

AGENDA
REGULAR MEETING
BOARD OF COMMISSIONERS
RIVER FALLS HOUSING AUTHORITY
Wednesday, January 12, 2022 at 6:30 pm

ROLL CALL

MINUTES OF REGULAR MEETING – December 08, 2021

TENANT COMMENTS

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.

ACTION ITEMS

1. Review and Approve Payment of Bills and Budget Report

REPORTS

1. Vacancy and Re-rental Report

DISCUSSION ITEMS

1. Partial vacation pay-out for I.E.D.
2. Revising the Vacancy & Re-rental Report

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 December 08, 2021, Chair Todd Bierstadt called the meeting to order at 6:30.

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

Absent: Nick Carow

Also Present: Peggy Chukel-Interim Director

Minutes: M/S/C AP/MF to Approve Minutes of November 10, 2021

Tenant Comments: No tenants were present

ACTION ITEMS

1. Review and Approve Payment of Bills and Budget Report: M/S/C: JN/AP
2. Review and Approve Voucher Payment Standards for 2022 **Resolution# 566**: Chukel explained that a voucher has a maximum amount that it will pay towards a certain size unit (1.e. \$1500 for a 2 BR unit). Voucher holders have been unable to find properties in River Falls due to rent increases over the past 18-24 months. As a PHA may increase their payment standards up to 110% of the FMR (as established by HUD), we increased our rate from 80% to 100%. This allows a voucher holder to afford a higher priced unit. The voucher holder still only pays 30% of their income & the Voucher program pays the difference. This has no effect on a PHA's budget. M/S/C: MF/AP
3. Review and Approve Flat Rents for 2022 **Resolution# 567**: Chukel explained that once a tenant's income reaches a certain point, their 30% may exceed the FMR of the area. Flat rent is the maximum a household will pay, regardless of how high their income goes, for a year. If the rent is still significantly higher after 12 months, a household may be required to move due to being over income. If their income goes down (significantly) during that time, they may claim a hardship, and their rent will be adjusted accordingly. In order to keep with the rising rents in our area, we have increased the Flat rents effective January 2022. M/S/C AP/MF
4. Review and Approve HUD & Voucher Utility Allowances for 2022 **Resolution# 568**: Chukel explained that tenants & voucher holders that pay their own utilities are given a credit against their gross income toward these costs. As the cost of utilities has & continues to increase we have raised our utility allowance by apx 10%. M/S/C MF/JN
5. Review and Approve Employee Raises for 2022: Chukel presented 2 spreadsheets showing that a 2%+/-) raise, a new E.D. a full time maint person & a part time Actng/Ofc asst are within the budget for FYE 2022. M/S/C: AP/MF. Merit raises were discussed and tabled until March/April 2022.

REPORTS

Vacancy and Re-rental Report: Chukel noted that we are back to "normal" on Move-Ins & Move-Outs. The waiting list are fairly healthy and the new social/digital media campaign seems to be showing good results. It is too soon to tell if our mailing campaign to attract applicants to the 2BR waiting lists will pay off.

DISCUSSION ITEMS

1. Listing Board Member info on RFHA & City websites: MF will assist in adding board info to RFHA website &/or linking to City Page. Amy will confirm board is listed (& easily accessible) on City Page.
2. Changing Office hours: Chukel explained the confusion with the current Open/Closed./Appt Only schedule. Several options were discussed, and it was agreed to go with: Open M – F 8:30 to 12:30pm.

Minutes of closed session of the River Falls Housing Authority December 08, 2021, Chair Todd Bierstadt called the meeting to order at 7:00.

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

Absent: Nick Carow

Also Present: Peggy Chukel-Interim Director

Per email from PC about excessive amount of time needed to handle both roles as Interim E.D. & Office Manager/Bookkeeper, Board discussed:

1. How to more rapidly implement hiring a new .E.D with revised duties
 - a. Who will present the options to City Council
 - b. What the duties/role of the new E.D. will be
 - i. PC & AP will work on reviewing and splitting the current job descriptions of ED & OM
2. How to relieve/reallocate some of PC's current duties, at least during year-end.
 - a. TB will review all notices & news letters
 - b. MF will assist in resolving various HUD issues:
 - i. Getting EIV access reinstated to Rose Annett
 - ii. Getting bank information changed with HUD for CFP & OFND purposes
 - iii. Other related issues
 - c. JN will assist with filing
 - d. AP will look into possible part time help from a city employee and possible candidates from the City's applicant pool
 - i. PC already contacted M Stifter for help in finding a Maintenance Tech

MEMO

TO: River Falls Housing Authority Board of Commissioners
FROM: Peggy Chukel, Interim Director
RE: December Board of Commissioners Meeting
DATE: Dec 08, 2021

ACTION ITEMS

1. Review and Approve Payment of Bills and Budget Report (attachment 1): We are actually in pretty good shape. HUD shows a negative #, but that's because I didn't pull the usual OFND for Dec & no CFP at all.

REPORTS

1. Vacancy and Re-rental Report (Attachment 2):
 - a. We currently have 5 vacancies. All but BW107 have Move-Ins scheduled. BW 107 is a 2 BR. As previously discussed, we have very few applicants on the 2BR WL in general, and BW is less desirable because there are no decks.
 - b. There is 1 Move-Out scheduled for Jan 31. A Move-In is scheduled for March 1st.
 - c. The Tenant in RVM 220 was scheduled to move out on 11/31/21. She refused to go and we started the eviction process. She got an Atty, who eventually determined her lease termination was valid, but asked that we waive the eviction and allow her till the end of January to move voluntarily.

DISCUSSION ITEMS

1. Pay-out of vacation time for Chukel: As I have been unable to take any time off since last March, I currently have roughly 358 hours of vacation time and will accrue another 80 hours by the end of June. I can only roll over 240 hours. In light of the circumstances, I would like the board to consider paying me for the hours in excess of 240 on June 30th. There is an accrual account for vacation pay-outs (i.e. when an employee leaves & gets paid for unused vacation). So this would come out of that account, and not affect the payroll budget.
2. Revising the Vacancy & Re-rental Report: There appears to be a lot of information we do not discuss on the current form. If no one looks at it, I would like to stop trying to keep it updated.

HOUSING AUTHORITY BUDGET REPORT FOR Jan 2022 Board Meeting					
Year Ending December 2021					
June		4	Months at:		33%
	HUD/RVM	E/B	OAKPK	4PLX	WMP
					FYE 12/2020
					33%
Income					
Budget	594,497	480,366	155,209	34,622	205,388
To Date	208,064	232,264	74,154	17,996	192,745
Percent	35.00%	48.35%	47.78%	51.98%	93.84%
Admin					
Budget	182,058	161,829	55,010	10,348	34,722
To Date	58,971	78,619	24,921	4,846	31,270
Percent	32.39%	48.58%	45.30%	46.83%	90.06%
Maint					
Budget	194,084	108,261	36,300	4,614	43,900
To Date	97,164	47,209	14,827	2,397	33,935
Percent	50.06%	43.61%	40.85%	51.95%	77.30%
Ins/Taxes					
Budget	44,150	47,510	14,575	2,390	7,924
To Date	21,677	17,462	5,028	757	6,833
Percent	49.10%	36.75%	34.50%	31.66%	86.23%
Utilities					
Budget	105,600	87,850	20,200	9,425	21,262
To Date	41,520	35,424	6,945	3,454	17,460
Percent	39.32%	40.32%	34.38%	36.65%	82.12%
Mortgage & Fees					
Budget		-	2,546	4,868	103,044
To Date		-	849	1,623	100,500
Percent			33.33%	33.33%	97.53%
Trx to Reserves					
Budget		61,285	24,924	1,915	8,683
To Date		20,428	8,308	638	8,683
Percent		33.33%	33.33%	33.33%	100.00%
Net	(11,268)	33,120	13,276	4,281	(5,936)
Investments					
Operating	95,446	38,281	3,873	3,765	42,909
Reserve		319,990	78,568	28,987	105,839
Other	7,257	31,089	9,547	1,461	52,741
Sec Dep	25,870	27,001	8,623	2,085	8,100
CFP 2021	122,609				
Mgmt Fund	385,391				

Vacancy and Re-Rental Activity Report Dec-Jan						
STATUS	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	APPLICANTS OFFERED	COMMENTS
2 Apps Pndg	E211	1E	11/30/21	02/01/22		
Strusz	E214	1E	12/04/21	01/01/22		Trx Fr B107
Craver	K437	Fam 3	12/31/21	02/01/22		
Ray	R202	1E	12/31/22	01/21/22		
	B107	2E	12/31/22			No Apps
Proulx	R220	1E	01/31/22	02/28/22		
ELDERLY/DISABLED APARTMENT TURNOVER BY MONTH						
FY 2018	FY 2019	FY 2020	9/21	10/21	11/1	12/1
15	22	26	5	2	3	3
FAMILY APARTMENT TURNOVER BY MONTH						
FY 2018	FY 2019	FY 2020	9/21	10/21	11/1	12/1
11	9	10	0	1	1	1
VOUCHER LEASING BY MONTH						
FY 2018	FY 2019	FY 2020	9/21	10/21	11/1	12/1
9	7	13	2	1	1	1
HUD VACANT UNITS BY MONTH (RVM & Family)						
9/20	10/20	11/20	9/21	10/21	11/1	12/1
1 (1 offline)	2 (1 offline)	3	4 (1 offline)	4 (1 offline)	2	1
OCCUPANCY REPORT						
FAMILY	RVM	EW	BW	OP	WMP	
100%	95%	96%	97%	100%	100%	
WAITING LIST REPORT						
ELDERLY 1 BR LIST	RVM	EW	BW	OP	WMP	
Total on list	50	54	49	48	80	
Denied	0	0	0	0	0	
Approved for move in	2	2	0	0	0	
Non-disabled - RVM only	28	0	0	0	0	
In Process	0	0	0	0	0	
Housed	4	1	1	0	0	
ELDERLY 2 BR LIST	RVM	EW	BW	OP	WMP	
Total on list		1	1	3		
Approved		1	1	0		
In Process		0	0	0		
Housed		0	0	0		
FAMILY	1 BR	2 BR	3 BR	4 BR		
Total on list	15	15	22	2		
Denied	0	0	0	0		
Approved	0	4	1	0		
In Process	0	3	0	0		
Housed	0	1	0	0		
VOUCHER						
WAITING LIST	9		UNDER CONTRACT			60
ISSUED & SEARCHING	0		NUMBER FUNDED			60