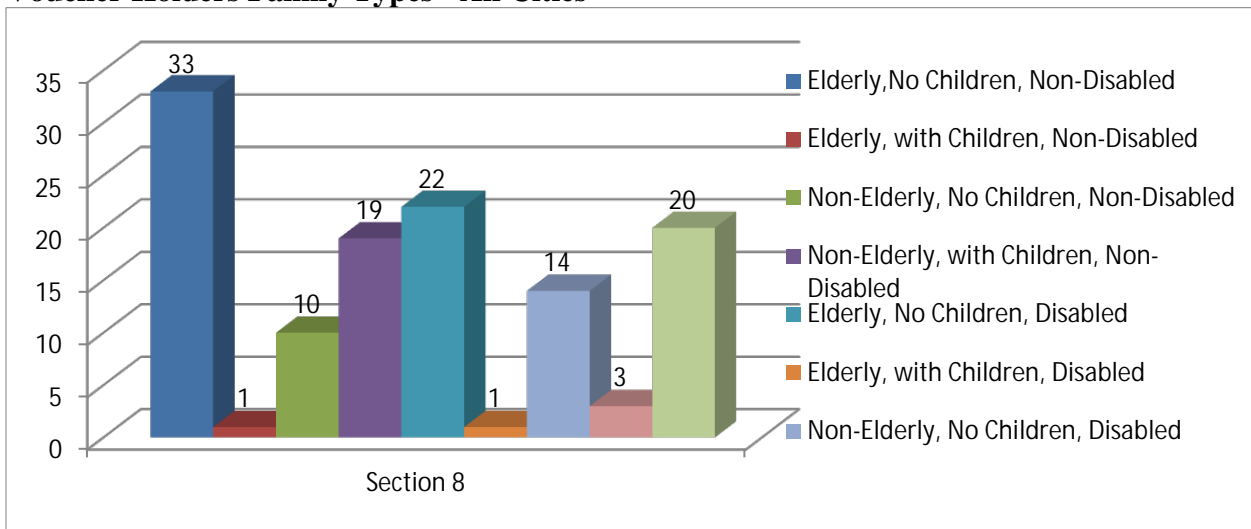
DEMOGRAPHICS

Voucher Holders Income Classifications - All Cities

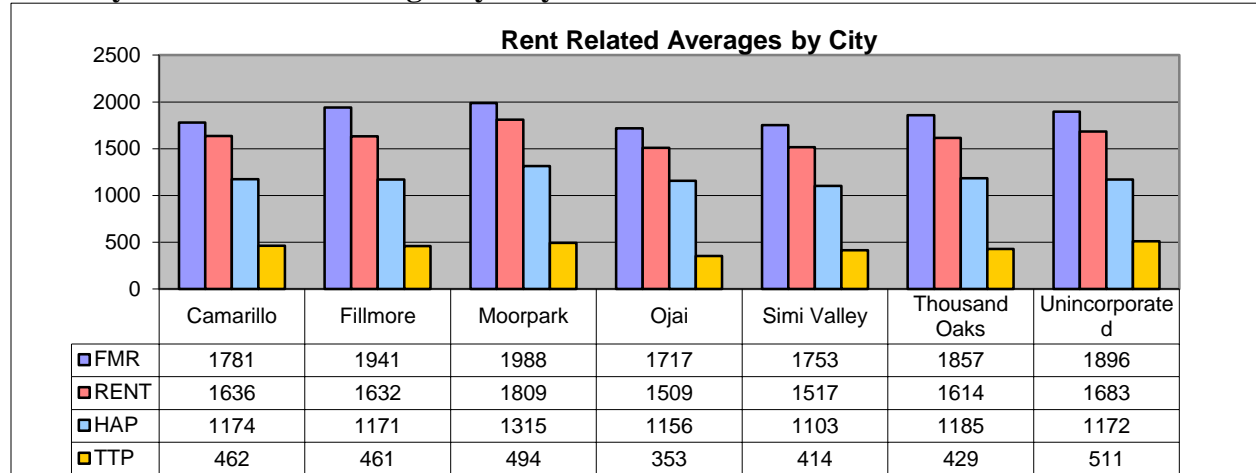


EXTREMELY LOW, <= 30% of Median Income; **VERY LOW**, >30% and <= 50% of Median Income; **LOW**, > 50% and <= 80% of Median Income; **OTHER**, > 80% of Median Income

Voucher Holders Family Types - All Cities



Monthly Rent Related Averages by City



FMR = Avg. Fair Market Rent (Payment Standard) based on Housing and Urban Development at time of Lease Up
RENT = Contract Rent
HAP = Housing Assistance Payment
TTP = Total Tenant Payment (Tenant Portion of Rent)

DEMOGRAPHICS

Monthly Vouchers in use, Dollars – Comparison of City to All Vouchers

	Vouchers	% of All Vouchers	HAP Dollars	% of all HAP Dollars
Camarillo	490	22.2%	\$575,095	22.3%
Fillmore	204	9.2%	\$238,807	9.3%
Moorpark	118	5.3%	\$155,199	6.0%
Ojai	64	2.9%	\$73,992	2.9%
Simi Valley	644	29.1%	\$710,070	27.6%
Thousand Oaks	538	24.3%	\$637,515	24.8%
Unincorporated	119	5.4%	\$139,514	5.4%
Outside of Area	33	1.5%	\$43,276	1.7%
	2210	100.0%	\$2,573,468	100.0%

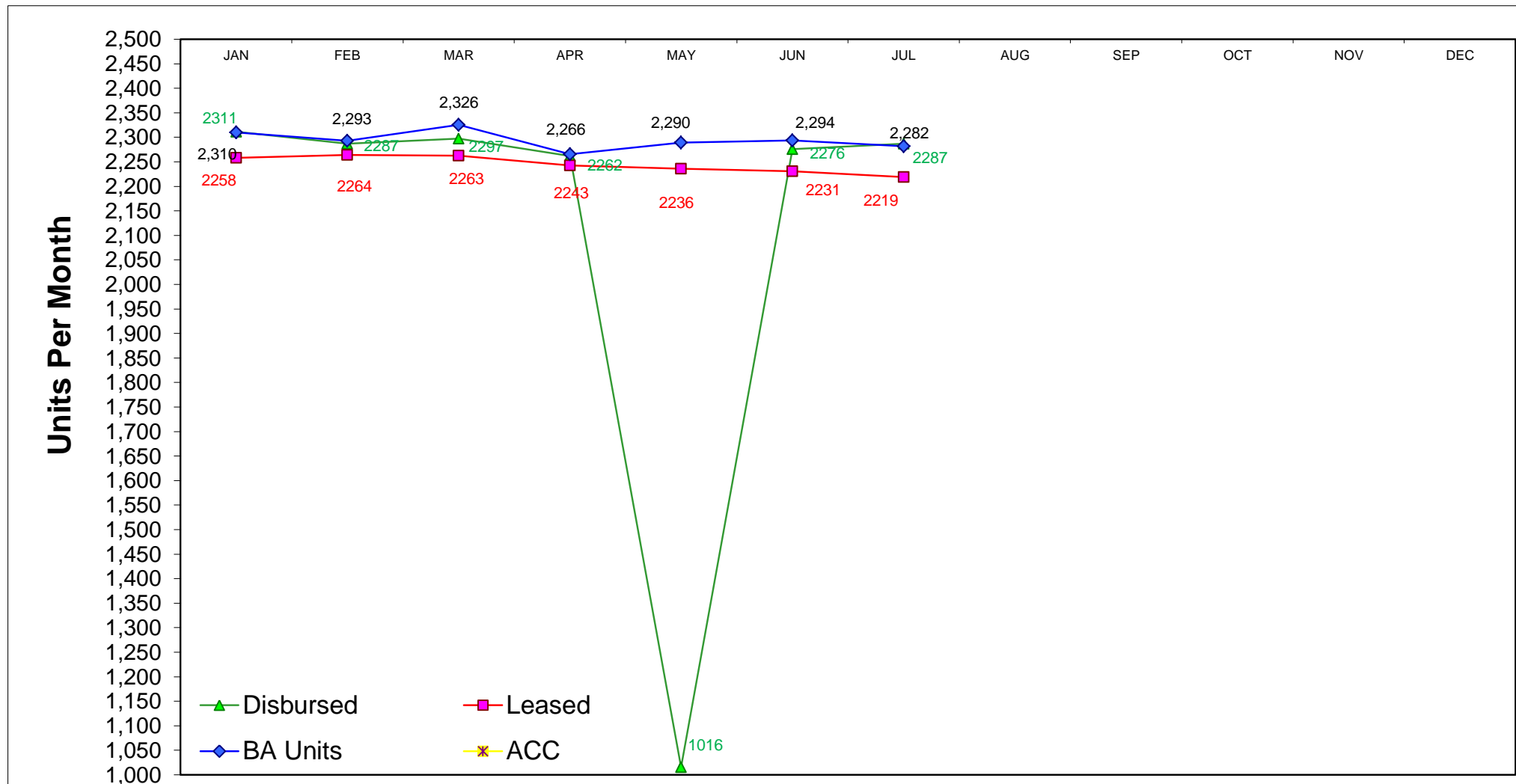
Vouchers = Number of vouchers actively in use in designated city.
% of Vouchers = Percentage of monthly vouchers leased in a city compared to all vouchers in use.
HAP Dollars = Total monthly Housing Assistance Payments made in designated city.
% of Dollars = Percentage of monthly voucher HAP paid in a city compared to all HAP dollars paid.

Please contact Jim at extension 888 or via email at jmarkot@ahacv.org or Carrie at extension 390 or via email at csabatini@ahacv.org in order to discuss your individual questions.

Area Housing Authority of the County of Ventura
Section 8 Voucher Program Leasing Summary
 January 1, 2021 - July 31, 2021

	HUD Budget Authority (BA)	HUD Disbursement	AHA Actual	Percentage of Actual Compared to BA	Per Unit Average HAP
Housing Assistance Payments					
Current Month	\$2,671,455	\$2,677,669	\$2,597,866	97.2%	\$1,171
Year To Date	\$18,619,156	\$17,089,360	\$18,218,412	97.8%	\$1,159
Administrative/Other Fees					
		AF Disbursed	AF (Prorated) Earned		
Current Month		\$227,554	\$229,708		
Year To Date		\$1,690,619	\$1,614,822		
Total Dollars (HAP+Admin Fees)					
Current Month		\$2,905,223	\$2,827,574		
Year To Date		\$18,779,979	\$19,833,234		

Units Leased						
	Budget Authority (BA) Funded Units	HUD Disbursement Funded Units	AHA Actual Units	% of Actual Compared to BA	HUD BA Units (Over) / Under Leased	Average Units Leased
Current Month	2,282	2,287	2,219	97.2%	63	
Year To Date	16,060	14,737	15,714	97.8%	346	2,245





Area Housing Authority of the County of Ventura
Revised For 08-01-2021

PAYMENTS STANDARDS
Effective 08-01-2021 ALL AREAS OF COUNTY

AHA

0-BR	\$1,395
1-BR	\$1,670
2-BR	\$2,115
3-BR	\$2,959
4-BR	\$3,345
5-BR	\$3,850

Single Room Occupancy

SRO20	75% of 0BR	\$1046
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INCOME LIMITS

Effective 04-01-2021

INCOME LIMITS: Median Family Income \$98,800

	%	1	2	3	4	5	6	7	8
30% OF MEDIAN	30	23600	26950	30300	33650	36350	39050	41750	44660
VERY LOW-INCOME	50	39250	44850	50450	56050	60550	65050	69550	74000
LOW-INCOME	80	62800	71800	80750	89700	96900	104100	111250	118450

REVISED Effective 08-01-2021



Meeting Date: September 22, 2021
Agenda Item: 4D
Subject: Housing Programs Report
Prepared by: Carrie Sabatini, Director of Housing Programs/Deputy Director
Requested Action: Information Only

PUBLIC HOUSING PROGRAM STATUS

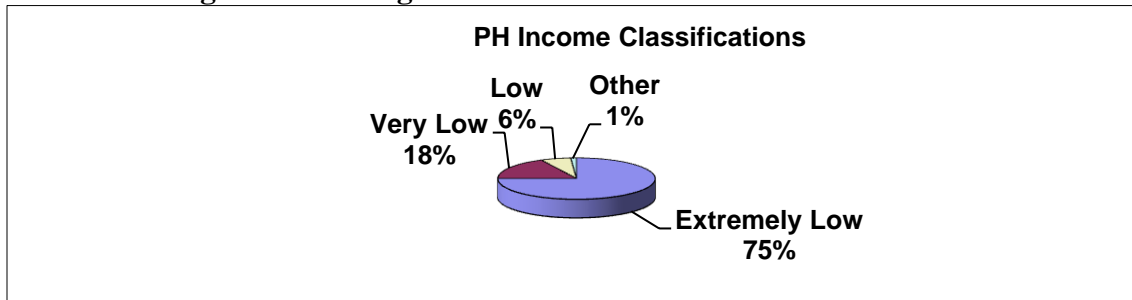
Total Family Members Assisted 699

WAITING LIST STATUS

Current Public Housing Elderly Waiting List 528
 Current Public Housing Family Waiting List 636
 Waiting List Closed 04/19/2021

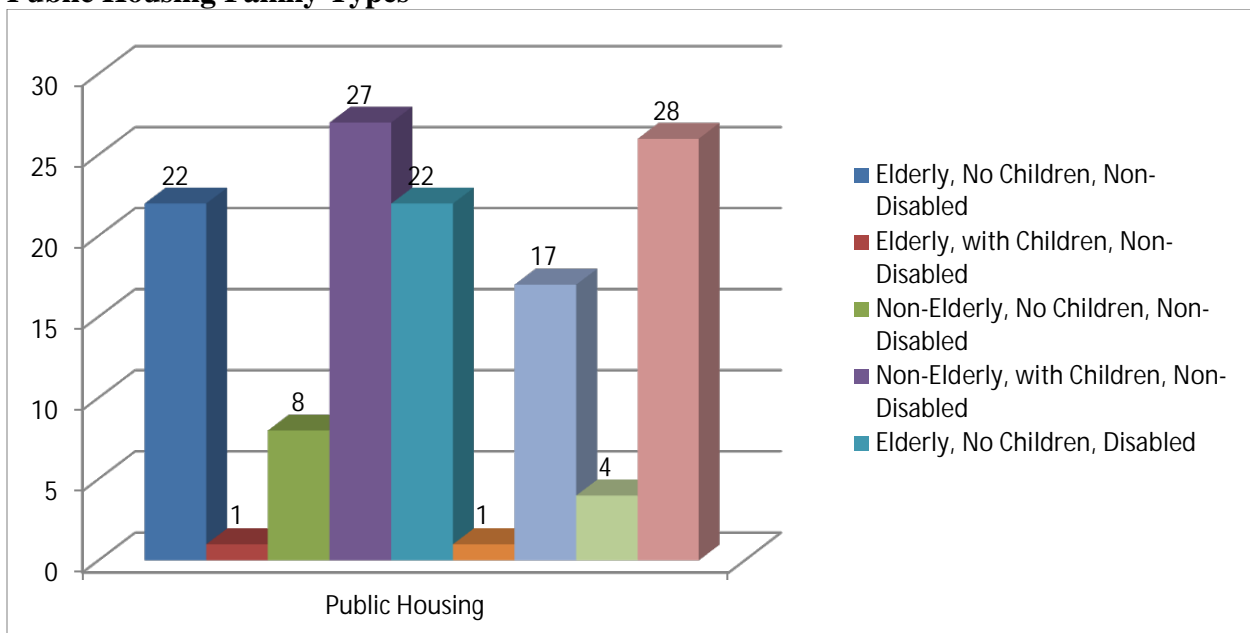
DEMOGRAPHICS

Public Housing Income Categories



EXTREMELY LOW, <= 30% of Median Income; **VERY LOW**, >30% and <= 50% of Median Income; **LOW**, > 50% and <= 80% of Median Income; **OTHER**, > 80% of Median Income

Public Housing Family Types



Occupancy By Program

	Units	Units Leased	# of Vacancies	Occupancy %
Public Housing	349	347	2	99%
Agency Owned	189	178	11	94%
TCP Managed Property	225	218	7	97%
Mira Vista Village	303	301	2	99%
	1066	1044	22	98%

RESIDENT SERVICES:

Meetings and gatherings have been cancelled due to the current health crisis. Resident Services, however, are provided in partnership with a wide network of service partners and continues to reach out to residents to ensure they are connected to the resources they need. A partial list of partnering agencies includes Conejo Recreation and Parks District, Senior Concerns, VC United, Ventura County Area Agency on Aging, LifeSTEPS, and Help of Ojai.

For questions on the demographic information, please contact Jim at extension 888 or via email at jmarkot@ahacv.org. For questions on other Housing Programs related information, please contact Carrie at extension 390 or via email at csabatini@ahacv.org.



Meeting Date: September 22, 2021
Agenda Item: 4E
Subject: Housing Assets and Development Report
Prepared by: George McGehee, Jr., Director of Housing Assets
Requested Action: Information Only

UPDATES:

- The pre-construction meeting for the roof replacement at the Leggett Court Apartments (Thousand Oaks) is set for September 27, 2021. This project is anticipated to be completed before the end of the year. We are currently working on a scope of work with an architectural firm for the water line replacement at the Whispering Oaks Apartments (Ojai). Both of these projects are being funded through HUD's 2021 Emergency Capital Fund Program (ECFP).
- A pre-reconstruction meeting was held for the roof replacement at the Tafoya Terrace Apartments (Moorpark). AHA staff, Rite Way roofing, and Scott & Sons Electric participated. This project is anticipated to be completed by the end of October 2021. This project is being funded through the CFP 50121 grant.
- We continue working on the close out of the current 2019 ECFP grant. HUD will issue a new Annual Contributions Contract (ACC) for the total of the expended funds. All work has been completed which included elevator rehabilitation at the Whispering Oaks Apartments (Ojai), Florence Janss Apartments (Thousand Oaks) and the Tafoya Terrace Apartments (Moorpark). Also, included in this grant was the complete re-roof of the Ellis Terrace Apartments (Camarillo).
- The installation for the Phase 2 replacement of the Packaged Terminal Air Conditioner (PTAC) units at the Florence Janss Apartments (Thousand Oaks) began August 9, 2021 and has been completed. This project was through the Capital Fund Program (CFP) 501-21 grant.
- We are currently acquiring proposals for the roof replacement at the Los Arboles Apartments (Thousand Oaks). This project is being funded with CDBG funds provided by the City of Thousand Oaks and additional funds from the property as noted in the approved budget.

DEVELOPMENT UPDATE

Moorpark VI (Scattered Sites):

- The anticipated development of 56 family units on the following six parcels is on hold: 112, 124 & 136 First Street, 224 & 236 Charles Street and a vacant parcel on Leta Yancy Road.

2800 Barry Street (Camarillo)

- This site is currently owned by the City of Camarillo. The proposed development includes 68 units of affordable housing, eight of which will be for-sale units. The project is located at 2800 Barry Street (formerly Stockyard Lumber).
- We are currently working towards requesting approval of the Entitlements for the project at the October 27, 2021 City Council meeting. Once City Council approves the Entitlements for the project, the construction/design phase of the project will begin.
- We continue working with RRM to finalize an Architectural & Engineering contract for the Design Development and construction documents for the project.
- Staples Construction was selected as the General Contractor during the pre-construction design phase of the project which is expected to begin after the approvals of the entitlements by the City Council.
- A Tax Credit application is being prepared with a submittal planned for March 2022.
- The anticipated construction start date is November 2022.

Mountain View Homes (Fillmore)

- Construction began November 2020 with a completion scheduled for May 2022.
- Framing continues on all buildings with all roof trusses being placed and roof sheeting continuing.
- Rough in plumbing, electrical and HVAC continues on all buildings, which includes the community room.
- The off-site installation of the dry utilities continues, which includes SCE, Spectrum and AT&T. Once completed, the final road improvements on Santa Clara Street and Mountain View Road can be finished.
- Landscaping has begun along highway 126 and Mountain View.

Rancho Sierra (County)

- Rancho Sierra is a 50-unit permanent supportive housing development for seniors located in unincorporated Ventura County at 1732 Lewis Road adjacent to Casa Pacifica and Villa Calleguas.
- Review of the terms and details of the ground lease are currently in progress with the County Administrator's office and are anticipated to go to the Board of Supervisors for approval before the end of the year.
- Discussions continue with Camarosa on providing water for the project.
- Project design and engineering is currently progressing through the design and development of the project utilizing modular construction to minimize cost and schedule.
- We are working with Prefab Logic who will provide the coordination of the modular portion of the project.
- Cannon Constructors is providing the pre-construction services including value engineering ideas for the development.
- The anticipated construction start date is October 2022.

Please contact me at extension 520 or via email at gmcgehee@ahacv.org to discuss your individual questions.



Meeting Date: September 22, 2021
Agenda Item: 4F
Subject: Personnel/Human Resources Report
Prepared by: Patricia Friou, Human Resources Manager
Requested Action: Information Only

This report reflects a summary of AHA headcount for the period of August 2021.

AHA EMPLOYEE PAYROLL EMPLOYEES

56	Regular Full-time Employees
0	Regular Part-time Employees
0	Temporary Full-time Employees
<u>0</u>	<u>Temporary Part-time Employees*</u>
56	Total AHA Active Employees

ADDITIONAL AHA EMPLOYEE INFORMATION

17	Management and Confidential Employees
39	Bargaining Unit Employees (Represented by SEIU 721)

**SEIU 721 does not represent temporary and part-time employees*



Board Report: September 22, 2021

Agenda Item: 6

Subject: **Resolution No. 1104 - A Resolution of the Area Housing Authority of the County of Ventura Authorizing Submittal of a Loan Application to the Housing Trust Fund Ventura County and Execution of Such Loan Documents for the Development of Rancho Sierra Senior Apartments**

Prepared by: Michael Nigh, Executive Director

Requested Action: Review, Motion, Second, Discuss, Roll Call Vote

In 2020, the AHA and Many Mansions were chosen to develop a permanent supportive housing project on County-owned property at 1732 Lewis Road (Rancho Sierra Senior Apartments), in unincorporated Ventura County. Since late 2020, the development team has been completing due diligence and seeking construction and permanent funding.

Funding Overview:

At a total projected construction cost of Thirty-five Million Dollars (\$35,000,000) many layers of funding sources will be required to complete Rancho Sierra. In June 2021, AHA and Many Mansions received notification of a No Place Like Home (NPLH) award of approximately Six Million Four Hundred Thousand Dollars (\$6,400,000) towards the construction of Rancho Sierra Senior Apartments (Rancho Sierra). In addition the County of Ventura has committed to loan approximately One Million Dollars (\$1,000,000).

At the August 25, 2021 AHA Board of Commissioners meeting the Board authorized staff to apply as co-applicant with Many Mansions to the California Housing and Community Development (HCD) for up to Twenty Million Dollars (\$20,000,000) in Multifamily Housing Program (MHP) funds for the construction of Rancho Sierra Senior Apartments (Rancho Sierra).

The Housing Trust Fund Ventura County (HTFVC) provides below-market interest rate loans to developers who create new affordable housing opportunities within Ventura County. HTFVC has provided AHA with funding for Walnut Street Apartments and Mountain View Apartments. Following discussions with HTFVC staff, the development team was invited to submit a formal loan application for consideration for up to Four Million Dollars (\$4,000,000).

Staff is requesting authorization for the AHA to apply as co-applicant with Many Mansions for a HTFVC loan for up to Four Million Dollars (\$4,000,000) for the development of Rancho Sierra Senior Apartments, located in unincorporated Ventura County, California.

Staff recommends approval of Resolution No.1104

Enclosed: Draft Resolution No. 1104



RESOLUTION NO. 1104

**A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA
AUTHORIZING SUBMITTAL OF A LOAN APPLICATION TO THE HOUSING TRUST
FUND VENTURA COUNTY AND EXECUTION OF SUCH LOAN DOCUMENTS FOR THE
DEVELOPMENT OF RANCHO SIERRA SENIOR APARTMENTS
(Rancho Sierra Senior Apartments)**

At a duly constituted meeting of the Board of Commissioners of the Area Housing Authority of the County of Ventura, a public body, corporate and politic (the “AHA”), held on September 22, 2021, the following resolution was adopted:

WHEREAS, the AHA, Many Mansions, and the County of Ventura executed an Exclusive Negotiating Agreement dated June 16, 2020 for the ground lease of 1732 S. Lewis Rd, Unincorporated Ventura County (bordering the city of Camarillo), CA 91362 (“Property”); and

WHEREAS, the AHA and Many Mansions in partnership with the County of Ventura plan to construct a 50-unit low income senior complex known as Rancho Sierra Senior Apartments on the property; and

WHEREAS, the AHA and Many Mansions desire to borrow an amount not to exceed \$4,000,000 from the Housing Trust Fund Ventura County to offset predevelopment and construction expenses associated with Rancho Sierra Senior Apartments; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Area Housing Authority of the County of Ventura that it does hereby authorize the Executive Director on behalf of the Area Housing Authority of the County of Ventura to:

1. submit an application along with Many Mansions to the Housing Trust Fund of Ventura County for a predevelopment and construction loan in an amount not to exceed \$4,000,000; and
2. if selected, incur an obligation for the loan, execute and deliver any and all documents required or deemed necessary or appropriate to carry into effect the full intent and purpose of the above resolution, in order to evidence the loan, the obligations related thereto, and Housing Trust Fund Ventura County’s security therefore; including, but not limited to, a promissory note, a deed of trust, a regulatory agreement, and certain other documents required by Housing Trust Fund Ventura County as security for, evidence of or pertaining to the loan, and all amendments thereto.

DATED: September 22, 2021

JORGEN NIELSEN, CHAIR
Area Housing Authority Board of Commissioners

STATE OF CALIFORNIA
COUNTY OF VENTURA

I, Michael Nigh, Executive Director of the Area Housing Authority of the County of Ventura, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the Commissioners of the Area Housing Authority of the County of Ventura at a regular meeting thereof held on September 22, 2021 by the following vote of the members thereof:

AYES:

NOES:

ABSTAIN:

ABSENT:

MICHAEL NIGH, EXECUTIVE DIRECTOR
Area Housing Authority of the County of Ventura



Meeting Date: September 22, 2021
Agenda Item: 7
Subject: 2022 Schedule of Board Meetings
Prepared by: Jorgen Nielsen, Board Chair
Michael Nigh, Executive Director
Requested Action: Review, Motion, Discuss, Voice Vote

The Board is asked to review and approve the attached proposed 2022 Schedule of Board Meetings.

Enclosed: 2022 Schedule of Board Meetings

Area Housing Authority of the County of Ventura

WHEN WE HOUSE ONE WE CHANGE THE WORLD

OBSERVED HOLIDAYS

2022 CALENDAR

- New Years Day 2022- 12/30/21 (Observed)
- Martin Luther King Jr. Day - 01/17/22
- President's Day - 02/21/22
- Memorial Day - 05/30/22
- Juneteenth - 06/20/22 (Observed)
- Independence Day - 07/4/22
- Labor Day - 09/5/22
- Veterans Day - 11/10/22 (Observed)
- Thanksgiving Day - 11/24/22
- Christmas Day - 12/26/22 (Observed)
- Holiday Closure - 12/27/22 - 12/29/21
- New Years Day 2023- 01/02/23 (Observed)

SCHEDULE OF BOARD MEETINGS

△ Regular Board Meetings
4th Wednesday @ 3:00pm
(Except Nov. & Dec.)



JANUARY							FEBRUARY							MARCH							APRIL							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5			1	2	3	4	5							1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28						27	28	29	30	31			24	25	26	27	28	29	30	
30	31																											

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1	2	1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
														31													

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3						1			1	2	3	4	5							1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			25	26	27	28	29	30	31		
							30	31																				



Meeting Date: September 22, 2021

Agenda Item: 8

Subject: Staff Comments

Prepared by: Staff

Requested Action: Information Only

Staff will provide comments and updates as needed.



Meeting Date: September 22, 2021
Agenda Item: 9
Subject: Executive Director Comments
Prepared by: Michael Nigh, Executive Director
Requested Action: Information Only

The Executive Director will provide updates as needed.