

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, October 23, 2012

Marian Manor

3:00 P.M.

COMMISSIONERS PRESENT: Mike Norton, Chairman
Rebecca Hackett
Tina Beahm
Scott Waterworth
Richard Schallert (arrived during meeting)

STAFF PRESENT: Brad Masterson, Executive Director
Su van Houwelingen, Deputy Director
Lee Franzen, Operations Manager
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

- 1.) Chairman Norton called the meeting to order at 3:08 p.m. The new Resident Commissioner, Tina Beahm, was introduced.
- 2.) Chairman Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on September 18, 2012. There being no questions or comments, Ms. Hackett moved, seconded by Mr. Waterworth, to approve the minutes of the September 18, 2012 meeting. Motion carried 4-0.
- 3.) **Finance –**

a.) Accounts Payable

Chairman Norton inquired if there were any questions pertaining to the September accounts payable report. Ms. van Houwelingen reviewed the report format stating there are three checking accounts reflected in the report, River Cities LLC, Marian Manor LLC and the Oshkosh/Winnebago County Housing Authority checking account. Masterson & van Houwelingen responded to various questions regarding the accounts payable. The payment to the City of Omro in the amount of \$10,511.08 was a PILOT payment for Foxview.

b.) Report on Independent Audit Solicitation

Ms. van Houwelingen reviewed the bid tab for the audit solicitation. Request for Proposals (RFP's) were sent out to five different accounting firms. It was noted that Tostrud & Temp did not submit a bid. One of the firms is not licensed in Wisconsin and does not appear to qualify as a responsive responsible bidder. Suby, Von Haden & Associates (SVA) is an expert in tax credits. SVA is the firm that currently conducts the audits for all of the Authority's tax credit properties. For accuracy, ease and continuity, van Houwelingen suggested SVA be used for all properties. SVA had also found an error in a recent audit. Masterson and van Houwelingen responded to questions regarding the bid tab and the audits in general. After questions were addressed, it was agreed to move directly to a vote on Resolution #613-12 before proceeding to the Report of the Executive Director. This resolution awards the annual independent audits contract for 2012-2014 to Suby, Von Haden & Associates. Ms. Hackett moved, seconded by Mr. Waterworth to approve Resolution 613-12. Motion carried 4-0.

4.) Report of the Executive Director**a.) Assisted Housing****i. River Cities Redevelopment****▪ Review October Equity Draw**

Ms. van Houwelingen stated that the Authority received its \$1.1 million draw from the River Cities project. \$180,000 of the draw went into the asset management fee for Stratford Capital. If there are no issues with the properties for a certain number of years, Stratford will release the \$180,000 back to the Authority. A \$175,000 Operating Reserve Account was set up and \$253,168 went into a construction reserve account to build the garages at Foxview and Riverside. The Authority will get approximately \$730,438, about \$400,000 of which is reimbursements for other project expenses. Everything has now been paid.

▪ Stratford Asset Manager Visit

Ms. van Houwelingen stated that the Asset Manager for Stratford came from Boston to visit Foxview and Riverside and was impressed with the properties. Stratford's Asset Manager will most likely be visiting annually. The only suggestion that was made was to go through everything in the maintenance room at Foxview and clean out things that are not needed.

▪ Garages Construction & Leasing Update

Mr. Masterson met with the Omro City Council in a workshop session last week. The Council decided not to lease the city garage to the Housing Authority. Instead, they intend to keep the garage for use by the Omro Police Department. Masterson presented a map of Foxview and the surrounding properties. The Authority now intends to acquire a property adjacent to Foxview and erect an open clear-span building to provide 24 covered parking spaces. The Omro City Council is aware that this would take a property off of the city tax rolls. An additional eight spaces would also be created on the back side of the Foxview building. The Authority will also be requesting a Privilege in the Street from the City of Omro to accommodate this plan.

Excavation began today on the garages in Winneconne. There has been no word from the archeologist or the architect regarding any remains being unearthed. So far all that seems to be there is the fill that was put in when the building was first built. Substantial drainage pipes will be installed under the pavement to alleviate any potential flooding issues. Hopefully the slab will be ready to be poured within the next two weeks. Commissioner Schallert arrived during the garage construction discussion.

b.) Public Housing – Scattered Sites Hail Damage Claim and Replacement Bids

Mr. Masterson stated that the insurance company responded last Friday with a dollar value on the roof damage claim. Bids for the repairs have been received from Hickey Roofing, Kowalske Roofing and ARC out of Neenah. ARC was the highest bidder. Masterson will be reviewing the bid details with the FAST Team Supervisor, Clint to determine which bidder the work should be awarded to. The units that sustained hail damage were both Oshkosh and Winnebago County Housing Authority Family units that are located in Oshkosh.

c.) Housing Choice Voucher Program**• NRA Utilization Estimated at 90%**

Masterson and van Houwelingen stated that HUD will keep 10% of the budget authority in an account in Washington. The Authority can request money from this account if it is needed to cover HAP payments. The bottom line is that HUD wants to keep any excess money in their account instead of it sitting in the Authority's account until it is needed. Monthly disbursements will be based on the previous quarter's funding. Masterson and van Houwelingen responded to questions regarding the Voucher Program and funding.

• Court Tower Relocation Vouchers

Masterson reported that a draft approval was received yesterday from the Special Applications Unit (SAC) for the Court Tower Demolition/Disposition application. The Authority sent corrections back to SAC today. Approximately 40 vouchers are being held for Court Tower tenants to relocate. Masterson responded to questions regarding the Court Tower project.

d.) Group Home Updates – Silvercrest, Greenfield and Summit

Masterson reported that water had come up through the basement floor at Silvercrest. Investigation revealed a broken pipe under the floor. The concrete floor was cut out, the pipe replaced and the concrete floor re-filled. The building is about 40 years old and most of the doors, windows and flooring need to be replaced. Ms. van Houwelingen stated the leases for all three group home buildings are being reviewed for possible rent increases. Operational costs have risen over the years, but rents have not kept pace. Rent increases will be necessary to break even on the group homes. The tripping hazard at Greenfield has been resolved. Masterson suspects that Summit will need a new roof in the near future. Summit and Greenfield Group Homes are together under one bond issue which complicates refinancing those two buildings.

e.) Application for 2013 & 2014 Home Buyer Grants

Mary Bach, the current Community Home Buyer Coordinator, will be retiring by the end of this year. There are currently four deals in process that that she will see through, but will not take on anything new. Justin Mitchell has stepped up to help with the program. Mitchell is preparing an application for new program funds. This is the Winnebago County Housing Authority's program. Because of the shrinking funding that is available to compete for and Justin's time constraints, the cities of Oshkosh and Neenah are being asked to help with inspections, specifications and working with contractor, etc. The Authority also anticipates adding fees on the homebuyer end to help cover costs of the program. The Authority will concentrate on providing the down payment money. The application being sent in asks for about \$300,000

Regarding the NSP Program, Masterson said WCHA funding to the Habitat home projects had been too generous. He feels the Authority may never recoup that investment and the Revolving Loan Fund (RLF) will suffer as a result. The Authority did meet and exceed all of its program goals, but in the end it was costing too much to purchase the houses and rehab them as the new appraised value didn't reflect the investments. Questions regarding the Authority's Home Buyer Program and Advocap's Home Buyer program were addressed.

- 5.) **Resolution 613-12: Award Annual Independent Audit for 2012 / 2013 / 2014**
This resolution was addressed earlier in the meeting.
- 6.) **Resolution 614-12: Adopt Revised Flat Rent Schedule**
Mr. Masterson presented Resolution 614-12 and reviewed the flat rent issue and the proposed Flat Rent Schedule at about 80% of FMR for 2013, 2014 and 2015. After questions were addressed, Ms. Hackett moved, seconded by Mr. Waterworth to approve Resolution 614-12. Motion carried 5-0.
- 7.) **Resolution 615-12: Approve reduction in Imputed Asset Income Per HUD Notice**
Mr. Masterson presented Resolution 615-12 and explained the change from the current 2% Passbook rate to 1.5% aligns with HUD's ruling. There being no further questions or comments, Ms. Hackett moved, seconded by Mr. Waterworth to approve Resolution 615-12. Motion carried 5-0.
- 8.) **Discussion – Training Opportunities / National Policy & Program Update**
Masterson reviewed the conference material from Nelrod Consortium and PHADA that was included in the commissioner's packets. Any commissioner wanting to attend either of these trainings should notify the Authority as soon as possible so registration etc. can be booked. Ms. van Houwelingen will be leaving on Thursday for Executive Director training in Nashville through NAHRO. Masterson will be attending a Succession Planning workshop at the same conference. Planning is underway for the 2013 WAHA Fall Conference that will be held in Appleton.
- Chairman Norton announced that Winnebago County has now passed a Fair Housing Ordinance. Commissioner Schallert commended Social Service Coordinator, Erin Reismann, for her work with a resident getting them involved in volunteering at the Thrift Shop in Winneconne.
- 9.) **Adjournment:**
There being no further business, Chairman Norton called for a motion to adjourn. Ms. Hackett moved, seconded by Mr. Schallert to adjourn the meeting. Motion carried 5-0. The meeting was adjourned at 4:33 p.m.

Respectfully submitted,

BRAD J. MASTERSON
Executive Director
Winnebago County Housing Authority

APPROVED