

AGENDA
REGULAR MEETING
BOARD OF COMMISSIONERS
RIVER FALLS HOUSING AUTHORITY
Wednesday, February 09, 2022 at 6:30 pm

ROLL CALL

MINUTES OF REGULAR MEETING – January 12, 2022

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
2. Review and Approve Budget Report
3. Sign new bank documents

REPORTS

1. Vacancy and Re-rental Report

DISCUSSION ITEMS

1. Jeff Hoffman to replace Tad Jennings as Facilities Manager
2. Update on Hybrid Executive Director Model:
 - Duties of new E.D. if things are able to move in the direction of a Hybrid CDA
 - Options for expanding affordable housing if the Housing Authority remains a Housing Authority
3. Necessity of every commissioner to be a signer at the bank?
4. Necessity of subscribing to multiple information sources?

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 January 12, 2022, Chair Todd Bierstadt called the meeting to order at 6:17.

Present: Todd Bjerstedt, Matt Fitzgerald, Amy Peterson, Jacob Proue

Absent: Jacqueline Niccum, Nick Carow

Also Present: Peggy Chukel-Interim Director

Tenant Comments: No tenants were present

ACTION ITEMS

4. Approve Minutes of December 08, 2021: M/S/C: MF/AP
5. Review and Approve Payment of Bills and Budget Report: JP/MF
6. Approve One-time Payout of unused vacation for PC: M/S/C AP/JP
7. Review and Approve 2021 Audit: M/S/C: AP/MF

REPORTS

2. Vacancy and Re-rental Report: PC explained that other than BW107, a 2 BR unit in the only E/D building with no decks, all units are being turned & re-rented in a very timely manner. Suggestions for attracting more applicants for the 2 BR waiting lists are welcome.

DISCUSSION ITEMS

5. Partial vacation pay-out for I.E.D.: PC stated that since she has not been able to find a satisfactory replacement she has been doing 2 full time jobs (E.D. & O.M.) since April & therefore has been unable to use up any vacation time. In consideration of the extra time she has put in without extra pay, the board approved a one-time pay out of hours in excess of 240 on June 30, 2022.
6. The 2021 Audit came in just before the board meeting. The board was able to review the Audit report, and found it acceptable
7. Revision of Vacancy Report: Chukel noted that there is a lot of information on the Vacancy report that is never reviewed. The board agreed to removal of the unnecessary data.

OTHER:

Introduction of new board member: Jacob Proue replaces Nick Carow

Jason Stroud will replace Amy Peterson effective 02/09/22

MEMO

TO: River Falls Housing Authority Board of Commissioners
FROM: Peggy Chukel, Interim Director
RE: December Board of Commissioners Meeting
DATE: February 09, 2022

ACTION ITEMS

1. Review and Approve Payment of Bills Attachment 1)
2. Review and Approve Budget Report (Attachment 2)
3. Signing of new Bank documents due to change of commissioners (Attachment 3)

REPORTS

1. Vacancy and Re-rental Report (Attachment 4):
 - We currently have no vacancies other than BW107.
 - We have not received any Vacate Notices for February (at this time).
 - We recently received 6 applications for the 2 BR waiting lists. It seems our marketing is working.

DISCUSSION ITEMS

1. Requirements for Jeff Hoffman to replace Tad Jennings as Facilities Manager. As E.D. it falls under my authority to make decisions on hiring staff. But as I am only “interim:” I try to keep you in the loop more.
 - a. Jeff has been with the Housing Authority since June 2002 (almost 20 years)
 - b. He is extremely precise, detail oriented & maintains excellent records. He has an exemplary performance history, and a work ethic & performance standards.
 - c. He already knows what Tad knows bringing that “continuity” and ease of transition, plus, due to his many years of working with multiple contractors, he also knows better who does what well.
 - d. He would take over all the maintain contracts: going out for bids, tracking when each contract expires, racking quality & timeliness, etc.
 - e. I have already made him much more aware of & accountable for the department budget, & he tracks it very carefully & asks why when numbers seem high. His input for this coming years budgets will be very helpful.
2. Board’s thoughts on duties of new E.D. if things are able to move in the direction of a Hybrid CDA &/or options for expanding affordable housing if the Housing Authority remains a Housing Authority
3. Is it necessary for every commissioner to be a signer at the bank? It would be less paperwork (less often) if Chair, Treasurer & only 1 other board member were listed.
4. Is it necessary to subscribe to so many information sources? Todd has been kind enough to handle filtering through my multitude of notices the past few months. Are there any that seem a complete waste of time (experts’ exchange), are any redundant (PHADA & NAHRO)? While maintaining a membership is important, maybe we can unsubscribe from weekly updates, & just see what’s new, when WE are ready to see what’s new.

Check Registers will be provided at the meeting

HOUSING AUTHORITY BUDGET REPORT FOR Jan 2022 Board Meeting					
Year Ending June 2022					
January		7		Months at: 58%	
	HUD/RVM	E/B	OAKPK	4PLX	WMP
					8.33%
Income					
Budget	594,497	480,366	155,209	34,622	236,252
To Date	255,265	270,141	86,948		18,846
Percent	42.94%	56.24%	56.02%	60.41%	7.98%
Admin					
Budget	182,058	161,829	55,010	10,348	41,670
To Date	68,767	102,123	31,293	6,186	3,063
Percent	37.77%	63.11%	56.89%	59.78%	7.35%
Maint					
Budget	194,084	108,261	36,300	4,614	64,044
To Date	114,302	53,719	18,076	2,722	2,850
Percent	58.89%	49.62%	49.80%	59.00%	4.45%
Ins/Taxes					
Budget	44,150	47,510	14,575	2,390	17,296
To Date	26,006	24,830	7,092	1,012	724
Percent	58.90%	52.26%	48.66%	42.35%	4.19%
Utilities					
Budget	105,600	87,850	20,200	9,425	27,420
To Date	50,557	42,426	8,812	4,104	1,700
Percent	47.88%	48.29%	43.62%	43.55%	6.20%
Mortgage & Fees					
Budget		-	2,546	4,868	172,750
To Date		-	1,485	2,840	11,895
Percent			58.33%	58.33%	6.89%
Trx to Reserves					
Budget		61,285	24,924	1,915	9,075
To Date		35,750	14,539	1,117	756
Percent		58.33%	58.33%	58.33%	8.33%
Net	(4,367)	11,293	5,651	2,933	(2,142)
Investments					
Operating	91,160	97,265	12,821	4,524	42,909
Reserve		319,990	78,568	28,987	105,839
Other	7,257	31,089	9,547	1,461	52,741
Sec Dep	25,773	27,004	8,624	2,085	8,100
CFP 2021	122,609				
Mgmt Fund	386,865				

Notes: HUD Income: I have not drawn down any CFP because HUD just recently got their records switched over to the new bank account

Need to inc HUD & 4P SD accts by a few hundred to cover actual SD on record

Signature forms will be provided at the board meeting

Vacancy and Re-Rental Activity Report January 2022						
STATUS	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	Turn Around	COMMENTS
JELINSKI	R105	1E	08/31/21	01/01/22	4 mo	Full Refurb
RAY	R202	1E	10/31/21	02/01/22	3 mo	Apcnt Bkd out
SCHMIDT	E211	E1	11/15/21	03/01/22	3 mo	Full Refurb
STRUSZ	E214	1E	11/30/21	01/01/22	1 mo	
JACOBSON	O206	1E	11/30/21	01/01/22	1 mo	
BZDON	R113	1E	12/31/21	02/01/22	1 mo	
CRAVER	K437	F3	12/31/21	02/01/22	1 mo	
VACANT	B107	E1	12/31/21	03/01/22	No Aplcnts	2 Rcmt Apps
CURRENT WAITING LISTS						
Proj	1 BR	2 BR	3 BR	4 BR	Total	
RTH	10	30	28	1	69	
RVM	29				29	
EW	51	12			63	
BW	43	6			49	
OP	44	9			53	
WMP	81				81	
VCHR	3	5	3	1	12	
WT	15				15	
SCM	16				16	

Waiting List numbers will be updated quarterly