

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
July 20, 2017 7:00 a.m.

Members Present: Stewart Coulson, Linda Klemesrud, Eric Miller, and Carol Tyler. Absent: Jeremy Heyer. Others present: Heidi Nielsen, staff.

Call to Order. Nielsen called the meeting to order at 7:01 a.m.

Public Comments. None

Amend-Approve Minutes of June 15, 2017. Tyler moved, Miller seconded the motion to approve the minutes of June 15, 2017 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Nielsen reviewed some of the non-routine expense for the month. There were no questions. Miller moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$145,862.06. Ayes:3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. Board Member Klemesrud arrived at 7:15 a.m. No action was necessary.

Old Business. None

New Business.

Review Financial Reports. Monthly operating reports were reviewed. Nielsen stated that we ended the within the budget for the public housing program. However, due to some confusion with the budget revision, some of the Section 8 budget line items were reduced and caused the program to be over budget for the year. There were no other comments and no action was necessary.

Certification of Net Restricted Assets for FYE 06/30/2017. Nielsen explained that housing authorities are required to track the amount of interest earned on net restricted assets (excess funding for housing assistance payments) and pay everything more than \$500 to HUD after the end of the fiscal year. HUD has provided the certification so the auditors can determine program compliance. For the past fiscal year, the amount of interest earned was only \$296.00. Miller motioned to approve the certification. Coulson seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve Resolution 10-17 to Accept 2017 Capital Fund Award. Nielsen stated that HUD had announced the award of the 2017 Capital Funds and that the agency was to receive \$145,962, which was about \$5,000 more than 2016. Nielsen explained that the agency had four years to expend the funding, but with the list of improvements, would likely have it expended in a year. The board was asked to approve the funding by formal resolution because acceptance of the funds required the agency to maintain the property for 20 years. Coulson motioned to approve the acceptance of the funding and was seconded by Tyler. Roll Call Vote: Ayes: Tyler, Coulson, Klemesrud, and Miller. Nays: 0. Motion carried on roll call vote.

Consider Approval of Allowing Installation of Dish Network. Nielsen reviewed the events leading up to the request. Nielsen also informed the board that the antenna system is not working

properly and repairing it is not an approved expense. The board was also told that Mediacom will no longer run cables to the apartments or affix them to the buildings. Nielsen explained the issues with PR Connections and requested that either the agency also allow Dish TV or allow other installers to do the Direct TV installations. The board discussed how many dishes should be allowed for each building. Coulson made a motion not to allow satellite TV. There was more discussion on the advantages to the residents and the limitations under the current set-up with PR Connections. Nielsen requested that the board limit the satellite television installation to the current provider, Direct TV, but open it up to other installers. The board was cautioned that by doing that, there could be as many as four dishes per building. Coulson retracted initial motion and Miller made a motion to approve Nielsen's request. The motion received a second by Coulson. Ayes: 4, Nays: 0. Motion carried.

Consider Approval to Send Staff to HQS Training. Nielsen reviewed a summary of quality control inspections and told the board that out of the 9 inspections conducted there were only two that passed. Nielsen explained that while many of the failed items could have occurred after the regular inspection, the chipping and peeling paint most certainly was that way before the regular inspection. Due to the City's reluctance to have the Code Enforcement Department trained in lead based paint, Nielsen requested that board approve sending Russ and Adam to HQS training to take over the inspections. Nielsen stated that it would save the agency the \$40 inspection fee and with two-full time maintenance employees there should be time available to conduct the inspections. Miller motioned to send staff to the training and Tyler seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Director's Report. Nothing to report.

Being no further business, Coulson moved, Klemesrud seconded the motion to adjourn. Ayes: 4, Nays: 0. Motion carried and meeting adjourned at 7:43 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director