

## AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA

### REGULAR BOARD OF COMMISSIONERS MEETING TO BE HELD

October 29, 2025

1400 W. HILLCREST DRIVE NEWBURY PARK, CALIFORNIA

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

#### Wednesday, October 29, 2025 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."

#### PUBLIC COMMENT

To allow the opportunity for all to speak, a time limit of three (3) minutes per speaker and 30 minutes for all speakers has been set for public speakers wishing to address the Board of Commissioners. The Chair has the discretion to increase or limit this time if warranted.

#### HOW TO SUBMIT A PUBLIC COMMENT

Comments may be submitted by one of the following:

#### 1. **IN PERSON:**

- Complete a Public Comment card before the meeting begins, if possible, and prior to **Agenda Item #5** and give to a Secretary of the Board, or the designated staff member. Public Comment cards received after the conclusion of Agenda Item #5 will not be addressed.
- During **Agenda Item #5**, the Chair will call for Public Comments from the cards received.
- When called upon by the Chair, the speaker has up to three (3) minutes to address the Board unless the Chair exercises the Chair's discretion to increase or limit this time period.
- Once the Board has received all comments under Agenda Item #5, **only** comments on agendized topics will be taken **if noted by the agenda**.
- Each speaker shall promptly conclude all comments when the speaker's time to speak has expired.
- Members of the public cannot cede their time to another speaker.
- 2. **BY PHONE** by 12:00 pm (Noon) PST on the business day prior to the meeting.
  - Leave your comments on a voice message at **805-480-9991** ext. **850**, please speak clearly. Your voice message will be distributed prior to the meeting.
- 3. **BY EMAIL** by 12:00 pm (Noon) PST on the business day prior to the meeting.
  - Email your comment to admin@ahacv.org and include "Public Comment" in the subject line. Your email will be distributed prior to the meeting.

#### **PLEASE NOTE:**

- Any documentation distributed to the Board <u>becomes a public document</u> and may be requested at any time by the public.
- The Board will not respond to these comments, but will take them into consideration and the item may appear on a future agenda.
- Any public comment received <u>later than 12:00 pm (Noon) PST on the business day prior to</u> <u>the meeting</u> will be distributed at the next regularly scheduled meeting

#### Agenda

#### Regular Meeting of the Board of Commissioners October 29, 2025

#### 1. CALL TO ORDER/WELCOME

#### A. PLEDGE OF ALLEGIANCE

**B. COMMISSIONER ATTENDANCE:** BODIS, BRADLEY, CHAPMAN, HOOPER, JOHNSON, LECH, LUNN, MASON, NIELSEN, PIECHOWSKI, PONCE, RAMOS-CRUZ, RUSSELL, AND WALL

#### 2. ADOPTION OF AGENDA

#### 3. APPROVAL OF MINUTES: REGULAR MEETING OF August 27, 2025

#### 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 noncontroversial. All items are approved as recommended without discussion.

- A. Receive Executive Director Report (Michael Nigh)
- B. Receive Financial Report (Carrie Sabatini)
- C. Receive Section 8 Report (Carrie Sabatini & James Markot)
- D. Receive Housing Programs Report (Carrie Sabatini)
- E. Receive Housing Assets Report (Juan Jimenez, Jr.)

#### 5. PUBLIC COMMENTS

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

#### 6. 2026 SCHEDULE OF BOARD MEETINGS

Mark Lunn, Board Chair Michael Nigh, Executive Director Motion to Approve, Second, Discuss, Voice Vote

# 7. RESOLUTION NO. 1175 – A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING THE USE OF GENERAL FUND RESERVES TO REPAY THE MONTECITO BANK & TRUST LOAN (Glenn Oaks Apartments)

Carrie Sabatini, Deputy Executive Director Motion to Approve, Second, Discuss, Roll Call Vote

# 8. RESOLUTION NO. 1176 – A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING THE USE OF GENERAL FUND RESERVES TO REPAY THE MONTECITO BANK & TRUST LOAN (Los Arboles Apartments)

Carrie Sabatini, Deputy Executive Director Motion to Approve, Second, Discuss, Roll Call Vote

#### 9. DISCUSSION OF PUBLIC OFFICAL LIABILITY (POL) INSURANCE

Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP Information Only

#### 10. CLOSED SESSION

Update on Negotiations with Union, SEIU Local 721 Government Code Section 54957.6 Designated Representative: Roxanne Robinson-Jones

Roxanne Robinson-Jones, Human Resources Manager

11. RESOLUTION NO. 1177 – A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA TO APPROVE THE RATIFIED AGREEMENT FOR THE MEMORANDUM OF UNDERSTANDING (MOU) WITH THE SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 721 (SEIU 721) FOR THE CONTRACT PERIOD JULY 1, 2025 THROUGH JUNE 30, 2028

Roxanne Robinson-Jones, Human Resources Manager Motion to Approve, Second, Discuss, Roll Call Vote

#### 12. CLOSED SESSION

Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8 Property: Moorpark VI - 112, 124 & 136 First Street, 224 & 236 Charles Street and a vacant parcel on Leta Yancy Road comprised of APNs 506-0-030-180, 506-0-030-195, 506-0-050-525, 506-0-050-515, 506-0-030-205, 506-0-030-255, and 506-0-030-245

Agency Negotiator(s): Michael Nigh, Executive Director

**Negotiating Party:** City of Moorpark

**Under Negotiation:** Price and terms of payment

Michael Nigh, Executive Director

#### 13. CLOSED SESSION

Conference With Legal Counsel – Existing Litigation

(Cal. Government Code § 54956.9(d)(1))

Name of Case: Area Housing Authority of the County of Ventura v. SHS Guaranteed II, L.P. (JAMS Reference # 5220009915)

Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP

#### 14. COMMENTS

A. Staff

**B. Deputy Executive Director** 

C. Executive Director

D. Legal

**Information Only** 

#### 15. COMMISSIONER COMMENTS

In accordance with Cal. Government Code § 54954.2(a)(3), comments should be limited to the following items: (1) clarification questions; (2) brief announcements and/or reports on activities; (3) references to staff or other resources for factual information; (4) requests that staff report back at a subsequent meeting concerning any matter; and (5) requests to place a matter of business on a future agenda. Commissioners are asked to limit their comments to three (3) minutes or less

#### **16**. **CHAIR COMMENTS** (5 MIN)

NEXT SCHEDULED MEETING Regular Meeting December 3, 2025 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 72 hours prior to the meeting will ensure that reasonable accommodations can be addressed appropriately.



#### **MEMBERS OF THE BOARD:**

Tracy Bodis, Simi Valley
Angela Bradley, Resident Commissioner
Randy Chapman, Camarillo
Doug Hooper, Camarillo
Susan L. Johnson, Fillmore
Charles Lech, Thousand Oaks
Mark Lunn, Thousand Oaks
Mark Lunn, Thousand Oaks
Steve Mason, Ojai
Jorgen Nielsen, Moorpark
Joseph Piechowski, Simi Valley
Juan Ponce, Moorpark
Marci Ramos-Cruz, Fillmore
Chelsee Russell, Unincorporated County
Terry Wall, Unincorporated County

#### MINUTES –August 27, 2025

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

This regular meeting of the Area Housing Authority of the County of Ventura's Board of Commissioners was held on Wednesday, August 27, 2025 at 1400 W. Hillcrest Drive, Newbury Park, California. Chair Lunn called the meeting to order at 3:00 pm.

#### A. PLEDGE OF ALLEGIANCE

Commissioner Chapman led the Pledge of Allegiance.

#### **B. COMMISSIONER ATTENDANCE**

<u>Commissioners present</u>: Tracy Bodis, Randy Chapman, Doug Hooper, Susan Johnson, Mark Lunn, Steve Mason, Jorgen Nielsen, Joseph Piechowski, Marci Ramos-Cruz, Chelsee Russell, Terry Wall

Commissioners absent: Angela Bradley, Chuck Lech, Juan Ponce

<u>Staff present</u>: Executive Director Michael Nigh, Jesús Andrade, Dennise Avila, Linda Fisher-Helton, Mandy Green, Juan Jimenez Jr., Roxanne Robinson-Jones, Carrie Sabatini, Shakesha Williams

Legal Counsel present: Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP

#### 2. ADOPTION OF AGENDA

Chair Lunn called for a motion to approve the Agenda. Commissioner Russell moved to adopt the Agenda; the motion was seconded by Commissioner Piechowski. Following a voice vote, the Agenda for the Board meeting of August 27, 2025 was adopted.

#### 3. APPROVAL OF MINUTES: REGULAR MEETING OF JUNE 25, 2025

Chair Lunn called for a motion to approve the Minutes of June 25, 2025. Commissioner Chapman made a motion and Commissioner Johnson seconded. Following a voice vote, the Meeting Minutes of June 25, 2025 were approved.<sup>1</sup>

<sup>&</sup>lt;sup>1</sup> Commissioner Mason abstained from the voice vote

#### 4. CONSENT CALENDAR ITEMS

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

Chair Lunn called for a motion. Commissioner Bodis moved to adopt the Consent Calendar Items; Commissioner Piechowski seconded. Following a voice vote, the Consent Calendar Items were adopted.

#### 5. PUBLIC COMMENTS

One member of the public was present. Commissioners were provided Public Comments in advance of the meeting.

## 6. APPROVE ACTIONS TAKEN TO PROCURE PLUMBING SERVICES FOR ROTH APARTMENTS AND FLORENCE JANSS APARTMENTS ARE IN ACCORDANCE WITH THE AHA PROCUREMENT POLICY

Director of Housing Assets, Juan Jimenez Jr., provided an overview of AHA's Procurement Policy, discussed the proposed plumbing services, and the process to procure services in excess of \$250,000.

Chair Lunn called for a motion to approve actions taken to procure plumbing services, to confirm that such actions were in accordance with the AHA Procurement Policy, and to authorize the Executive Director to execute any and all necessary documents. Commissioner Mason motioned and Commissioner Wall seconded. Following a roll call vote, the actions taken to procure plumbing services were approved.

AYES: BODIS, CHAPMAN, HOOPER, JOHNSON, LUNN, MASON, NIELSEN,

PIECHOWSKI, RAMOS-CRUZ, RUSSELL, WALL

NOES: NONE

ABSTAIN: NONE

ABSENT: BRADLEY, LECH, PONCE

#### 7. DISCUSSION ON FUTURE DEVELOPMENT

Executive Director Michael Nigh reported that the recently completed Vista Campanario Apartments (Camarillo) are fully occupied and invited Commissioners to attend an opening reception at the complex on October 7, 2025. Mr. Nigh also provided updates on the progress at the Rancho Sierra Senior Apartments development project on Lewis Rd. (Camarillo) and the status of future development at Moorpark VI (Scattered Sites).

Mr. Nigh discussed current challenges to forecasting future AHA development projects, including the agency's inability to utilize Project Based Vouchers as a funding source due to HUD's restrictions during the Section 8 shortfall in effect since last year, and limited availability of affordable property. In addition, the current federal administration has implemented program and funding changes which significantly impact AHA programs.

Mr. Nigh also spoke about an apparent shift by federal and state decision makers, from affordable housing programs and funding focused on housing the general population, to programs designed to house specific demographic groups.

#### 8. CLOSED SESSION

At 3:56 pm, Chair Lunn closed the Open session and entered into Closed Session to discuss the following items:

Conference With Legal Counsel – Existing Litigation (Cal. Government Code § 54956.9(d)(1))

Name of Case: Area Housing Authority of the County of Ventura v. SHS Guaranteed II, L.P. (JAMS Reference # 5220009915)

Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP

At 4:01 pm, Chair Lunn concluded the Closed Session portion of the meeting and reconvened the meeting in Open Session. Chair Lunn reported that the Board received an update on the status of existing litigation from General Counsel, but no further actions were taken in Closed Session.

#### 9. COMMENTS

#### A. Staff Comments

Dennise Avila, Director of Housing Programs, reported that the Real Estate Assessment Center (REAC) recently completed inspections at four of the agency's Public Housing properties. The inspections were conducted in accordance with the National Standards for the Physical Inspection of Real Estate (NSPIRE) protocol in effect for all HUD-assisted rental housing, which prioritizes the health and safety of residents and well-maintained property. Ms. Avila commended staff for high inspection scores received at Ellis Terrace (Camarillo), Florence Janss and Leggett Court (Thousand Oaks), and Tafoya Terrace (Moorpark), ranging from 92 to 98 points, out of 100 points possible.

#### **B.** Deputy Executive Director

Carrie Sabatini provided an update on funding for approximately 50 Emergency Housing Vouchers (EHV) which were allocated to AHA during the pandemic to help prevent homelessness. Program funding was intended to last until 2030, however, HUD recently notified housing authorities nationwide that funding is expected to run out at approximately the end of 2026. AHA is communicating with program participants and owners, as well as working with community partners to identify options which may be available to those who will be impacted by the end of the program.

#### C. Executive Director

Michael Nigh reminded Commissioners that the Home Opportunities Made Easier (HOME) Conference will be held on October 16, 2025. Those interested in registering can contact AHA for assistance.

Mr. Nigh announced a recent re-alignment of AHA management personnel, in order to adapt to changing needs at the agency, and briefly discussed their new roles.

Mr. Nigh congratulated Carrie Sabatini on her 10 year anniversary with AHA and presented her with a certificate of appreciation.

#### Legal

There were no comments from Legal Counsel.

#### 10. COMMISSIONER COMMENTS

Commissioners extended congratulations to staff who recently assumed new management responsibilities, to Carrie Sabatini upon completing 10 years of service with the agency, and to the property management and maintenance teams for their efforts in achieving high property inspection results.

#### 11. CHAIR COMMENTS

Chair Lunn congratulated Carrie Sabatini on her 10 year anniversary with the agency, and all AHA staff who have recently stepped into new roles at the agency.

Chair Lunn adjourned the meeting at 4:20 pm.

	Date: _	
Michael Nigh, Executive Director		
Ian Elsenheimer, General Counsel	Date: _	
Mark Lunn Chair	Date: _	
	Michael Nigh, Executive Director  Ian Elsenheimer, General Counsel	Michael Nigh, Executive Director  Date:  Ian Elsenheimer, General Counsel



Agenda Item: 4A

**Subject:** Executive Director Report

Prepared by: Michael Nigh, Executive Director

**Requested Action:** Information Only

This report reflects progress for the period of August 25, 2025 to October 23, 2025. I continue to actively pursue the goals established by the Board of Commissioners. Please contact me for additional information or questions.

- Participated in Government Emergency Shutdown webinars specifically for Housing Authorities to ensure continued operations
- Spoke at Simi Valley City Council meeting in collaboration with USA Properties requesting change to definition of "Senior" from 62 years of age to 55 years for Vintage Sycamore Senior Apartments
- Held meetings with Many Mansions and the City of Moorpark regarding Moorpark VI development
- Hosted Vista Campanario opening reception for City of Camarillo and other partners
- Met with tax credit financial advisor to discuss Vista Campanario timeline for tax credit filings
- Communication with Wells Fargo to begin process to convert the construction financing for Vista Campanario to permanent financing
- Continued to work with jurisdictions to appoint and re-appoint Commissioners in a timely manner
- Reviewed and approved annual insurance benefit options for employees for the year beginning December 1, 2025
- Completed Memorandum of Understanding negotiations with SEIU 721 for July 1, 2025-June 30, 2028
- Met with attorney Lynn Hutchins of Goldfarb Lipman regarding the request to participate in the refinance of the Shadows Apartments and to continue as a general partner in the ownership
- Monitored weekly Owner/Architect/Contractor (OAC) meetings for Rancho Sierra Senior Apartments (unincorporated/Camarillo)
- Continue to monitor Housing Choice Voucher funding, impact on current voucher holders, and future voucher issuance
- Continue to communicate with HUD Shortfall Prevention Team regarding funding for the Section 8 program
- Continue negotiations on AHA's acquisition of the limited partner's interest of the owning partnership of Oak Creek Senior Villas (Thousand Oaks) Note:15-year tax credit compliance term has ended
- Continue to follow city council and planning meetings for our jurisdictions
- Continue to monitor HUD communications on proposed program changes and funding
- Continued working with Human Resources Manager to facilitate hiring of additional staff and revising policies
- Continue to lead the management team's succession planning, examine scenarios impacting future operations, and planning for physical and organizational changes necessary to continue to serve our clients

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



Agenda Item: 4B

**Subject:** Financial Report

Prepared by: Carrie Sabatini, Deputy Executive Director

**Requested Action:** Information Only

#### **August 2025 Financial Statements**

Please find the following financial reports for the month ended August 31, 2025.

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

The following occurred in July-August 2025:

- 1. All Public Housing properties received an annual inspection by an independent third party company to ensure compliance with HUD requirements.
- 2. Leggett Court (Thousand Oaks) \$1,546 for stove replacements in two units
- 3. Sunset Villas (Thousand Oaks) \$2,600 for additional pest control service
- 4. Glenn Oaks (Thousand Oaks) \$1,655 for annual fire alarm and sprinkler testing
- 5. Summer Street (Ojai) \$5,341 for painting, flooring, and vacancy turnover costs for one unit
- 6. Grand Avenue (Ojai) \$11,215 for painting, flooring, and vacancy turnover costs for three units
- 7. Pepper Tree Court (Simi Valley) \$3,200 for maintenance of plumbing lines; \$2,249 for annual fire alarm and sprinkler testing

#### • Analysis of Reserve Summary

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

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

A 11 A A 6 61.					
	Combined Low			Combined	Tax Credit
	Rent Public	Housing Choice	- L -	Agency Owned	Property
Year through August 31, 2025	Honsing	Voucher	General Fund	Housing	Management
	Stateme	Statement of Net Position	Ę		
Current assets	3,281,711	5,228,921	18,286,003	6,385,878	173,424
Current liabilities	255,906	362,069	266,876	359,522	86,681
Current Ratio	12.82	14.44	68.52	17.76	2.00
Long term assets	6,325,312	9,292	1,079,596	15,016,606	22
Long term liabilities	33,924	695,738	2,028,087	11,637,991	115,414
Net position invested in capital	6,325,312	9,292	(902,746)	3,321,329	22
Restricted net position	1	167,650	1	_	I
Unrestricted net position	2,991,880	3,955,026	17,973,382	6,083,642	(28,671)
Statement	of Revenue, Expe	enditures and Ch	Statement of Revenue, Expenditures and Changes in Net Position		
Operating revenue					
Tenant revenue	446,755	-	-	715,011	1
Management fee income	-	-	920'98	50,984	146,685
Portability	-	10,881	-	=	1
Other	-	310	=		1,351
Total operating revenue	446,755	11,191	920'98	765,995	148,036
Operating expenses					
Salaries and benefits	995'29	666,116	125,449	80,847	136,420
Administrative expenses	14,825	79,438	82,765	60,628	4,404
Management fee expense	86,076	-	-	=	1
Resident services	31,905	Î	1	-	1
Utilities	114,760	7,313	2,130	85,142	1,014
Maintenance and operations	141,123	8,734	9,427	115,218	29,780
General expenses	23,440	1,570	1,993	14,398	843
Housing assistance	-	7,894,704	•	-	1
Total operating expenses	479,694	8,657,876	221,765	356,234	172,462
Nonoperating revenue/expenses					
Grant revenue	140,918	8,696,263	•	-	1
Investment income	7,919	11,670	48,561	833	1
Loan payments/reserve deposits	•		(12,498)	(86,066)	1
Deferred maintenance/capital improvements		ı	•	•	ı
Total nonoperating revenue/expense	148,837	8,707,933	36,064	(85,232)	1
Change in net position	115,897	61,248	(99,625)	324,528	(24,425)

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA **Public Housing - Statement of Revenue, Expenditures and Changes in Net Position** For the Fiscal Year through August 31, 2025

Disa	Oaks 100 units Senior/	Janss 63 units Senior/	Court 48 units Family	Apts 34 units Family	Terrace 30 units Senior/	Terrace 26 units Family	Gardens 49 units Family
	sabled Ojai	Disabled Thousand Oaks	Thousand Oaks	unincorporated/ Ojai	Disabled Moorpark	Camarillo	Thousand Oaks
Operating revenue							
Tenant revenue	82,929	52,283	80,304	37,266	24,062	55,396	114,515
Other revenue	1	•	I	1	1	•	•
Total operating revenue	82,929	52,283	80,304	37,266	24,062	962'39	114,515
:							
Operating expenses							
Total calcinitation of the Total	063 01	20 440	04 969	40.446	1E 047	44 547	22 404
Total autimistrative experises	42,030	20,410	24,303	19,140	13,917	110,41	23,404
Resident services	647	3,672	5,887	2,987	3,740	5,987	5,987
Utilities	23,429	17,767	17,946	16,719	6,148	8,723	24,028
Maintenance and operations	30,917	20,268	15,291	28,374	10,088	14,294	21,891
General expenses	5,196	4,254	3,175	2,275	2,281	2,016	4,244
Total operating expenses	102,819	74,371	099'99	72,500	38,173	45,537	79,634
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Nonoperating revenue/expenses	1		1		0	0	
Grant revenue	52,763	36,821	8,568	26,427	12,636	259	3,444
Investment income	2,067	515	1,159	672	521	1,027	1,958
Loan payments	1	1		1	1	1	
Deferred maintenance/capital improvements	-	-			-		-
Total nonoperating revenue/expense	54,830	37,336	9,727	27,099	13,157	1,286	5,402
Change in net position	34,940	15,247	23,370	(8,134)	(954)	11,145	40,283

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA Agency Owned - Statement of Revenue, Expenditures and Changes in Net Position For the Fiscal Year through August 31, 2025

	Raemere	Glenn	Royal	Los	Sunset	Grand	Summer	Summerwind	Pepper	Casas de	Casa	Meadowbrook
	Street 2 units	Oaks 39 units	Oaks 5 units	Arboles 43 units	Villas 11 units	Ave 5 units	Apts 10 units	15 units Family/	Tree Court 36 units	Sueño 10 units	Velasquez 13 units	13 units
	Family	Senior Thousand	Family Thousand	Family Thousand	Family Thousand	Family/ Senior	Family/ Senior	Senior unincorporated/	Senior	Family	Family	Family
	Camarillo	Oaks	Oaks	Oaks	Oaks	Ojai	Ojai	Piru	Simi Valley	Camarillo	Camarillo	Camarillo
Operating revenue												
Tenant revenue	989'8	124,534	27,312	162,980	46,592	10,846	23,429	32,678	129,174	37,978	51,832	58,970
Other revenue	1		1	1	1	ı		1	1	1		1
Total operating revenue	8,686	124,534	27,312	162,980	46,592	10,846	23,429	32,678	129,174	37,978	51,832	58,970
Operating expenses												
Total administrative expenses	1,276	15,985	1,809	18,970	3,484	2,288	4,585	9,067	14,762	4,701	5,676	7,738
Resident services	1	-	1	1	1	1	1	1	1	1	1	1
Utilities	714	7,288	1,655	26,995	006'9	2,440	3,537	5,656	14,803	5,431	4,814	3,976
Maintenance and operations	1,959	14,674	1,775	18,180	5,100	21,563	10,582	4,181	15,788	5,938	6,148	4,925
General expenses	144	1,853	549	3,223	905	355	774	793	1,909	1,067	984	1,491
Total operating expenses	4,092	39,800	5,788	67,368	16,387	26,646	19,479	19,697	47,261	17,137	17,622	18,130
Nonoperating revenue/expenses												
Grant revenue	1	-	=	=		-	Ī	=		Ē	=	1
Investment income	23	70	25	80	66	0	12	62	190	49	29	127
Loan payments/replacement reserves	-	(11,995)	-	(12,387)	1	-	(10,086)	=	(31,921)	(8,091)	(11,586)	1
Deferred maintenance/capital												
improvements	ı	-		ı						ı		1
Total nonoperating revenue/expense	23	(11,925)	22	(12,308)	93	0	(10,073)	62	(31,730)	(8,042)	(11,519)	127
	-											
Change in net position	4,617	72,810	21,581	83,305	30,299	(15,799)	(6,123)	13,042	50,182	12,799	22,691	40,967

Area Housing Authority of the County of Ventura

# Analysis of Projected Reserves By Program

August 2025

			Housing	Low Rent
	AHA General	Agency	Choice	Public
	Fund	Owned	Voucher*	Housing*
Cash & Equivalents				
Cash	336,524	368,666	94,368	133,561
Investments	7,027,629	5,928,318	5,005,691	3,060,457
Replacement Reserve		51,560		
Accounts Receivable	1,428,552	10,030	69,468	38,863
Total Cash & Equivalents	8,792,705	6,358,574	5,169,527	3,232,881
Uses of Cash & Equivalents				
Accounts Payable	(4,246)	(296,019)	(22,906)	(240,818)
Accrued Liabilities	(262,630)	(85,556)	(687,633)	(15,088)
Total Uses of Cash & Equivalents	(266,876)	(381,576)	(710,539)	(522,906)
Sub Total _	8,525,829	5,976,998	4,458,988	2,976,975
Fiscal Year End Balance	8,525,829	5,976,998	4,458,988	2,976,975

\*Restricted use for specific program only.

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



October 29, 2025 **Meeting Date:** 

**Agenda Item:** 4C

**Section 8 Report Subject:** 

James Markot, Director of Information Systems and Carrie Sabatini, Deputy Executive Director Prepared by:

**Information Only Requested Action:** 

#### HOUSING CHOICE VOUCHER PROGRAM STATUS

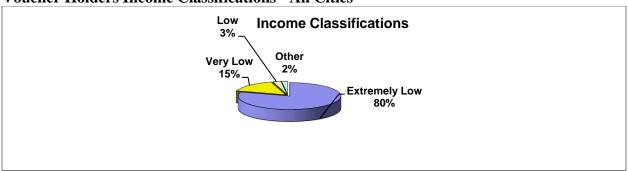
**Total Family Members Assisted** 4,163

#### WAITING LIST STATUS

Current S8 Waiting List Closed 02/13/24 4,018

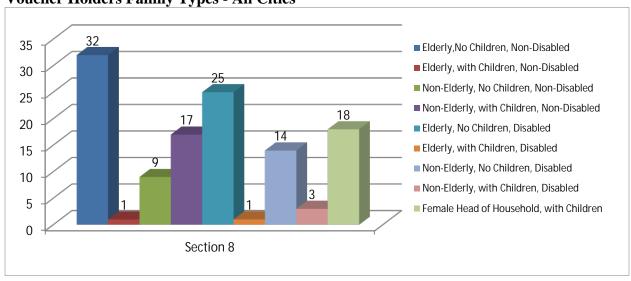
#### **DEMOGRAPHICS**

#### **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

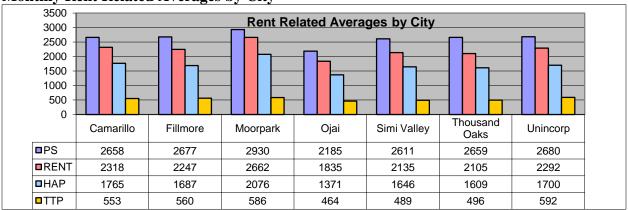
#### **Voucher Holders Family Types - All Cities**



#### **DEMOGRAPHICS**

**Reporting Date: August 31, 2025** Page 2

Monthly Rent Related Averages by City



PS = Avg. Payment Standard 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

		% of All	HAP	% of all HAP
	Vouchers	Vouchers	<b>Dollars</b>	<b>Dollars</b>
Camarillo	581	25.7%	\$1,025,571	26.9%
Fillmore	240	10.6%	\$404,848	10.6%
Moorpark	116	5.1%	\$240,782	6.3%
Ojai	59	2.6%	\$80,861	2.1%
Simi Valley	631	27.9%	\$1,038,822	27.2%
<b>Thousand Oaks</b>	493	21.8%	\$793,210	20.8%
Unincorporated	98	4.3%	\$166,577	4.4%
Outside of Area	41	1.8%	\$68,328	1.8%
	2259	100.0%	\$3,818,999	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.

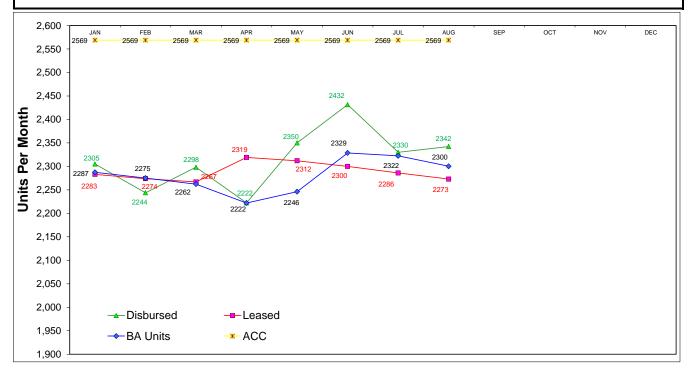
#### Area Housing Authority of the County of Ventura

#### Section 8 Voucher Program Leasing Summary

January 1, 2025 - August 31, 2025

				Percentage of Actual	
	HUD Budget	HUD	AHA	Compared to	Per Unit
	Authority (BA)	Disbursement	Actual	BA	Average HAP
Housing Assistance Payments					
Current Month	\$3,893,165	\$3,964,600	\$3,847,019	98.8%	\$1,692
Year To Date	\$30,179,418	\$30,644,100	\$30,292,490	100.4%	\$1,654
			AF (Prorated)		
Administrative/Other Fees		AF Disbursed	Earned		
Current Month		\$303,199	\$319,923		
Year To Date		\$2,436,309	\$2,567,050		
Total Dollars (HAP+Admin Fees)					
Current Month		\$4,267,799	\$4,166,942		
Year To Date		\$33,080,409	\$32,859,540		

		Units Lea	sed			
	Budget Authority (BA)	HUD Disbursement	AHA Actual	% of Actual Compared to	HUD BA Units (Over) / Under	Average Units
	Funded Units	Funded Units	Units	BA	Leased	Leased
Current Month	2,300	2,342	2,273	98.8%	27	
Year To Date	18,245	18,524	18,314	100.4%	(69)	2,289





Agenda Item: 4D

**Subject:** Housing Programs Report

Prepared by: Carrie Sabatini, Deputy Executive Director

**Requested Action:** Information Only

#### **PUBLIC HOUSING PROGRAM STATUS**

Total Family Members Assisted 719

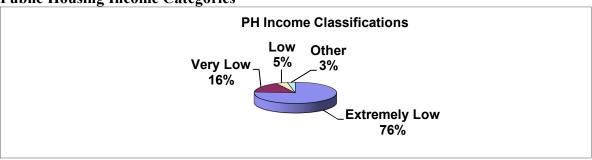
#### WAITING LIST STATUS

Current Public Housing Elderly Waiting List 848
Current Public Housing Family Waiting List 1,450

Waiting List Closed 02/15/2023

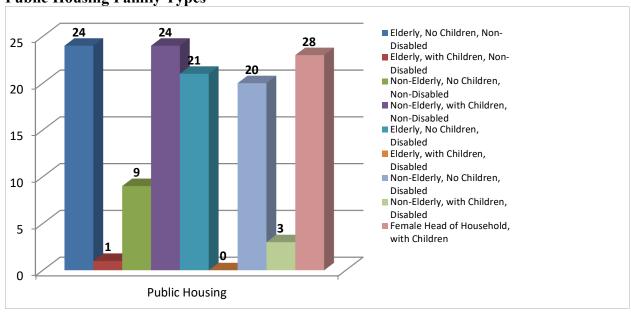
#### **DEMOGRAPHICS**

**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** 



#### **DEMOGRAPHICS**

Occupancy By Program

**Reporting Date: August 31, 2025** Page 2

		Units	# of	Occupancy
	Units	Leased	Vacancies	%
<b>Public Housing</b>	350	347	3	99%
Agency Owned	202	199	3	99%
TCP Managed Property	271	266	5	98%
Mira Vista Village	303	300	3	99%
S	1126	1112	14	99%

#### **RESIDENT SERVICES:**

Services are provided in partnership with a wide network of service partners. A partial list of partnering agencies includes Conejo Recreation and Parks District, Senior Concerns, Ventura County Area Agency on Aging, LifeSTEPS, and Help of Ojai.

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



Agenda Item: 4E

**Subject:** Housing Assets Report

Prepared by: Juan Jimenez, Jr., Director of Housing Assets

**Requested Action: Information Only** 

#### **REAC SCORES UPDATE**

The Real Estate Assessment Center (REAC) is the division of the Department of Housing and Urban Development (HUD) responsible for inspecting and assessing the physical condition of properties that participate in HUD's housing programs. REAC's main goals are (1) to ensure properties are safe, sanitary, and well-maintained and (2) to provide data to HUD regarding the AHA's property portfolio. REAC inspections assess various aspects of a property, including structural components, electrical systems, plumbing, and interior/exterior elements. REAC scores for each property are based on the inspection findings, which can impact a property's eligibility for HUD programs and funding. Properties with scores over 90 points have the benefit of being inspected every three years. Lesser scores increase the frequency of the inspections.

A REAC Inspection was conducted at Roth Apartments (unincorporated/Ojai) in August 2025. Roth Apartments is a 30-unit Public Housing complex built in 1987. The property earned a preliminary score of 91 points out of a possible 100, indicating that the property is in excellent condition with only minor deficiencies identified. A score above a 90 is considered high performing under HUD's inspection standards.

• Roth Apartments, Meiners Oaks – Preliminary REAC Score: 91 points

#### EMERGENCY CAPITAL FUND PROGRAM – ENVIRONMENTAL REVIEW UPDATE

The environmental reviews for the following capital improvement projects have been approved by the responsible local entities; contracts have been signed and executed for these three Emergency Capital Fund Program (ECFP) projects:

- Roth Apartments (unincorporated/Ojai): Comprehensive water line replacement
- Florence Janss (Thousand Oaks): Sewer line replacement
- Whispering Oaks (Ojai): Roof replacement

These projects are funded through the Capital Fund Reserve for Emergencies' Emergency Grant and Non-Presidentially Declared Natural Disasters Funds.

Tentative start dates have been established and tenant meetings have been scheduled to provide information about project timelines and any project impacts. The three projects will vary in duration,

ranging from approximately 2 to 12 weeks. All projects are anticipated to be completed by the end of February 2026.

#### CAPITAL FUND PROGRAM (CFP) FY2025-26

For FY2025-26, the Area Housing Authority has identified three projects to be funded under the 2025 Capital Fund Program (CFP) Grant:

- Florence Janss (Thousand Oaks):
  - Roof Replacement Project Phase 1
  - Florence Janss Patio Deck Repair/Replacement Project Phase 1
- Tafoya Terrace (Moorpark):
  - Perimeter Fence Replacement

All projects are currently in the early stages of development, which include procurement activities and completion of the required National Environmental Policy Act (NEPA) Environmental Reviews.

#### SMALL CAPITAL IMPROVEMENT PROJECTS

- Casa Velasquez/Sueño\* (Camarillo)
  - Roof tune-ups were completed in October at a total cost of approximately \$9,800
- Bradford Apartments (Camarillo)
  - Parking lot resealing, slurry, and restriping of three parking areas were completed in October at a total cost of approximately \$8,500

Please contact me at extension 505 or via email at jjimenez@ahacv.org to discuss your individual questions.

<sup>\*</sup> Often referred to as "The Casas"



**Agenda Item:** 6

2026 Schedule of Board Meetings **Subject:** 

Prepared by:

Mark Lunn, Board Chair Michael Nigh, Executive Director

**Requested Action:** Motion to Approve, Second, Discuss, Voice Vote

The Board is asked to review and approve the attached proposed 2026 Schedule of Board Meetings.

Enclosed: Draft 2026 Schedule of Board Meetings

## **Area Housing Authority of the County of Ventura**

WHEN WE HOUSE ONE WE CHANGE THE WORLD



## **DRAFT 2026 CALENDAR**

#### **BOARD MEETINGS**

January 28, 2026

February 25, 2026

March 25, 2026

April 22, 2026

May 27, 2026

June 24, 2026

July 22, 2026

August 26, 2026

September 23, 2026

October 28, 2026

(No Board Meeting is scheduled for November)

December 2, 2026

Regular Board Meetings 4<sup>th</sup> Wednesday @ 3:00 pm (Except as noted in bold)



Agenda Item: 7

Subject: Resolution No. 1175 – A Resolution of the Area Housing

Authority of the County of Ventura Authorizing the Use of General Fund Reserves to Repay the Montecito Bank &

**Trust Loan (Glenn Oaks Apartments)** 

Prepared by: Carrie Sabatini, Deputy Executive Director

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

Glenn Oaks Apartments is an agency owned property that was acquired by the Area Housing Authority (AHA) in 1997 for \$2,500,000. The 39-unit property is located at 145 E. Wilbur Road in Thousand Oaks.

Glenn Oaks Apartments was initially financed with a \$2,300,000 promissory note with the initial owners. The property has been refinanced three times; first via Housing Revenue Bonds from GMAC Commercial Mortgage Corporation in June 1999; then via a loan from Pacific Capital Bank in March 2008; and then in November 2015 via a ten year note with Montecito Bank & Trust (MB&T) for \$2,016,000. The MB&T loan has a rate of 4.375% and is due in full November 20, 2025.

AHA staff recommends utilizing approximately \$1,611,000 from the General Fund reserve balance of approximately \$7,205,000, as of August 31, 2025, to pay off the loan. The AHA also has approximately \$6,296,000 of unrestricted reserves within the agency-owned properties to support continued ongoing healthy reserve balances available to the agency.

The payoff of this loan benefits the financial operations of the agency by eliminating debt and increasing cash flow for the property. It also results in an operational benefit as monitoring reports to the Bank would no longer be required.

Staff is recommending the Board approve Resolution No. 1175.

Please contact me at extension 390 or via email at csabatini@ahacv.org to discuss your individual questions if desired.

Enclosed: Draft Resolution No. 1175



#### **RESOLUTION NO. 1175**

# A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING THE USE OF GENERAL FUND RESERVES TO REPAY THE MONTECITO BANK & TRUST LOAN (Glenn Oaks Apartments)

At a duly constituted meeting of the Board of Commissioners ("**Board**") of the Area Housing Authority of the County of Ventura ("**Authority**"), held on October 29, 2025, the following resolutions were adopted:

- WHEREAS, the Authority had entered into a Two Million Three Hundred Thousand Dollar (\$2,300,000) promissory note dated October 15, 1997 (the "Acquisition Loan") in order to finance the acquisition of the Authority owned 39-unit apartment project known as Glenn Oaks in Thousand Oaks, California;
- WHEREAS, on or about June 1, 1999, the Authority refinanced the Acquisition Loan with Two Million Eighty Two Thousand Dollar (\$2,082,000) Housing Revenue Bonds from GMAC Commercial Mortgage Corporation (the "Housing Revenue Bonds");
- WHEREAS, on or about March 31, 2008, the Authority refinanced the Housing Revenue Bonds with a Two Million Three Hundred Thousand Dollar (\$2,300,000) loan from Pacific Capital Bank (the "Pacific Capital Bank Loan");
- WHEREAS, on or about November 19, 2015, the Authority refinanced the Pacific Capital Bank Loan with a Two Million Sixteen Thousand Dollar (\$2,016,000) loan from Montecito Bank & Trust (the "MB&T Loan");
- WHEREAS, the MB&T Loan documents provide that the entire outstanding principal balance and all accrued interest not yet paid under the MB&T Loan shall be due and payable on November 20, 2025 (the "Maturity Date");
- **WHEREAS**, the estimated payoff amount for the MB&T Loan is approximately One Million Six Hundred Eleven Thousand Dollars (\$1,611,000);
- WHEREAS, as of August 31, 2025, the Authority has approximately Seven Million Two Hundred Five Thousand Dollars (\$7,205,000) in its general fund reserve account (the "General Fund Reserves"); and
- WHEREAS, the Authority desires to repay the MB&T Loan with funds from the Authority's General Fund Reserves and to enter into any documents, instruments, and certificates necessary to effectuate the repayment of the MB&T Loan (the "MB&T Loan Repayment Documents").
- **NOW, THEREFORE, BE IT RESOLVED** that the Board finds that the above recitals are true and correct.
- **BE IT FURTHER RESOLVED** that the Authority is authorized to take all actions necessary to repay the MB&T Loan on or prior to the Maturity Date with funds from the Authority's General Fund Reserves.
- **BE IT FURTHER RESOLVED** that the Authority is authorized to enter into the MB&T Loan Repayment Documents.
- **BE IT FURTHER RESOLVED** that Michael Nigh, Executive Director of the Authority, or in the absence or unavailability of the aforementioned, the Chair or Vice-Chair of the Authority, acting on behalf of the Authority, is

authorized, empowered, and directed to execute, deliver and file any and all necessary documents listed in and/or contemplated in this Resolution on the behalf of the Authority in such form as are approved by the Authority signatory and the Authority counsel (such approval to be conclusively evidenced by the execution of the documents) and all other types of agreements, certificates or documents, and to take any and all further actions necessary to effectuate the transactions contemplated herein.

BE IT FURTHER RESOLVED that Michael Nigh, Executive Director of the Authority, shall be authorized and directed to certify any and all forms of resolutions required by a lender or investor which is determined by Michael Nigh, Executive Director of the Authority, to incorporate the substantive intent of this Resolution with respect to the repayment of the MB&T Loan.

**BE IT FURTHER RESOLVED** that to the extent that any actions authorized in this Resolution 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.

·	
	MARK LUNN, CHAIR Area Housing Authority Board of Commissioners
STATE OF CALIFORNIA COUNTY OF VENTURA	
· ·	nd foregoing Resolution was duly passed and Housing Authority of the County of Ventura
AYES:	
NOES:	
ABSTAIN:	
ABSENT:	
	MICHAEL NIGH, EXECUTIVE DIRECTOR Area Housing Authority of the County of Ventura

DATED: October 29, 2025



Agenda Item: 8

Subject: Resolution No. 1176 – A Resolution of the Area Housing

Authority of the County of Ventura Authorizing the Use of General Fund Reserves to Repay the Montecito Bank &

**Trust Loan (Los Arboles Apartments)** 

Prepared by: Carrie Sabatini, Deputy Executive Director

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

Los Arboles Apartments is an agency owned property that was acquired by the Area Housing Authority (AHA) in 1998. The 43-unit property is located at 801-886 Calle Haya in Thousand Oaks.

Los Arboles Apartments was acquired and rehabilitated with a \$2,507,500 loan from Bank of America and \$1,000,000 of subordinate funding from the City of Thousand Oaks. The property has been refinanced twice; first via a loan from Pacific Capital Bank in February 2008; and second in December 2015 via a ten year note with Montecito Bank & Trust (MB&T) for \$2,100,000. The MB&T loan has a rate of 4.375% and is due in full November 20, 2025.

The City of Thousand Oaks subordinate loan remains in effect, however it is structured to be forgiven in December 2028 provided that the AHA continues to operate the property within the current affordability agreement.

AHA staff recommends utilizing approximately \$1,664,000 from the General Fund reserve balance of approximately \$7,205,000, as of August 31, 2025, to pay off the loan. The AHA also has approximately \$6,296,000 of unrestricted reserves within the agency-owned properties to support continued ongoing healthy reserve balances available to the agency.

The payoff of this loan benefits the financial operations of the agency by eliminating debt and increasing cash flow for the property. It also results in an operational benefit as monitoring reports to the Bank would no longer be required.

Staff is recommending the Board approve Resolution No. 1176.

Please contact me at extension 390 or via email at csabatini@ahacv.org to discuss your individual questions if desired.

Enclosed: Draft Resolution No. 1176



#### **RESOLUTION NO. 1176**

# A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING THE USE OF GENERAL FUND RESERVES TO REPAY THE MONTECITO BANK & TRUST LOAN (Los Arboles Apartments)

At a duly constituted meeting of the Board of Commissioners ("**Board**") of the Area Housing Authority of the County of Ventura ("**Authority**"), held on October 29, 2025, the following resolutions were adopted:

- WHEREAS, the Authority had obtained a Two Million Five Hundred Seven Thousand Five Hundred Dollar (\$2,507,500) loan dated December 1, 1998 from Bank of America (the "Acquisition Loan") in order to finance the acquisition of the Authority owned 43-unit apartment project known as Los Arboles in Thousand Oaks, California;
- WHEREAS, the City of Thousand Oaks Redevelopment Agency provided One Million Dollar (\$1,000,000) of subordinate funding for the project (the "Subordinate Funding") which Subordinate Funding shall remain;
- WHEREAS, on or about January 14, 2008, the Authority refinanced the Acquisition Loan with a Two Million Four Hundred Thousand Dollar (\$2,400,000) loan from Pacific Capital Bank (the "Pacific Capital Bank Loan");
- WHEREAS, on or about December 23, 2015, the Authority refinanced the Pacific Capital Bank Loan with a Two Million One Hundred Thousand dollar (\$2,100,000) loan from Montecito Bank & Trust (the "MB&T Loan");
- WHEREAS, the MB&T Loan documents provide that the entire outstanding principal balance and all accrued interest not yet paid under the MB&T Loan shall be due and payable on November 20, 2025 (the "Maturity Date");
- WHEREAS, the estimated payoff amount for the MB&T Loan is approximately One Million Six Hundred Sixty Four Thousand Dollars (\$1,664,000);
- WHEREAS, as of August 31, 2025, the Authority has approximately Seven Million Two Hundred Five Thousand Dollars (\$7,205,000) in its general fund reserve account (the "General Fund Reserves"); and
- WHEREAS, the Authority desires to repay the MB&T Loan with funds from the Authority's General Fund Reserves and to enter into any documents, instruments, and certificates necessary to effectuate the repayment of the MB&T Loan (the "MB&T Loan Repayment Documents").
- **NOW, THEREFORE, BE IT RESOLVED** that the Board finds that the above recitals are true and correct.
- **BE IT FURTHER RESOLVED** that the Authority is authorized to take all actions necessary to repay the MB&T Loan on or prior to the Maturity Date with funds from the Authority's General Fund Reserves.
- **BE IT FURTHER RESOLVED** that the Authority is authorized to enter into the MB&T Loan Repayment Documents.
- **BE IT FURTHER RESOLVED** that Michael Nigh, Executive Director of the Authority, or in the absence or unavailability of the aforementioned, the Chair or Vice-Chair of the Authority, acting on behalf of the Authority, is authorized, empowered, and directed to execute, deliver and file any and all necessary documents listed in and/or contemplated in this Resolution

on the behalf of the Authority in such form as are approved by the Authority signatory and the Authority counsel (such approval to be conclusively evidenced by the execution of the documents) and all other types of agreements, certificates or documents, and to take any and all further actions necessary to effectuate the transactions contemplated herein.

BE IT FURTHER RESOLVED that Michael Nigh, Executive Director of the Authority, shall be authorized and directed to certify any and all forms of resolutions required by a lender or investor which is determined by Michael Nigh, Executive Director of the Authority, to incorporate the substantive intent of this Resolution with respect to the repayment of the MB&T Loan.

**BE IT FURTHER RESOLVED** that to the extent that any actions authorized in this Resolution 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: October 29, 2025		
	MARK LUNN, CHAIR	
	Area Housing Authority Board of Commissioner	rs

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 October 29, 2025 by the following vote of the members thereof:

AYES:	
NOES:	
ABSTAIN:	
ABSENT:	
	MICHAEL NIGH, EXECUTIVE DIRECTOR Area Housing Authority of the County of Ventura



Agenda Item: 9

Subject: Discussion of Public Official Liability (POL) Insurance

Prepared by: Ian Elsenheimer, General Counsel, Ferguson Case Orr

**Patterson LLC** 

**Requested Action:** Information Only

Public Official Liability (POL) insurance is a type of liability insurance designed to protect government entities and their officials from claims arising during the performance of their official duties. Ian Elsenheimer, General Counsel, will provide the Board of Commissioners with a high-level explanation of POL coverage and some key components of the Agency's current POL policy.



Agenda Item: 10

**Subject:** Closed Session

Prepared by: Roxanne Robinson-Jones Human Resources Manager

**Requested Action:** Information Only

#### **Closed Session**

Government Code Section § 54957.6

Update on Negotiations with Union, SEIU Local 721

Designated Representative: Roxanne Robinson-Jones, HR Manager



Agenda Item: 11

Subject: Resolution No.1177 - A Resolution of the Area

**Housing Authority of the County of Ventura to** 

Approve the Ratified Agreement for the Memorandum of Understanding (MOU) with the Service Employees International Union Local 721 (SEIU 721) for the Contract Period July 1, 2025 Through June 30, 2028

Prepared by: Roxanne Robinson-Jones, Human Resources Manager

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

The Area Housing Authority of the County of Ventura's (AHA's) current Memorandum of Understanding (MOU) with Service Employees International Union Local 721 (SEIU 721) contained a four-year term that began on July 1, 2021 through June 30, 2025 with agreement to extend the contract during the negotiation period. Negotiations for the new MOU began May 2025.

The AHA management negotiating team and SEIU 721 negotiating team held three meetings between May 2025 and September 2025. Communication between the negotiating teams continued throughout this period.

AHA and SEIU 721 have reached mutual concurrence on the MOU that will renew the contract period of the current MOU for a period of three years (July 1, 2025 through June 30, 2028). Terms and conditions were modified and represented employees ratified the final proposal. The attached Summary of Negotiations shows the financial changes to the MOU.

Staff requests Board approval of Resolution No. 1177.

Enclosed: Draft Resolution No. 1177 Summary of Negotiations



#### **RESOLUTION NO. 1177**

A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA TO APPROVE THE RATIFIED AGREEMENT FOR THE MEMORANDUM OF UNDERSTANDING (MOU) WITH SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 721 (SEIU 721) FOR THE CONTRACT PERIOD JULY 1, 2025 THROUGH JUNE 30, 2028

At a duly constituted meeting of the Board of Commissioners (the "**Board**") of the Area Housing Authority of the County of Ventura, a public body, corporate and politic (the "**Authority**"), held on October 29, 2025, the following resolutions were adopted:

- **WHEREAS**, pursuant to the Myers-Milias-Brown Act (Government Code Section 3500 et seq.) the Authority's management negotiating team met and conferred with SEIU-Local 721 (the "**Union**") and union employee representatives regarding wages, hours and other terms and conditions of employment; and
- WHEREAS, the Authority and SEIU 721 have reached mutual concurrence to renew the contract of the current Memorandum of Understanding (the "MOU") for a period of three (3) years (July 1, 2025 through June 30, 2028); and
- NOW, THEREFORE BE IT RESOLVED: by the Board of Commissioners of the Authority that the MOU with SEIU 721 for the contract period July 1, 2025 through June 30, 2028 and the execution thereof by the Executive Director be hereby ratified; and
- FURTHER RESOLVED: That Michael Nigh, Executive Director of the Authority, the Chair of the Authority, and the Vice-Chair of the Authority, acting alone, and each acting on behalf of the Authority on its own behalf, is hereby authorized and directed upon the advice of counsel to enter into any and all forms of authorizations required which is determined to be consistent with the substantive intent of the authorizations contained herein; and
- **FURTHER RESOLVED**: That to the extent any action authorized under the resolutions contained herein have already been performed, such actions are hereby ratified and approved; and
- **FURTHER RESOLVED** that this Resolution shall take immediate effect from and after its passage and approval.

[Signature Page Follows]

MARK LUNN, CHAIR	
Area Housing Authority Board of Commissioner	rs

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 October 29, 2025 by the following vote of the members thereof:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

#### Board of Commissioners Meeting – October 29, 2025 Summary of Negotiations with SEIU 721 for July 1, 2025 – June 30, 2028 MOU

#### **NEGOTIATION TEAMS**

AHA Management: Michael Nigh, Carrie Sabatini and Roxanne Robinson-Jones SEIU Employee Representatives: Cecilia Garcia, Alejandra Toledo, Maria Saenz, and Karla Gutierrez SEIU Representative: Juan Vasquez, SEIU 721 Negotiator

#### **SUMMARY OF FINANCIAL CHANGES IN AGREEMENT BETWEEN PARTIES**

- Article 2: Term of agreement: July 1, 2025 through June 30, 2028.
- **Article 6:** Salary Increases: July 1, 2025 0%, 3% in 2026, and 3% in 2027.
- **Article 7:** AHA benefits contribution increases to \$50.00 effective December 1, 2025, and \$50.00 each subsequent plan year for the duration of the MOU.
- Article 11: Bilingual pay will increase from \$.50 per hour worked to \$.55 per hour worked.
- **Article 12:** The maximum pay out of the longevity bonus will increase from \$1,500.00 to \$2,000.00. The longevity bonus is initially paid once a member reaches seven years of continuous service with a bonus of \$500.00 and \$100.00 for each full year beyond seven years. The maximum payout increased from 17 years of service to 22 years of service.
- **Article 21:** Update MOU that references any language referring to HR Policies will be referred to the Employee Handbook.
- **Article 22:** Vacation accrual hours will increase to 7.00 hours per pay period after 132 months of continuous employment.
- **Article 23:** The AHA holiday shutdown will be paid in its entirety to members. This is an additional two to three days paid time off depending on the calendar. Previously, members were required to use available accrued hours to be paid for a portion of the shutdown.

#### Board of Commissioners Meeting – October 29, 2025 Summary of Negotiations with SEIU 721 for July 1, 2025 – June 30, 2028 MOU

#### **NEGOTIATION HISTORY**

**January 21, 2025 -** SEIU sent formal demand to begin negotiations and requested detailed information for all represented employees.

March 31, 2025 - AHA provided information, without confidential employee data.

May 8, 2025 – During opening negotiation meeting SEIU presented proposals. SEIU had additional proposals they were not ready to discuss.

➤ June 6, 2025 - AHA received the remaining proposals.

**July 2, 2025** – AHA sent SEIU counter proposals.

July 17, 2025 – SEIU met with AHA to discuss further counter proposals.

**September 2, 2025** – AHA met with SEIU submitted the Best and Final to SEIU and Employee Representatives.

September 25, 2025 - SEIU met for ratification vote. MOU was approved by SEIU members.



Agenda Item: 12

**Subject:** Closed Session

Prepared by: Michael Nigh, Executive Director

#### **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

#### **Closed Session**

#### Government Code § 54956.8

**Property:** Moorpark VI - 112, 124 & 136 First Street, 224 & 236 Charles Street and a vacant parcel on Leta Yancy Road comprised of APNs 506-0-030-180, 506-0-030-195, 506-0-050-525, 506-0-050-515, 506-0-030-205, 506-0-030-255, and 506-0-030-245

Agency Negotiator(s): Michael Nigh, Executive Director

**Negotiating Party:** City of Moorpark

Under Negotiation: Price and terms of payment



**Agenda Item: 13** 

**Subject: Closed Session** 

Ian Elsenheimer, General Counsel, Ferguson Case Orr Paterson LLP Prepared by:

**Requested Action: Information Only** 

#### **CLOSED SESSION**

#### **Existing Litigation**

Conference with Legal Counsel - Existing Litigation (Cal. Government Code § 54956.9(d)(1))

Name of case:

Area Housing Authority of the County of Ventura v. SHS Guaranteed II, L.P. (JAMS Reference # 5220009915)