

AGENDA
REGULAR MEETING
BOARD OF COMMISSIONERS
RIVER FALLS HOUSING AUTHORITY
Wednesday, August 12, 2020 at 6:30 pm

Please note that due to the ongoing COVID-19 public health emergency, all members of the River Falls Housing Authority may attend via telephone or internet. Tenants and members of the public who wish to attend may join the meeting by telephone: dial 1-844-992-4726 and enter your event number/access code: 132 142 1535. Telephones must be muted except during public comment period in the meeting. Tenants and members of the public may only speak during the tenant comment period. To attend via computer <https://tinyurl.com/ybmey4ue>

ROLL CALL

MINUTES OF REGULAR MEETING – July 15, 2020

TENANT COMMENT

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.

CONSENT ITEMS

1. Review and approve FY 2020 PILOT

ACTION ITEMS

1. Review and Approve Payment of Bills and Budget Report
2. Review and Approve Application for Shortfall Funding

REPORTS

1. Vacancy and Re-rental Report
2. Rural Development triennial review
3. CARES Act Funding

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, July 15, 2020

Chair Todd Bjerstedt called the meeting to order at 6:30. Due to the ongoing COVID 19 public Health emergency, all members attended via telephone and internet.

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

Absent: Amy Peterson

Also Present: Anne McAlpine, Executive Director

MINUTES M/S/C Fitzgerald/Niccum to approve the minutes of June 10, 2020.

The public was invited to attend via telephone. There were no telephone calls made to the meeting.

CONSENT ITEMS M/S/C Fitzgerald/Niccum to approve the consent items: 1) Fiscal year-end write-off accounts; 2) Amenities Policy, Reasonable Accommodations Policy, Auditor Policy Packet, and Van Use Policy.

ACTION ITEMS

1. M/S/C Carow/Niccum to approve payment of bills and budget report.
2. M/S/C Niccum/Carow to approve resolution #563 Capital Fund Budget Revisions for funding cycles 2018, 2019 and 2020. McAlpine explained that Capital Funds are used for non-routine expenditures as well as capital improvements. Budget revisions provide transparency in the use of these funds.
3. M/S/C Carow/Fitzgerald to approve entering into a five-year lease for a new phone system from Ravon. McAlpine explained the features that are needed and absent from the existing system. A new phone system will eliminate services of \$320/month from Verizon and Granite. Four proposals were received with comparable features; Ravon is \$174.20/month, Baldwin Lightstream is \$279.04 /month, Granite is \$278.42/month, Mitel is \$312.91/month.

REPORTS

1. Vacancy and Re-rental Report – McAlpine reported that vacancies are returning to a normal level. Two tenants who had recently moved in have moved out. They found that because of social distancing in the community they weren't able to feel at home in River Falls. These two tenants moved back to the town they had lived in before.
2. McAlpine reported that playground lighting project has two of the four lights installed. The playground is quite well lit now. Lights are on photocells and are on dusk – dawn. Lights for the back yards are scheduled to be installed within the next two weeks.

ADJOURN Fitzgerald/Carow 7:05 pm

Respectfully submitted Anne McAlpine, Recording Secretary

MEMO

TO: Broad of Commissioners
FROM: Anne McAlpine Executive Director
RE: August Commissioners Meeting
DATE: August 4, 2020

CONSENT ITEMS

1. Review and approve FY 2020 PILOT – Payment in Lieu of Taxes for FY2020 is:

a. HUD	\$16,717.19
b. EW/BW	\$27,296.86
c. OP	\$7,944.94
d. 4P	\$485.34
e. WMP	<u>\$8,200.00</u>
	\$60,644.32

PILOT is determined by formula: 10% of rental income less utility costs for each development. The amount is calculated annually. Attachment 1

ACTION ITEMS

1. Review and Approve Payment of Bills and Budget Report – Attached is the budget report for May. Attachment 2
2. Review and Approve Application for Shortfall Funding – HUD is providing RFHA with an additional \$9,726. Our 2019 financial report showed that we had less than 2 (1.17) months of cash available for emergencies. This additional funding is to bring our operating reserves up to 2 months.

To receive these additional funds we are required to develop a plan identifying steps we will take to improve our financial performance. This funding could be recaptured if we don’t show progress in meeting the goals of our improvement plan. Within six months of our having received the funds, the HUD Milwaukee Field Office will provide a list of operational improvements that have been recommended to all PHAs. The list includes some options we have discussed and other steps that we have already taken.

- Repositioning from HUD Public Housing to HUD Multifamily programs - We have identified Repositioning as a goal in our five-year plan.
- Renegotiate contracts with workforce and/or vendors. - Two year contracts are in place for outsourced services, many of which will be expiring in the next 12 months.
- Restructure the agency’s organization and staff. – There has an overall cost saving by not replacing a full time maintenance position.
- Evaluate utility consumption and energy policies and consider implementation of energy conservation measures and agreements to reduce energy costs. - An energy audit and improvements were done 2011. We may find additional efficiencies by replacing florescent with LEDs.

I recommend accepting the \$9,726 and working with the Milwaukee Field Office to develop a financial improvements plan.

REPORTS

1. Vacancy and Re-rental Report- Attached is the July vacancy report. Attachment 3
2. Rural Development Triennial Review – Rural Development is conducting a remote review of the financial records, property maintenance, and operational procedures for Edgewater/Briarwood, Oakpark and 4-Plex. Rural Development always has something to write in their report, and I expect a remote review will invite closer scrutiny. The triennial review is not an audit nor are there written standards that we must meet.
3. CARES Act funding – River Falls Housing Authority has received an additional allocation of \$22,879 in funds from the CARES Act. CARES Act funds must be expended by Dec 31, 2020 and may be used to supplement Operating Fund allocation. Rent has decreased as a result of tenants having had hours reduced.

CARES Act funds are being spent on costs for employees to work remotely, conduct remote certification /eligibility exams and for purchasing additional protective gear.

Year	HUD	Edge water	Briar wood	Oak park	4-Plex	House	WMP	Annual Total
1971	558.10							558.10
1972	3,346.06							3,346.06
1973	3,096.17							3,096.17
1974	3,139.87							3,139.87
1975	2,964.35							2,964.35
1976	3,124.30							3,124.30
1977	3,374.38	2,365.08						5,739.46
1978	4,121.63	5,407.98						9,529.61
1979	4,507.48	5,507.98						10,015.46
1980	5,118.92	5,718.41	3,767.67					14,605.00
1981	5,592.31	5,913.81	2,710.75					14,216.87
1982	5,095.05	6,023.20	5,936.84					17,055.09
1983	3,756.53	6,612.61	6,026.94					16,396.08
1984	6,737.99	6,962.03	6,140.59					19,840.61
1985	7,592.94	7,312.19	6,508.39					21,413.52
1986	8,938.20	7,037.74	6,838.50					22,814.44
1987	10,652.82	7,129.40	4,161.42	6,017.80				27,961.44
1988	9,075.29	5,902.51	5,859.52	5,519.03				26,356.35
1989	9,255.51	5,700.00	5,587.00	5,408.00				25,950.51
1990	9,362.89	5,887.32	5,407.66	5,355.15	353.07			26,366.09
1991	10,297.32	6,002.95	6,022.99	5,457.37	650.30			28,430.93
1992	9,895.27	11,749.31	Combined	5,432.03	752.08			27,828.69
1993	933.22	11,097.02	with	5,060.69	418.30			17,509.23
1994	10,584.18	12,364.47	Edgewater	5,942.18	673.42			29,564.25
1995	12,524.23	13,688.00		6,791.00	753.00			33,756.23
1996	13,194.11	13,934.00		6,433.00	768.00			34,329.11
1997	12,610.63	13,860.40		6,208.80	502.50			33,182.33
1998	13,700.29	14,102.80		6,032.90	487.60			34,323.59
1999	14,816.27	14,247.70		5,799.90	208.30			35,072.17
2000	16,110.41	16,303.70		5,925.40	379.90	528.00		39,247.41
2001	13,260.70	16,254.70		5,425.20	592.40	504.00		36,037.00
2002	12,722.25	18,890.60		6,255.30	271.00	504.00		38,643.15
2003	12,298.27	18,447.35		6,037.86	219.40	504.00		37,506.88
2004	13,601.19	17,887.50		6,629.80	15.60	255.00		38,389.09
2005	12,660.46	19,095.27		6,869.78	172.87			38,798.38
2006	11,934.91	18,070.74		6,533.61	218.71			36,757.97
2007	10,970.79	20,880.56		7,040.68	761.82			39,653.85
2008	12,822.15	18,409.60		6,419.20	882.50		8,200.00	46,733.45
2009	14,877.50	23,052.70		7,426.28	840.77		8,200.00	54,397.25
2010	14,549.50	22,655.60		7,253.30	901.20		8,200.00	53,559.60
2011	9,939.99	21,356.74		7,367.87	639.07		8,200.00	47,503.67
2012	12,205.71	23,655.33		8,748.58	641.32	2,995.70	8,200.00	56,446.64
2013	12,409.06	24,815.63		8,721.43	1,169.17	EXEMPT	8,200.00	55,315.29
2014	13,397.34	25,177.37		8,704.51	1,234.67	EXEMPT	8,200.00	56,713.89
2015	15,006.50	25,178.84		8,746.26	1,116.11	EXEMPT	8,200.00	58,247.71
2016	16,610.67	25,482.85		8,574.46	1,090.92	EXEMPT	8,200.00	59,958.90
2017	16,955.28	27,415.00		9,306.06	1,283.87	EXEMPT	8,200.00	63,160.21
2018	15,468.13	28,631.08		8,851.53	1,008.66	EXEMPT	8,200.00	62,159.40
2019	14,182.90	28,830.63		9,187.93	1,527.12	EXEMPT	8,200.00	63,947.58
2020	16,717.19	27,296.86		7,944.94	485.34	EXEMPT	8,200.00	62,664.33

HOUSING AUTHORITY BUDGET REPORT FOR Aug 2020					
Year Ending June 2020					
May		11	Months at:		92%
	HUD/RVM	E/B	OAKPK	4PLX	WMP
					FYE 12/2020
					42%
Income					
Budget	423,965.00	417,770.00	145,245.00	31,399.00	241,080.00
To Date	426,013.00	388,159.00	130,491.00	31,036.00	103,188.00
Percent	100.48%	92.91%	89.84%	98.84%	42.80%
Utilities					
Budget	101,500.00	84,900.00	19,300.00	8,680.00	23,000.00
To Date	84,470.00	68,570.00	16,947.00	6,441.00	8,793.00
Percent	83.22%	80.77%	87.81%	74.21%	38.23%
Maint					
Budget	227,222.00	78,027.00	30,300.00	9,225.00	44,600.00
To Date	185,649.00	89,763.00	37,912.00	2,284.00	12,301.00
Percent	81.70%	115.04%	125.12%	24.76%	27.58%
Ins/Taxes					
Budget	42,541.00	47,500.00	15,100.00	2,660.00	15,275.00
To Date	35,439.00	40,994.00	12,251.00	1,683.00	4,936.00
Percent	83.31%	86.30%	81.13%	63.27%	32.31%
Admin					
Budget	138,460.00	133,630.00	44,125.00	8,680.00	39,630.00
To Date	121,462.00	110,855.00	34,812.00	6,810.00	20,617.00
Percent	87.72%	82.96%	78.89%	78.46%	52.02%
Mortgage & Fees					
Budget		-	2,546.00	4,868.00	85,000.00
To Date		-	2,333.83	4,462.33	24,872.00
Percent			91.67%	91.67%	29.26%
Trx to Reserves					
Budget		59,500.00	24,924.00	1,914.60	7,829.00
To Date		54,541.67	22,847.00	1,755.05	3,262.08
Percent		91.67%	91.67%	91.67%	41.67%
Net	(1,007.00)	23,435.33	3,388.17	7,600.62	28,406.92
Investments					
Operating	46,232.00	89,230.00	13,062.00	26,517.00	29,671.00
Reserves		206,814.00	60,478.00	8,522.00	149,239.00
Sec Dep	25,850.00	26,981.00	8,616.00	2,652.00	8,100.00
PILOT	7,253.00	31,067.00	9,540.00	1,460.00	
CFP 2018	-				
CFP 2019	47,762.00				
CFP 2020	117,341.00				
Mgmt Fund	405,390.76				

Vacancy and Re-Rental Activity Report July 2020						
STATUS	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	APPLICANTS OFFERED	COMMENTS
Ready	412 G	2F	06/30/20	08/01/20	5	1 approved
Ready	RVM 206	1E	06/30/20	08/01/20	10	1 approved
Ready	RVM 214	1E	06/30/20	08/01/20	10	1 approved
Ready	440 G	4F	05/31/20	08/03/20	12	1 approved
Ready	EW 226	1E	06/15/20	08/31/20	9	term.
Keys in	RVM 110	1E	08/03/20	08/31/20	5	1 approved
Ready	RVM 220	1E	06/15/20	off line	10	term.-unit trashed
Ready	EW 206	1E	06/30/20		10	
Keys in	EW 207	2E	07/31/20		9	
Keys in	EW 214	1E	07/31/20		9	
Keys in	OP 205	1E	07/31/20		9	
ELDERLY/DISABLED APARTMENT TURNOVER BY MONTH						
FY 2018	FY 2019	3/20	4/20	5/20	6/20	7/20
15	22	1	2	0	1	3
FAMILY APARTMENT TURNOVER BY MONTH						
FY 2018	FY 2019	3/20	4/20	5/20	6/20	7/20
11	9	3	3	1	2	0
VOUCHER LEASING BY MONTH						
FY 2018	FY 2019	3/20	4/20	5/20	6/20	7/20
9	7		2	2	0	0
HUD VACANT UNITS BY MONTH (RVM & Family)						
12/19	1/20	3/20	4/20	5/20	6/20	7/20
4 (1 offline)	4 (1 offline)	2 (1 offline)	2 (1 offline)	1	2	5
OCCUPANCY REPORT						
FAMILY	RVM	EW	BW	OP	WMP	
95%	97%	100%	100%	100%	100%	
WAITING LIST REPORT						
ELDERLY 1 BR LIST	RVM	EW	BW	OP	WMP	
Total on list	62	59	54	50		
Denied	0	0	0	0		
Approved for move in	3	0	0	0		
Non-disabled - RVM only	27	0	0			
In Process	2	10	0	9		
Housed	3	0	0	1		
ELDERLY 2 BR LIST	RVM	EW	BW	OP	WMP	
Total on list	NA	9	4	6	101	
Approved		0	0	0	0	
In Process		9	0	0	0	
Housed		0	0	0		
FAMILY	1 BR	2 BR	3 BR	4 BR		
Total on list	16	52	41	12		
Denied	0	0	0	0		
Approved	0	0	1	1		
In Process	0	0	0	3		
Housed		2	2	1		
VOUCHER						
WAITING LIST	52			UNDER CONTRACT		57
ISSUED & SEARCHING	3			NUMBER FUNDED		62