

AGENDA
REGULAR MEETING
BOARD OF COMMISSIONERS
RIVER FALLS HOUSING AUTHORITY
Edgewater, 629 N. Main St., River Falls
Wednesday, October 10, 2018 at 6:30 pm

Tour Edgewater– Commissioners will tour Edgewater and convene the meeting after the tour.

ROLL CALL

MINUTES OF REGULAR MEETING – September 12, 2018

TENANT REPRESENTATIVES

MISSION STATEMENT

River Falls Housing Authority manages, maintains and facilitates affordable housing in accordance with Federal and State statute. Our mission is to partner with the community to assess housing needs and opportunities and to be proactive, creative, and collaborative in the development and delivery of fair, safe, sustainable, and inclusive programs.

SCHEDULE OF BOARD ACTIVITIES

ACTION ITEMS

1. Review and Approve Payment of Bills and Financial Report
2. Review and Approve 2019 Utility Allowances for Housing Choice Voucher Program
3. Review and Approve Payment Standards for Housing Choice Voucher Program
4. Review and Approve Flat Rents for HUD program

REPORTS

1. Vacancy and Re-rental Report
2. Rent Reasonableness Study
3. Contracts awarded in September
4. House at 607 N Main St.

EXECUTIVE DIRECTOR REPORT

CHAIR AND COMMISSIONERS REPORT

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD
ADJOURN

Minutes of the Regular Meeting of the River Falls Housing Authority September 13, 2018

Commissioners toured 607 N. Main and Briarwood at 6:30. Meeting convened at Briarwood following the tour. Chair Todd Bjerstedt called the meeting to order at 6:50

Present: Nick Carow, Todd Bjerstedt, Matt Fitzgerald, Jacqueline Niccum, Amy Peterson,

Absent: Matt Fitzgerald

Also Present: Anne McAlpine, Executive Director

MINUTES M/S/C Fitzgerald/Niccum to approve the minutes of August 8, 2018

ACTION ITEMS

1. M/S/C Peterson/Carow to approve payment of bills and financial report. McAlpine reported on behalf of Fitzgerald that invoices and checks had been reviewed. The payment to Society Insurance is for the Workers Compensation insurance.
2. M/S/C Carow/Niccum to approve Resolution # 534 to adopt the Visiting Pets Policy.
3. M/S/C Niccum/Carow to approve the employee health insurance and health benefits package as proposed. McAlpine reported that Health Partners insurance had lower co-insurance requirements than a comparable Medica proposal. The benefits include a \$1,500 contribution to each employee's H.S.A., payment of 85% of the premium and the Housing Authority has an HRA for co-insurance.
4. Commissioners discussed short term and long-term goals for the use of the house at 607 N Main. Short-term use includes renting or selling the house to be moved. Either short-term use should ensure that revenue cover operating costs. McAlpine to contact consultants to look for a long-term use, which meets our mission, is attractive and delivers value to our tenants.

REPORTS

1. McAlpine presented the vacancy and rental report. McAlpine explained that the elderly waiting list report might be misleading unless you realize that an applicant can apply for all five (5) of the apartment buildings and can be entered on the waiting list for each building. There are at most 92 applicants for a one-bedroom apartment in any of the buildings.
2. McAlpine reported that Metro Sales were awarded the contract for copier lease, maintenance and supplies.
3. McAlpine reported that River Falls Housing Authority was recognized as a HUD High Performer for Fiscal Year 2018. Staff worked hard to ensure that the property was in excellent condition during the August 22nd inspection. Commissioners thanked staff and authorized \$75 to hold a staff recognition lunch.
4. McAlpine reported that she will attend the Wisconsin Association of Housing Authorities conference in Sheboygan from September 17-20, 2018.

COMMISSIONERS REPORT

Peterson reported that the press release about the new development on River Street was organized by WHEDA. City staff does not have final agreements with the developer and cannot provide details about the future development.

Bjerstedt reported that a concerned citizen had contacted him with information about a resident. Bjerstedt asked that McAlpine investigate and take any necessary action.

Peterson/Niccum moved to adjourn at 8:20

Respectfully submitted, Anne McAlpine, Executive Director

MEMO

TO: Board of Commissioners
FROM: Anne McAlpine, Executive Director
RE: October Board Meeting
DATE: October 2, 2018

ACTION ITEMS

1. Review and Approve Payment of Bills and Financial Report - Attachment 1
2. Review and Approve 2019 Utility Allowances – The Housing Choice Voucher Program requires that the allowance for tenant paid utilities be reviewed annually and updated to reflect current utility costs. Utility Allowances are used to determine the tenant’s portion of the rent paid to the landlord. The proposed utility allowances are calculated using current utility rates. The formula takes into account average heating degree-days and average consumption for a typical unit type; i.e. single Family Home, Duplex/Townhouse, multifamily building and an energy efficient multifamily building. The updated utility allowances are attached. A resolution is needed to approve the 2019 utility allowances Attachment 2
3. Review and Approve 2019 Payment Standards for Housing Choice Voucher Program – Annually HUD announces the Fair Market Rent (FMR) for housing assistance programs. The Housing Choice Voucher Program limits the amount of assistance for each Voucher holder based on the HUD published Fair Market Rent. This limit is called the Payment Standard. The Housing Authority must adopt Payment Standards that are between 90% and 110% of the Fair Market Rent. I propose that River Falls Housing Authority Payment Standards increase 3% over 2018 Payment Standards. The following chart shows the Payment Standards for 2017, 2018, the 2019 Fair Market Rents and the proposed 2019 Payment Standards. A resolution is needed to approve the 2019 Payment Standards.

2017	2018	2019 FMR	2019 Payment Standards
\$699	\$711	\$763	\$732
\$862	\$864	\$915	\$890
\$1,015	\$1,089	\$1,151	\$1,122
\$1,538	\$1,547	\$1,636	\$1,593
\$1,673	\$1,748	\$1,923	\$1,800

4. Review and Approve Flat Rents for HUD program – The Fair Market Rent also affects the Public Housing program. Annually, Public Housing tenants choose to pay 30% of their income as rent or to pay a “Flat Rent”. Flat Rent is a fixed rent that does not change when the tenant’s income changes. Flat Rent must be no less than 80% of the Fair Market Rent. The following chart shows the current Flat Rent, the FMR and the proposed 2019 Flat Rent. A resolution is needed to approve the 2019 Flat Rent.

	2018 Flat Rent	2019 FMR	80%	2019 Flat Rent
Riverview Manor	569	763	610	610
1 BR	692	915	732	732
2 BR	872	1151	921	921
3BR	1238	1636	1309	1309
4BR	1450	1923	1538	1539

REPORTS

1. Vacancy and Re-rental Report – Attachment 3
2. Rent Reasonableness Study – Periodically River Falls Housing Authority collects information about the rental rates in River Falls. This data is used to ensure that rent assistance payments to landlords are reasonable for the area. I have attached a summary showing the 2018 high, low and average rent by unit type. Attachment 4
3. Contracts awarded in September – The contract for painting vacant units was awarded to Robert's Decorating.
4. House at 607 N Main St. - The person who was interested in moving the house is not interested at this time. The house will be cleaned and painted for rental.

EXECUTIVE DIRECTOR REPORT

The WAHA conference was very informative. I met the new director of the Milwaukee HUD office, Shirley Wong, and our new point of contact, Sally Czarnecki. HUD is developing new data collection software that we will be required to use when it is completed.

CHAIR AND COMMISSIONERS REPORT

HOUSING AUTHORITY BUDGET REPORT FOR September					
Year Ending June 2019					
August		2		Months at: 17%	
	HUD/RVM	E/B	OAKPK	4PLX	WMP
					FYE 12/2018
					67%
Income					
Budget	398,724.00	463,502.00	142,394.00	31,683.00	216,660.00
To Date	69,857.00	84,028.00	24,374.00	5,862.00	171,855.00
Percent	17.52%	18.13%	17.12%	18.50%	79.32%
Utilities					
Budget	101,500.00	90,000.00	19,200.00	8,180.00	22,770.00
To Date	16,269.00	16,666.00	2,939.00	1,533.00	14,904.00
Percent	16.03%	18.52%	15.31%	18.74%	65.45%
Maint					
Budget	208,480.00	120,910.00	30,900.00	9,225.00	40,390.00
To Date	39,879.00	18,306.00	4,538.00	573.00	28,009.00
Percent	19.13%	15.14%	14.69%	6.21%	69.35%
Ins/Taxes					
Budget	40,341.00	49,055.00	15,100.00	2,660.00	15,650.00
To Date	8,177.00	8,266.00	2,464.00	413.00	10,433.33
Percent	20.27%	16.85%	16.32%	15.53%	66.67%
Admin					
Budget	148,484.00	144,488.00	45,930.00	8,102.00	33,711.00
To Date	24,616.00	18,558.00	5,719.00	887.00	26,626.00
Percent	16.58%	12.84%	12.45%	10.95%	78.98%
Mortgage & Fees					
Budget		30,980.00	2,546.00	4,868.00	85,000.00
To Date		5,163.33	424.33	811.33	47,399.00
Percent		16.67%	16.67%	16.67%	55.76%
Trx to Reserves					
Budget		28,000.00	24,924.00	1,914.60	7,829.00
To Date		4,666.67	4,154.00	319.10	5,219.33
Percent		16.67%	16.67%	16.67%	66.67%
Net	(19,084.00)	12,402.00	4,135.67	1,325.57	39,264.33
Investments					
Reserves		60,980.00	27,313.00	8,486.00	91,365.00
Sec Dep	25,828.00	26,958.00	8,608.00	2,650.00	8,000.00
PILOT	7,247.00	31,039.00	9,532.00	1,459.00	
CFP 2018	90,966.00				
Mgmt Fund	380,138.00				

Allowances for Tenant-Furnished Utilities and Other Services		U.S. Department of Housing and Urban Development Office of Public and Indian Housing					
Locality	Green Discount	Unit Type				Date (mm/dd/yyyy)	
River Falls HA	Energy Star	Larger Apartment Bldgs. (5+units)				1/1/2019	
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Space Heating	Natural Gas	\$22	\$24	\$26	\$28	\$30	\$32
	Bottled Gas	NA	NA	NA	NA	NA	NA
	Electric Resistance	\$25	\$28	\$36	\$44	\$51	\$59
	Electric Heat Pump	\$16	\$19	\$22	\$25	\$27	\$30
	Fuel Oil	NA	NA	NA	NA	NA	NA
Cooking	Natural Gas	\$1	\$1	\$1	\$2	\$2	\$3
	Bottled Gas	NA	NA	NA	NA	NA	NA
	Electric	\$3	\$4	\$6	\$7	\$9	\$11
	Other	NA	NA	NA	NA	NA	NA
Other Electric		\$12	\$15	\$20	\$26	\$32	\$37
Air Conditioning		NA	NA	NA	NA	NA	NA
Water Heating	Natural Gas	\$2	\$3	\$4	\$5	\$6	\$7
	Bottled Gas	NA	NA	NA	NA	NA	NA
	Electric	\$9	\$11	\$14	\$17	\$20	\$23
	Fuel Oil	NA	NA	NA	NA	NA	NA
Water		\$11	\$11	\$13	\$17	\$20	\$23
Sewer		\$31	\$33	\$44	\$60	\$76	\$92
Trash Collection		\$14	\$14	\$14	\$14	\$14	\$14
Range/Microwave		\$2	\$2	\$2	\$2	\$2	\$2
Refrigerator		\$5	\$5	\$5	\$5	\$5	\$5
Other - specify		NA	NA	NA	NA	NA	NA
Projected Family Allowances To be used to compute specific family allowances.							
Utility or Service	Fuel Source	Monthly Allowance 1BR	Monthly Allowance 2 BR				
Space Heating	Electric Resistance	\$28	\$36				
Cooking	electric	\$4	\$6				
Other Electric		\$15	\$20				
Air Conditioning		\$0	\$0				
Water Heating		\$0	\$0				
Water		\$0	\$0				
Sewer		\$0	\$0				
Trash Collection		\$0	\$0				
Range/Microwave		\$0	\$0				
Refrigerator		\$0	\$0				
Other							
Total		\$47	\$62				

Spreadsheet (ver13) based on form HUD-52667 (12/97).
ref. Handbook 7420.8

Previous editions are obsolete

**Allowances for
Tenant-Furnished Utilities
and Other Services**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Locality Green Discount

Unit Type

Date (mm/dd/yyyy)

**River Falls
HA**

none

**Larger Apartment Bldgs.
(5+units)**

1/1/2019

Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Space Heating	Natural Gas	\$25	\$27	\$29	\$31	\$34	\$36
	Bottled Gas	NA	NA	NA	NA	NA	NA
	Electric Resistance	\$29	\$32	\$42	\$52	\$61	\$71
	Electric Heat Pump	\$19	\$23	\$27	\$30	\$33	\$37
	Fuel Oil	NA	NA	NA	NA	NA	NA
Cooking	Natural Gas	\$1	\$1	\$2	\$2	\$3	\$3
	Bottled Gas	NA	NA	NA	NA	NA	NA
	Electric	\$4	\$5	\$7	\$9	\$11	\$13
	Other	NA	NA	NA	NA	NA	NA
Other Electric		\$15	\$18	\$25	\$32	\$39	\$42
Air Conditioning		NA	NA	NA	NA	NA	NA
Water Heating	Natural Gas	\$3	\$3	\$5	\$6	\$7	\$9
	Bottled Gas	NA	NA	NA	NA	NA	NA
	Electric	\$11	\$13	\$17	\$20	\$24	\$28
	Fuel Oil	NA	NA	NA	NA	NA	NA
Water		\$11	\$11	\$13	\$17	\$20	\$23
Sewer		\$31	\$33	\$44	\$60	\$76	\$92
Trash Collection		\$14	\$14	\$14	\$14	\$14	\$14
Range/Microwave		\$2	\$2	\$2	\$2	\$2	\$2
Refrigerator		\$5	\$5	\$5	\$5	\$5	\$5
Other - specify		NA	NA	NA	NA	NA	NA

Projected Family Allowances To be used to compute specific family allowances.

Utility or Service	Fuel Source	Monthly Allowance
Space Heating		
Cooking		
Other Electric		
Air Conditioning		
Water Heating		
Water		
Sewer		
Trash Collection		
Range/Microwave		
Refrigerator		
Other		
Total		

Spreadsheet (ver13) based on form HUD-52667 (12/97).
ref. Handbook 7420.8

Previous editions are obsolete

**Allowances for
Tenant-Furnished Utilities
and Other Services**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Locality Green Discount

Unit Type

Date (mm/dd/yyyy)

**River Falls
HA**

none

Lowrise Apartment (2-4 units)

1/1/2019

Utility or Service	Monthly Dollar Allowances						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Space Heating	Natural Gas	\$34	\$38	\$40	\$42	\$44	\$46
	Bottled Gas	NA	NA	NA	NA	NA	NA
	Electric Resistance	\$38	\$44	\$55	\$67	\$79	\$91
	Electric Heat Pump	\$25	\$29	\$34	\$39	\$43	\$47
	Fuel Oil	NA	NA	NA	NA	NA	NA
Cooking	Natural Gas	\$1	\$1	\$2	\$2	\$3	\$3
	Bottled Gas	NA	NA	NA	NA	NA	NA
	Electric	\$4	\$5	\$7	\$9	\$11	\$13
	Other	NA	NA	NA	NA	NA	NA
Other Electric	\$18	\$22	\$30	\$39	\$47	\$56	
Air Conditioning	NA	NA	NA	NA	NA	NA	
Water Heating	Natural Gas	\$3	\$4	\$6	\$8	\$9	\$11
	Bottled Gas	NA	NA	NA	NA	NA	NA
	Electric	\$14	\$16	\$21	\$25	\$30	\$34
	Fuel Oil	NA	NA	NA	NA	NA	NA
Water	\$11	\$11	\$13	\$17	\$20	\$23	
Sewer	\$31	\$33	\$44	\$60	\$76	\$92	
Trash Collection	\$14	\$14	\$14	\$14	\$14	\$14	
Range/Microwave	\$2	\$2	\$2	\$2	\$2	\$2	
Refrigerator	\$5	\$5	\$5	\$5	\$5	\$5	
Other - specify	NA	NA	NA	NA	NA	NA	

Projected Family Allowances To be used to compute specific family allowances.

Utility or Service	Fuel Source	Monthly Allowance
Space Heating		
Cooking		
Other Electric		
Air Conditioning		
Water Heating		
Water		
Sewer		
Trash Collection		
Range/Microwave		
Refrigerator		
Other		
Total		

Spreadsheet (ver13) based on form HUD-52667 (12/97).

Previous editions are obsolete

ref. Handbook 7420.8

**Allowances for
Tenant-Furnished Utilities
and Other Services**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Locality Green Discount

Unit Type

Date (mm/dd/yyyy)

**River Falls
HA**

none

Single Family House

1/1/2019

Utility or Service	Monthly Dollar Allowances						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Space Heating	Natural Gas	\$30	\$32	\$36	\$40	\$43	\$47
	Bottled Gas	NA	NA	NA	NA	NA	NA
	Electric Resistance	\$59	\$68	\$79	\$90	\$101	\$112
	Electric Heat Pump	\$27	\$32	\$38	\$43	\$48	\$52
	Fuel Oil	NA	NA	NA	NA	NA	NA
Cooking	Natural Gas	\$1	\$1	\$2	\$2	\$3	\$3
	Bottled Gas	NA	NA	NA	NA	NA	NA
	Electric	\$4	\$5	\$7	\$9	\$11	\$13
	Other	NA	NA	NA	NA	NA	NA
Other Electric	\$22	\$26	\$36	\$46	\$57	\$67	
Air Conditioning	\$0	\$0	\$0	\$0	\$0	\$0	
Water Heating	Natural Gas	\$3	\$4	\$6	\$8	\$9	\$11
	Bottled Gas	\$0	\$0	\$0	\$18	\$0	\$0
	Electric	\$14	\$16	\$21	\$25	\$30	\$34
	Fuel Oil	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$11	\$11	\$13	\$17	\$20	\$23	
Sewer	\$31	\$33	\$44	\$60	\$76	\$92	
Trash Collection	\$14	\$14	\$14	\$14	\$14	\$14	
Range/Microwave	\$2	\$2	\$2	\$2	\$2	\$2	
Refrigerator	\$5	\$5	\$5	\$5	\$5	\$5	
Other - specify	NA	NA	NA	NA	NA	NA	

Projected Family Allowances To be used to compute specific family allowances.

Utility or Service	Fuel Source	Monthly Allowance
Space Heating		
Cooking		
Other Electric		
Air Conditioning		
Water Heating		
Water		
Sewer		
Trash Collection		
Range/Microwave		
Refrigerator		
Other		
Total		

Spreadsheet (ver13) based on form HUD-52667 (12/97).

Previous editions are obsolete

ref. Handbook 7420.8

Vacancy and Re-Rental Activity Report Sept 2018						
STATUS	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	APPLICANTS OFFERED	COMMENTS
Keys in	EW 227	1E	08/31/18	ON HOLD FOR REMODELING		
Ready	434 G	3F	07/31/18	09/05/18	2	
	430 G	3F	10/08/18	10/26/18	1	used Voucher
ELDERLY/DISABLED APARTMENT TURNOVER BY MONTH						
2015	FY 2016	FY 2017	FY 2018	18-Jul	18-Aug	18-Sep
37	38	31	15	2	1	1 on hold
FAMILY APARTMENT TURNOVER BY MONTH						
2015	FY 2016	FY 2017	FY 2018	18-Jul	18-Aug	18-Sep
14	10	8	11	2	1	0
VOUCHER LEASING BY MONTH						
2015	FY 2016	FY 2017	FY 2018	18-Jul	18-Aug	18-Sep
11	4	13	9	1	1	0
HUD VACANT UNITS BY MONTH (RVM & Family)						
18-Mar	18-Apr	18-May	18-Jun	18-Jul	18-Aug	18-Sep
0	0	1	2	3	0	1
OCCUPANCY REPORT						
FAMILY	RVM	EW	BW	OP	WMP	
97%	100%	98%	100%	100%	100%	
WAITING LIST REPORT						
ELDERLY 1 BR LIST		RVM	EW	BW	OP	WMP
Total on list		71	95	82	81	
Denied		0	0	0	0	
Approved for move in		1	0	0	1	
Non-disabled - RVM only		21				
In Process		0	0	0	8	
Housed		1			1	
ELDERLY 2 BR LIST		RVM	EW	BW	OP	WMP
Total on list		NA	4	2	4	92
Approved			0	0	0	0
In Process			0	0	0	0
Housed			1		0	
FAMILY		1 BR	2 BR	3 BR	4 BR	
Total on list		28	126	81	21	
Denied		0	0	0	0	
Approved		0	2	2	1	
In Process		0	0	0	0	
Housed				1	1	
VOUCHER						
WAITING LIST		310		UNDER CONTRACT		60
ISSUED & SEARCHING				NUMBER FUNDED		60



625 North Main Street, River Falls, Wisconsin 54022
715-425-7640 / Fax 715-425-8530

Landlord Survey Results

Unit size/type	2017 Monthly Rent Rates			2018 Monthly Rent Rates			Change since 2017	
	Low	High	Avg.	Low	High	Avg.		
1 Bdr Single Fam	\$400	\$600	\$483	\$300	\$925	\$590	107.00	22.15%
1 Bdr Duplex	\$300	\$650	\$500	\$200	\$750	\$520	20.00	4.00%
1 Bdr Multi Fam	\$350	\$725	\$555	\$475	\$750	\$635	80.00	14.41%
2 Bdr Single Fam	\$500	\$1,300	\$866	\$550	\$1,200	\$787	(79.00)	-9.12%
2 Bdr Duplex	\$500	\$900	\$742	\$550	\$1,100	\$779	37.00	4.99%
2 Bdr Multi Fam	\$500	\$1,250	\$770	\$625	\$1,250	\$862	92.00	11.95%
3 Bdr Single Fam	\$850	\$1,700	\$1,195	\$950	\$1,550	\$1,267	72.00	6.03%
3 Bdr Duplex	\$750	\$1,245	\$991	\$875	\$1,300	\$1,030	39.00	3.94%
3 Bdr Multi Fam	\$725	\$1,250	\$926	\$850	\$1,400	\$1,146	220.00	16%
4 Bdr Single Fam	\$900	\$1,342	\$1,500	\$1,100	\$2,125	\$1,349	(151.00)	-10.07%
4 Bdr Duplex	\$800	\$1,675	\$1,245	\$1,230	\$1,640	\$1,456	211.00	16.95%
4 Bdr Multi Fam	\$1,200	\$1,400	\$1,270	\$1,240	\$2,100	\$1,580	310.00	24.41%
5 Bdr Single Fam	\$1,350	\$1,750	\$1,583	\$1,625	\$1,625	\$1,625	42.00	2.65%
5 Bdr Duplex	\$1,200	\$1,725	\$1,494	\$1,300	\$1,625	\$1,444	(50.00)	-3.35%
5 Bdr Multi Fam	n/a	n/a	n/a	\$1,650	\$1,650	\$1,650	1,650.00	0.00%

Utilities
 Tenant pays 46%
 Shared 13%
 Landlord 41%

Handicapped Accessible Units=19% Units = 25%

Pets allowed = 55%

Data Based on 24% reporting

Out of 429 surveys sent, 104 were returned