

AGENDA
REGULAR MEETING
BOARD OF COMMISSIONERS
RIVER FALLS HOUSING AUTHORITY
Riverview Manor, 625 N. Main St.
Wednesday, October 9, 2019 at 6:30 pm

ROLL CALL

MINUTES OF REGULAR MEETING – Sept. 11, 2019

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.

CONSENT ITEMS

1. Review and Payment Standards for Housing Choice voucher program
2. Review and Approve Flat Rents for Riverview Manor and RiverTown Homes

ACTION ITEMS

1. Review and Approve Payment of Bills
2. Review and Approve 2020 Health Insurance
3. Review and Approve Distribution of Health Partners Rebate

REPORTS

1. Vacancy and Re-rental Report
2. Edgewater & Briarwood Renovation
3. September Contracts
4. National Association of Housing and Redevelopment Officials (NAHRO)
Membership

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, Sept. 11, 2019 2019

Chair Todd Bjerstedt called the meeting to order at 6:30

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

Absent:

Also Present: Anne McAlpine, Executive Director

MINUTES M/S/C Fitzgerald/Carow to approve the Minutes of the Regular Meeting of the River Falls Housing Authority August 14, 2019.

CONSENT ITEMS

1. M/S/C Fitzgerald/Peterson to approve the consent items; Affirmative Fair Housing Marketing and Plan Records Retention Policy. Commissioners discussed using social medial as an additional marketing avenue.

ACTION ITEMS

1. M/S/C Carow/Niccum to approve payment of bills

REPORTS

1. McAlpine presented the vacancy and re-rental report
2. McAlpine reported that Braden Construction has completed all of the interior work at Edgewater. Corridor carpet will be installed next week and the corridor walls will be painted in October. Window replacement has started in Briarwood. Commissioners discussed the State Fire Marshalls requirements for upgrading the fire alarm system.
3. McAlpine presented a maintenance work analysis and action plan for addressing the Edgewater/Briarwood budget reduction.
4. McAlpine & Chukel will attend the Wisconsin Association of Housing Authorities Conference Sept 17-19, 2019 in Milwaukee.

Peterson/Fitzgerald to adjourn at 7:35

MEMO

TO: Board of Commissioners
 FROM: Anne McAlpine, Executive Director
 RE: October Commissioners Meeting
 DATE: October 3, 2019

CONSENT ITEMS

1. Review and 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 to reflect current market rents. The following chart shows the Payment Standards for 2018 and 2019 and the 2020 Fair Market Rents and the proposed 2020 Payment Standards. A resolution is needed to approve the 2020 Payment Standards.

Unit Size	2018	2019	2020 FMR	2020 Payment Standards
0 Bedroom	\$711	\$732	\$820	\$738
1 Bedroom	\$864	\$890	\$971	\$922
2 Bedroom	\$1,089	\$1,122	\$1,214	\$1,153
3 Bedroom	\$1,547	\$1,593	\$1,722	\$1,636
4 Bedroom	\$1,748	\$1,800	\$2,025	\$1,924
5 Bedroom		\$2,000	2328.75	\$2,212

2. 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 or 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.

	2019 Flat Rent	2020 FMR	80%	2019 Flat Rent
Riverview Manor	610	820	610	656
1 BR	732	971	732	777
2 BR	921	1214	921	971
3BR	1306	1722	1309	1378
4BR	1539	2025	2025	1620

ACTION ITEMS

1. Review and Approve Payment of Bills – Attachment 1
2. Review and Approve 2020 Health Insurance – Our insurance consultant, Ebas Inc., has reviewed premiums and policies available to small groups such as River Falls Housing Authority. We currently have three employees enrolled in the Health Partners insurance. United Healthcare premiums are lower than Health Partners, our current provider. Comparing premiums, United Healthcare is \$2,900 less per month than Health Partners. However, United Health care has a \$500 higher deductible. With the reduced premiums offered by United Healthcare we can increase contributions to employees H.S.A. by \$500 to offset the increased deductible. I recommend that our health insurance provided for 2020 be United Healthcare and that the employer contribution to each employee's H.S.A or F.S.A. be increased by \$500 to \$2000 per year.
3. Distribution of Health Partners rebate - Under the Affordable Care Act, a health insurance company must refund part of the premium if the cost of covered medical care was less than 80% of the premium. Health Partners issued a rebate to River Falls Housing Authority for \$3,683.00, which is 5.9% of the premiums paid in 2018. We are required to either give each participating employee a portion of the rebate or use it to reduce employees' future premiums. Since two of the employees who were enrolled in Health Partners insurance in 2018 are no longer in that plan, I recommend that each employee who was enrolled in 2018 receive a check for their portion of the rebate. The employee's share will differ depending on their 2018 premium.

REPORTS

1. Budget report – Attachment 2
2. Vacancy and Re-rental Report – Attachment 3
3. Edgewater & Briarwood Renovation – Work is complete in Edgewater. A punch list inspection was conducted. We found that several windows had problems latching. An Andersen representative will visit to identify a solution. Replacement of the corridor carpet is underway and should be completed by October 30th. Window replacement in Briarwood will be complete on Oct. 18, 2019. A Tenant appreciation lunch will be held in Briarwood on Oct 16th. Capet replacement will be scheduled in Briarwood. A Halloween themed Open House will be held on October 30, 2019 with tours of the renovated apartments.
4. September Contracts – The contract with MRI for our tenant reporting software was renewed. Tenant data will now be stored on MRIs cloud server. The contract with StarTech for IT support was renewed at no cost increase in 2020.
5. National Association of Housing and Redevelopment Officials (NAHRO) Membership - River falls Housing Authority is a member of NAHRO an information sharing and educational resource. A magazine and newsletter is available in print or online for up 7 people in a member agency. Are there commissioners who want to be added to the mailing list to receive this information?

HOUSING AUTHORITY BUDGET REPORT FOR July 2019					
Year Ending June 2020					
June 1 Months at: 8%					
	HUD/RVM	E/B	OAKPK	4PLX	WMP FYE 12/2019 50%
Income					
Budget	423,965.00	417,770.00	145,245.00	31,399.00	241,080.00
To Date	47,534.00	40,666.00	11,704.00	33,481.00	139,693.00
Percent	11.21%	9.73%	8.06%	106.63%	57.94%
Utilities					
Budget	101,500.00	84,900.00	19,300.00	8,680.00	23,000.00
To Date	8,246.00	7,370.00	1,387.00	7,688.00	12,584.00
Percent	8.12%	8.68%	7.19%	88.57%	54.71%
Maint					
Budget	227,222.00	78,027.00	30,300.00	9,225.00	44,600.00
To Date	9,934.00	8,213.00	2,779.00	5,924.00	21,062.00
Percent	4.37%	10.53%	9.17%	64.22%	47.22%
Ins/Taxes					
Budget	42,541.00	47,500.00	15,100.00	2,660.00	15,275.00
To Date	2,155.00	3,683.00	1,153.00	3,191.00	5,600.00
Percent	5.07%	7.75%	7.64%	119.96%	36.66%
Admin					
Budget	138,460.00	133,630.00	44,125.00	8,680.00	39,630.00
To Date	10,348.00	10,017.00	3,387.00	8,032.00	24,675.00
Percent	7.47%	7.50%	7.68%	92.53%	62.26%
Mortgage & Fees					
Budget		-	2,546.00	4,868.00	85,000.00
To Date		-	212.17	405.67	54,556.00
Percent			8.33%	8.33%	64.18%
Trx to Reserves					
Budget		59,500.00	24,924.00	1,914.60	7,829.00
To Date		4,958.33	2,077.00	159.55	3,914.50
Percent		8.33%	8.33%	8.33%	50.00%
Net	16,851.00	6,424.67	708.83	8,080.78	17,301.50
Investments					
Reserves		357,159.00	50,547.00	8,657.00	98,225.00
Sec Dep	25,841.00	26,971.00	8,613.00	2,651.00	8,100.00
PILOT	7,250.00	34,054.00	9,537.00	1,463.00	
CFP 2018	66,045.00				
CFP 2019					
Mgmt Fund	329,894.00				

Vacancy and Re-Rental Activity Report Sept 2019						
STATUS	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	APPLICANTS OFFERED	COMMENTS
ADA Unit	BW103	1E	12/31/18	10/02/19		
ADA Unit	BW105	1E	07/31/19	09/17/19		
HOLD	BW108	1E	12/09/18	12/20/19	11	Staging area
HOLD	EW227	1E	06/07/19	10/23/19	11	Staging area
HOLD	RV214	1E	05/31/19		Takeoff-Line	
Keys in	BW109	2E	08/31/19	10/25/19	10	
Keys in	BW214	1E	09/30/19	10/23/19	11	
Keys in	RV104	1E	08/31/19		30	
Keys in	RV207	1E	08/31/19		17	
Ready	434G	3F	07/31/19	10/17/19	5	Tnt Rescheduled
ELDERLY/DISABLED APARTMENT TURNOVER BY MONTH						
FY 2016	FY 2017	FY 2018	FY 2019	19-Jul	19-Aug	19-Sep
38	31	15	22	6 (6 on hold)	9 (6 on hold)	8 (5 on hold)
FAMILY APARTMENT TURNOVER BY MONTH						
FY 2016	FY 2017	FY 2018	FY 2019	19-Jul	19-Aug	19-Sep
10	8	11	9	2	1	1
VOUCHER LEASING BY MONTH						
FY 2016	FY 2017	FY 2018	FY 2019	19-Jul	19-Aug	19-Sep
4	13	9		1	0	0
HUD VACANT UNITS BY MONTH (RVM & Family)						
19-Mar	19-Apr	19-May	19-Jun	19-Jul	19-Aug	19-Sep
2	2	2	3 (1 offline)	2 (1 offline)	4 (1 offline)	4 (1 offline)
OCCUPANCY REPORT						
FAMILY	RVM	EW	BW	OP	WMP	
97%	92%	98%	88%	100%	100%	
WAITING LIST REPORT						
ELDERLY 1 BR LIST	RVM	EW	BW	OP	WMP	
Total on list	95	92	81	76		
Denied	0	0	0	0		
Approved for move in		3	3	0		
Non-disabled - RVM only	27	0	0			
In Process	30	11	11	0		
Housed	0	0	1	0		
ELDERLY 2 BR LIST	RVM	EW	BW	OP	WMP	
Total on list	NA	12	8	10	114	
Approved		0	0	0	0	
In Process		5	5	0	0	
Housed		0	0	0		
FAMILY	1 BR	2 BR	3 BR	4 BR		
Total on list	29	157	59	28		
Denied	0	0	0	0		
Approved	0	1	1	0		
In Process	0	0	5	0		
Housed		0	1	0		
VOUCHER						
WAITING LIST		226		UNDER CONTRACT		53
ISSUED & SEARCHING		11		NUMBER FUNDED		62