

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
May 23, 2007
5:30 p.m.**

Members Present: Randy Stitt
Ida Jane Leupold
Bruce Snead
Gary Olds
Eileen Meyer

Members Absent: Torry Dickinson
Carol Gould

City Commission Liaison: Bruce Snead

Staff Present: JoAnn Sutton, PHM, Executive Director
Mandy Thomas, Assistant Executive Director
Patrick O'Neil, Special Projects Manager

- I. CALL TO ORDER
Randy called the meeting to order at 5:27 p.m.
- II. OPEN FORUM
 - a. New Comments or Concerns: There were no New Comments or Concerns
 - b. Adjournment Time-7:30 p.m.: Adjournment time was set for 7:30 p.m.
 - c. 20 Year Service Award: Randy presented JoAnn Sutton, Executive Director, with a 20 Year Service Award.
- III. MINUTES
Patrick O'Neil gave a brief explanation of concerns expressed by Torry Dickinson, Board Member, regarding April minutes to clarify position regarding RCPD involvement with Public Housing communities. Bruce moved and Eileen seconded to approve the April 18, 2007 meeting minutes as presented. Motion carried 5-0.
- IV. EXECUTIVE DIRECTORS REPORT
 - a. JoAnn gave an overview of the Spring NAHRO Conference, which was held May 14th thru 18th in Topeka. Three Commissioners attended sessions. The Housing Authority received an award for Best Annual Report. Ida Jane Leupold also received the award for Commissioner of the Year. Ida was elected as VP of Commissioners, Tabatha Neubert was elected as Secretary, and JoAnn was elected Senior VP. All terms are for 2007-2009 term. Mandy Thomas's term as an officer has expired.

- b. JoAnn, Billye and Tabatha will be attending HUD Advanced Occupancy training in Kansas City on June 19th.
- c. JoAnn presented information regarding a proposal she had received from ONEOK Energy to purchase natural gas for Apartment Towers at a reduced rate. Randy asked if ONEOK was able to provide reduced rates due to bulk purchase and how much savings would be received from the proposal. JoAnn explained that the company would purchase in bulk to provide the reduced rate. The proposal did not have specific number as to how much could be saved, but the current rate for ONEOK is approximately \$1.50 less than Kansas Gas Service per mcf. Bruce asked if there would be any additional costs from Kansas Gas Service which could offset any potential savings. JoAnn explained that no information was presented about an increase in other costs. JoAnn added that a similar proposal had been presented in 1997. However, at the time the usage for Apartment Towers was not enough to qualify for the reduced rate. Randy asked if more information could be provided in writing from the company. JoAnn stated she had told the company representative that a personal presentation to the Board may be needed. Gary asked if qualification requirements had changed since the last proposal. JoAnn stated the usage amount required to qualify had decreased since the last proposal. After more discussion, it was the consensus of the Board that further information would be needed before any further action would be taken.
- d. Housing Authority staff will be participating in the annual March of Dimes fundraiser, Blue Jeans for Babies, June 4-8.
- e. The Family Self-Sufficiency grant application for 2008 funds has been completed and is ready to be submitted. Work will also begin on a ROSS grant application for 2008 funds. JoAnn gave a brief description of eligible activities under the grant. The Housing Authority will also be working in 2007-2008 toward building capacity for a Section 8 Homeownership program, with an anticipated implementation date of 2009. Gary asked if eligible participants for homeownership would be required to purchase within the HA jurisdiction. JoAnn explained that those under a Section 8 Homeownership program would be required to purchase within the jurisdiction. Public Housing residents would not be restricted since they would not be receiving mortgage assistance.
- f. JoAnn updated the Board on new staff hires. Eli Schwindt was hired to fill the Maintenance Worker II position for the summer months. Tina Leonard, who had previously been hired as part time Custodian, has resigned her position. The part time Custodian position will be re-advertised.
- g. Gary asked about the vacancy report. JoAnn explained that many of the vacancies will remain vacant due to redevelopment. The Flint Hills Place units will also be removed from the vacancy report after the disposition is approved by HUD. Gary asked if vacant units could be placed in the Public Housing report sheet of the Executive Director's report. JoAnn stated the information is included under other reports and that some of the

information is repetitive. Gary stated that he felt there should be benchmarks to be used in Executive Director's evaluation and that vacancy/occupancy number is an important measurement for this process. JoAnn stated any information needed by the Board could be tracked and provided at time of evaluation. Ida stated that she believed some of the information provided should not be included due to confidentiality. Gary asked if the Gardens occupancy was tied to evaluation of performance. JoAnn stated that revenue from the management contract is tied to occupancy. Bruce asked what measurement would be most relevant to performance. JoAnn stated that the PHAS report for each year has the vacancy information included in it and is used by some agencies for evaluation. The report could be provided to the Board for evaluation, but would not be scored by HUD at that time. Gary asked about asset management in regards to income targeting. Randy asked if the Housing Authority must still take applicants from the waiting list in order. JoAnn stated if requirements for an income group were met, others could be selected from the waiting list who met other income targets. JoAnn also explained that the flat rent policy will also be reviewed in the future to increase revenue. After more discussion it was the consensus of the Board for JoAnn and staff to consider the most accurate and effective way for measuring occupancy/vacancy and presenting these ideas at next regular meeting. Gary commented on the decrease in average monthly revenue. Mandy informed the Board that the averages will be skewed due to increases in revenue from the Set-Off program in January and February of each year. Randy asked that a copy of the PHAS report be brought to next regular meeting. Ida asked that reason for leaving and unit number be removed from next month's report.

V. COMMISSIONERS COMMENTS

- a. Gary asked if there had been a resolution to the car stereo noise complaint issues at Baehr Place. JoAnn stated that Tabatha had determined which tenant the car in question belonged to and had contacted the tenant. There have been other complaints and police activity at the site. Staff members are currently trying to determine what is occurring to bring police to the site.

VI. OLD BUSINESS

- a. An update on The Gardens was given. There are currently 35 units occupied with 12 applications pending approval. It is anticipated that full occupancy will be achieved by June 30th. The final walk through inspection is scheduled for May 31st. The picnic table, barbeque grill and patio have been completed. There is a library, bench and garden which still need to be completed. Randy asked who would fund these areas. JoAnn stated they would be paid by Gardens funds.
- b. An update on the Flint Hills Place redevelopment was given. The evidentiary binder has been submitted to HUD for approval. Closing may

be July 1st at the earliest. Gary asked about closing process. JoAnn explained that all units will be given over to MAHP for 15 years, at which time all units will be returned to the Housing Authority. Half of units will be Public Housing and half will be LIHTC during the 15 years. The owners are requesting PILOT status from the city. Public Housing units will continue under PILOT. Other units will have to be granted PILOT from the city due to serving low-income residents. A reduced PILOT will also be requested due to risk for higher maintenance costs involved with possible asbestos issues in ceilings. JoAnn stated it will be the owners' request, but that the Housing Authority supports the request. Gary asked about income level served. JoAnn stated that they will serve 50% and 60% AMI. JoAnn gave an update on the relocation plan. It is not certain there are enough funds allocated for relocation. If there is not enough budgeted for relocation, the \$20,000 consulting fee of the Housing Authority would be utilized. Jim Moore asked for last termite inspection for Flint Hills Place. JoAnn informed him there has not been a formal termite inspection conducted. Jim asked if the Housing Authority would be willing to provide the inspection and any remediation. JoAnn said they would not but that she would present the issue to the Board. After discussion by the Board, it was decided that if any issue was revealed during renovation process the Board may be open to discussion of remediation, but that at this time it was not the opinion of the Board that the Housing Authority should provide the inspection or any remediation efforts.

VII. NEW BUSINESS

- a. Policy for Tracking and Reporting Crime and Crime Related Activity- Resolution No. 052307-A: JoAnn gave a brief explanation of the need for a policy regarding tracking and reporting of crime and crime related activity on Housing Authority property. There was brief discussion and consensus of the need for a policy to be adopted. Bruce moved to approve Resolution No. 052307-A, adopting the Policy for Tracking and Reporting Crime and Crime Related Activity. Ida seconded. There were no further comments or discussion. Randy called for a roll call vote. Roll call vote carried 5-0.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 6:45 p.m.

Respectfully Submitted,

Randy Stitt, Board Chair