



AREA HOUSING AUTHORITY
OF THE COUNTY OF VENTURA

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

January 23, 2019

1400 W. HILLCREST DRIVE
NEWBURY PARK, CALIFORNIA

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

Wednesday, January 23, 2019 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."

1. CALL TO ORDER/WELCOME

A. PLEDGE OF ALLEGIANCE

B. COMMISSIONER ATTENDANCE: CRUTCHFIELD, DIAZ-MARTINEZ, JOHNSON, LECH, LUNN, MCCARTY, MCCLENAHAN, MERCER, NIELSEN, NOBLE, RAMOS-CRUZ, REISENDER, AND WALL

2. ADOPTION OF AGENDA

3. APPROVAL OF MINUTES:

A. Regular meeting of October 24, 2018

B. Regular meeting of November 28, 2018

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. Consent Calendar Items - November 28, 2018

i. Receive Executive Director Report (Michael Nigh)

ii. Receive Financial Report (Denise Howells)

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

iv. Receive Housing Programs Report (Carrie Sabatini)

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

vi. Receive Personnel/Human Resources (Patricia Friou)

B. Consent Calendar Items - January 23, 2019

i. Receive Executive Director Report (Michael Nigh)

ii. Receive Financial Report (Denise Howells)

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

iv. Receive Housing Programs Report (Carrie Sabatini)

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

vi. Receive Personnel/Human Resources (Patricia Friou)

5. PRESENTATION OF THE FY2018 AUDITED FINANCIAL STATEMENTS

Marc Davis, Partner at Davis Farr LLP

Motion to Accept, Second, Discuss, Voice Vote

6. PUBLIC COMMENTS

Members of the public are invited to address their questions, concerns, and comments to the Board. Those wishing to do so are reminded to: a) address the Board at the time designated for public comments; b) limit their comments to three (3) minutes in which to speak to the Board of Commissioners; and c) the Board will not respond to these comments, but will take them into consideration and the item may appear on a future agenda, if discussion is determined necessary.

7. 2019 SCHEDULE OF BOARD MEETINGS AND AGENCY CALENDAR

Jorgen Nielsen, Chair

Motion to Approve, Second, Discuss, Voice Vote

8. AD HOC NOMINATING COMMITTEE CHAIR SELECTION AND REQUEST FOR SLATE OF NOMINEES

Jorgen Nielsen, Chair

9. AD HOC EXECUTIVE DIRECTOR REVIEW COMMITTEE SELECTION

Jorgen Nielsen, Chair

10. ACTION ITEM

A. RESOLUTION NO. 1069 - A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING THE PARTICIPATION IN THE NO PLACE LIKE HOME PROGRAM

Michael Nigh, Executive Director

Motion to Approve, Second, Discuss, Roll Call Vote

11. UPDATE ON ACQUISITION OF "THE CASAS"

Michael Nigh, Executive Director

Information Only

12. DEVELOPMENT UPDATE

Michael Nigh, Executive Director

Information Only

13. STAFF COMMENTS

Information Only

14. EXECUTIVE DIRECTOR COMMENTS

Information Only

15. 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.

16. CHAIR COMMENTS (5 MIN)

NEXT SCHEDULED MEETING
February 27, 2019
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:
Marques Crutchfield, Simi Valley
Julie Diaz-Martinez, Moorpark
Susan L. Johnson, Fillmore
Charles Lech, Thousand Oaks
Mark Lunn, Thousand Oaks
Loretta McCarty, Unincorporated County
Jane McClenahan, Ojai
Stephanie Mercer, Camarillo
Jorgen Nielsen, Moorpark
Margaret Noble, Simi Valley
William Painter, Ojai
Marci Ramos-Cruz, Fillmore
Brent Reisender, Camarillo
Terry Wall, Unincorporated County

MINUTES – October 24, 2018

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.

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, October 24, 2018 at 1400 W. Hillcrest Drive, Newbury Park, California. Chair Nielsen called the meeting to order at 3:01 p.m.; Commissioner Johnson led the Pledge of Allegiance.

ATTENDANCE:

Commissioners present: Marques Crutchfield, Julie Diaz-Martinez, Susan L. Johnson, Charles Lech, Mark Lunn, Loretta McCarty, Jane McClenahan, Stephanie Mercer, Jorgen Nielsen, Margaret Noble, William Painter, Brent Reisender, and Terry Wall

Commissioners absent: Marci Ramos-Cruz

Staff present: Executive Director Michael Nigh, Denise Howells, Patricia Friou, James Markot, George McGehee Jr., and Carrie Sabatini

Legal Counsel: James McDermott

2. ADOPTION OF AGENDA

Commissioner Wall moved to adopt the Agenda for the Board Meeting of Wednesday, October 24, 2018; the motion was seconded by Commissioner Crutchfield. Following a voice vote, the motion passed and the Agenda was approved.

3A. APPROVAL OF MINUTES - Regular MEETING OF SEPTEMBER 26, 2018

Commissioner Noble moved to adopt the Minutes from the Regular Board Meeting of September 26, 2018; the motion was seconded by Commissioner Mercer. Following a voice vote, the motion passed and the Minutes were approved as written.

4. CONSENT CALENDAR ITEMS

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

5. PUBLIC COMMENTS

There were no members of the public present.

6. CLOSED SESSION

Government Code § 54956.8 - Conference with Real Property Negotiators

Property: 2370 Barry Street, 98 Raemere Street, 2061 Daily Drive, 2047 Mobil Avenue and 255 Fulton Street (Casas de Sueño), Camarillo, CA

Agency negotiator: Michael Nigh, Area Housing Authority of the County of Ventura

Negotiating parties: ARA Newmark Affordable Housing; Area Housing Authority of the County of Ventura

Under negotiation: Purchase of the properties, including purchase price and terms of payment.

Chair Nielson closed the Open Session and opened the Closed Session at 3:05pm. Following discussion of purchase price and terms of payment, Chair Nielson reconvened into Open Session at 3:40pm and reported that the Executive Director was instructed to proceed with negotiations.

7. CLOSED SESSION

Government Code § 54956.8 - Conference with Real Property Negotiators

Property: 2440 Barry Street (Casa Velasquez), Camarillo, CA

Agency negotiator: Michael Nigh, Area Housing Authority of the County of Ventura

Negotiating parties: ARA Newmark Affordable Housing; Area Housing Authority of the County of Ventura

Under negotiation: Purchase of the properties, including purchase price and terms of payment.

Chair Nielson closed the Open Session and opened the Closed Session at 3:41pm. Following discussion of purchase price and terms of payment, Chair Nielson reconvened into Open Session at 3:47pm and reported that the Executive Director was instructed to proceed with negotiations.

8. ACTION ITEMS

A. RESOLUTION NO. 1065 - A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING ACQUISITION OF DEVELOPMENT AND PROJECT FINANCING FOR CASAS DE SUEÑO

Following a discussion, Chair Nielsen called for a motion to approve Resolution No. 1065. Commissioner Johnson moved to approve. The motion was seconded by Commissioner McCarty. Following a roll call vote, Resolution No. 1065 was unanimously approved.

AYES: CRUTCHFIELD, DIAZ-MARTINEZ, JOHNSON, LECH, LUNN, MCCARTY, MCCLENAHAN, MERCER, NIELSEN, NOBLE, PAINTER, REISENDER and WALL

NOES: NONE

ABSTAIN: NONE

ABSENT: RAMOS-CRUZ

B. RESOLUTION NO. 1066 - A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING ACQUISITION OF DEVELOPMENT AND PROJECT FINANCING FOR CASA VELASQUEZ

Following a discussion, Chair Nielsen called for a motion to approve Resolution No. 1066. Vice Chair Lunn moved to approve. The motion was seconded by Commissioner Mercer. Following a roll call vote, Resolution No. 1066 was unanimously approved.

AYES: CRUTCHFIELD, DIAZ-MARTINEZ, JOHNSON, LECH, LUNN, MCCARTY, MCCLENAHAN, MERCER, NIELSEN, NOBLE, PAINTER, REISENDER and WALL

NOES: NONE

ABSTAIN: NONE

ABSENT: RAMOS-CRUZ

C. RESOLUTION NO. 1067 - A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING SIGNATURE AUTHORITY ON DOCUMENTS WITH CENTURY HOUSING CORPORATION RELATING TO THE ACQUISITION OF CASAS DE SUEÑO

Following a discussion, Chair Nielsen called for a motion to approve Resolution No. 1067. Commissioner McClenahan moved to approve. The motion was seconded by Commissioner Reisender. Following a roll call vote, Resolution No. 1067 was unanimously approved.

AYES: CRUTCHFIELD, DIAZ-MARTINEZ, JOHNSON, LECH, LUNN, MCCARTY, MCCLENAHAN, MERCER, NIELSEN, NOBLE, PAINTER, REISENDER and WALL

NOES: NONE

ABSTAIN: NONE

ABSENT: RAMOS-CRUZ

D. RESOLUTION NO. 1068 - A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING SIGNATURE AUTHORITY ON DOCUMENTS WITH CENTURY HOUSING CORPORATION RELATING TO THE ACQUISITION OF CASA VELASQUEZ

Following a discussion, Chair Nielsen called for a motion to approve Resolution No. 1068. Commissioner Wall moved to approve. The motion was seconded by Commissioner McClenahan. Following a roll call vote, Resolution No. 1068 was unanimously approved.

AYES: CRUTCHFIELD, DIAZ-MARTINEZ, JOHNSON, LECH, LUNN, MCCARTY, MCCLENAHAN, MERCER, NIELSEN, NOBLE, PAINTER, REISENDER and WALL

NOES: NONE

ABSTAIN: NONE

ABSENT: RAMOS-CRUZ

9. STAFF COMMENTS

Carrie Sabatini, Director of Housing Programs, provided information regarding donations to the Thanksgiving Adopt-A-Family and Toys for Tots programs. These programs are coordinated by the Resident Services Department.

George McGehee, Director of Housing Assets, provided an update on Walnut Apartments, a 24-unit tax-credit development in Moorpark.

10. EXECUTIVE DIRECTOR COMMENTS

Mr. Nigh provided insights from HOME's Annual Housing Conference. In addition, Mr. Nigh reminded the Board that the Chair would be appointing an ad hoc elections committee at the November Meeting.

11. COMMISSIONER COMMENTS

Commissioner Johnson noted that she was pleased with the progress on the Mountain View development in Fillmore. Commissioner McClenahan commented on the new cross walk being installed by Whispering Oaks (Ojai).

12. CHAIR COMMENTS

Chair Nielsen had positive comments regarding the progress of the acquisition of “The Casas” in Camarillo.

Chair Nielsen adjourned the meeting at 4:04 pm

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

Accepted by: _____ Date: _____

DRAFT



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

MEMBERS OF THE BOARD:
Marques Crutchfield, Simi Valley
Julie Diaz-Martinez, Moorpark
Susan L. Johnson, Fillmore
Charles Lech, Thousand Oaks
Mark Lunn, Thousand Oaks
Loretta McCarty, Unincorporated County
Jane McClenahan, Ojai
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MINUTES – November 28, 2018

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This regular meeting of the Area Housing Authority of the County of Ventura's Board of Commissioners was held on Wednesday, November 28, 2018 at 1400 W. Hillcrest Drive, Newbury Park, California.

By observation, Chair Nielsen determined that a quorum was not present. Chair Nielsen afforded two members of the public the opportunity to speak. No business was conducted. Commissioners were dismissed at approximately 3:25pm.

Staff present: Executive Director Michael Nigh, Denise Howells, Linda Fisher-Helton, James Markot, George McGehee Jr., and Carrie Sabatini

Legal Counsel: James McDermott

Prepared by: _____

Date: _____

Reviewed by: _____

Date: _____

Accepted by: _____

Date: _____



Meeting Date: November 28, 2018
Agenda Item: 4A(i)
Subject: Executive Director Report
Prepared by: Michael Nigh, Executive Director
Requested Action: Information Only

This report reflects progress for the period of October 22, 2018 to November 21, 2018. I continue to actively pursue the goals established by the Board of Commissioners.

- Continue to follow Walnut Apartments' (Moorpark) progress to ensure timely completion of final elements and compliance to regulations
- Continue pre-acquisition due diligence and negotiations of "The Casas" properties (Camarillo) offered by Cabrillo Economic Development Corporation
- Attended City of Camarillo City Council meeting on issuance of request for proposal (RFP) for development of new affordable housing
- Conference call with development partners regarding RFP for new affordable housing project in City of Camarillo
- Met with City of Moorpark staff and development partner regarding proposed scattered site development
- Continue to closely follow meetings between development team and City of Fillmore staff regarding proposed Mountain View project
- Hosted collaborative meeting with Ventura and Oxnard housing authorities regarding Mainstream voucher program
- Participated in the November Ventura County Continuum of Care Board Meeting
- Oversaw management's response to Hill, Woolsey and Lynn Fires including monitoring Office of Emergency Services' updates for distribution to essential staff
- Continued to follow City Council and Board of Supervisors agendas for pertinent topics
- Assessed timelines and staff capabilities regarding property management re-alignment and new units under acquisition
- Continued evaluating staffing levels and assessing talent required to meet organizational needs
- Continued to oversee development of strategic organizational plans (succession planning)
- Met with management staff weekly to discuss operational and procedural processes and have an open dialog regarding agency business
- Continue to research affordable housing opportunities in all jurisdictions



Meeting Date: November 28, 2018
Agenda Item: 4A(ii)
Subject: Financial
Prepared by: Denise Howells, Director of Finance
Requested Action: Information Only

September 2018 Financial Statements

Please find following the financial reports for the month ended September 30, 2018.

• **Summary Financial Statement:**

General Fund administrative expenses include \$17,185 for non-budgeted legal fees for Sycamore and consultant fees for Casa Velasquez and Casas de Sueño.

• **Statement of Revenue, Expenditures and Changes in Net Position**

The following budgeted repairs/replacements and deferred maintenance occurred:

1. Whispering Oaks (Ojai) - \$5,697 for flooring, tub refinishing, and painting
2. Florence Janss (Thousand Oaks) - \$3,543 for flooring, tub refinishing, and painting
3. Royal Oaks (Thousand Oaks) - \$2,975 for flooring
4. Los Arboles (Thousand Oaks) - \$3,777 for flooring
5. Summerwind (Unincorporated) - \$7,866 for flooring, tub refinishing, and painting

The following non-budgeted repairs and purchased are reflected in September's report:

1. Ellis Terrace (Camarillo) - \$6,653 in unit repairs for tenant damages on vacated unit
2. Fiore Gardens (Thousand Oaks) - \$5,457 plumbing repairs due to mainline stoppage
3. Pepper Tree Court (Simi Valley) - \$5,800 for purchase of security cameras

• **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 September 30, 2018	Combined Low Rent Public Housing	Housing Choice Vouchers	General Fund	Combined Agency Owned Housing	Tax Credit Property Management	FY 2019 Budget	Variance Favorable/ (Unfavorable)
Statement of Net Position							
Current assets	1,596,448	5,352,541	1,427,015	1,896,402	52,842		
Current liabilities	279,186	379,972	53,539	260,526	22,489		
Current Ratio	5.72	14.09	26.65	7.28	2.35		
Long term assets	4,910,889	35,016	16,366,292	12,850,848	47,812		
Long term liabilities	770,461	82,281	2,222,827	12,062,213	6,892		
Net position invested in capital	3,963,392	35,016	(890,639)	636,741	-		
Restricted net position	-	679,092	-	-	-		
Unrestricted net position	1,494,298	4,211,196	16,407,580	1,787,770	71,273		
Statement of Revenue, Expenditures and Changes in Net Position							
Operating revenue							
Tenant revenue	435,390	-	-	548,563	-	979,158	4,795
Management fee income	-	-	102,715	-	51,007	133,841	19,881
Portability	-	6,113	-	-	-	9,075	(2,962)
Other	7,625	3,621	82,407	2,994	2,748	89,626	9,770
Total operating revenue	443,015	9,734	185,122	551,557	53,755	1,211,699	31,484
Operating expenses							
Salaries and benefits	111,131	442,096	118,392	68,398	63,585	959,806	156,204
Administrative expenses	18,707	105,137	39,215	14,161	8,549	171,770	(13,999)
Management fee expense	102,715	-	-	2,979	-	103,707	(1,987)
Resident services	20,819	-	-	4,566	353	35,377	9,639
Utilities	95,679	8,636	3,311	58,660	1,296	201,253	33,671
Maintenance and operations	233,918	7,199	2,926	142,584	3,776	429,491	39,088
General expenses	33,760	12,294	3,308	16,353	1,054	102,894	36,125
Housing assistance	-	7,015,297	-	-	-	7,173,998	158,701
Total operating expenses	616,729	7,590,659	167,152	307,701	78,613	9,178,294	417,440
Nonoperating revenue/expenses							
Grant revenue	357,586	7,950,035	-	10,000	-	8,325,700	(8,079)
Investment income	7,099	19,545	2,815	8,642	-	25,817	12,284
Loan payments/reserve deposits	(49,493)	-	(36,330)	(181,965)	-	(272,868)	5,080
Deferred maintenance/capital improvement	-	-	-	(21,188)	-	(115,750)	94,562
Total nonoperating revenue/expense	315,192	7,969,580	(33,515)	(184,511)	-	7,962,899	103,847
Change in net position	141,478	388,655	(15,545)	59,345	(24,858)		

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA
Public Housing - Statement of Revenue, Expenditures and Changes in Net Position
For the period ended September 30, 2018

	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 Ojai	Tafoya Terrace 30 units Senior/ Disabled Moorpark	Ellis Terrace 26 units Family Camarillo	Fiore Gardens 49 units Family Thousand Oaks
Operating revenue							
Tenant revenue	82,913	64,263	64,356	55,890	26,931	43,374	97,663
Other revenue	729	686	2,464	1,897	201	435	1,213
Total operating revenue	83,642	64,949	66,820	57,787	27,132	43,809	98,876
Operating expenses							
Total administrative expenses	43,195	29,048	30,627	17,873	16,122	17,408	29,724
Resident services	5,024	2,506	3,238	1,422	1,606	2,699	4,324
Utilities	24,450	15,041	11,061	14,465	4,622	6,161	19,879
Maintenance and operations	68,828	41,614	31,516	22,834	12,646	25,877	30,603
General expenses	8,684	3,594	5,371	3,922	3,365	2,052	6,772
Total operating expenses	150,181	91,803	81,813	60,516	38,361	54,197	91,302
Nonoperating revenue/expenses							
Grant revenue	88,772	42,236	28,951	42,499	32,419	41,779	33,402
Investment income	1,145	1,355	771	1,095	396	497	1,840
Loan payments	(15,640)	(13,313)	(6,088)	(8,166)	(1,881)	(4,405)	-
Deferred maintenance/capital improvement	-	-	-	-	-	-	-
Total nonoperating revenue/expense	74,277	30,278	23,634	35,428	30,934	37,871	35,242
Change in net position	7,738	3,424	8,641	32,699	19,705	27,483	42,816

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA
Agency Owned - Statement of Revenue, Expenditures and Changes in Net Position
For the period ended September 30, 2018

	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	Pepper Tree Court 36 units Senior Simi Valley
Operating revenue									
Tenant revenue	6,876	100,040	21,011	172,272	46,200	14,850	30,622	28,967	127,725
Other revenue	-	348	-	1,275	-	132	358	445	436
Total operating revenue	6,876	100,388	21,011	173,547	46,200	14,982	30,980	29,412	128,161
Operating expenses									
Total administrative expenses	734	9,423	942	18,139	1,042	412	819	3,967	7,252
Resident services	-	-	-	740	-	-	-	-	3,826
Utilities	369	6,888	2,148	21,149	3,872	2,042	2,991	5,249	12,800
Maintenance and operations	1,460	14,194	16,057	52,778	5,967	3,201	9,342	15,617	22,826
General expenses	111	1,966	792	5,355	1,446	699	1,436	832	2,636
Total operating expenses	2,674	32,471	19,939	98,161	12,327	6,354	14,588	25,665	49,340
Nonoperating revenue/expenses									
Grant revenue	-	-	-	-	-	-	-	-	10,000
Investment income	30	2,442	484	3,404	1,215	378	7	7	13
Loan payments/replacement reserves	(150)	(33,354)	(10,719)	(34,947)	(21,081)	(375)	(10,086)	(1,125)	(70,128)
Deferred maintenance/capital improvement/purchase	-	-	(7,420)	(3,777)	-	-	-	(4,191)	(5,800)
Total nonoperating revenue/expense	(120)	(30,912)	(17,655)	(35,320)	(19,866)	3	(10,079)	(5,309)	(65,915)
Change in net position	4,082	37,005	(16,583)	40,066	14,007	8,631	6,313	(1,562)	12,906

Area Housing Authority of the County of Ventura
Analysis of Projected Reserves By Program
September 2018

	AHA General Fund	Agency Owned	Section 8 Program*	Public Housing*
<u>Cash & Equivalents</u>				
Cash	5,534	77,105	7,656	35,695
Investments	669,631	1,501,142	5,323,484	1,519,740
Replacement Reserve		305,684		
Accounts Receivable	275,162	12,371	65	39,813
Total Cash & Equivalents	950,327	1,896,302	5,331,205	1,595,248
<u>Uses of Cash & Equivalents</u>				
Accounts Payable	(3,641)	(564,291)	(680,333)	(155,771)
Accrued Liabilities	(77,422)	(9,457)	(448,914)	(4,489)
Total Uses of Cash & Equivalents	(81,062)	(573,748)	(1,129,247)	(160,260)
Sub Total	869,265	1,322,554	4,201,958	1,434,988
<u>Projected Other Uses thru 6/30/19</u>				
Remaining Yr Projected Income/(Loss)	146,662	441,369	(36,752)	(76,956)
Capital Improvements/Deferred Maintenance	0	(377,612)		(70,000)
Purchase of Casa Velasquez/Casas de Sueno	(450,418)			
Transfer Property Management	(49,693)			
Total Other Uses	(353,449)	63,757	(36,752)	(146,956)
Fiscal Year End Balance	515,816	1,386,311	4,165,206	1,288,032
<i>Prior Month Projected Year End Balance</i>	946,275	1,359,163	4,163,982	1,254,167

*Restricted use for specific programs only.

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



Meeting Date: November 28, 2018
Agenda Item: 4A(iii)
Subject: Section 8
Prepared by: James Markot, Director of Information Systems and
 Carrie Sabatini, Director of Housing Programs
Requested Action: Information Only

HOUSING CHOICE VOUCHER PROGRAM STATUS

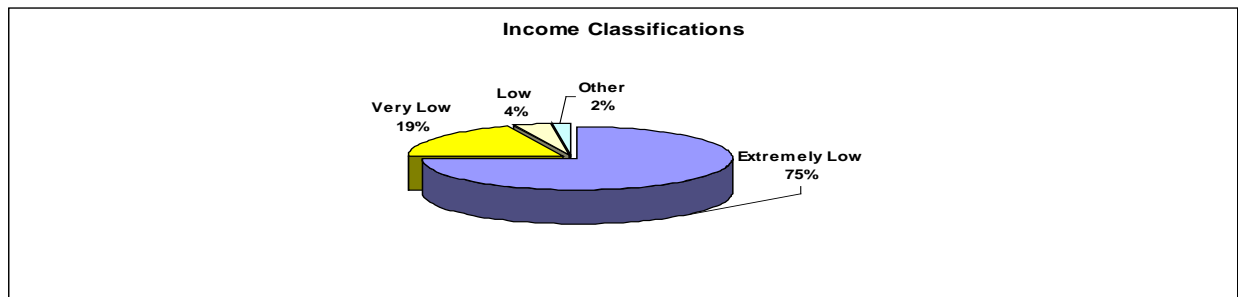
Total Family Members Assisted 4,416

WAITING LIST STATUS

Current S8 Waiting List Closed 05/09/2016 1,501

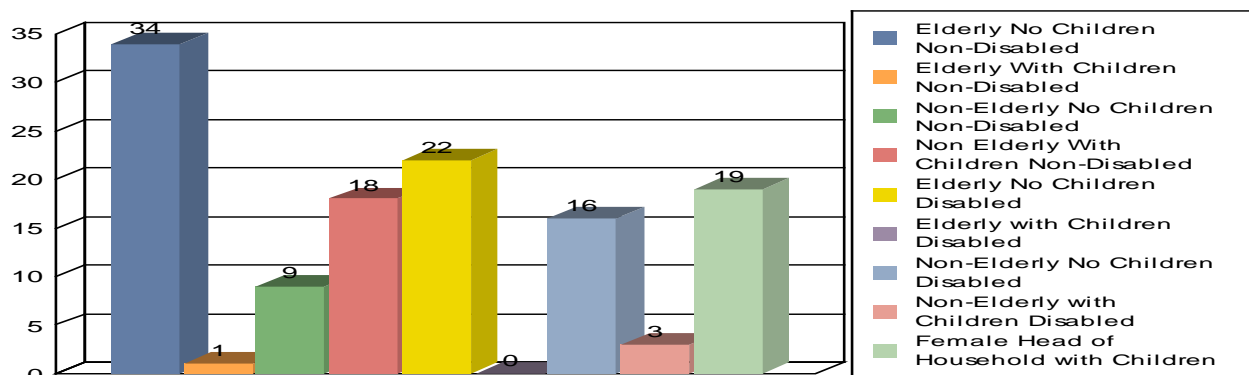
DEMOGRAPHICS

Voucher Holders Income Classifications - All Cities

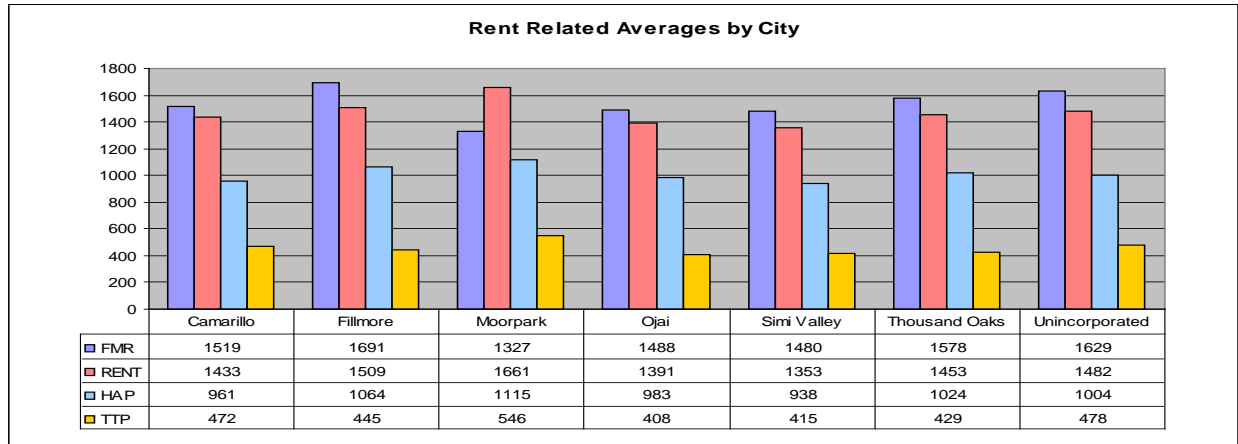


EXTREMELY LOW, <= 30% of Median Income; **VERY LOW**, >30% and <= 50% of Median Income;
LOW, > 50% and <= 80% of Median Income; **OTHER**, > 80% of Median Income

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	446	19.2%	\$428,770	18.5%
Fillmore	200	8.6%	\$212,803	9.2%
Moorpark	125	5.4%	\$139,334	6.0%
Ojai	80	3.4%	\$78,618	3.4%
Simi Valley	718	30.9%	\$673,258	29.1%
Thousand Oaks	581	25.0%	\$594,709	25.7%
Unincorporated	134	5.8%	\$134,592	5.8%
Outside of Area	43	1.8%	\$49,742	2.2%
	2,327	100.0%	\$2,311,826	100.0%

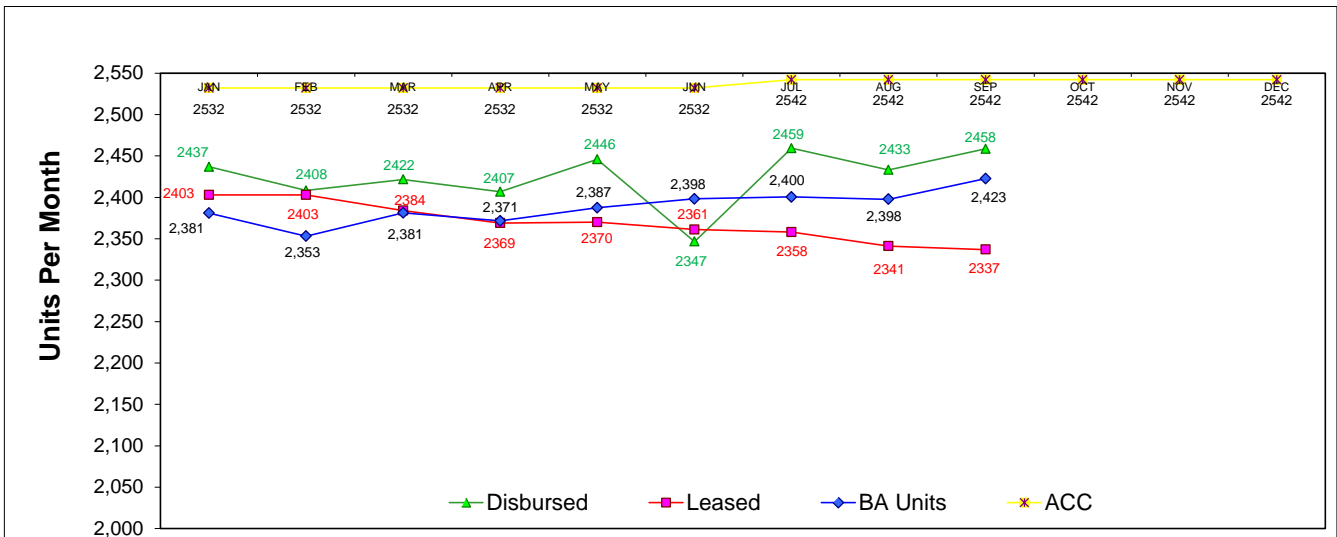
Vouchers = Number of vouchers actively in use in designated city.
% of Vouchers = Percentage of monthly vouchers leased in a city compared to all vouchers in use.
HAP Dollars = Total monthly Housing Assistance Payments made in designated city.
% of Dollars = Percentage of monthly voucher HAP paid in 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, 2018 - September 30, 2018

	HUD Budget Authority (BA)	HUD Disbursement	AHA Actual	Percentage of Actual Compared to BA	Per Unit Average HAP
Housing Assistance Payments					
Current Month	\$2,399,481	\$2,435,095	\$2,314,757	96.5%	\$990
Year To Date	\$21,546,441	\$21,872,082	\$21,381,266	99.2%	\$1,003
Administrative/Other Fees					
		AF Disbursed	AF (Prorated) Earned		
Current Month		\$202,040	\$216,066		
Year To Date		\$1,848,219	\$1,969,217		
Total Dollars					
Current Month		\$2,637,135	\$2,530,823		
Year To Date		\$23,720,301	\$23,350,483		

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	2,423	2,458	2,337	96.47%	86		
Year To Date	21,493	21,817	21,326	99.22%	167	2,370	





Area Housing Authority of the County of Ventura
Revised 06-01-2018

PAYMENTS STANDARDS
Effective 10-01-2017 ALL AREAS OF COUNTY

AHA

0-BR	\$1,093
1-BR	\$1,317
2-BR	\$1,762
3-BR	\$2,490
4-BR	\$2,738
5-BR	\$3,149

Single Room Occupancy

SRO17 75% of 0BR \$820

INCOME LIMITS

Effective 06-01-2018

INCOME LIMITS: Median Family Income \$96,000

	%	1	2	3	4	5	6	7	8
30% OF MEDIAN	30	21300	24350	27400	30400	32850	35300	38060	42380
VERY LOW-INCOME	50	35500	40600	45650	50700	54800	58850	62900	66950
LOW-INCOME	80	56800	64900	73000	81100	87600	94100	100600	107100

REVISED 06-01-2018



Meeting Date: November 28, 2018
Agenda Item: 4A(iv)
Subject: Housing Programs
Prepared by: Carrie Sabatini, Director of Housing Programs
Requested Action: Information Only

PUBLIC HOUSING PROGRAM STATUS

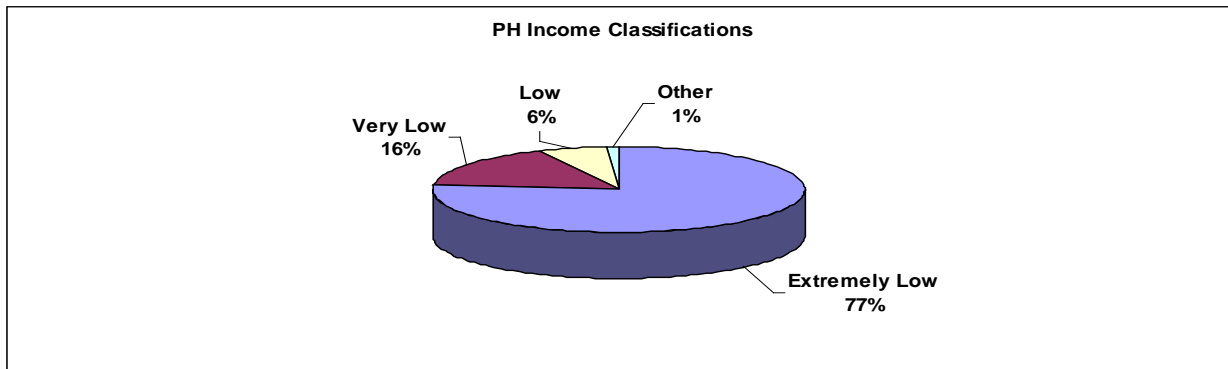
Total Family Members Assisted 724

WAITING LIST STATUS

Current Public Housing Elderly Waiting List 840
 Current Public Housing Family Waiting List 1,176

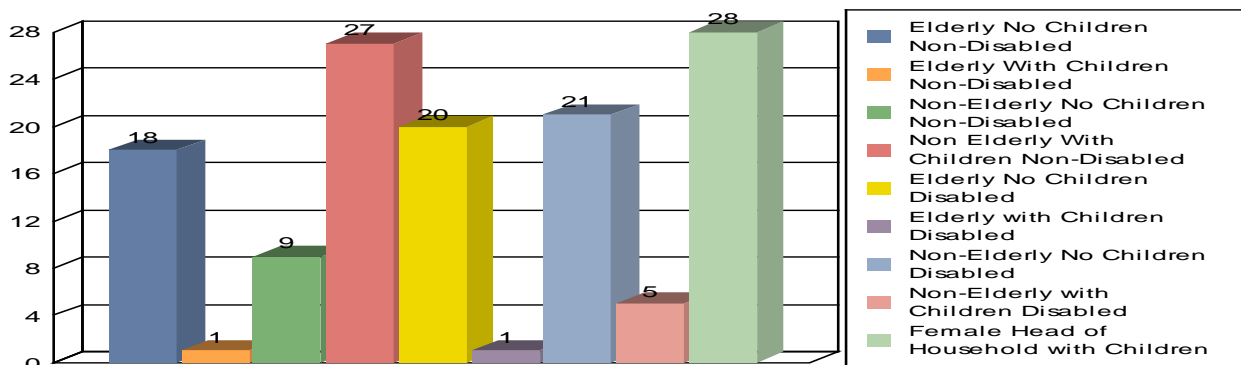
DEMOGRAPHICS

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	342	7	98%
Agency Owned	166	163	3	98%
Charles St.	19	19	0	100%
	534	524	10	98%

RESIDENT SERVICES:

Homework Club

- The Homework Club continues at: Fiore Gardens, Leggett Court, Garden View Terrace, Los Arboles (Thousand Oaks), Ellis Terrace (Camarillo) and Charles St. (Moorpark). There are 13 students from California Lutheran University providing tutoring services.

ACTION Team

- The ACTION Team volunteers held a Halloween event at Los Arboles (Thousand Oaks).

Thousand Oaks Teen Center

- Weekly meeting with teens continues at Fiore Gardens (Thousand Oaks).
- The teens of Fiore Gardens and Los Arboles (Thousand Oaks) participated in a field trip to a haunted house.

Food Forward:

- Resident Services continued to distribute fresh fruits and vegetables to the residents at Peppertree Court (Simi Valley) and Tafoya Terrace (Moorpark).

Social Events:

- A coffee social was held at Glenn Oaks (Thousand Oaks) for residents.

Educational Presentations:

- Nutrition classes were held at Glenn Oaks, Florence Janss, Oak Creek (Thousand Oaks), Tafoya Terrace (Moorpark), Peppertree Court (Simi Valley), and Whispering Oaks (Ojai) in partnership with Ventura Area Agency on Aging (VCAAA).
- A presentation was provided by Oxnard Family Circle at Glenn Oaks (Thousand Oaks), Tafoya Terrace (Moorpark) and Whispering Oaks (Ojai) on keeping seniors active.

Case Management:

- Residents at Oak Creek (Thousand Oaks) were assisted in filling out HEAP and CARE applications. These programs provide discounted energy services to income eligible residents.

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: November 28, 2018
Agenda Item: 4A(v)
Subject: Housing Assets/Development Update
Prepared by: George McGehee, Jr., Director of Housing Assets
Requested Action: Information Only

UPDATES:

- A contract modification was submitted to the Department of Housing and Urban Development's (HUD's) 2018 Capital Fund Program for flooring replacement at Tafoya Terrace (Moorpark), Ellis Terrace (Camarillo) and Whispering Oaks (Ojai). Upon review, HUD requested that a Request for Proposal (RFP) be issued in lieu of a contract modification. The RFP is currently being prepared and is scheduled to be issued in January 2019.
- The main sewer line replacement at the Whispering Oaks Apartments (Ojai) has been completed.

CONINTUING EFFORTS:

- Capital improvements continue at Mira Vista (Camarillo). Improvements include asphalt replacement, utility closet doors, trash enclosures and installation of drought tolerant landscaping. Improvements are anticipated to be completed before the end of the year.
- The replacement of washers and dryers utilizing the card reader system began this month and will continue for the next few months. Seven properties are scheduled for this year.
- Proposals have been reviewed for cabinet work at Glenn Oaks (Thousand Oaks) and Roth Apartments (Unincorporated) and have been submitted to the contractors for clarification.

MANAGED PROPERTIES AS OF THE END OF OCTOBER 2018:

Property Name	Location	Type	# of Units	Occupancy Rate	# of Vacant Units	Compliance Period Ends	Management Company
Bradford	Camarillo	Family	26	100%	0	12/1/2031	Many Mansions
Colina Vista	Unincorp. (Piru)	Family	34	88%	3	12/3/2028	AHA
Garden View 1	Thousand Oaks	Family	35	97%	1	8/1/2029	Many Mansions
Garden View 2	Thousand Oaks	Family	19	100%	0	11/1/2029	Many Mansions
Meadowbrook	Camarillo	Family	13	100%	0	3/20/2023	Many Mansions
Mira Vista	Camarillo	Senior	303	99%	3	7/18/2021	LOMCO
Oak Creek	Thousand Oaks	Senior	56	98%	1	1/1/2019	Many Mansions
			486	98.4 %	8		

DEVELOPMENT UPDATE

Moorpark: Walnut Street

This is a 24-unit Tax Credit, Section 8 project-based family complex managed by the AHA.

- Construction update:
 - § A permanent Certificate of Occupancy is expected in December.
 - § Noted items on property punch lists are being corrected.
 - § Parking lot, landscaping, and pocket park/gazebo have been completed.
- § Furniture for the community room and office has been installed.
- § Closing documents are being finalized.

Moorpark IV (Scattered Sites):

- The “Scattered Sites” include the following six parcels owned by the City: 112, 124 & 136 First Street, 224 & 236 Charles Street and a vacant parcel on Leta Yancy Road.
- Discussions between the Development Team and City staff regarding acquisition and development of these sites will be on-going over the next several months.

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



Meeting Date: November 28, 2018
Agenda Item: 4A(vi)
Subject: Personnel/ Human Resources
Prepared by: Patricia Friou, Human Resources Manager
Requested Action: Information Only

SUMMARY
REPORTING DATES: OCTOBER 1 – OCTOBER 31, 2018

AHA EMPLOYEE PAYROLL HEADCOUNT

48 Regular Full-time Employees
0 Regular Part-time Employees
0 Temporary Full-time Employee*
0 Temporary Part-time Employees*
48 Total AHA Active Employees

**Temporary and part-time employees are not represented by the SEIU MOU*

ADDITIONAL AHA EMPLOYEE INFORMATION

11 Management and Confidential Employees
37 Bargaining Unit Employees (Represented by SEIU)

TUTORS & TEMPORARY WORKERS

12 California Lutheran University students - Part-time temporary
0 Temporary employees from temporary employment agencies

EMPLOYEE ANNIVERSARIES – OCTOBER

Years of Service	Employee Name	Department
30	Michael N.	Administration
25	George M.	Housing Assets
13	Maria P.	Section 8
1	Mayra O.	Resident Services

Please contact me at extension 840 or via email at humres@ahacv.org in order to discuss your individual questions.



Meeting Date: January 23, 2019
Agenda Item: 4B(i)
Subject: Executive Director Report
Prepared by: Michael Nigh, Executive Director
Requested Action: Information Only

This report reflects progress for the period of November 23, 2018 to January 17, 2019. I continue to actively pursue the goals established by the Board of Commissioners.

- Continue to follow Walnut Apartments' (Moorpark) progress to ensure timely completion of final elements and compliance to regulations
- Completed negotiations and acquisition of "The Casas" properties (Camarillo), 23 units of affordable housing.
- Worked diligently with development partners to develop and submit a response to the City of Camarillo's request for proposal (RFP) for development of new affordable housing (2800 Barry Street/Stock Lumber site)
- Met with McCarthy Companies to review successful completion of the Walnut Street Apartments
- Continued to meet City of Moorpark staff and development partner regarding proposed scattered site development
- Continue to closely follow meetings between development team and City of Fillmore staff regarding proposed Mountain View project
- Participated in the December Ventura County Continuum of Care Board Meeting
- Continued to follow City Council and Board of Supervisors agendas for pertinent topics
- Met with Eagle Retirement Plans to review management of employee retirement plan
- Hosted Board/Staff Holiday Mixer following the November Board Meeting
- Hosted a Holiday Staff Luncheon, introduced new employees, announced staff changes, and shared agency news
- Assessed timelines and staff capabilities regarding property management re-alignment and new units under acquisition
- Continued evaluating staffing levels and assessing talent required to meet organizational needs
- Continued to oversee development of strategic organizational plans (succession planning)
- Met with management staff weekly to discuss operational and procedural processes and have an open dialog regarding agency business
- Continue to research affordable housing opportunities in all jurisdictions



Meeting Date: January 23, 2019
Agenda Item: 4B(ii)
Subject: Financial
Prepared by: Denise Howells, Director of Finance
Requested Action: Information Only

November 2018 Financial Statements

Please find following the financial reports for the month ended November 30, 2018.

· **Summary Financial Statement:**

1. Agency Owned administrative expenses include \$32,048 for costs associated with the purchase of Casas de Sueno and Casa Velasquez (Camarillo).
2. Grant revenue includes a \$5,000 grant received from Montecito Bank and Trust. Funds will be utilized for resident services at Pepper Tree Court (Simi Valley) and Charles Street (Moorpark).

· **Statement of Revenue, Expenditures and Changes in Net Position**

The following budgeted repairs/replacements and deferred maintenance occurred in October and November 2018:

1. Whispering Oaks (Ojai) - \$10,962 for appliance replacement, flooring, tub refinishing and painting
2. Leggett Court (Thousand Oaks) - \$8,610 for flooring, tub refinishing and painting
3. Ellis Terrace (Camarillo) - \$6,975 for flooring, tub refinishing and painting
4. Fiore Gardens (Thousand Oaks) - \$12,128 for flooring, painting and tree trimming
5. Grand Avenue (Ojai) - \$9,695 for driveway repairs and slurry

The following non-budgeted repairs and expenses are reflected in November's report:

1. Fiore Gardens (Thousand Oaks) - \$22,362 for plumbing and mold remediation which are the result of a long term slow leak
2. Summerwind (Unincorporated) - \$4,272 for pipe repairs due to a gas leak and tenant relocation costs

· **Analysis of Reserve Summary**

This report includes all year to date activity for the fiscal year.

· **Quarterly Investment Summary**

This report summarizes AHA investments through December 31, 2018.

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 November 30, 2018	Combined Low Rent Public Housing	Housing Choice Vouchers	General Fund	Combined Agency Owned Housing	Tax Credit Property Management	FY 2019 Budget	Variance Favorable/ (Unfavorable)
Statement of Net Position							
Current assets	1,587,971	5,232,161	1,515,501	1,919,463	72,692		
Current liabilities	281,028	407,850	42,053	240,433	48,422		
Current Ratio	5.65	12.83	36.04	7.98	1.50		
Long term assets	4,910,889	35,016	16,226,388	12,860,543	57,142		
Long term liabilities	728,345	82,281	2,223,873	12,054,259	6,892		
Net position invested in capital	3,963,392	35,016	(890,639)	636,741	-		
Restricted net position	-	450,918	-	-	-		
Unrestricted net position	1,526,095	4,291,112	16,366,602	1,848,573	74,520		
Statement of Revenue, Expenditures and Changes in Net Position							
Operating revenue							
Tenant revenue	733,465	-	-	924,461	-	1,631,930	25,996
Management fee income	-	-	172,161	-	116,494	223,068	65,587
Portability	-	10,586	-	-	-	15,125	(4,539)
Other	13,412	5,956	137,682	5,846	28,790	149,376	42,310
Total operating revenue	746,877	16,542	309,843	930,307	145,284	2,019,499	129,354
Operating expenses							
Salaries and benefits	205,430	865,367	236,347	126,545	127,525	1,599,677	38,463
Administrative expenses	35,540	149,558	65,975	53,165	16,677	280,439	(40,476)
Management fee expense	172,161	-	-	3,182	-	172,845	(2,498)
Resident services	29,014	-	-	10,547	509	58,961	18,891
Utilities	178,485	14,419	5,528	105,697	2,163	335,421	29,129
Maintenance and operations	415,096	11,175	5,890	238,156	21,814	715,818	23,687
General expenses	98,610	21,907	6,449	42,033	3,205	188,609	16,405
Housing assistance	-	11,723,172	-	-	-	11,956,663	233,491
Total operating expenses	1,134,336	12,785,598	320,189	579,325	171,893	15,308,432	317,091
Nonoperating revenue/expenses							
Grant revenue	599,479	12,969,480	-	13,000	2,000	13,876,166	(292,207)
Investment income	7,233	19,952	2,835	8,797	-	43,029	(4,212)
Loan payments/reserve deposits	(49,493)	-	(36,330)	(306,474)	-	(454,780)	62,483
Deferred maintenance/capital improvement	(3,214)	-	-	(30,883)	-	(192,917)	158,820
Total nonoperating revenue/expense	554,005	12,989,432	(33,495)	(315,560)	2,000	13,271,498	(75,116)
Change in net position	166,546	220,376	(43,841)	35,422	(24,609)		

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA
Public Housing - Statement of Revenue, Expenditures and Changes in Net Position
For the period ended November 30, 2018

	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 Ojai	Tafoya Terrace 30 units Senior/ Disabled Moorpark	Ellis Terrace 26 units Family Camarillo	Fiore Gardens 49 units Family Thousand Oaks
Operating revenue							
Tenant revenue	145,027	107,068	110,098	86,030	44,778	68,762	171,702
Other revenue	1,450	1,287	3,366	2,708	360	853	3,388
Total operating revenue	146,477	108,355	113,464	88,738	45,138	69,615	175,090
Operating expenses							
Total administrative expenses	75,133	49,646	51,703	30,222	27,176	30,092	55,385
Resident services	5,292	5,053	4,117	1,734	3,335	3,935	5,548
Utilities	43,433	27,234	20,437	28,349	7,680	13,272	38,080
Maintenance and operations	112,597	55,257	48,543	44,880	20,278	54,635	78,906
General expenses	25,802	10,181	15,641	11,702	9,768	5,529	19,987
Total operating expenses	262,257	147,371	140,441	116,887	68,237	107,463	197,906
Nonoperating revenue/expenses							
Grant revenue	148,970	71,011	48,576	71,340	54,426	56,543	56,072
Investment income	1,178	1,364	792	1,116	417	508	1,859
Loan payments	(15,640)	(13,313)	(6,088)	(8,166)	(1,881)	(4,405)	-
Deferred maintenance/capital improvement	-	(3,214)	-	-	-	-	-
Total nonoperating revenue/expense	134,508	55,848	43,280	64,290	52,962	52,646	57,931
Change in net position	18,728	16,832	16,303	36,141	29,863	14,798	35,115

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA
Agency Owned - Statement of Revenue, Expenditures and Changes in Net Position
For the period ended November 30, 2018

	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	Pepper Tree Court 36 units Senior Simi Valley
Operating revenue									
Tenant revenue	11,460	177,362	39,885	286,616	77,508	24,750	51,015	42,929	212,936
Other revenue	-	620	-	2,417	-	215	648	885	983
Total operating revenue	11,460	177,982	39,885	289,033	77,508	24,965	51,663	43,814	213,919
Operating expenses									
Total administrative expenses	1,065	15,691	1,353	31,063	1,650	687	1,399	8,740	12,194
Resident services	-	303	-	2,500	-	-	-	-	7,744
Utilities	1,083	13,035	3,368	37,023	7,255	4,000	5,634	10,581	21,797
Maintenance and operations	5,088	27,362	20,304	84,790	10,658	6,103	15,242	26,099	39,611
General expenses	342	5,258	2,174	14,475	4,200	1,954	4,025	2,605	5,653
Total operating expenses	7,578	61,649	27,199	169,851	23,763	12,744	26,300	48,025	86,999
Nonoperating revenue/expenses									
Grant revenue	-	-	-	-	-	-	-	-	13,000
Investment income	51	2,479	486	3,436	1,238	406	11	7	17
Loan payments/replacement reserves	(250)	(55,590)	(17,865)	(58,245)	(35,135)	(625)	(20,009)	(1,875)	(116,880)
Deferred maintenance/capital improvement/purchase	-	-	(7,420)	(3,777)	-	(9,695)	-	(4,191)	(5,800)
Total nonoperating revenue/expense	(199)	(53,111)	(24,799)	(58,586)	(33,897)	(9,914)	(19,998)	(6,059)	(109,663)
Change in net position	3,683	63,222	(12,113)	60,596	19,848	2,307	5,365	(10,270)	17,257

Area Housing Authority of the County of Ventura
Analysis of Projected Reserves By Program
November 2018

	AHA General Fund	Agency Owned	Section 8 Program*	Public Housing*
<u>Cash & Equivalents</u>				
Cash	24,267	69,666	5,837	26,498
Investments	467,817	1,525,925	5,213,260	1,474,222
Replacement Reserve		308,684		
Accounts Receivable	392,153	2,217	1,802	53,683
Total Cash & Equivalents	884,236	1,906,493	5,220,898	1,554,403
<u>Uses of Cash & Equivalents</u>				
Accounts Payable	(3,279)	(548,706)	(453,906)	(157,433)
Accrued Liabilities	(77,422)	(9,457)	(487,143)	(4,489)
Total Uses of Cash & Equivalents	(80,700)	(558,163)	(941,048)	(161,922)
Sub Total	803,536	1,348,329	4,279,850	1,392,481
<u>Projected Other Uses thru 6/30/19</u>				
Remaining Yr Projected Income/(Loss)	118,275	465,292	(12,305)	(102,024)
Capital Improvements/Deferred Maintenance	0	(393,000)		(66,786)
Purchase of Casa Velasquez/Casas de Sueno	(189,510)			
Transfer to Property Management	(49,942)			
Total Other Uses	(121,177)	72,292	(12,305)	(168,810)
Fiscal Year End Balance	682,359	1,420,621	4,267,545	1,223,671
<i>Prior Month Projected Year End Balance</i>	515,816	1,386,311	4,165,206	1,288,032

*Restricted use for specific programs only.

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

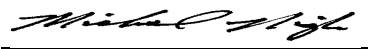
Area Housing Authority of the County of Ventura
Investment Summary Data for the Quarter Ended December 31, 2018

Bank / Institution	Type of Investment	Date of Purchase	Interest Rate	Maturity Date	Source of Funds	Purchase Value	Market Value
Bank of America	Money Market	N/A	0.32%	N/A	Flow of Income (HUD ACC/Subsidy/Grants)	556,341	556,341
					Total B of A	556,341	556,341
Montecito Bank	Money Market	N/A	0.16%	N/A	General Fund	598,816	598,816
					Total Montecito	598,816	598,816
Local Agency Investment Fund (LAIF)	Public Pool	N/A	2.09%	N/A	Reserves	7,203,206	7,187,592
					Total LAIF	7,203,206	7,187,592

NOTE: Market Valuation provided by the State of California.

Total Funds Invested \$ 8,358,363 8,342,749

I hereby certify that: 1) All investment actions executed since the last report have been made in full compliance with the investment policy; and
2) The Area Housing Authority will meet its expenditure obligations for the next six months.



Michael Nigh, Executive Director

January 7, 2019

Date



Meeting Date: January 23, 2019
Agenda Item: 4B(iii)
Subject: Section 8
Prepared by: James Markot, Director of Information Systems and
 Carrie Sabatini, Director of Housing Programs
Requested Action: Information Only

HOUSING CHOICE VOUCHER PROGRAM STATUS

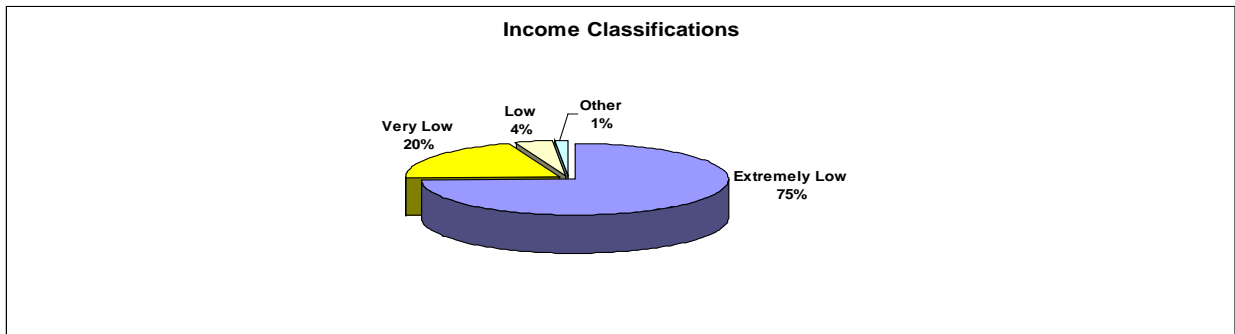
Total Family Members Assisted 4,437

WAITING LIST STATUS

Current S8 Waiting List Closed 05/09/2016 1,463

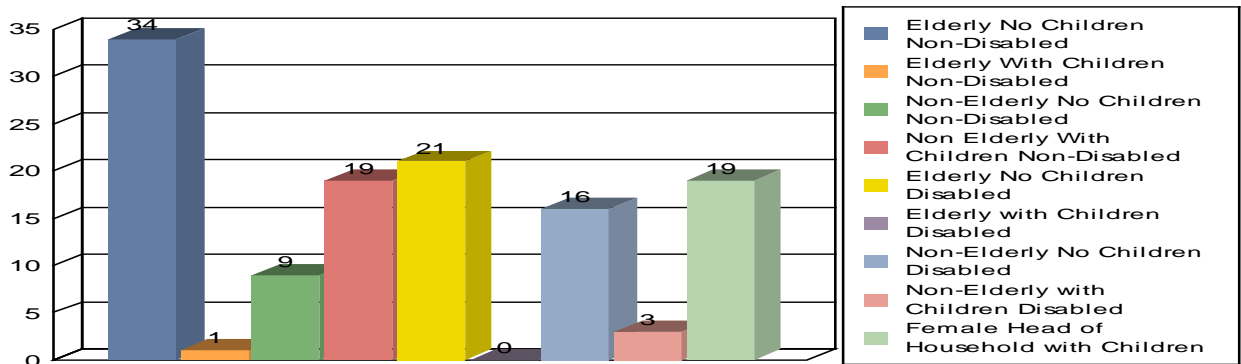
DEMOGRAPHICS

Voucher Holders Income Classifications - All Cities

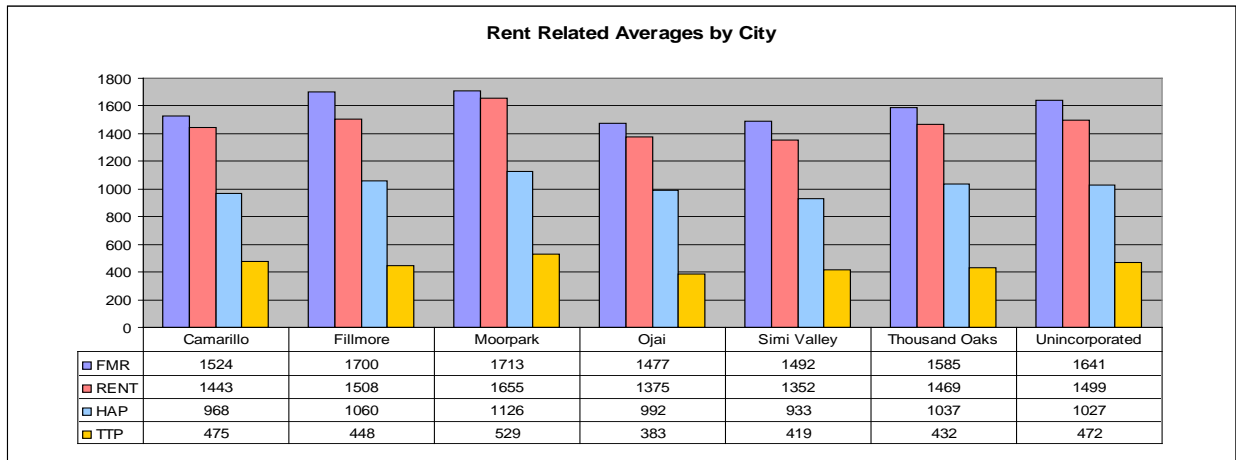


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LOW, > 50% and <= 80% of Median Income; **OTHER**, > 80% of Median Income

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DEMOGRAPHICS

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

	Vouchers	% of All Vouchers	HAP Dollars	% of all HAP Dollars
Camarillo	444	19.2%	\$429,733	18.6%
Fillmore	207	8.9%	\$219,393	9.5%
Moorpark	123	5.3%	\$138,448	6.0%
Ojai	79	3.4%	\$78,407	3.4%
Simi Valley	722	31.2%	\$673,829	29.2%
Thousand Oaks	578	25.0%	\$599,444	25.9%
Unincorporated	131	5.7%	\$134,580	5.8%
Outside of Area	31	1.3%	\$37,430	1.6%
	2315	100.0%	\$2,311,264	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.

GENERAL PROGRAM INFORMATION

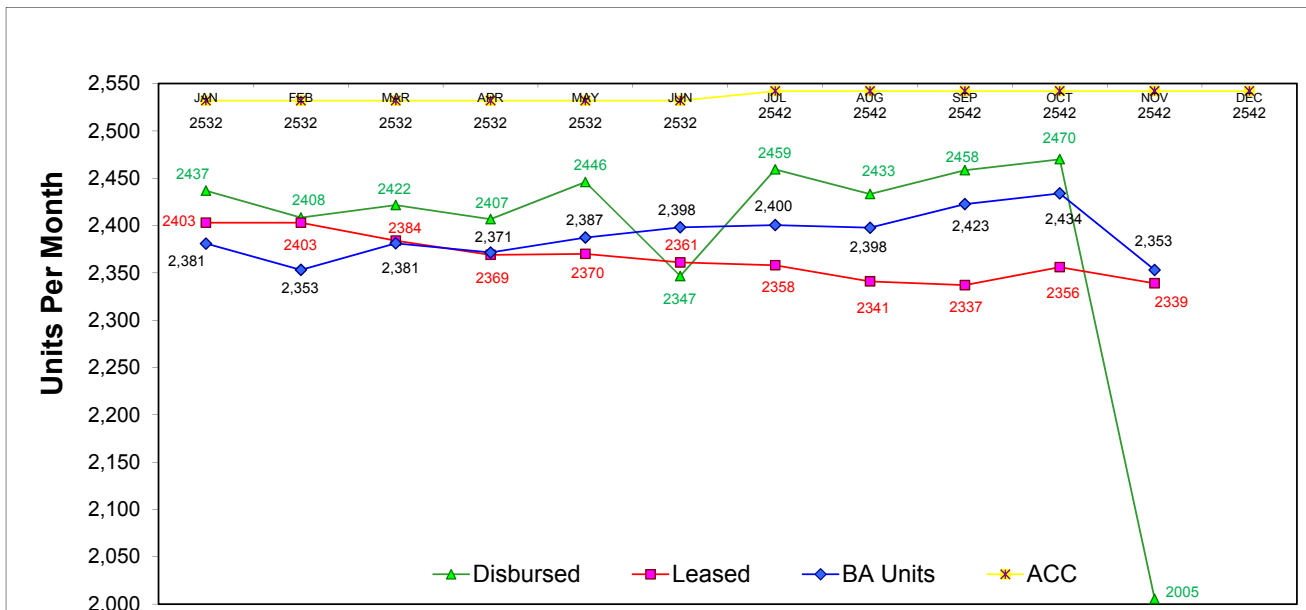
HUD is scheduled to provide funding to housing authorities for both January and February HAP payments. The AHA expects to be provided information on March payments sometime in February.

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, 2018 - November 30, 2018

	HUD Budget Authority (BA)	HUD Disbursement	AHA Actual	Percentage of Actual Compared to BA	Per Unit Average HAP
Housing Assistance Payments					
Current Month	\$2,399,481	\$2,045,028	\$2,385,147	99.4%	\$1,020
Year To Date	\$26,345,403	\$26,352,205	\$26,089,103	99.0%	\$1,003
Administrative/Other Fees					
		AF Disbursed	AF (Prorated) Earned		
Current Month		\$324,900	\$216,609		
Year To Date		\$2,375,159	\$2,403,793		
Total Dollars					
Current Month		\$2,369,928	\$2,601,756		
Year To Date		\$28,727,364	\$28,492,896		

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	2,353	2,005	2,339	99.40%	14	
Year To Date	26,280	26,293	26,021	99.01%	259	2,366





Meeting Date: January 23, 2019
Agenda Item: 4B(iv)
Subject: Housing Programs
Prepared by: Carrie Sabatini, Director of Housing Programs
Requested Action: Information Only

PUBLIC HOUSING PROGRAM STATUS

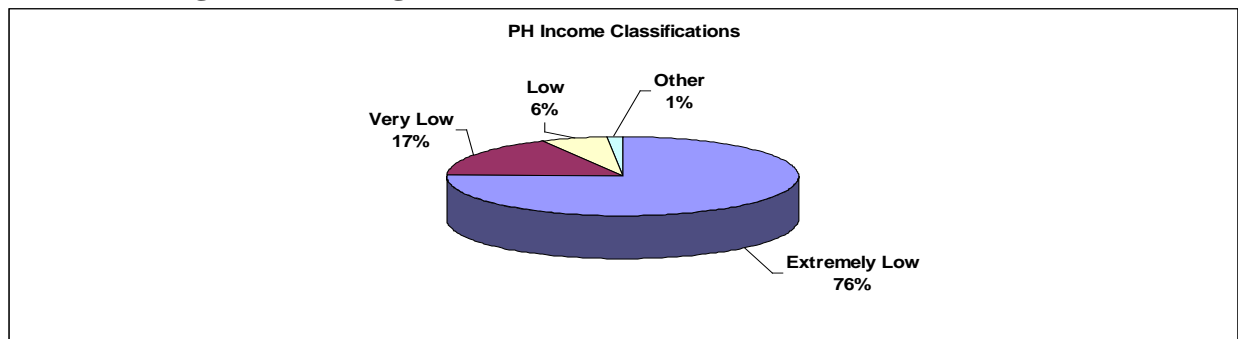
Total Family Members Assisted 722

WAITING LIST STATUS

Current Public Housing Elderly Waiting List 785
 Current Public Housing Family Waiting List 1,156

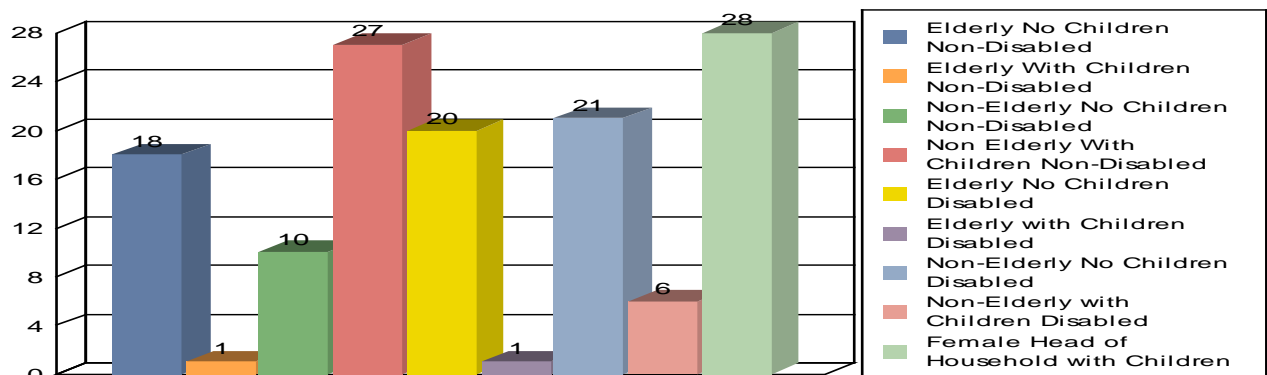
DEMOGRAPHICS

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	341	8	98%
Agency Owned	166	164	2	99%
TCP Managed Property	232	228	4	98%
Mira Vista Village	303	300	3	99%
	1,050	1,033	17	98%

TCP Managed Property – All tax credit units managed by the AHA
 Mira Vista Village – Camarillo senior property managed by LOMCO

RESIDENT SERVICES:

Homework Club

- The Homework Club continues at Fiore Gardens, Leggett Court, Garden View Terrace, Los Arboles (Thousand Oaks), Ellis Terrace (Camarillo) and Charles St. (Moorpark).

ACTION Team:

- The volunteers had a holiday social with the children at Los Arboles (Thousand Oaks). ACTION Team gifted the site a new Nintendo Switch game console.

Holiday Programs:

- Through a partnership with the Richardson family of Camarillo, Toys for Tots, and generous donations, Resident Services distributed toys to 357 children ages 0-12 years old at all AHA properties.
- The AHA received nine invitations for resident families to visit the Christmas Shoppe where the children had to opportunity to select gifts free of charge.
- Home Instead provided gifts to our senior residents at Glenn Oaks, Oak Creek, Forence Janss (Thousand Oaks), Peppertree Court (Simi Valley), and Tafoya Terrace (Moorpark).
- The Reserve continued their partnership with the AHA by providing gifts to seniors at Florence Janss, Glenn Oaks, and Oak Creek (Thousand Oaks).
- The Elks Club delivered fifty holiday food baskets to residents at Glenn Oaks, Florence Janss and Oak Creek (Thousand Oaks).
- Residents of Whispering Oaks (Ojai) enjoyed a holiday social.

Educational Presentations:

- Nutrition presentations continued at Whispering Oaks (Ojai), Oak Creek (Thousand Oaks), and Tafoya Terrace (Moorpark) in partnership with Ventura Area Agency on Aging (VCAAA)

Case Management:

- Residents at Oak Creek Senior Villas (Thousand Oaks) were assisted in filling out HEAP and CARE applications. These programs provide discounted energy services to income eligible residents.

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: January 23, 2019
Agenda Item: 4B(v)
Subject: Housing Assets/Development Update
Prepared by: George McGehee, Jr., Director of Housing Assets
Requested Action: Information Only

UPDATES:

- A Request for Proposal (RFP) for flooring replacement under the Capital Fund Program 2018 is currently being prepared.
- Preparing the Capital Fund Program (CFP) application for 2019.
- Submitted an application for the City of Thousand Oaks CDBG program. We are requesting funds for elevator improvements at Florence Janss, Glenn Oaks and Oak Creek.
- Coordinating this year's Uniform Physical Condition Standards (UPCS) inspections with US Inspection Group (USIG) which will begin in March. Properties will include all Public Housing, Tax Credit and Agency Owned.
- Working with KONE elevator on an Asset Management Plan for all elevators.

CONTINUING EFFORTS:

- Capital improvements at Mira Vista (Camarillo) have been completed. Improvements include asphalt replacement, utility closet doors, trash enclosures and installation of drought tolerant landscaping.
- The replacement of washers and dryers utilizing the card reader system was completed at seven properties in 2018. We are coordinating the replacement of the remaining five properties with All Valley Washer Service.
- A revised RFP was released for the cabinet work at Glenn Oaks (Thousand Oaks) and Roth Apartments (Unincorporated). Initial proposals were over budget so a revised scope of work was created.
- Closing out the sewer replacement project at the Whispering Oaks Apartments (Ojai).

DEVELOPMENT UPDATE

Moorpark: Walnut Street

This is a 24-unit Tax Credit, Section 8 project-based family complex managed by the AHA.

- Construction update:
 - § A permanent Certificate of Occupancy has been issued for the project from the City of Moorpark.
 - § A Notice of Completion was recorded with the County on 12/17/18.
 - § Items noted on property punch lists have been completed.

- § Closing documents with lenders are being finalized.

Moorpark IV (Scattered Sites):

- The “Scattered Sites” include the following six parcels owned by the City: 112, 124 & 136 First Street, 224 & 236 Charles Street and a vacant parcel on Leta Yancy Road.

- Discussions between the Development Team and City staff regarding acquisition and development of these sites will be on-going over the next several months.

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



Meeting Date: January 23, 2019
Agenda Item: 4B(vi)
Subject: Personnel/ Human Resources
Prepared by: Patricia Friou, Human Resources Manager
Requested Action: Information Only

SUMMARY
REPORTING DATES: NOVEMBER 1 – DECEMBER 31, 2018

AHA EMPLOYEE PAYROLL HEADCOUNT

51 Regular Full-time Employees
0 Regular Part-time Employees
0 Temporary Full-time Employee*
0 Temporary Part-time Employees*
51 Total AHA Active Employees
**Temporary and part-time employees are not represented by the SEIU MOU*

ADDITIONAL AHA EMPLOYEE INFORMATION

11 Management and Confidential Employees
40 Bargaining Unit Employees (Represented by SEIU)

TUTORS & TEMPORARY WORKERS

12 California Lutheran University students - Part-time temporary
0 Temporary employees from temporary employment agencies

EMPLOYEE ANNIVERSARIES – NOVEMBER AND DECEMBER

Years of Service	Employee Name	Department
22	Virginia P.	Information Technology
21	Jim M.	Information Technology
20	Shirley B.	Section 8
12	Anabel A.	Section 8
12	Connie F.	Section 8
1	Janet N.	Section 8
1	Juan J.	Housing Assets

Please contact me at extension 840 or via email at humres@ahacv.org in order to discuss your individual questions.



Meeting Date: January 27, 2019
Agenda Item: 5
Subject: Presentation of the FY2018 Audited Financial Statements
Prepared by: Denise Howells, Director of Finance
Requested Action: Motion to Accept, Second, Discuss, Voice Vote

Mr. Marc Davis, partner from the independent CPA firm Davis Farr LLP, will present the agency's audit for the fiscal year ended June 30, 2018. The presentation will provide an overview of agency financial statements. Commissioners' inquiries will be addressed, after which time Board acceptance will be sought.

A copy of the Audit for Fiscal Year Ended June 30, 2018 has been enclosed in this packet for your advance review, as well as an explanatory cover letter from our CPA.

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



Meeting Date: January 23, 2019
Agenda Item: 7
Subject: 2019 Schedule of Board Meetings and Agency Calendar
Prepared by: Michael Nigh, Executive Director
Requested Action: Motion to Approve, Second, Discuss, Voice Vote

Staff recommends approval of the 2018 Schedule of Meetings and 2018 Calendar as presented.



**2019 Schedule of Meetings for the
Area Housing Authority's
Board of Commissioners**

January 23, 2019

February 27, 2019

March 27, 2019

April 24, 2019

May 22, 2019

June 26, 2019

July 24, 2019

August 28, 2019

September 25, 2019

October 23, 2019

November 20, 2019

December - No Meeting

2019 Calendar



Area Housing Authority of the
County of Ventura
1400 W. Hillcrest Drive,
Newbury Park, CA 91320
www.ahacv.org

★ **OBSERVED HOLIDAYS**

New Year's Day - 01/01/2019

Martin Luther King, Jr. Day - 01/21/2019

Presidents' Day - 02/18/2019

Memorial Day - 05/27/2019

Independence Day - 07/04/2019

Labor Day - 09/02/2019

Veterans Day - 11/11/2019

Thanksgiving Day - 11/28/2019

Christmas Day - 12/25/2019

★ **HOLIDAY CLOSURE**

Dec. 24, 2019 to Jan. 1, 2020



**SCHEDULE OF
BOARD MEETINGS**

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

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 ★	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 ★	22	23 ●	24	25	26
27	28	29	30	31		

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 ★	19	20	21	22	23
24	25	26	27 ●	28		

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 ●	28	29	30
31						

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 ●	25	26	27
28	29	30				

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 ●	23	24	25
26	27 ★	28	29	30	31	

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 ●	27	28	29
30						

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 ★	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 ●	25	26	27
28	29	30	31			

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28 ●	29	30	31

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 ★	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 ●	26	27	28
29	30					

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 ●	24	25	26
27	28	29	30	31		

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 ★	12	13	14	15	16
17	18	19	20 ●	21	22	23
24	25	26	27	28 ★	29	30

December

Su	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 ★	25 ★	26 ★	27	28
29	30 ★	31 ★				



Meeting Date: January 23, 2019
Agenda Item: 8
Subject: **Announce Ad Hoc Nominating Committee Chair and Request Slate of Nominees**
Prepared by: Jorgen Nielsen, Chair
Requested Action: **Information Only**

Chair Nielsen will announce the ad hoc Nominating Committee Chair and Slate of Nominees.
Chapter 10: *Elections of Officers* from the Commissioners Handbook is attached.

Chapter 10

Election of Officers

NOMINATING COMMITTEE PROCEDURES

1. The Area Housing Authority Board Chairperson shall appoint the Chairperson of the Nominating Committee prior to the November Board meeting.
2. The Nominating Committee Chairperson is responsible to determine, in writing, which commissioners are interested, available, and willing to serve as an officer of the Board. The Nominating Committee Chairperson confers with the AHA Chairperson and the AHA Chairperson subsequently appoints commissioners to the Nominating Committee. The Nominating Committee Chairperson may not be nominated for an office, whether by the Nominating Committee or from the floor. Should any committee member(s) subsequently decide to run for an office, he or she is no longer eligible to serve on the Nominating Committee and a new member shall be appointed.
3. At the Nominating Committee meeting the committee shall determine the number of nominees for each elected position in an impartial manner. If candidates are available, there should be a minimum of two qualified candidates for each office. All commissioners who have expressed a willingness to serve must be considered by the nominating committee and their qualifications determined utilizing, but not limited to, the following criteria:
 - Exhibited leadership traits;
 - Prior positions of responsibility on the Board; i.e. committee service and chairmanship.
4. Following the preparation of the slate, the Nominating Committee shall inform the Board Chair and the Executive Director of the slate composition.
5. The Nominating Committee Chairperson shall inform the nominees of their inclusion on the ballot.
6. At the Board meeting prior to the meeting at which the election shall occur, the Nominating Committee Chair shall give a verbal report to the Board regarding the results of the committee's deliberations and announce the nomination slate. At said meeting, additional nominations may be made from the floor for an office if there are not at least two (2) candidates. Each nomination from the floor requires a second and acceptance by the nominee. Self-nominations are permitted. Self-nominations do not require a second. These nominations will appear on the pre-printed ballot at the Annual Meeting. The Nominating Committee Chairperson shall review the pre-printed ballot for accuracy prior to distribution.

ELECTION PROCEDURES

1. During the Annual meeting, the AHA Chairperson turns over the meeting to the Nominating Committee Chairperson who will conduct the election.
2. Absentee ballots are permitted if submitted in writing prior to the beginning of the Board meeting. These votes must be received in writing by the Executive Director prior to the Annual meeting. Proxy votes are not allowed.
3. The Nominating Committee Chairperson:
 - (a) Announces the slate.
 - (b) Opens the floor for nominations for the office of the Board Chairperson. Self-nominations are permitted. Each nomination from the floor requires a second and acceptance by the nominee.
 - i. When no further nominations are forthcoming, the Nominating Committee Chairperson shall close the nominations for Board Chairperson.
 - ii. By a public written vote, each commissioner casts a vote for the office of Board Chairperson. A simple majority of the votes cast is required for election. The Executive Director and Nominating Committee Chairperson will publicly tabulate the votes. After the tabulation of votes, the Nominating Committee Chairperson will read the tally of votes.
 - iii. In the event a majority is not achieved on the first ballot, the Nominating Committee Chairperson shall call for a recess. When the meeting re-convenes, the two (2) nominees receiving the highest number of votes shall be included in a run-off election.
 - (c) Opens the floor for nominations for the office of Board Vice-Chairperson. Self-nominations are permitted. Each nomination from the floor requires a second and acceptance by the nominee.
 - i. When no further nominations are forthcoming, the Nominating Committee Chairperson shall close the nominations for Board Vice-Chairperson.
 - ii. By a public written vote, each commissioner casts a vote for the office of Board Vice-Chairperson. A simple majority of the votes cast is required for election. The Executive Director and Nominating Committee Chairperson shall publicly tabulate the votes. After the tabulation of votes, the Nominating Committee Chairperson will read the tally of votes.

- iii. In the event a majority is not achieved on the first ballot, the Nominating Committee Chairperson shall call for a recess. When the meeting re-convenes, the two (2) nominees receiving the highest number of votes shall be included in a run-off election.
4. The newly elected officers shall take office immediately following their election.
5. In the event of a tie vote for either the Board Chairperson or Board Vice-Chairperson positions, a runoff tiebreaker ballot will be distributed to those physically present at the Annual Meeting (absentee ballots will not be considered and proxy votes are not allowed). Once the runoff tiebreaker ballots are cast, the Executive Director and Nominating Committee Chairperson will tabulate the votes. After the tabulation of votes, the Nominating Committee Chairperson will read the tally of votes. Should the runoff tiebreaker ballot result in a tie vote, the procedure specified in this paragraph will be repeated once. If no candidate receives a majority vote after the repeat runoff tiebreaker vote, runoff tiebreaker voting will be postponed until the next regularly scheduled Board meeting.
6. The runoff tiebreaker vote will be added to the agenda for the next regularly scheduled Board meeting. Only the candidates who tied in the last held vote for either the Board Chairperson or Board Vice-Chairperson positions will appear as candidates on the agenda for, and the runoff tiebreaker ballot distributed at, the next regularly scheduled Board meeting. At the next regularly scheduled Board meeting another runoff tiebreaker vote will be taken. Absentee ballots are permitted if submitted in writing prior to the beginning of the Board meeting. Absentee votes must be received in writing by the Executive Director prior to the Board meeting in order to be counted. Proxy votes are not allowed. Once the runoff tiebreaker ballots are cast, the Executive Director and Nominating Committee Chairperson will tabulate the votes. After the tabulation of votes, the Nominating Committee Chairperson will read the tally of votes. Should the runoff tiebreaker ballot result in a tie vote, then the runoff tiebreaker candidate with the longest consecutive tenure on the Board, as determined by the Board Secretary, shall be deemed to have won the election.



Meeting Date: January 23, 2019
Agenda Item: 9
Subject: Ad Hoc Executive Director Review Committee Selection
Prepared by: Jorgen Nielsen, Chair
Requested Action: Information Only

As stated in the Commissioners Handbook, page 11-1;

Each January, the Board Chair shall appoint an ad hoc Executive Director Review Committee (referred to in this Chapter 11 as “Committee”), consisting of 5 appointed Commissioners, one of whom shall be designated as the chairperson, and a Human Resources representative; provided, however, that if the number of Commissioners on the Committee constitutes a quorum of Board, the number shall be reduced to one less than a quorum of the Board. The evaluation period shall cover the period since the last review.

Selection of the ad hoc Executive Director Review Committee will take place during the January 23, 2019 Board meeting. The review will take place at the March 27, 2019 Board meeting.



Meeting Date: January 23, 2019

Agenda Item: 10

Subject: **Resolution No. 1069 - A Resolution Of The Area Housing Authority Of The County Of Ventura Authorizing The Participation In The No Place Like Home Program**

Prepared by: Michael Nigh, Executive Director

Requested Action: Motion to Approve, Second, Discuss, Roll Call Vote

The State of California's Department of Housing and Community Development issued a Notice of Funding Availability, dated October 15, 2018 (amended on October 30, 2018) under the "No Place Like Home" Program. As a first step, the Area Housing Authority submitted an initial application for up to \$5 million in "No Place Like Home" program funds to the County of Ventura, specifically for the Mountain View development in Fillmore. The initial application was recommended for funding. A comprehensive application will be submitted in the near future.

Staff requests approval of Resolution No. 1069 and direction to move forward with the process of applying for these funds.

Please contact me at extension 850 or via email at mnigh@ahacv.org in order to discuss your individual questions.



RESOLUTION NO. 1069

A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING THE PARTICIPATION IN THE NO PLACE LIKE HOME PROGRAM

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 January 23, 2019 the following resolution was adopted:

WHEREAS, the State of California, Department of Housing and Community Development ("Department") issued a Notice of Funding Availability, dated October 15, 2018 as amended on October 30, 2018 ("NOFA") under the No Place Like Home Program ("NPLH" or "Program") authorized by Government Code section 15463, Part 3.9 of Division 5 (commencing with Section 5849.1) of the Welfare and Institutions Code, and Welfare and Institutions Code section 5890; and

WHEREAS, the NOFA relates to the availability of Competitive Allocation funds under the NPLH Program; and

WHEREAS, the AHA is an Applicant within the meaning of Section 101(c) of the NPLH Program Guidelines, dated July 17, 2017 ("Guidelines"); and

WHEREAS, the AHA is authorized to do business in the State of California

NOW, THEREFORE, BE IT RESOLVED that the AHA Board of Commissioners finds that the above recitals are true and correct.

BE IT FURTHER RESOLVED that the AHA is hereby authorized and directed to borrow an amount not to exceed \$5,000,000 in NPLH Program funds, as detailed in the NOFA up to the amount authorized by Section 102 of the Guidelines and applicable state law (the "NPLH Loan").

BE IT FURTHER RESOLVED that in connection with the NPLH Loan, the AHA is authorized and directed to enter into, execute, and deliver a State of California Standard Agreement, and any and all other 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 NPLH Loan, the AHA's obligations related thereto, and the Department's security therefore; including, but not limited to, a promissory note, a deed of trust and security agreement, a regulatory agreement, a development agreement and certain other documents required by the Department as security for, evidence of or pertaining to the NPLH Loan, and all amendments thereto (collectively, the "NPLH Loan Documents").

BE IT FURTHER RESOLVED that Michael Nigh, Executive Director of the AHA, or in the absence or unavailability of the aforementioned, the Chair or Vice-Chair of the AHA, acting alone, on behalf of the AHA, is hereby authorized to execute the NPLH Loan Documents, and any amendments or modifications thereto, on behalf of the AHA.

BE IT FURTHER RESOLVED that to the extent that any actions authorized herein have already been performed, such actions are ratified and approved.

BE IT FURTHER RESOLVED that this Resolution shall take immediate effect from and after its passage and approval.

DATED: January 23, 2019

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 January 23, 2019 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: January 23, 2019
Agenda Item: 11
Subject: Update on Acquisition of “The Casas”
Prepared by: Michael Nigh, Executive Director
Requested Action: Information Only

The Executive Director will provide an update on the acquisition of “The Casas” in Camarillo in December.



Meeting Date: January 23, 2019
Agenda Item: 12
Subject: Development Update
Prepared by: Michael Nigh, Executive Director
Requested Action: Information Only

The Executive Director will provide updates on development projects.



Meeting Date: **January 23, 2019**
Agenda Item: **13**
Subject: **Staff Comments**
Prepared by: **Staff**
Requested Action: **Information Only**

Staff will provide updates as needed.



Meeting Date: January 23, 2019
Agenda Item: 14
Subject: Executive Director Comments
Prepared by: Michael Nigh, Executive Director
Requested Action: Information Only

The Executive Director will provide updates as needed.