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Area Housing Authority of the County of Ventura
Revised 10-01-2017

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 06-01-2017

INCOME LIMITS: 85600	%	1	2	3	4	5	6	7	8
30% OF MEDIAN	30	21000	24000	27000	29950	32350	34750	37150	41320
VERY LOW-INCOME	50	35000	40000	45000	49950	53950	57950	61950	65950
LOW-INCOME	80	55950	63950	71950	79900	86300	92700	99100	105500

REVISED 10-01-2017



Meeting Date: November 29, 2017
Agenda Item: 4D
Subject: Housing Programs
Prepared by: Carrie Sabatini, Director of Housing Programs
Requested Action: Information Only

PUBLIC HOUSING PROGRAM STATUS

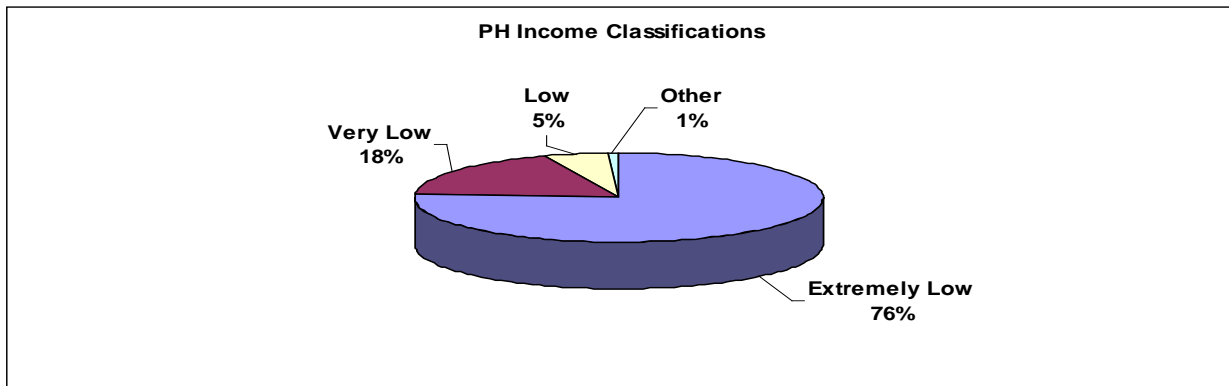
Total Family Members Assisted 715

WAITING LIST STATUS

Current Public Housing Elderly Waiting List 253
 Current Public Housing Family Waiting List 183

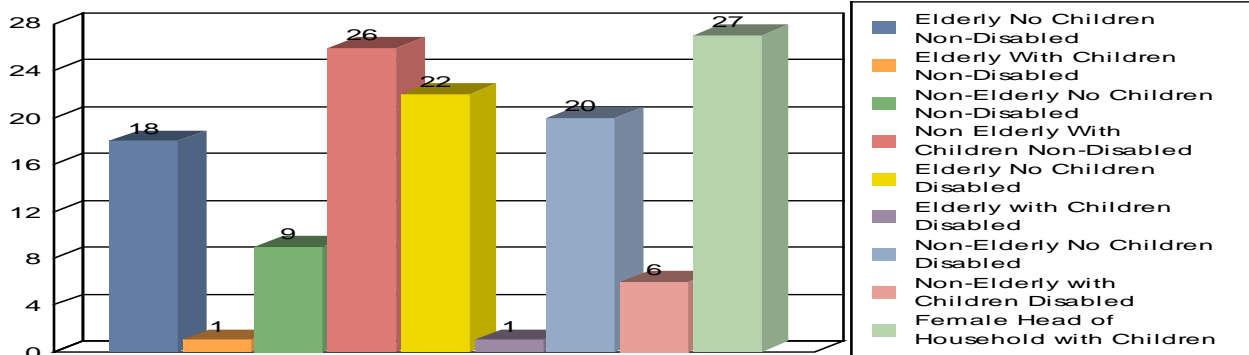
DEMOGRAPHICS

Public Housing Income Categories



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

Public Housing Family Types



Occupancy by Program

	Units	Units Leased	# of Vacancies	Occupancy %
Public Housing	350	342	8	98%
Agency Owned	130	129	1	99%
Charles Street	19	19	0	100%
	499	490	9	98%

RESIDENT SERVICES:

Homework Club

- AHA and California Lutheran University (CLU) renewed the Community Service Contract Agreement in June. This contract allows AHA to hire CLU students to provide tutoring services to children at AHA complexes. The Homework Club at Los Arboles Apartments (Thousand Oaks) began in September. Additional tutors will begin the Homework Club at Fiore Gardens (Thousand Oaks) and Ellis Terrace (Camarillo) in November.

Social Events

- Halloween gatherings for all the residents of Tafoya Terrace (Moorpark), Charles St. (Moorpark) and Los Arboles (Thousand Oaks).
- The Site Manager continues to have a monthly coffee social with residents at Glenn Oaks (Thousand Oaks).

ACTION Team

- The ACTION Team organized a field trip to a local pumpkin patch with the children from Los Arboles and Fiore Gardens (Thousand Oaks).

Art from the Heart Program:

- Volunteers continue to provide art classes at the Fiore Gardens and Los Arboles Apartments (Thousand Oaks), once per month, to inspire children to engage in creative art through art technique and various projects.

Toys for Tots:

- Resident Services submitted the request for toys to be distributed to children ranging from 0-12 years of age. Donations of wrapping paper, bows, boxes, gift bags, gift tags and tape are always welcome.

Case Management:

- Residents of Oak Creek Senior Villas (Thousand Oaks) were assisted in completing documents for In-Home Supportive Services (IHSS) and Medicare.

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 29, 2017
Agenda Item: 4E
Subject: Housing Assets/Development Update
Prepared by: George McGehee, Jr., Director of Housing Assets
Requested Action: Information Only

AHA CENTRAL OFFICE:

- S.L. Leonard and Associates, Inc. continues working with the AHA to acquire proposals for the building upgrades including the driveway replacement and drought tolerant landscaping. The HVAC system and roofing replacement has been completed.
- The landscaping and parking lot replacement contracts have been signed and work is scheduled to begin in December.

AHA-OWNED:

- The installation of the tub replacement at the Los Arboles Apartments (Thousand Oaks) has been scheduled to begin the week of January 8, 2018 and be completed that week.
- A site visit was completed this month to determine the best location for the new laundry card payment machine at the Los Arboles Apartments (Thousand Oaks). The card system will allow all laundry machines to go from a coin operated system to a card payment system.

PUBLIC HOUSING:

- A resolution is being presented today for the occupied unit flooring replacement at the Roth Apartments (Ojai), Fiore Gardens (Thousand Oaks) and Tafoya Terrace (Moorpark) as well as the common area at Florence Janss (Thousand Oaks). Funds for the improvements are being provided through the 2016 and 2017 Capital Fund Program and Operating Funds.
- The cabinet replacement project at the Ellis Terrace Apartments (Camarillo) has been completed and a final walk through was completed on November 20th. This project was funded through the 2016 and 2017 Capital Fund Program.
- Final scores have been posted for the three Public Housing properties selected for Real Estate Assessment Center (REAC) inspections this year. The properties were Whispering Oaks (Ojai), Florence Janss and Leggett Court (Thousand Oaks). Three appeals were forwarded to HUD disputing three findings and all three findings have been reversed, raising our Public Housing Assessment System (PHAS) score under the physical category.
- Site visits were completed to determine the best location for the new laundry card payment machines at Fiore Gardens, Leggett Court and Florence Janss (Thousand Oaks), Ellis Terrace (Camarillo), Whispering Oaks (Ojai) and Roth Apartments (Unincorporated). The card system will allow all laundry machines to go from a coin operated system to a card payment system.

MANAGED PROPERTIES:

Colina Vista (Piru)

This is a 35-unit Tax Credit family development (1 apartment set aside for manager).

- Occupancy is at 100%. Out of 34 available units, there were no vacancies as of the end of October.
- Compliance period ends: December 3, 2028
- A Site visit was completed this month to determine the best location for the new laundry card payment machine at the Colina Vista Apartments (Piru). The card system will allow all laundry machines to go from a coin operated system to a card payment system.

Many Mansions is the management company for the property.

Oak Creek (Thousand Oaks)

This is a 57-unit Tax Credit, Section 8 project-based, senior development (1 apartment set aside for manager).

- Occupancy is at 96%. Out of 56 available units, there were 2 vacancies as of the end of October.
- Compliance period ends: January 1, 2019

Many Mansions is the management company for the property.

Mira Vista (Camarillo)

This is a 305-unit Tax Credit senior development (2 units set aside for management).

- Occupancy is at 99 %. Out of 303 available units, there were 3 vacancies as of the end of October.
- We are working with Bank of America on the re-financing of the property.
- Compliance period ends: July 19, 2021

LOMCO is the management company for the property.

Meadowbrook (Camarillo)

This is a 13-unit Tax Credit family development.

- Occupancy is at 100%. Out of 13 available units, there were no vacancies as of the end of October.
- We are working with the City of Camarillo to possibly utilize CDBG funds for improvements.
- Compliance period ends: March 30, 2023

Many Mansions is the management company for the property.

Garden View Terrace 1 (Thousand Oaks)

This is a 35-unit Tax Credit, Section 8 project-based, family development (1 apartment is set aside for the manager).

- Occupancy is at 94%. Out of 35 available units, there were 2 vacancies as of the end of October.
- Compliance period ends: August 1, 2029

Many Mansions is the management company for the property.

Garden View Terrace 2 (Thousand Oaks)

This is a 19-unit Tax Credit, Section 8 project-based, family development (1 apartment is set aside for the manager).

- Occupancy is at 100%. Out of 19 available units, there were no vacancies as of the end of October.
- Compliance period ends: November 1, 2029

Many Mansions is the management company for the property.

Bradford Apartments (Camarillo)

This is a 27-unit Tax Credit family/senior development (1 apartment is set aside for the manager).

- Occupancy is at 100%. Out of 26 available units, there were no vacancies as of the end of October.
- Compliance period ends: December 1, 2031

Many Mansions is the management company for the property.

DEVELOPMENT

Moorpark: Walnut Street – Family Complex

- Meetings continue with the General Contractor and architect to review value engineering ideas.
- We continue to work with various agencies to finalize all plans and submittals.
- All piping for the under ground utilities has been installed, which includes SCE, phone, fire, sewer and water lines to the buildings. Storm drains systems are also included with underground work.
- Framing has begun.
- When completed this will be a 24-unit Tax Credit, Section 8 project-based, family development (1 apartment is set aside for the manager).
- Construction is scheduled to be completed approximately August 2018.

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



Meeting Date: November 29, 2017
Agenda Item: 4F
Subject: Personnel/Human Resources
Prepared by: Patricia Friou, Human Resources Manager
Requested Action: Information Only

SUMMARY
REPORTING DATES: OCTOBER 1, 2017 – OCTOBER 31, 2017

AHA EMPLOYEE PAYROLL HEADCOUNT

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

38 Total AHA Active Employees

ADDITIONAL AHA EMPLOYEE INFORMATION

12 Management and Confidential Employees
26 Bargaining Unit Employees (Represented by SEIU)

TUTORS & TEMPORARY WORKERS

8 California Lutheran University students - part-time temporary
0 Temporary employees from temporary employment agencies

ANNIVERSARIES – OCTOBER 2017

<u>Years of Service</u>	<u>Employee Name</u>	<u>Department</u>
29	Michael N.	Executive
24	Bud M.	Housing Assets
11	Maria P.	Section 8

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



Meeting Date: November 29, 2017
Agenda Item: 6
Subject: Mira Vista Apartments Refinance Presentation
Prepared by: Michael Nigh, Executive Director
Requested Action: Information Only

On April 27, 2016, Frank Thompson made a presentation to the AHA Board of Commissioners regarding the opportunity to refinance the Mira Vista apartments property located in Camarillo. Mr. Thompson provided an update on the progress of negotiations with our limited partner of the property on November 30, 2016 and again on July 26, 2017.

Over the past months, AHA has investigated the options available. Mr. Thompson will present an update on the final path that has been negotiated.



Meeting Date: November 29, 2017
Agenda Item: 7
Subject: 2018 Schedule of Meetings and Calendar for Area Housing Board of Commissioners
Prepared by: Jorgen Nielsen, Chair
Requested Action: Review, Motion, Second, Discuss, Voice Vote

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

Enclosed: 2018 Schedule of meetings
2018 Calendar



2018 Schedule of Meetings for the Area Housing Authority's Board of Commissioners

January 24, 2018

February 28, 2018

March 28, 2018

● **April 25, 2018**

May 23, 2018

June 27, 2018

July 25, 2018

August 22, 2018

September 26, 2018

October 24, 2018

November 28, 2018

December - Dark

● Indicates an offsite meeting



2018 Holiday and Energy Conservation Work Schedule

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

www.ahacv.org

OFFICE CLOSED

The Area Housing Authority saves energy costs, yet continues to serve the public with the same number of work hours, by maintaining a four-day, 10-hour, work schedule.

The AHA's central office is open from 7:00 a.m. to 5:00 p.m., Monday through Thursday, and is closed each Friday.

The AHA also observes an annual holiday closure, with all offices closed beginning on Monday, December 24, 2018 and reopening on Wednesday, January 2, 2019.

★ OBSERVED HOLIDAYS

New Year's Day - 01/01/2018
 Martin Luther King, Jr. Birthday - 01/15/2018
 Presidents' Day - 02/19/2018
 Memorial Day - 05/28/2018
 Independence Day - 07/04/2018
 Labor Day - 09/03/2018
 Veterans Day - 11/12/2018
 Thanksgiving - 11/22/2018
 Christmas Day - 12/25/2018

★ **Holiday Closure**
 December 24, 2018 - January 1, 2019

SCHEDULE OF BOARD MEETINGS

● Regular Board meeting (Newbury Park)
 4th Wednesday @ 3:00pm
 Except Nov & Dec due to Holiday schedule
 ● Commissioner Retreat (offsite)

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

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 ★					27



Board Report: **November 29, 2017**

Agenda Item: **8**

Subject: **Appoint Nominating Ad-Hoc Election Committee & Chair**

Prepared by: **Jorgen Nielsen, Chair**

Requested Action: **Information Only**

The Chair shall appoint an election ad-hoc committee and chair. The election slate will be announced at the January 24, 2018 meeting.



Board Report: November 29, 2017

Agenda Item: 9A

Subject: **Resolution #1048 - A Resolution of the Area Housing Authority of the County of Ventura to Enter into a Contract with Reliable Floor Covering Inc., for Flooring Replacement at the Roth, Florence Janss, Fiore Gardens and Tafoya Terrace Apartments**

Prepared by: **George McGehee Jr, Director of Housing Assets**

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

AHA strives to ensure Public Housing assets are well-maintained. Recommended improvements are prioritized and funding is requested from the Dept. of Housing and Urban Development (HUD) through the Capital Fund Program and Public Housing Operating Funds.

Flooring has been identified as a need. Flooring replacement is recommended for the following Public Housing properties:

- Tafoya Terrace (Moorpark), 10 units
- Fiore Gardens (Thousand Oaks), 19 units
- Florence Janss (Thousand Oaks), common area
- Roth Apartments (Unincorporated), 10 units

Per the AHA's Procurement Policy for purchases over \$150,000, a request for sealed bids for flooring replacement at the above specified Public Housing properties was published in the Ventura County Star on October 8 and 15, 2017. The procurement method used to select a qualified contractor was sealed bidding. Prospective contractors were required to bid for flooring replacement by October 31, 2017.

Five sets of specifications were picked up. A mandatory job walk was held on Tuesday, October 17, 2017 beginning at 1:00 pm. Three contractors attended the mandatory job walk. Following a public opening and evaluation, we received one bid from Reliable Floor Covering Inc., in the amount of \$250,912. With approval of Resolution #1049 flooring replacement can begin in 2018.

Staff recommends approval of Resolution #1048.

Enclosed: Resolution #1048



RESOLUTION NO. 1048

A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA TO ENTER INTO A CONTRACT WITH RELIABLE FLOOR COVERING INC., FOR FLOORING REPLACEMENT AT THE ROTH, FLORENCE JANSS, FIORE GARDENS AND TAFOYA TERRACE 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 November 29, 2017 the following resolution was adopted:

WHEREAS, the Area Housing Authority of the County of Ventura is in the process of flooring replacement at the following Public Housing properties:

- Roth Apartments, 290 E. El Roblar Street, Ojai, CA 93023
- Florence Janss Apartments, 190-210 Brazil Street, Thousand Oaks, CA 91360
- Fiore Gardens Apartments, 220A-480D E. Hillcrest Drive, Thousand Oaks, CA 91360
- Tafoya Terrace Apartments, 344 Charles Street, Moorpark, CA 93021

Funds for the project were provided by the U.S. Department of Housing & Urban Development (HUD) through the Capital Fund Program and the Public Housing Operating Funds; and

WHEREAS, a request for bids for flooring replacement was duly published; and

WHEREAS, Reliable Floor Covering Inc., was the lowest responsive bidder at a total price of \$250,912; and

WHEREAS, it appears to be in the best interests of the AHA that the bid be accepted;

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 its Executive Director, Michael Nigh and staff to execute a contract for the flooring replacement at the following properties:

- Roth Apartments, 290 E. El Roblar Street, Ojai, CA 93023
- Florence Janss Apartments, 190-210 Brazil Street, Thousand Oaks, CA 91360
- Fiore Gardens Apartments, 220A-480D E. Hillcrest Drive, Thousand Oaks, CA 91360
- Tafoya Terrace Apartments, 344 Charles Street, Moorpark, CA 93021

at a total price of \$250,912.

DATED: November 29, 2017

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 November 29, 2017 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: November 29, 2017
Agenda Item: 10
Subject: Closed Session
Prepared by: James McDermott, Legal Counsel
Requested Action: Information Only

EXISTING LITIGATION

Closed Session

Government Code § 54956.9 (d)(2).

Conference with Legal Counsel - Existing Litigation,
Victoria Bramson v. Area Housing Authority of the
County of Ventura, DFEH Case No. 897171-294008
HUD Case No. 09-17-8802-8



Meeting Date: November 29, 2017

Agenda Item: 11

Subject: Staff Comments

Prepared by: Staff

Requested Action: Information Only

Staff will provide department updates as needed.



Meeting Date: November 29, 2017
Agenda Item: 12
Subject: Executive Director Comments
Prepared by: Michael Nigh, Executive Director
Requested Action: Information Only

The Executive Director will provide updates as needed. Included in this month's packet is an editorial published on October 20, 2017, from the Ojai Valley News regarding the Whispering Oaks Apartments.

Enclosed: Ojai Valley News - Letters to the Editor

OJAI VALLEY NEWS

www.ojavalleynews.com



Letters to the Editor

We have a good life at Whispering Oaks

SUSIE SALGUERO, Ojai

Fellow senior tenants and I are deeply grateful for our homes here at Whispering Oaks (999 E. Ojai Ave.).

There have been some concerns about the landscaping. But inside our own little units we are comfy and private. The plumbing is well-maintained; we can keep warm in winter and cool in summer; we have plants on our patios and good laundries and new hot water heaters. The recent double-glassed windows and patio doors with hushed vinyl frames are excellent!

Our invaluable Ojai Trolley goes up and down our little driveway hourly, enabling us to get out and about and enjoy true freedom of movement! What luxury! And such gracious drivers!

Thank you to Area Housing Authority, to HUD subsidies, and to the city of Ojai, for providing our lifestyle and our 101 homes at Whispering Oaks!

Many more are needed — there is a long and growing waiting list for Whispering Oaks!