

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
April 19, 2006
5:30 p.m.**

Members Present:

Ida Jane Leupold
Phil Anderson
Bruce Snead
Randy Stitt
Gary Olds

Members Absent:

Carol Gould
Andy Carson

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
Michelle Speicher, Resident Services Coordinator
Brian Fronce, Maintenance Worker II

I. CALL TO ORDER

Bruce called the meeting to order at 5:35 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. Marcella Maly inquired about having a crosswalk added in the middle of the block on the north side of Carlson Plaza on Pierre Street to accommodate those who park in the public parking lot. Bruce advised that it would be best for Ms. Maly to submit her request to the City of Manhattan's Public Works Department, and that there would have to be strong justification for putting a crosswalk in the middle of the block. Gary asked if there would be significant changes to the intersection with the 3rd Street Redevelopment Project. Bruce stated there would be some changes, but nothing significant. Bruce believed the request would have to be evaluated by the City and he provided Marcella with a phone number for Jeff Hancock, Director of Public Works.
- c. Housing Authority Recognitions: JoAnn Sutton presented Brian Fronce, Maintenance Worker II, with a five (5) year service award.

III. MINUTES

It was moved and seconded to approve the March 15, 2006 meeting minutes. Motion carried 5-0.

IV. EXECUTIVE DIRECTOR REPORT

JoAnn informed the board of the following:

- a. The Special Alcohol Funds Grant will be submitted to the City of Manhattan by Friday, April 21, 2006. At this time the Housing Authority is requesting \$6,000; the activities and programs that are funded from this grant include: Red Ribbon Week Activities, Resident Holiday Social, and Welcome Baskets that include cleaning items and drug and alcohol prevention information. This year the Housing Authority is proposing to provide more direct services, planning to use the funds to provide a day camp for the youth of high risk families, and also to provide referral services to assist those individuals that need treatment or counseling in order to help them retain their housing.
- b. The Manhattan Housing Authority received the Public Housing Assessment Score (PHAS). JoAnn explained there was an error with submitting the implementation plan for the Residents Assessment Sub-System, which caused the Housing Authority to lose two (2) points. If those two (2) points would not have been lost, the score would have been an eighty-nine (89), which is only one (1) point below a High Performing Status. JoAnn is confident that we are on the right track to reach High Performing Status next year. Randy asked about the Financial Section of the score, and how the Housing Authority could increase their score. JoAnn explained that the first step is to increase the Reserves, which we hope to do with the new sources of revenue, such as the management fees from the Gardens at Flint Hills Place. Gary asked if we will still submit a PHAS report if we dispose of units and become classified as a Small Housing Authority. JoAnn informed the Board that the PHAS assessment would not go away, but rather than submitting every year, the Housing Authority would only be required to submit every other year. Phil asked how the resident score is determined. JoAnn explained that residents are randomly sent a survey by the Department of Housing and Urban Development that asks them to rate their satisfaction with the overall service of the Housing Authority. The points that were lost in the resident score were because of the implementation plan that was not scored; it was not down due to less satisfaction of residents.
- c. The Section 8 Management Assessment Program (SEMAP) was submitted, and has been rejected. JoAnn is working with them, and received notice today that the original submission was correct, and it has been resubmitted.
- d. T-Mobile is currently painting the screens for the roof of Apartment Towers, and as soon as they are installed they will be completed with the work on the roof. There was also a faulty meter installed, and it was discovered after T-Mobile was billed for the energy usage. Today the meter was replaced, and JoAnn is working with them to get a correct usage amount for the over-billed utilities. JoAnn has sent a certified letter to Westlink letting them know that the Housing Authority has still not received the payment that was due on January 1, 2006. Westlink has not done any work on the roof, but is still obligated to pay the funds that were due.

- e. April is Fair Housing Month. Gary asked if the Housing Authority made any effort to notify Section 8 Landlords of the Fair Housing Month. JoAnn said that it was something that could be done next year.
- f. There was a scholarship solicitation to all Executive Director's and Commissioners that are interested in helping fund the Sam McKay scholarship through Southwest NAHRO. Sam McKay was a very active Commissioner in the Southwest Region.
- g. JoAnn attended Tax Credit training in Topeka on April 18, 2006. It went very well, and JoAnn is confident that the Housing Authority will be prepared to manage the Tax Credit units upon completion.
- h. JoAnn encouraged everyone to drive by the construction site, and look at the progress. Gary asked if the units all had their own doors. JoAnn explained that they all had their own entry way. JoAnn also encouraged all Board Members to attend the next site inspection that will be held Wednesday, May 3, 2006 at 2:00 p.m.
- i. The banking procurements were sent out during April. The proposals will be brought to the Board at the May meeting for recommendation.

V. COMMISSIONER COMMENTS

Gary asked about the new reports that were given to the Board that demonstrated the amount of Administrative Funds spent in Section 8 and also the HAP Funds that have been spent so far during the year. JoAnn explained that the negative numbers in the Administrative report were concerning, but the Housing Authority is hoping to receive some alternative grant monies from other sources. The money for the Administrative fees is automatically allocated to the Housing Authority, and the Housing Authority is responsible for finding a way to keep the Administrative Expenses under the amount that is allotted to the Housing Authority each month.

Gary also asked if there was a conflict of interest for his tenants to receive TBRA funds. JoAnn stated that it was an issue she would have to check into, and let Gary know a definite answer at a later date.

Gary inquired about the rental registration goal that was added to the Commissioner goals at the March meeting. Bruce explained that the goal was to explore the possibility of a rental registry program that would list the number of rental properties and landlords in the City of Manhattan to help assist the Section 8 Department reach out to obtain new landlords and properties.

Ida reminded everyone of the NAHRO Conference that is being held May 8-12, 2006 in Wichita. JoAnn stated that the registration forms are due by April 21, and if Commissioners are interested in attending, to let the office know.

VI. OLD BUSINESS

- a. By-Laws Revision: Bruce explained that the by-laws were reviewed at the March 15, 2006 meeting, and the changes were minor grammatical revisions. Randy asked about the process of the City appointing Commissioners to the Board. JoAnn explained that is protocol in every city because the Housing Authority falls under the Municipal Housing Law. Randy

moved to approve the revised by-laws as presented in order to ensure accuracy and clarity in this official document of the Manhattan Housing Authority. Phil seconded. There were no further comments. Motion was carried by roll call vote 5-0.

Board Appointment-Conflict of Interest Wavier Request: Bruce provided details on the letter that was sent to HUD requesting to a Conflict of Interest Waiver as a result of Phil owning properties that were under the Section 8 Program. HUD felt that there was a large enough group of people in Manhattan, that the City could appoint a member to the Board that did not have such a conflict. It was suggested that Phil could make his own decision in either disposing of his Section 8 rental properties or submitting a formal resignation. Phil gave his regrets about no longer being able to serve as a Commissioner, and members and staff also let Phil know what a great job he has done on the Board during his term.

VII. NEW BUSINESS

- a. Fraternization Policy: JoAnn explained that there have been situations where relationships have formed between staff members and/or between staff and residents. The intention is not to interfere with the personal lives of employees, but to ensure the Housing Authority will attempt to resolve the matter and that it does not become a conflict in the workplace. Bruce pointed out two grammatical errors in the policy, and the errors were noted for correction. Randy asked if there were any insurance issues with the liability of the policy. JoAnn stated that it was not an issue with the insurance company. Randy moved to approve the Resolution No. 041906-A: Adopting the Fraternalization Policy as presented. Phil seconded. There were no further comments. Role call vote was carried 5-0.
- b. Pet Policy Revision: JoAnn explained that pets have been allowed in all of the units with certain restrictions since the Quality Housing and Work Responsibility Act of 1998 that was implemented in 2000. There have been certain situations where a waiver could have been used to allow a pet to remain in a unit, but the policy did not give Management the ability to make exceptions. Instances where a wavier could have been used were when a pet was two (2) pounds over the weight limit, or when it was detrimental to the dog's life to have the dog neutered, and the dog was not even produce offspring. Gary suggested the procedure clarify what the fee is for under Number three (3). There were questions from the audience on the amount of time that a pet can be left before Manhattan Housing Authority would take control of the pet. JoAnn explained that if a resident is leaving town for an extended period of time, they must provide the name of the persons taking care of the pet. Phil asked what percentage of residents owned pets. JoAnn said she did not know the exact percentage, but stated that Apartment Towers and Carlson have the most pets, and the family sites do not really have that many. Gary moved to approve the Resolution No. 041906-B: Adopting the amended Pet Policy as presented. Phil seconded. There were no further comments. Role call vote was carried 5-0.
- c. Disposal of Obsolete Property: JoAnn explained that this is a routine procedure the Housing Authority must follow in order to dispose of non-working or obsolete equipment; JoAnn further explained that all working parts on the equipment were removed before disposal. Gary asked if the freon was removed from the refrigerators before they were taken to the Riley County transfer station. Michael

said that there were two (2) Maintenance Staff that were certified to remove the Freon, but the Housing Authority generally paid the \$10 fee at the transfer station. Gary moved to approve the Resolution No. 041906-C: Authorizing disposal of obsolete property and removing it from inventory. Ida seconded. There were no further comments. Role call vote was carried 5-0.

- d. Revised Rent Collection Policy: JoAnn informed the Board that the policy is being revised to reflect the current practice. The Housing Authority is using the State Set-Off Program that withholds monies owed to the Housing Authority before sending it to the debtor if they receive lottery winnings or an income tax refund. In 2006, the Housing Authority has collected about one third of the past due accounts. JoAnn also explained the procedure for notification and collection of Returned Checks. Gary asked how the \$15 late fee was determined. JoAnn explained that it has slowly been increased since she began with the Housing Authority in 1987. Gary was interested in finding the difference between utilizing a percentage-based late fee versus the current flat late fee charges. JoAnn said that it was something that could be calculated, and we could bring it to the next meeting. Gary moved to approve Resolution No. 041906-D, adopting the Revised Rent Collection Policy. Phil seconded. There were no further comments. Role call vote was carried 5-0.
- e. Contract Award for Architect & Engineering Services-Apartment Towers, Baehr Place and Carlson Plaza Site Improvements (2005 and 2006 Capital Fund Programs): Michael Wilhoite provided information on the proposal process, and stated that there were not very many proposals submitted due to the large construction that is currently taking place in Manhattan. Gary asked how many units were going to be part of the utility cost study. Michael stated that two units will be studied at both Hudson and Baehr. Michael stated that A&E will show the payout for options using gas versus electric. Gary inquired about the sites that pay their own electricity, and JoAnn stated that Apartment Towers and Carlson Plaza were the only sites that electricity was paid for by Manhattan Housing Authority. Gary moved to authorize the Executive Director to execute a contract for Architect and Engineering Services with Anderson Knight Architects for improvements at Baehr Place and Carlson Plaza in the amount of \$13,800. Phil seconded. There were no further comments. Role call vote was carried 4-1, with one abstention.
- f. Assignment of Asset Management Project Numbers: JoAnn explained that this is part of the process to move towards Project Based Accounting. The goal is to make the least amount of cost centers as possible by grouping together the properties, considering a variety of factors as outlined in the Board memo. JoAnn said that the numbers are due to HUD by Friday, April 21, 2006 and Project Based Implementation will be in October of 2006. The AMP numbers do not require Board approval, but JoAnn wanted to make the Board aware of the new change prior to implementation in the system. Flint Hills Place will remain its own cost center, in the event that it is redeveloped according to the proposed plan. Apartment Towers and Carlson Plaza will be another cost center, and the family sites consisting of Pottawatomie Court, Hudson Circle, and Baehr Place will be the last cost center. Gary suggested that Flint Hills be #3, in the event that we dispose of it, so we then have cost centers #1 and #2.

- g. Public Hearing-Agency Plan Revision and Disposition of Flint Hills Place: JoAnn explained the public hearing process, and the need to revise the agency plan. It was discovered that all sixty units had to be disposed of to the Non-Profit entity, Manhattan Area Housing Partnership (MAHP). Thirty of the units will still remain Public Housing, even though they will not be property of Manhattan Housing Authority for another fifteen (15) years. There were questions from the audience on the method that will be used to help move tenants when the rehabilitation process begins. JoAnn explained that the ultimate goal is to rehabilitate as tenants vacate the units, but the first initial building will be the most complicated. JoAnn ensured the Board and the audience that tenants would not lose their housing, and if they did need to relocate for a small period of time, all of the costs would be covered by the development budget. Gary inquired about the time frame and when the rehabilitation would physically begin. JoAnn explained that the application for disposition is currently at the HUD Special Applications Center. In the event that the disposition application is approved, the state can fund the project in the first round, which is announced in May. If it is not funded in May, the next round of funding would begin in September. Ida asked who would be responsible for any utility bills if a tenant had to be temporarily relocated. JoAnn explained that there will not be any financial burdens on the tenants, and the goal is to have the least amount of inconvenience to the tenants as possible. Sandra Spickelmier stated a concern regarding the disposal of thirty units from the Public Housing rent roles, but it was again explained that the very low income in the community will still be served. Ida asked if there was a chance of getting more Section 8 Vouchers in the area with all of the recent growth. JoAnn stated that she did not think it would be considered at this point in time, but we would have to have proof and evidence that the vouchers could in fact be used. Gary suggested that the Kansas NAHRO could submit a request to HUD to investigate the need of Section 8 Vouchers. Ida asked if the Flint Hills current flat rents were comparable to the tax credit rents. JoAnn said that at the time, they are much less, but they are currently under review. Gary moved to approve Resolution No. 041906-E, adopting the Revised 2006 Agency Plan, including any comments received during the Public Hearing. Ida seconded. There were no further comments. Roll call vote was carried 5-0.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 8:00 p.m.

Respectfully Submitted,

Bruce Snead, Board Chair

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