

**MINUTES OF THE MONTHLY MEETING
HOUSING AUTHORITY OF THE CITY OF WISCONSIN RAPIDS**

The Housing Authority of the City of Wisconsin Rapids held its regular monthly meeting at 1:30 p.m. on Wednesday, January 29, 2020 in the community room of the Parkview Apartments, 1750 2nd Avenue S, Wisconsin Rapids, WI 54495. Commissioner Grode called the meeting to order at 1:34 p.m.

1. ROLL CALL:

Present: Jo Ann Grode, Cheryl Reith- Kincaid, Evan Smith, David Henke and Mary Vang

Excused: Jean Helmer

Also Present: Jolina Janus and Kristin Jinsky

2. ELECTION OF OFFICERS

- A. Chair: Commissioner Reith-Kincaid nominated Commissioner Grode for Chair. Commissioner Henke moved to approve Commissioner Grode as Chair of the Board of Commissioners, seconded by Commissioner Smith. All aye votes.
- B. Vice Chair: Commissioner Reith-Kincaid nominated Commissioner Helmer for Vice Chair. Commissioner Reith Kincaid moved to approve Commissioner Helmer as Vice Chair of the Board of Commissioners, seconded by Commissioner Henke. All aye Votes
- C. Recording Secretary: Commissioner Reith-Kincaid moved to approve Mary Vang Executive Director as recording secretary as stated in the bylaws of the Housing Authority of Wisconsin Rapids, seconded by Commissioner Henke. All aye votes.

3. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the December 19,2019 meeting. Commissioner Smith moved to approve the minutes of the December 19, 2019 meeting, seconded by Commissioner Henke. There were no comments. All aye votes.

4. COMMUNICATIONS:

- A. Social Committee meeting on January 30, 2020: Mary provided Commissioners with the agenda for the upcoming social committee meeting at 9:00 a.m. on January 30, 2020 at Tenth Avenue apartments.

- B. Resident Advisory Board (RAB) meeting on February 19, 2020: Mary reported that the next Resident Advisory Board meeting will be held at 2:00 p.m. on February 19, 2020 at Huntington House apartments.

- C. Staff Training Summary: Mary reported that Allen, Ka Bao and herself will be attending a Rental Assistance Demonstration (RAD) Project Based Voucher (PBV) Specialist Training in Jackson, MI between February 4, 2020 through February 6, 2020. The training will help staff prepare for the program administration of the RAD PBV program.

- D. Letter from Tostrud Temp, S.C. regarding business plans to decrease audits requiring travel: Mary reported that Tostrud Temp, S.C. notified the Housing Authority that the firm will no longer be traveling to complete Housing Authority audits. The firm will be focusing on clients near their La Crosse location. A request for proposal will be prepared and sent out for auditor bids.

5. CONSIDERATION OF BILLS

- A. Approve December 2019 bills (quickbooks register and purchasing card transaction detail): Commissioners reviewed the December 2019 bills. Commissioner Grode stated December financials would be behind as the fee accountant prepares financial year end reporting in addition to regular monthly reports. Commissioner Grode inquired about the removal of common area chairs at Parkview apartments. Mary stated that due to the poor condition of the cloth chairs in the main lobby area and the cracked vinyl cushions of the chairs in the game room, the decision was made to remove the chairs and purchase plastic chairs from the UWSP surplus to replace the chairs for easier clean up and durability. In efforts to look at ways to reduce operating expenses, Mary reported that commissioners will notice that there will no longer be a cellphone payment on the purchasing card transaction detail, as the Housing Authority will no longer be providing employees with business cellphones. Commissioner Reith-Kincaid moved to approve the December 2019 bills, seconded by Commissioner Henke. All aye votes.

6. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are two vacancies at Parkview; both for lease violations. Allen will fill one vacancy from the waiting list with a tentative move in date for, February 7, 2020. Allen is working with case management to push

along the move-out process for the second vacancy. There is one vacancy at Huntington House due to a death. This vacancy will remain vacant and identified as a de minimis unit for the purposes of the RAD conversion. There are two vacancies at Tenth Avenue, both of which required assisted living. Allen will fill one vacancy from the waiting list with a tentative move in date for January 30 2020. The second vacancy will remain vacant as an alternative housing option for the purposes of the Huntington House RAD conversion. There are four vacancies in the scattered site houses; one due to the tenant moving out of town, one due to a transfer from a three bedroom to a four bedroom unit as a result of an increase in household composition, one due to a transfer from a three to a two bedroom unit as a result of a decrease in household composition and one deceased. The vacancies will be filled from the waiting list with tentative move in dates for February 28, 2020, March 20, 2020, April 1, 2020 and May 8, 2020.

- B. Section 8 program status: Mary reported that as of January 25, 2020, there are 167 families under contract with private landlords with the current waiting list running approximately 14 months. There are currently 345 families on the waiting list. The Section 8 activity for the month consisted of zero new admissions and vouchers into the program, one portability move out and one VASH portability move in.
- C. State Debt Collection (SDC) program status: Mary reported that three SDC payments were received on January 2, 2020 for the total amount of \$465.66. Payments were received from two former Public Housing tenants and one payment from a former Housing Choice Voucher participant. Five new public housing entries will be added to SDC. There would have been six entries, but in the process of sending out the SDC certification letters, one former tenant responded and made arrangements to pay off their debt balance in the amount of \$705.53.
- D. Capital Funds Program grants status: Mary reported that in the 2016 capital funds grant there is a zero balance in operations, dwelling structures, dwelling equipment and non-dwelling equipment. In capital grant year 2017, there is a balance of \$8,332.72 in dwelling equipment for appliances and a balance of \$15,268.51 in non-dwelling equipment originally for the maintenance van, but will be reallocated to RAD pre-development funds. There is a zero balance in operations, site improvements and dwelling structures. In the 2018 capital funds grant there is a balance of \$33,753.69 in operations for miscellaneous expenses and RAD pre-development costs; \$8,900 in site improvements for the sealing and striping of the apartment parking lots; \$23,330.30 for replacement of Parkview windows and needed HVAC repairs at Huntington House and Parkview apartment buildings, and \$15,000

in dwelling equipment for appliances. Mary reported a disbursement of \$41,730.37 from capital grant 2018 operations for Martin Riley architect and engineer services related to the RAD conversion of Huntington House apartments. She also reported that a \$4,778 disbursement from capital grant 2018 operations was made to pay for the Parkview FEMA insurance.

- E. Public Housing Assessment System Score Report: Mary reported that the Housing Authority received its Public Housing Assessment System (PHAS) Score Report from HUD for the FYE 12/31/2017 and received a standard performer designation. As a small deregulated Public Housing Authority with fewer than 250 units and receiving a standard performer PHAS, the Housing Authority will receive a PHAS assessment every other year. Projects that score at least 80 points but fewer than 90 points will receive a physical condition inspection every other year. Commissioner Grode stated that funding is also based on PHAS scores.

- F. State Farm final premium audit refund: Mary reported that two refund checks from State Farm in the total amount of \$171.00 were received as a result of the final workers compensation premium audit.

- G. Proposed 2020-2024 Five Year Capital Action Plan: Mary provided commissioners with the proposed 2020 – 2024 Five Year Capital Action Plan for discussion. Capital grant year 2020 proposed allocations included an annual allotment for ranges, refrigerators, hot water heaters, maintenance van, PILOT, insurances, RAD funds for pre-development costs, and miscellaneous operational expenses related to maintenance, office supplies/equipment, subscriptions, legal fees, advertisement & marketing, service contracts, and garbage/recycling. The maintenance van was part of the original approved 2015 – 2019 Five Year Capital Action Plan and listed as a capital activity. During HUD Field Office review and approval of the revised 2015 – 2019 Five Year Capital Action Plan, the Housing Authority was advised that the maintenance van could not be approved as a hard cost capital activity, due to the immodest amount of capital funds going directly to capital uses making it hard to justify a full-time vehicle for capital improvements. The Housing Authority may need to look at alternative funds that can be used to purchase the maintenance van, if the same issues arise with the proposed 2020 – 2024 Five Year Capital Action Plan. Replacement of the maintenance van will need to be addressed. Capital grant year 2021 proposed allocations included an annual allotment for ranges, refrigerators, hot water heaters, tree removal services at scattered sites, installation of a security camera at Parkview apartments, replacement of damaged in unit flooring as needed at

10th Avenue apartments, PILOT, insurances, and miscellaneous operational expenses related to maintenance, office supplies/equipment, subscriptions, legal fees, advertisement & marketing, service contracts, and garbage/recycling. Commissioner Grode commented on editing the language for the model of hot water heaters, as this could change, if that type of water heater is no longer available or cost effective. Capital grant year 2022 proposed allocations included an annual allotment for ranges, refrigerators, hot water heaters, servicing of scattered site furnaces, two snow blowers, zero turn lawnmower, encasement snowblower, PILOT, insurances, and miscellaneous operational expenses related to maintenance, office supplies/equipment, subscriptions, legal fees, advertisement & marketing, service contracts, and garbage/recycling. Capital grant year 2023 proposed allocations included an annual allotment for ranges, refrigerators, hot water heaters, concrete repairs as needed at all project sites, replacement of in unit flooring at 10th Avenue apartments as needed, washers and dryers at all apartment projects, PILOT, insurances, and miscellaneous operational expenses related to maintenance, office supplies/equipment, subscriptions, legal fees, advertisement & marketing, service contracts, and garbage/recycling. Capital grant year 2024 proposed allocations included an annual allotment for ranges, refrigerators, hot water heaters, tree removal services as needed at scattered site properties, replacement or repair of automatic door openers at all apartment projects, PILOT, insurances, and miscellaneous operational expenses related to maintenance, office supplies/equipment, subscriptions, legal fees, advertisement & marketing, service contracts, and garbage/recycling.

- H. Revisions to 2017 Capital Grant: Mary provided Commissioners with the proposed revisions to 2017 capital grant to allocate funds of \$20,781.51 for RAD pre-development expenses for the Huntington House RAD conversion project.
- I. Revision to Public Housing admissions and continued occupancy plan: Mary reported that a revision to Chapter 4, Applications, Waiting List and Tenant Selection of the Public Housing Admissions & Continued Occupancy Policy is required to remove language regarding a waiting list working preference. The revision is adopted to meet HUD Notice PIH 2019-26, which rescinds Notice 2011-33 for the use of work preferences as a Public Housing waiting list management tool.
- J. Revision to Section 8 administrative plan: Mary reported on revisions to Chapter 4, Applications, Waiting List and Tenant Selection of the Housing Choice Voucher Administrative Plan. The first revision would be in Section III.B, Selection and HCV Funding Sources under Special Admissions the Housing Authority will give

priority to families who are displaced as a result of the Housing Authority's demolition or disposition of a public housing project and a family residing in a project covered by a project based Section 8 HAP contract at or near the end of the HAP contract term. The second revision would be in Section III.C, Selection Method under local preferences. The Housing Authority will add an additional preference for a family that is currently participating under the Housing Authority's RAD Project Based Voucher program and is requesting choice mobility. Mary also reported a revision to Chapter 18, Project Based Vouchers (PBV) under the Rental Assistance Demonstration (RAD) Program to Section 18.VII.D, Phase-in of Tenant Rent Increases. The current policy has a three-year phase-in period for in-place families whose rent would increase by more than the greater of 10 percent or \$25 as a result of a RAD conversion of the project. The revision would be to add a five-year phase-in option for those households experiencing a greater increase.

- K. Maintenance Wage Rate Recommendation to HUD office of labor relations: Mary reported that she submitted a maintenance wage rate recommendation to Yvonne Matthews at HUD Office of Labor Relations in anticipation of a retiring maintenance staff.
- L. HUD Field Office approval of RAD PHA plan/significant amendment submission: Mary reported that the Housing Authority received a letter from the HUD Field Office approving the Housing Authority's RAD PHA plan/significant amendment.
- M. HUD approval of 2020-2025 Five Year PHA Annual Plan: Mary reported that the Housing Authority received a letter from the HUD Field Office approving the Housing Authority's 2020 – 2024 Five Year PHA Annual Plan.
- N. Rental Assistance Demonstration (RAD) update: Mary reported that the RAD Financing Plan was submitted on January 13, 2020. Once submitted the plan will be in review for up to 30 – 45 days before approval. The RAD Transaction Manager (TM) began review of the plan and on January 21, 2020 provided comments requesting additional information or clarification. It was noted that the current bank loan terms from Woodtrust bank with a 20-year loan at a variable rate for the first 5 years and a fixed rate for the remaining 15 years, would not meet the requirements of the financing plan and would need to be revised to a fixed rate for the entire term of the loan. In discussing a fixed rate for 20 years with Woodtrust bank, a fixed rate of 5.25% for 20 years would create a financing gap of about \$200,000. An alternative option that the Housing Authority would have is to enter into a 15-year HAP contract with a loan term of 15 years at a fixed rate of 5.25%, which the Housing Authority could support with its current financial pro forma

projections. The Federal Home Loan Bank of Chicago (FHLBC) AHP subsidy agreement was signed by Woodtrust bank and the Housing Authority and submitted on January 24, 2020. Mary also reported that Martin Riley is working on drawing up a contract for the General Contractor. Mary stated that there will be an upcoming Huntington House tenant meeting to be held at 1:30 p.m. on February 13, 2020 at the Huntington House apartments. The meeting is to provide tenants with an update on where the Housing Authority is at in the RAD conversion, in addition to holding a lottery drawing of units that will be identified as de minimis units under the project. Mary and Allen also intend to have individual tenant meetings with flat rent tenants prior to the large group meeting, so that these tenants have a better understanding on how their rents will be affected.

7. **PUBLIC INPUT:** There was no public input.
8. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday February 26, 2020 in the community room of the Tenth Avenue Apartments.
9. **ADJOURNMENT:** Commissioner Smith moved to adjourn the meeting at 3:31 p.m., seconded by Commissioner Henke. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date:_____

Date:_____