

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS  
REGULAR MEETING  
APARTMENT TOWERS COMMUNITY ROOM  
Manhattan, KS 66502  
February 15, 2006  
5:30 p.m.**

**Members Present:**

Ida Jane Leupold  
Bruce Snead  
Andy Carson  
Phil Anderson  
Carol Gould

**Members Absent:**

Randy Stitt  
Gary Olds

**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  
Matt Bobian, Contract Officer

**I. CALL TO ORDER**

Bruce called the meeting to order at 5:40 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.

**III. COMMISSIONER COMMENTS**

There were no Commissioner Comments at this time.

**IV. MINUTES**

It was moved and seconded to approve the January 11, 2006 meeting minutes subsequent to the correction of two grammatical errors. Motion carried 5-0.

**V. EXECUTIVE DIRECTOR REPORT**

JoAnn informed the board of the following:

- a. The disposition application for the units at Flint Hills place was submitted to HUD, and we are currently waiting for approval.
- b. HUD contacted JoAnn to ask if the Housing Authority could provide training to the Riley County Housing Authority regarding reporting requirements for HUD. JoAnn indicated that MHA will be happy to assist them.
- c. At Carlson Plaza tonight, 7<sup>th</sup> graders from the Middle School were coming to pass out Valentine's to the residents.
- d. JoAnn informed the Board that REAC (Real Estate Assessment Center) inspections will be conducted at all units in March. The results of these inspections will be reflected on our grade card (Public Housing Assessment System).
- e. JoAnn reminded everyone that next month is the Annual Televised meeting that will be held at City Hall. During this meeting the Housing Authority will present all of the recognitions throughout the year.

Phil asked if the number of applicants on the waiting list was typical. JoAnn stated that the Public Housing numbers were quite a bit lower than normal due to a purge of the waiting list late last year and also due to the number of turnovers in units. The Section 8 waiting list was close to the average.

Carol encouraged JoAnn to meet the new Executive Director of Junction City and also asked about how the Manhattan Housing Authority is working with Fort Riley in offering our housing services. It was also suggested that we work with other Housing Authorities to get and jointly make contact with the appropriate people at Fort Riley. This was determined as an item that should be added to the goals for the Housing Authority in later discussion.

Ida asked about the name badges that staff were wearing at the meeting. JoAnn explained that they were created to help identify staff so that residents would know who they were speaking with. There was also an issue brought up on Pest Control that a resident did not know if the people entering his unit were actually Public Housing Staff.

**VI. OLD BUSINESS**

- a. Updates on The Gardens at Flint Hills Place: JoAnn explained that the Gardens construction is running smoothly and that there have not been any complaints from residents or the construction crew since the chain link fence was installed around the site. Michael and Matt also stated they have spoken with the Superintendent, Robert Durall. After all the foundations are poured, there will be a different superintendent for the building. Pam is doing monthly updates on the website and there are also meetings held monthly for the residents to attend and voice any concerns they may have.

- b. Updates on the Redevelopment of Flint Hills Place: Ida commented that at the Resident Advisory Board Meeting there was concern about removing 30 units from the Public Housing rent rolls, and operating them as tax credit units. Ida stated that she and Michelle Speicher explained the trade-off and what the Manhattan Housing Authority could gain by venturing forth with the project.

JoAnn informed the Board that there was one proposal submitted for the redevelopment of the existing units, and it was submitted by Jim Moore. The selection committee will meet on February 21, 2006 at 2:00 p.m. to evaluate the proposal and develop a recommendation to the Board. There will be a special board meeting on February 27, 2006 at 4:00 p.m. to accept the recommendation from the selection committee. If Jim Moore is selected as the developer, the Manhattan Housing Authority would enter into a development agreement and provide a letter in support of his tax credit submission. The next step would be going in front of the City Commission on March 28, 2006 in order to gain their support for the application.

## **VII. NEW BUSINESS**

- a. Management Assessment Sub-System (MASS) Certification: JoAnn informed the board that this has been a requirement since 1990. The information includes the number of unit turnovers, the amount of time to complete work orders, the inspections that are conducted, and also the safety and security measures. The submission is all based on self-certification, but there must be proper documentation in the event that HUD would ever come to perform an audit. The Manhattan Housing Authority has been designated as a standard performer the past several years, and JoAnn explained the difference between a High-Performing Agency versus the Standard Performing Agency. Carol moved to approve the Resolution No. 021506-A: Adopting the Public Housing Management Assessment Sub-System Certification, and authorizing the Executive Director to electronically submit the Public Housing Assessment System Management Certification to the Department of Housing and Urban Development. Phil seconded. There were no further comments. Role call vote was carried 5-0.
- b. Section Eight Management Assessment Program (SEMAP) Certification: JoAnn explained that this is basically the same concept as the MASS. It is much easier for a Section 8 department to achieve a High-Performing status, and it is expected again this year the Manhattan Housing Authority will receive this status. Carol moved to approve the Resolution No. 021506-B: Adopting the 2005 Section Eight Management Assessment Program (SEMAP) Certification, and authorizing the Executive Director to electronically submit the Section Eight Management Assessment Program (SEMAP) Certification to the Department of Housing and Urban Development and Resolution No. 021506-C: Adopting the Certification of Annual Review of Fair Market Rents, Payment Standards and Area Exception Rents for Fiscal Year Ended 12/31/2005. Phil seconded. There were no further comments. Role call vote was carried 5-0.
- c. Revised Schedule of Charges for Tenant Caused Damages: JoAnn told the Board that there has not been a revision to the charges since 2002. The areas that would be affected were highlighted in the schedule of charges. Phil asked if the work was all completed by staff and Michael informed him that it all was. There was discussion

on the amount of smokers in the units, and if this affected other residents or the amount of repainting that had to be completed after a tenant moved out. JoAnn and Michael explained the process they go through to accommodate both smoking and non-smoking residents. Phil moved to approve the Resolution No. 021506-D: Adopting the Revised Schedule of Charges for Tenant Caused Damages as presented. Andy seconded. There were no further comments. Role call vote was carried 5-0.

- d. Independent Audit Contract: JoAnn explained that Varney & Associates had been utilized in the past, but they had not submitted a bid for the 2005 Audit. Questions were answered on the costs of the two firms, and also on the experience. Phil moved to approve the Resolution No. 021506-E: Authorizing the Executive Director to enter into an Independent Audit contract for Fiscal Year End 12/31/2005 with Niewedde and Wiens of York, NE, at a maximum cost of \$3,975. Andy seconded. There were no further comments. Role call vote was carried 5-0.
- e. Legal Services Contract: JoAnn expressed the appreciation for the services Henry Otto has provided for the Housing Authority and stated that two other local law firms were contacted by phone to inquire on rates. Henry Otto was below the rates of the other two firms, and the Housing Authority is pleased with Henry's services. Phil moved to approve the Resolution No. 021506-F: Authorizign the Executive Director to extend the Legal Services Contract until December 31, 2006 at an hourly rate of \$100.00 with Henry Otto III with the option to renew after one year and adjust the hourly rate based upon inflation for the year of 2007. Ida seconded. There were no further comments. Role call vote was carried 5-0.
- f. Energy Audit and Utility Allowance Study Contract: JoAnn explained to the board that the Energy Audit should be completed every five years, and the last one to be conducted was in 1999. The last Utility Allowance study was completed in 2002, and has been reviewed yearly since that study. JoAnn explained that a list provided by the State NAHRO Chapter was used to contact the potential contractors. Bruce suggested that at the time of the next audit, the Housing Authority look into sources from Kansas, rather than the companies that were contacted in Texas. JoAnn stated that she worked with other Housing Authorities to gather data and submit to the companies in Texas in hopes of getting a price break to save on travel costs. Bruce stated it could just be a suggestion for next time. Ida moved to approve the Resolution No. 021506-G: Authorizing the Executive Director to enter into a contract with Housing Solutions Alliance for the performance of an Energy Audit and Utility Allowance Review for the Section 8 and Public Housing programs at a cost of \$5,700. Phil seconded. There were no further comments. Role call vote was carried 5-0.
- g. Goal Setting: JoAnn gave a brief synopsis of the events that took place at the Staff Retreat on February 6, 2006. Staff talked about items that they would like to see from the Board and also the agency for the upcoming year. JoAnn also explained that the staff brainstormed on uses of Special Purpose Funds and that list was attached to the back of Staff Goals. Bruce stated that he did not have intentions to set the goals tonight, but instead review for any comments and make suggestions. Phil and Carol both commented on how helpful it was to move the location of the

Board Meetings, and also the Annual Tour. Carol thought that an appropriate goal under the Housing Authority Goals would be to 1) Increase visibility and communication with Fort Riley in meeting housing needs of the military and 2) Increase interaction and communication with regional Housing Authority's to meet needs and provide services. Bruce suggested that staff add in the suggestions from tonight and send the goals out with the monthly update so that Commissioner's get a reminder that this will be an item at the next meeting, and the two absent Commissioner's may have the opportunity to provide input and response.

**VIII. ADJOURNMENT**

It was moved and seconded to adjourn the meeting at 7:00 p.m.

Respectfully Submitted,

Bruce Snead, Board Chair

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