

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
April 16, 2018 7:00 a.m.

Members Present, Stewart Coulson, Linda Klemesrud, Eric Miller, Carol Tyler and Jeremy Heyer. Absent: None. Others present: Peggy Drake, resident; and Heidi Nielsen, staff.

Call to Order. Board Chair Heyer called the meeting to order at 7:03 a.m.

Public Comment. Peggy Drake stated that she wanted to come to a meeting to see what it was all about and indicated that she may be moving.

Amend-Approve Minutes of March 15, 2018. On motion by Coulson and second by Miller, the minutes of March 15, 2018 were approved as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Nielsen noted that other than routine expenses there was a payment made for the new truck/plow and explained the purpose of the payment to SpyGlass. Miller motioned, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$124,979.05. Ayes: 5, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. Nielsen reported that the office renovation was completed except installation of the safety glass and explained that upon receipt of the three quotes, council action will be required. Also discussed were the new truck and the potential for additional funds in 2018 for capital improvements. Finally, Nielsen reviewed the S8 funding status and program leasing. Peggy Drake asked for some clarifications on acronyms and other terminology and Miller asked how long vouchers were able to be used before expiration. Nielsen explained the voucher issuance process. No action was taken.

Old Business. None

New Business.

Review Financial Statements. The operating reports for the period ending March 31, 2018 were presented to the board for their review. Nielsen stated that the necessary budget revisions have been identified and will be sent to City Hall. Under the Public Housing Program most of the revisions were due to the delay in Steve Redmond's retirement date. Also included in the revisions were the addition of the income from the sale of the Nitro and funding for the new mowers, and flood insurance. The remaining revisions were to the Section 8 budget due to the increased leasing and increased portability costs.

Consider Resolution No. 03-18 Approving Public Housing Budget for FYE 06/30/2019. Nielsen explained that the budget was the same budget previously approved for the City. It was just broken down in more detail. A motion by Miller was made to approve Resolution 03-18. Coulson seconded the motion. Roll call: Ayes: Klemesrud, Miller, Heyer, Tyler, and Coulson. Nays: None. Motion carried on roll call vote.

Discuss Shortfall Status. Nielsen explained how HUD determined which agencies were shortfall agencies and review the causes of the shortfall which included the increased leasing prompted by HUD in addition to the increased portability costs. Nielsen also reviewed the agreement with HUD and the restrictions placed on spending for Housing Assistance Payments and explained that if all requirements were met, HUD would cover housing payments at year end to prevent voucher terminations. Nielsen also told the board that since portability requests to higher cost areas were now being denied, that a list must be maintained of those denied portability due to funding. Then when the agency is no longer in shortfall; these families would be allowed to port, which more than likely would put the agency back into a shortfall situation. Nielsen brought up another issue created by the shortfall which is the reduction in administrative funding. Miller asked how, when the issuance of vouchers is allowed, would we ever be out of shortfall. Nielsen explained that the funding next year would be based on the current year spending and should be sufficient to cover housing costs. He also asked is there were any set aside funds to supplement our administrative funding and Nielsen replied that there was if portability vouchers exceeded 20% of all vouchers. Nielsen stated that the Board would be updated as information was available.

Approve Lease for Copier and Printer. Nielsen explained the necessity of a new copier and explained that the new lease for the copier was almost \$100 less than the existing copier. The board was also informed that proposals were provided by Marco, Advanced Systems, and Koch Brothers. Nielsen also explained that in the past the printers were purchased and there was a contract for the toner and a print allowance. Because no one provides service on printers any longer, it was cheaper and easier to lease the printers also. So, the lease proposals included a color copier, three printers and service agreements on all machines. Nielsen explained that because Advanced Systems and Koch Brothers proposals were the most advantageous we requested that they provide demo machines. It was determined that both machines met all requirements. Nielsen asked for approval on the proposal from Koch Brothers based on the terms of the service agreement. Nielsen also informed the board that the police department is under contract with them and are happy with the product and service. Miller made a motion to accept the proposal from Koch Brothers. The motion was seconded by Tyler. Ayes: 5, Nays: 0. Motion carried.

Review Bids for SCT Window Project and Make Recommendation. A request was made to recommend the bid from Steege Construction. Nielsen explained the considerations which should be made regarding the bid because it was approximately \$120,000 under the cost estimate. Nielsen also stated that WWA had previously worked with them on a large project and felt that Steege would be able to perform up to expectations and according to specifications. A question was asked about the quality of their windows and Nielsen explained that all the substituted windows bid were determined by the architects to be equal to the windows specified. The board was told that under federal bidding requirements, the low bid must be accepted unless the contractor was found to be unable to comply with the specifications, there would also be a performance bond to protect the agency should Steege be unable to meet requirements. Miller made a motion to recommend approval of the bid from Steege Construction, and Tyler seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Executive Director Report. Nielsen discussed the impending snow storm and NAHRO Conference since both maintenance employees were scheduled to attend. Nielsen and board

determined that it would be better to hire someone to come in and clear snow and have them travel the night before to avoid unsafe driving conditions.

Being no further business, Klemesrud moved, Miller seconded the motion to adjourn. Ayes: 5. Nays: 0. Motion carried, and meeting adjourned at 7:48 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director