

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
FLINT HILLS PLACE 1337 COMPUTER LAB
Manhattan, KS 66502
October 19, 2005
5:30 p.m.**

Members Present:

Ida Jane Leupold
Randy Stitt
Carol Gould
Katherine Burgess

Members Absent:

Gary Olds
Bruce Snead

City Commission Liaison:

Bruce Snead

Staff Present:

JoAnn Sutton, PHM, Executive Director
Mandy Thomas, Asst. Executive Director
Pamela Schreiber, Administrative Assistant
Michael Wilhoite, Facilities Supervisor

I. CALL TO ORDER

Ida Jane called the meeting to order at 5:45 p.m.

II. OPEN FORUM

- a. Adjournment Time-7:30 p.m.: The Board of Commissioners agreed upon an Adjournment time of 7:30 p.m.
- b. Randy thanked the Manhattan Housing Authority Staff for the tour and all of the wonderful information.

III. COMMISSIONER COMMENTS

Ida commented on attending the National NAHRO Conference in Chicago October 9-11. One of the things they are trying to pass is certification for Commissioners. They would provide training most likely at the Universities that have studied the certification process. Rutgers University in New Jersey is a leading University. Ida's trip was funded by Southwest NAHRO.

JoAnn presented a plaque to Ida Jane Leupold from Southwest NAHRO for appreciation as serving as the Chair of the Southwest Commissioners Committee.

IV. MINUTES

It was moved and seconded to approve the September 21, 2005 meeting minutes as presented. Motion carried 4-0.

V. EXECUTIVE DIRECTOR REPORT

JoAnn informed the board of the following:

- a. The Housing Authority hired two part-time custodians instead of one full-time custodian. David Laster will be working in the mornings, and Julius Beall will work the afternoon shift. Darren Keith is the work study student from K-State who is also working in the Maintenance Department.
- b. We heard from the ROSS grant committee. There were a couple of small things that the Housing Authority needed to submit. Everything was submitted and results should be coming shortly.
- c. JoAnn contact HUD about the FEMAP appeal. They have granted the appeal, and have told us that we will be graded as a high performing agency.
- d. The NAHRO Conference Agenda was updated, and if any commissioners are planning to attend, they can contact JoAnn, Mandy, or Pam by November 1, 2005.
- e. HUD Resident Survey's will be going out to Public Housing Residents anytime now. They are sent out randomly, and remain anonymous unless a resident wishes to sign their name.
- f. There has been discussion between the Housing Authority, Manhattan Area Housing Partnership, and the Developer, Jim Moore about the possibility of a ground breaking ceremony for the Gardens at Flint Hills. Closing is scheduled for October 28, 2005. The day before that those agencies will also meet to discuss more details about the budget, management agreement, etc. Actual construction will start approximately four weeks after the closing.
- g. The cell towers that will be on top of Apartment Towers are coming along. At this point the only hold up for T-Mobile to begin construction is the agreement upon colors. There will be some small inconveniences for a couple of days during construction, but the Housing Authority will be sure that residents are accommodated, and not too inconvenienced. The Housing Authority must also sign an agreement with the City that in the case the equipment was abandoned, the City would dispose of the equipment.
- h. The Housing Authority met with the City and agreed upon a land transfer date of January 1, 2006. HUD has agreed to transfer all land except the 2.5 acres that were donated to the development from the City.

VI. OLD BUSINESS

- a. Update on the Gardens at Flint Hills: HUD has approved the Disposition Application for the land at Flint Hills. HUD will sign the declaration of trust and send it to the city, then the city will sign, and everything should be ready to go. As stated previously, the three entities involved, will get together to discuss the budget, property management agreement, and other minor tasks on October 27, 2005.

VII. NEW BUSINESS

- a. 2006 Fair Market Rents: JoAnn explained the process of setting new rent rates and the percentages that each rate was increased. Efficiencies were increased by 2%, One bedroom by 5%, Two bedrooms by 10%, Three bedrooms by 5%, and Four bedrooms by 2%. Kathy

moved to approve Resolution No. 101905-A, adopting the Revised Fair Market Rents and Payment Standards for the Section 8 Housing Choice Voucher Program, effective October 20, 2005. Carol seconded. Motion carried by roll call vote 4-0.

- b. 2004 Independent Audit Report: Carol moved to approve Resolution No. 101905-B, accepting the 2004 Independent Audit report as prepared by Varney and Associates. Kathy seconded. JoAnn explained the main difference from this year's report was that the Housing Authority was required to follow GASB 24, which stated that the Housing Authority must submit a Management Discussion and Analysis (MD&A). The report is compiled by Management, and there were no findings or concerns by the auditors. The report was accepted by REAC, and we have already received our score. The reason for the decline in the score was that the Housing Authority used more funds out of their reserves than the previous year, 2003. Based on the projected numbers for 2005, the score should return back up a couple of points due to expending fewer funds, and also receiving more funds during the 2005 year. There will probably still be funds taken out this year, but it will be an ongoing goal to take no money out of reserves. Kathy questioned our negative number on the cash flows sheet. JoAnn explained the number represented was actually the amount of cash taken out of reserves. Also, the cash spent this year will be much less than 2004. Motion carried by roll call vote 4-0.
- c. Write-off of Uncollectible Accounts: Kathy moved to approve Resolution No. 101905-C to write off \$8,193.65 in uncollectible accounts as a bookkeeping measure to decrease the amount of accounts receivable recorded at fiscal year end and reflect on our Public Housing Management Assessment (PHAS) score. Carol seconded. JoAnn explained there is approximately \$15,000 in Uncollectible Accounts, and the budget was established to write off \$5,000. After reviewing the accounts, it was found in the best interest that the write-off was moved up to \$8,193.65. The Housing Authority is working to get their liabilities down, and by getting our accounts receivable down and using it as an expense, this will help. Motion carried by roll call vote 4-0.
- d. Cell Tower Leases: There was a missing memo, and JoAnn explained that in order to sign the contract with the city, there needed to be a language change in the December, 15, 2004 minutes to include the Executive Director the power to negotiate and also execute the contracts. Randy moved to Amend Item VII (d), in the December 15, 2004 minutes to state, "The Board authorizes the Executive Director to execute the contracts with Westlink Communications and VoiceStream of Kansas City for the installation of cellular equipment at Apartment Towers." Motion carried by roll call vote 3-1.
- e. 2006 Agency Plan: Randy moved to Approve Resolution No. 101905-D, adopting the 2006 Agency and Five Year Plan. Kathy seconded. JoAnn clarified that the major updates were the financials and demographic reports. There was an area in the plan that talked about assisting individuals who will be displaced locally by fire, flood, economic development, etc. This will be a future Board item. Kathy asked where the "wish list" was located for the updates on the properties. JoAnn stated it was not included with the Annual Plan, this is only required for the Five Year Plans. Motion carried by roll call vote 4-0.
- f. Property Management Agreement: Randy moved to approve Resolution No. 101905-E, authorizing the Executive Director to enter into a Property Management Agreement upon the conclusion and consensus of all parties regarding the terms and conditions of the

agreement. Carol seconded. Chris Bailey, representative from the Manhattan Area Housing Partnership explained the purpose of the Property Management Agreement, and reasons why the Manhattan Housing Authority is so vital to the role of the development. Chris has expressed the person hired to manage these units will get proper training, and the Manhattan Area Housing Partnership will be available to help whenever questions arise. There was further discussion, and drafts of the agreement were presented, as well as a letter from Manhattan Housing Authority legal counsel, Henry Otto. Motion was carried by roll call vote 4-0.

- g. Schedule Executive Director Annual Performance Evaluation: It was agreed upon by the Commissioners that there will be a short executive session at the November meeting to assign a rating to JoAnn's evaluation. It was the consensus of the Board that the same evaluation from her six month review could be used for this year, and they request that JoAnn starts preparing a format that she will want for her evaluation in the upcoming year.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 7:35 p.m.

Respectfully Submitted,

Ida Jane Leupold, Vice Chair

G:/Bd Commisisoners/Minutes/2005/101905/Regular Meeting