

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY
AGENDA

July 19, 2018, 7:00 a.m.
at
501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of June 21, 2018..... 1-3
- IV. Approval of Bills for July 2018 4
- V. Communications 5-7
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Security Camera Update
 - 4. Section 8 Funding/Utilization
 - 5. Monthly Rental Status Update
 - 6. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports..... 8
 - 2. Certification of Net Restricted Assets for FYE 06/30/2018..... 9-10
- VIII. Directors Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, August 16, 2018, 7:00 a.m., CCHRA
Office

Charles City Housing
Monthly Bill Listing
July 2018

Customer	Description	Amount
Barb Molstead	security deposit refund	250.00
Bluhms Cedar Valley Electric 2008	electrical maintenance	125.00
Business Card	back up service, software	199.86
C.Naber & Associates	accounting fees	395.00
Carquest	truck maintenance	62.45
Casey McCoy	pet deposit refund	200.00
CenturyLink	phone bill	108.02
Cintas	rug service	82.83
City of Charles City	water/sewer/URP/S8 inspection/postage	2,575.95
City of Charles City	workman's comp premium	4,902.00
HAPS	July HAPS	64,376.44
Heidi Nielsen	mileage reimbursement	77.94
Hillegas Flooring, LLC	flooring supplies	1,398.85
Hockenson Plumbing	plumbing maintenance	876.92
Iowa Department of Transportation	fuel	50.19
Jendro Sanitation	trash service	830.00
Kwik Trip, Inc.	fuel	1.00
Linderman Heating & Air, LLC	heating & cooling maintenance	88.00
Mehmen's Painting	painted #11	135.00
Mick Gage Plumbing & Heating	plumbing maintenance	539.50
Mid American Energy	electric/gas/URP	6,377.35
Noah, Smith & Schuknecht, P.L.C.	legal fees	240.00
On-Site Information Destruction	shredding fee	0.00
Pederson Plumbing	plumbing maintenance	257.00
Pitney Bowes	meter lease	54.09
Pitney Bowes Supplies	meter ink/moistener kit	205.06
Schueth Ace Hardware	maintenance items(includes large shade purchase)	3,203.21
Sherwin Williams	paint	214.73
Staples Advantage	copy paper	47.24
Steege Construction Inc	SCT window project	120,250.20
Superior Lumber	maintenance items for month	181.29
T-J Service	maintenance repairs	40.00
Teeter Specialty Company L.L.C.	maintenance forms	354.61
Titus Lock Services	lock repair	70.00
True Green	lawn service	796.00
US Cellular	cell service	138.56
YARDI	criminal back ground checks	63.00
		209,767.29

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
June 21, 2018 7:00 a.m.

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

Call to Order. Chairperson Heyer called the meeting to order at 7:02 a.m.

Public Comments. None

Amend-Approve Minutes of May 17, 2018. Tyler made a motion and Klemesrud seconded the motion to approve the minutes of May 17, 2018 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Nielsen stated that the \$26,430.00 payment to Sisson & Associates was actually paid in April by the City, it was on the June bill list for board approval. Tyler made a motion and Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$114,912.96. Ayes: 3, Nays: 0. Motion carried.

Communications. Nielsen reviewed the progress of the window project and informed the board of the \$228,408 2018 Capital Fund award. The board was given an update on the Rehab Program and the anticipated conditional awards in August. Also reviewed was the progress of the camera install at Morningside which was delayed due to the rain. The results of the Capital Improvement Study were reviewed with an estimated cost of \$771,995.00. Finally, the program funding and utilization were reviewed. No action was required.

Old Business.

Approve Purchase and Installation of Reception Window. Nielsen updated the board on the additional information requested during the May meeting, that Mason City Glass was asked if they could get pricing on a voice amplification system and instead they provided a quote for the same full baffle system with a price of \$12,800. They also provided a list of references from the glass manufacturer which included some YouTube videos with their customers and the sound transfer in the videos was good. The board was also told that Steve Merrill with Hometown Security inquired about the progress of the window install and asked if we wanted him to see if he could find any other solutions. He provided a quote for the same baffle system from the same manufacturer for \$8,750.00 installed. Nielsen requested approval of purchase and installation from Hometown Security. Klemesrud approved the purchase and install from Hometown Security for \$8,750. It was seconded by Tyler. Ayes: 3, Nays: 0. Motion carried.

Approve Purchase of Server. Nielsen reviewed the purpose for the server and reviewed the proposal prepared by Trent Parker with the pros and cons for each configuration. The board was told that the second option could possibly cost more due to the extra tech hours needed to do the data transfer and configuration; but the higher cost would be offset by fewer tech hours on all future updates. According to the proposal, the cost for the operating system and equipment would be the same for each option. In addition, the \$20 a month paid to back-up Heidi's computer would no longer be necessary. Nielsen informed the board that Trent's preference would be to go with the second option. Heyer stated that option #2 was the same configuration as they had in his office and suggested that we go with option #2. Tyler made a motion to approve the purchase of the server and configure the system outlined in option #2

with the terminal services. The motion was seconded by Klemesrud. Ayes: 3, Nays: 0. Motion carried.

New Business.

Review Financial Reports. The Operating Reports for the Month Ended May 2018 were reviewed. Nielsen informed the board that even with the budget revisions done, the public housing program was in danger of going over budget. Nielsen explained that this was because not all the requested revisions were made and even though all spending has been suspended, payables for routine expenses recorded at year-end could also put the programs over budget. No action was required or taken.

Approve Resolution No. 06-18, Writing Off Accounts Receivable. A list of accounts to be written off as uncollectible was presented to the Board. Nielsen explained that HUD recommends writing off all debt that we determine as uncollectible because keeping the uncollectible debt on the books has a negative impact on our financial score. She also explained that collection efforts will continue. The different types of debt were also discussed. Klemesrud made a motion, and Tyler seconded the motion to approve Resolution No. 06-18. Motion carried on roll call vote: Ayes: Heyer, Klemesrud, and Tyler. Nays: None. Motion carried on roll call vote.

Approve Resolution No. 07-18, Removal of Assets from Depreciation. Nielsen provided the board with an explanation regarding the requirement to remove assets no longer in service from the depreciation schedule. The resolution was reviewed noting that the old security camera system, old lawn tractors, and Dodge Nitro were removed from service during the year and the resolution was necessary to show that the HUD requirement had been met. Nielsen also listed the assets which were to be added to the schedule, which included the sidewalks repairs, water heaters, office renovations, lawn mowers, and truck/plow. The was also told that most of the assets being removed were fully depreciated. Miller made a motion, and Tyler seconded the motion to approve Resolution No. 07-18. Motion carried on roll call vote: Ayes: Tyler, Miller, and Heyer. Nays: None. Motion carried on roll call vote.

Consider Approval of Contract for Routine Plumbing Repairs. Explained to board that every three years we go out for bids for routine repairs and bid requests were sent out to several area plumbing contractors. A bid was received from Hockenson Plumbing. Staff requested approval of the bid from Hockenson Plumbing explaining that there was a good working relationship established with them. Klemesrud moved to approve the contract with Hockenson Plumbing and was seconded by Tyler. Ayes: 3. Nays: 0. Motion carried.

Consider Approval of Contract for Routine Heating Repairs. Staff requested approval of the contract with Linderman Heating & Air. Just as was the case with the plumbing contractor, the agency has a long history with the contractor. Nielsen also explained that if any emergency repairs are required and Linderman isn't available all other contractors on the list are used based on their availability. Klemesrud moved to approve the contract with Linderman Heating & Air. Tyler seconded the motion. Ayes: 3. Nays: 0. Motion carried.

Consider Approval of Contract for Routine Electrical Repairs. Bid requests were sent to several area electrical contractors. Bids were received from Bluhm's Cedar Valley Electric, Jensen Electric, Sullivan Electric, and Perry Novak Electric, with the lowest bid from Bluhm's. The request was made to approve the bid from Bluhm's. Nielsen state that there is a good working relationship with them and are generally available when needed. Tyler moved to approve the new three-year contract with Bluhm's and it was seconded by Klemesrud. Ayes: 3, Nays: 0. Motion carried.

Consider Approval of Internet Installation for Cameras. Nielsen explained that the current radio system used to remotely operate the cameras has been hit by lightning and repairs are estimated at a minimum of \$2,000. In addition, Nielsen said that there is a ten second delay with the current system every time the cameras are accessed remotely. Nielsen stated that the system fails to operate as intended. Klemesrud asked for a clarification and Nielsen replied that because of the delay the system fails to operate as intended. Also discussed was the current internet configuration at the office and the ability to receive the video and operate the cameras remotely. The request was made to approve the installation of the internet service from Mediacom. Klemesrud made a motion to install internet for the camera system. Tyler seconded the motion. Ayes: 3. Nays: 0. Motion carried.

Director's Report. Nothing to report

Being no further business, Tyler moved, Klemesrud seconded the motion to adjourn. Ayes: 3. Nays: 0. Meeting Adjourned at 7:54 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. Nothing new to report
2. Rehab Update. We should hear about the conditional awards the week of July 23rd.
3. Security Camera Update. We have all cameras except the three in the back operational. We are still working to get the new wires run to them. Once that is finished, we can change out the cameras. There is going to be a change order for the additional work to run the new wires; however, at this point, we don't know how much it will be. We have contacted Mediacom and are waiting for an appointment for the install. Even though not all cameras are in yet, we can still access the ones that are once the internet is installed. We ended up with a three-year contract with a monthly cost of \$129.99 a month the first year, \$149.99 a month the second year, and \$169.99 a month the third.
4. Section 8 Funding/Utilization. See attachment for utilization rates. As you can see, after July expenses, we are at a negative \$5,555 in our HUD-held reserves account and \$35,199 in reserves being held by our agency. We are waiting to see if we will receive additional funding from HUD's set back reserves for the increased portability costs. We should find out by August how much we will qualify for.
5. Monthly Rental Status Update.

Month of May 2018	Total Leased 5/1/18	New Leases	Removed Or Moved	Total Leased 6/1/18	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	129	3	2	130	11	1	1
Morningside 16 Units	14	1	0	15	3	1	2
Section 8 197 Units	156	4	5	155	52	0	11

Declined Assistance (6) Over Income () Denied () Insufficient Address ()
 Did not attend Briefing/Information Not Returned (8) Criminal Background Check ()
 Voucher Expired (1) Purged ()
 Terminations: PH () S8 (1)

6. End of Participation Tracker. See attachment

HCV HAP Spending Projection

1	A	B	C	D	E	F	G	H	I	J	K	L	M
2	HUD Held												
3	NRA												
4	PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds) beginning with 12/31/16 NRA	Number of Units Leased on the First of the Month	Plus: HUD Actual or Planned HAP Related Disbursements	Minus: HAP Expenses: Actuals from VMS and/or PHA projected	Disbursements minus Expenditures	VMS Reported Fraud Recovery and/or FSS Forfeitures	Estimated End of Month Balance (NRA): HAP funds on hand (includes Fraud Recovery and/or FSS forfeitures)	Beginning monthly HUD Held Balance starting 12/31/16	Plus: ALL Obligated HAP BA for prior period Tenant Protection vouchers)	Minus: HUD Actual or Planned HAP Related Disbursements	End of Month Balance HUD Held Undisbursed BA/Reserves (obligated HAP BA minus disbursements)	
5	PHA# IA002	D	E	F	E-F	H	D+G+H	K	L	M	(K+L)-M		
6	CY 2017												
7	January	\$15,737	161	\$51,440	\$48,998	\$18,179	\$95	\$18,274	\$140,812	\$48,658	\$51,440	\$138,030	
8	February	\$18,274	163	\$51,440	\$52,253	\$17,461	\$119	\$17,580	\$138,030	\$48,658	\$51,440	\$135,248	
9	March	\$17,580	165	\$52,930	\$53,610	\$16,900	\$427	\$17,327	\$135,248	\$48,658	\$52,930	\$130,376	
10	April	\$17,327	169	\$52,930	\$56,804	\$13,453	\$1,556	\$15,009	\$130,976	\$48,658	\$52,930	\$126,704	
11	May	\$15,009	171	\$52,930	\$58,157	\$9,782	\$62	\$9,844	\$126,704	\$48,658	\$52,930	\$122,432	
12	June	\$9,844	169	\$52,930	\$56,782	\$5,992	\$163	\$6,155	\$122,432	\$48,658	\$52,930	\$118,160	
13	July	\$6,155	172	\$40,226	\$58,340	\$11,959	\$25	\$-11,934	\$118,160	\$48,658	\$40,226	\$126,592	
14	August	\$-11,934	170	\$65,382	\$62,882	\$-9,434	\$125	\$-9,309	\$126,592	\$46,709	\$65,382	\$107,919	
15	September	\$-9,309	182	\$73,982	\$67,100	\$-2,427	\$32	\$-2,395	\$107,919	\$48,658	\$73,982	\$82,595	
16	October	\$-2,395	180	\$69,382	\$67,048	\$-61	\$165	\$104	\$82,595	\$48,658	\$69,382	\$61,871	
17	November	\$104	178	\$64,946	\$68,223	\$-3,173	\$28	\$-3,145	\$61,871	\$48,659	\$64,946	\$45,584	
18	December	\$-3,145	176	\$65,007	\$65,407	\$-3,545	\$160	\$-3,385	\$45,584	\$48,558	\$65,007	\$29,135	
19	Total			\$693,525	\$715,604	\$2,957			\$581,848	\$693,525			
20	CY 2018												
21	January	\$-3,385	173	\$68,442	\$64,233	\$824	\$345	\$1,169	\$29,135	\$60,929	\$68,442	\$21,622	
22	February	\$1,169	168	\$68,442	\$61,830	\$7,781	\$357	\$8,138	\$21,622	\$60,929	\$68,442	\$14,109	
23	March	\$8,138	165	\$62,441	\$61,235	\$9,344	\$353	\$9,697	\$14,109	\$60,929	\$62,441	\$12,597	
24	April	\$9,697	161	\$58,663	\$57,689	\$10,671	\$210	\$10,881	\$12,597	\$60,929	\$58,663	\$14,863	
25	May	\$10,881	157	\$72,169	\$68,248	\$24,802	\$259	\$25,061	\$14,863	\$60,929	\$72,169	\$3,623	
26	June	\$25,061	155	\$65,518	\$67,880	\$32,659	\$691	\$33,390	\$3,623	\$60,929	\$65,518	-\$966	
27	July	\$33,390	153	\$65,518	\$63,709	\$35,199		\$35,199	-\$966	\$60,929	\$65,518	-\$5,555	
28	August	\$35,199				\$35,199		\$35,199	-\$5,555	\$60,929	\$0	\$55,374	
29	September	\$35,199				\$35,199		\$35,199	-\$5,555	\$60,929	\$0	\$116,303	
30	October	\$35,199				\$35,199		\$35,199	\$116,303	\$60,929	\$0	\$177,232	
31	November	\$35,199				\$35,199		\$35,199	\$177,232	\$60,929	\$0	\$238,161	
32	December	\$35,199				\$35,199		\$35,199	\$238,161	\$60,930	\$0	\$299,091	
33	Total			\$461,193	\$424,824	\$2,215			\$731,149	\$461,193			

END OF PARTICIPATION
 TRACKER
 2018-2019

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING													0
ZERO HAP													0
MUTUAL RECISSION	1												1
ANNUAL RE-EXAM SEARCHING	1												1
PORT-OUT ABSORBED													0
PORT-OUT SEARCHING	1												1
PORT-OUT BILLING	1												1
DECEASED													0
MOVED IN VIOLATION													0
EVICTED	1												1
UNAUTHORIZED LIVE-IN													0
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME	1												1
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	2												2
TOTALS	8	0	0	0	0	0	0	0	0	0	0	0	8
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2												2
DECEASED													0
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS													0
EVICTED													0
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER (moved to new unit)													0
UTILITIES DISCONNECTED													0
TOTALS	2	0	2										

MEETING DATE: 7/19/18

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: Due to a delay in the year-end processing, June 2018 operating reports will be available at the Board Meeting.

REQUESTED ACTION: Approve certification for interest earned on excess HAP funds during the year.

Comments: HUD has provided us with the attached certification to verify compliance with the requirement to return all interest earned on excess HAP funds or Net Restricted Assets (NRA) exceeding \$500 in accordance with 2 CFR 200.305, which states:

“(9) Interest earned amounts up to \$500 per year may be retained by the non-Federal entity for administrative expense. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment System (PMS) through electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. Remittances must include pertinent information of the payee and nature of payment in the memo are (often referred to as “addenda records” by Financial Institutions) as that will assist in the timely posting of interest earned on federal funds.”

For the FYE 06/30/2018 we only accrued \$192.00 in interest and are not required to return the funds. These are the amounts which were recorded in the Voucher Management System (VMS).

The certification is not required; however, it provides us with documentation that we are in compliance.

**Housing Choice Voucher Programs
Interest Earned on Excess HAP Funds and RNP Balances
PHA Annual Certification for Internal Records**

PHA Name: Charles City Housing & Redevelopment Authority

PHA Number: IA002

PHA FYE: 06/30/2018

This is to certify that the Charles City Housing & Redevelopment Authority earned interest on invested HAP and Restricted Net Position (RNP) funds (formerly referred to as Net Restricted Assets or NRA) for the PHA fiscal year ending, 06/30/2018 in the amount of \$ 192.00.

The PHA remitted \$ 0.00 on (date) to the Department of Health and Human Services (HHS), Payment Management System (PMS).

Certification: I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

July 19,2018

Signature of Authorized PHA Official

Date

Jeremy Heyer, Board Chairperson

Printed Official's Name and Title

This Certification must be signed by the appropriate PHA official and keep for financial review purposes by the auditor or the Housing Voucher Quality Assurance Division (QAD). Interest must be remitted to the Treasury via the HHS Payment Management System no later than 45 days following the PHA FYE covered by this certification.

HHS guidance related to funds remittances can be found on the HHS Division of Payment Management website at the following link:

http://www.dpm.psc.gov/grant_recipient/funding_requests/returning_interest.aspx

Click on "*returning funds*" for specific information.