

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, February 21, 2012

Marian Manor, 3:00 P.M.

COMMISSIONERS PRESENT: Mike Norton, Chairman
Rebecca Hackett, Vice Chairman
Scott Waterworth
Richard Schallert

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

OTHERS PRESENT: None

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- 1.) Chairman Norton called the meeting to order at 3:03 p.m.
 - 2.) Chairman Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on January 31, 2012. There being no questions or comments, Mr. Schallert moved, seconded by Ms. Hackett, to approve the minutes of the January 31, 2012 meeting. Motion carried 4-0.

3.) **Finance –**

a.) Accounts Payable

Chairman Norton inquired if there were any questions pertaining to the January accounts payable report. Masterson and van Houwelingen responded to questions regarding the January payments. The check to Dimension IV Madison Design Group for \$32,900 is a payment to the architect for the Court Tower project.

b.) Quarterly Financial & Occupancy Reports

Ms. van Houwelingen reviewed the quarterly financial reports explaining that on the profit & loss statement, the June 30 columns are 12-month comparisons and the December 31 columns are an 18-month comparison. Foxview and Riverside do not have any numbers in the 12/31/2011 column because the financials are not back yet from SVA & Associates, the auditors for Foxview and Riverside. The actual audit should be ready by the March meeting. The NSP program does not really have a profit of \$397,330 in net operating income. These funds are reflected on the balance sheet asset accounts. Under the WC Local Funds, the \$877,450 in Notes Receivable is from the acquisition loan for River Cities Redevelopment.

Masterson continued on with a review of the quarterly occupancy report covering the time period 10/01/2011 to 12/31/2011. Chairman Norton inquired as to how the WCHA occupancy numbers relate to HUD's new occupancy rate requirements. Masterson explained that it won't apply to Foxview and Riverside, only the WCHA Scattered-sites. The overall documented score from HUD indicates a 94.1% occupancy rate for those properties, now a single Asset Management Project (AMP). Within that AMP, the Menasha 40 units still have some units being rehabbed. There have also been recent move outs. Justin, the property manager has an intern from UW-Oshkosh helping him to process applicant files to help get the vacant units filled faster. Ms. van Houwelingen reviewed how applicant files are processed. Chairman Norton requested waiting list information regarding how many people are on the waiting list

and how many people are being processed. Ms. van Houwelingen and Masterson responded to questions regarding the waiting list, processing and occupancy.

4.) **Report of the Executive Director**

a.) Assisted Housing

i. River Cities Redevelopment

▪ **Garage Planning**

Mr. Masterson stated that Riverside garage plans are still in progress. The roof line on the Riverside garages needs to be re-designed to bring the roof height down. A quote was received from PROBuild. However, because of the discounts currently available through Menard's, materials will be purchased there. The "Privilege in the Street" agreement with the Village of Winneconne is still being reviewed. A proposed agreement will be presented in a resolution later in the meeting. No date has been set yet for a meeting with the City of Omro Council regarding the garage plans for Foxview.

▪ **Warranty Inspections**

Mr. Masterson stated that the warranty inspections for all the units at Foxview and Riverside will begin in the next few days. The property manager, Anne, has a list of items that the contractor needs to resolve before signing off on the project. Chairman Norton requested that the HA contact Holly Keenan from Making the Ride Happen to discuss possible transportation opportunities for FV & RS tenants.

b.) Public Housing

i. HUD Occupancy Calculation & Capital Fund Allocation

Masterson stated that, as reported earlier, HUD's Occupancy calculation for the WCHA is 94.1%. A copy of the form HUD-50075.1 showing the Annual Statement/ Performance and Evaluation Report was distributed and reviewed. A resolution will be presented later in the meeting. The HA anticipates spending \$10,000 for administration and \$102,337 for dwelling equipment in FY 2012. The Capital Fund money the HA receives is shrinking from about \$180,000 in 2001 down to \$112,000 in 2012. Masterson estimated that after adjusting for inflation, this translates to about a 50% reduction in buying power in Capital Fund money over the decade.

c.) Housing Choice Voucher Program

i. Lease-ups & Transfers

Masterson reported that applicants are actively being processed for 25 open slots in the voucher program. Some Court Tower residents will be moving into the voucher program to free up units for renovation. The Housing Authority has a policy in place allowing public housing tenants to be moved to the Section 8 Voucher program.

ii. 2011 SEMAP Certification

Masterson reviewed the SEMAP Certification and noted that the deconcentration Bonus indicator on page 3 has not been filled in yet. Information is still being gathered to complete this section. There are only four poverty census tracts in Oshkosh, tract numbers 1, 5, 7 and 9. The poverty rate for Winnebago County is 3.8%.

d.) Home/NSP/HCRI/CDBG Updates

Masterson reported that Mary Bach attended a CDBG meeting and WCHA can expect minimal funding from the Oshkosh and Neenah CDBG funds. Mary is working with the City of Neenah regarding the administration money past due to the Home Ownership Program accounts.

i. NSP Rental Development

The State has determined that as long as the HA stays under \$70,000 per unit, they are okay with the HA using NSP funds for the Lenox Lofts rental project. The HA anticipates using about \$370,000 of NSP money for acquisition cost.

ii. HOME Regulatory Restrictions

Masterson reported that a notice was received regarding proposed changes to CHDO regulations that would prohibit CHDOs from having HA employees staff the CHDO. Making current staff employees of the CHDO and terminating them from the HA would eliminate the current benefit relationships that are in place such as insurance and retirement benefits. The comment period on these proposed changes has ended, but Masterson is going to write HUD officials and elected officials to argue against at least that part of the changes.

5.) Resolution 602-12: Approve Privilege in the Street Agreement with Village of Winneconne

This resolution would approve an agreement with the Village of Winneconne for a bump out in the street to aid in the proposed egress for the garages. Masterson stated that Foley & Lardner are reviewing the agreement as well as Stratford Capital. The Village of Winneconne could take the bump out away with a one-year notice. After questions were addressed, Ms. Hackett moved, seconded by Mr. Schallert, to approve Resolution 602-12. Motion carried 4-0.

6.) Resolution 603-12: Approve Form HUD-52648, Section 8 Management Assessment Program (SEMAP) Certification

Masterson stated that this will be the first year that the FSS numbers will exceed the required levels. Management believes the agency has earned a High Performer rating. After questions were addressed, Mr. Schallert moved, seconded by Mr. Watterworth, to approve Resolution 603-12. Motion carried 4-0.

7.) Resolution 604-12: Approve Capital Fund Program Budget FY 2012

Masterson summarized the resolution and noted a correction on "page 2" of the form HUD-50075.1. The dollar amount for Renovation of Phase 4 Scattered Site Apartments should be 102,337, not 103,337. There being no questions or comments, Ms. Hackett moved, seconded by Mr. Watterworth, to approve Resolution 604-12. Motion carried 4-0

8.) Discussion:

Masterson summarized a presentation he has from HUD stating the biggest proposed change is to merge the Operating Fund and the Capital Fund subsidy into one pot.

Masterson notified the commissioners about the 2012 NCRC NAHRO Conference in Peoria, IL in April.

Ms. van Houwelingen is still working on setting up some local commissioner training. As soon as the training is set up the Authority will let the board know.

Chairman Norton asked Masterson his opinion of the President's proposed housing budget. Masterson summarized some of the budget points and stated he doesn't foresee a lot of it being enacted into law. The only new vouchers that are available are for veterans.

The tentative board meeting calendar was reviewed. Some of the various conference dates were noted and discussed. Chairman Norton has scheduling conflicts for the April and December board meetings and requested those meetings be moved to Wednesday of those weeks. There were no objections from the other commissioners.

Masterson reported that the state legislature is looking at making some changes to the Tenant/Landlord laws. Masterson and van Houwelingen responded to questions regarding the current law and the proposed changes.

A brown-out was experienced in Omro causing a small fire and a pump to burn out at Foxview. There was no major damage.

8.) **Adjournment:**

There being no further business, Chairman Norton called for a motion to adjourn. Ms. Hackett moved, seconded by Mr. Waterworth to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 4:03 p.m.

Respectfully submitted,

BRAD J. MASTERSON
Executive Director
Winnebago County Housing Authority

APPROVED