

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS  
 REGULAR MEETING  
 CARLSON PLAZA COMMUNITY ROOM  
 Manhattan, KS 66502  
 October 20, 2010  
 5:30 p.m.**

**Members Present:** Ida Jane Leupold  
 Randy Stitt  
 Jan Galitzer  
 Phil Anderson  
 Bob Strawn

**Members Absent:** Eileen Meyer  
 Lorenza Lockett

**City Commission Liaison:** Bob Strawn

**Staff Present:** JoAnn Sutton, Executive Director  
 Mandy Thomas, Assistant Executive Director  
 Michael Wilhoite, Facilities Supervisor  
 Patrick O’Neil, Special Projects Manager

- I. **CALL TO ORDER**  
 Ida Jane called the meeting to order at 5:34 p.m.
  
- II. **OPEN FORUM**
  - a. New Comments or Concerns: There were no new comments or concerns.
  - b. Adjournment Time: Adjournment time was set for no later than 7:30 p.m.
  
- III. **MINUTES**  
 Phil asked to amend the minutes to include Loren Pepperd, City Commissioner, as attending the meeting as a non-voting member at the request of Bob Strawn, Board member. Randy moved to approve the minutes of the September 15, 2010 Regular meeting as amended. Jan seconded. Motion carried 5-0.
  
- IV. **EXECUTIVE DIRECTORS REPORT**
  - a. JoAnn reported that notification had been received from the Department of Housing and Urban Development (HUD) that 2010 Operating Subsidy funding levels had been revised to 103%. The Housing Authority will receive an additional \$51,000 in funding. JoAnn stated that she believed the increased funding was allocated to assist housing authorities to meet HUD’s 2011 priority of 100% of utilization of public housing units.
  - b. JoAnn informed the Board that the Housing Authority has purchased updated computer equipment and would begin installing the equipment in the near future, which may lead to some downtime or delay in responding to e-mail.

- c. JoAnn stated that she had been contacted by the Manhattan Emergency Shelter, Inc. (MESI), regarding Housing Quality Standards inspections for MESI assisted units. The Housing Authority will conduct inspections on approximately nine MESI units for a nominal fee, so that the inspections may be submitted to the City of Manhattan's Rental Inspection Program for licensing.
- d. The Kansas NAHRO Fall Conference will be held November 16 – 18, 2010 in Hutchinson, KS, with Commissioner sessions being held on Thursday, November 18<sup>th</sup>. JoAnn encouraged all Commissioners to attend the conference; Phil stated that he would like to attend.
- e. Randy asked about LIHTC training attended by JoAnn and Michelle in September. JoAnn stated that the training included changes in compliance requirements and was also an opportunity for networking with other LIHTC professionals from across the state. Networking with other LIHTC property owners and managers revealed that many require two and one-half times the monthly income to rent ratio for eligibility; this is a practice that is being considered locally in order to better ensure applicants can afford the rent in the LIHTC units.
- f. Ida Jane stated that she was supportive of the "Bridges Out of Poverty" and "Getting Ahead in a Just Gettin' By World" trainings and would like to see the programs brought to the Housing Authority's residents and participants.
- g. Randy asked about damage to Pottawatomie Court roofs. Michael stated that he was currently working with the insurance adjuster to determine the cost of repairs. The roofs were scheduled for replacement within the next five years, so bids will be taken for total replacement as well as for replacement of only the areas damaged by storms, so that the Housing Authority can choose total or partial replacement, depending on available funds.
- h. Randy inquired about the vacancy rate in Public Housing units. JoAnn stated that the vacancy rate is high, which is due to several factors. There have been a high number of abandoned units over the course of the year, and unit turnover is also slower than in the past due to fewer maintenance employees.

**V. COMMISSIONER'S COMMENTS**

No Commissioner Comments

**VI. OLD BUSINESS**

No Old Business

**VII. NEW BUSINESS**

- a. Annual Plan Public Hearing: JoAnn explained that as a qualified housing authority, HUD is not requiring the Housing Authority to submit a new Annual Plan for 2011; however, the Housing Authority must hold a public hearing for comments on the Housing Authority's planned activities for 2011. Ida Jane announced the Public Hearing open at 6:10 p.m. There were no comments from the public. Bob asked how Annual Plan goals were reported. JoAnn responded that HUD had no specific reporting requirements for Annual Plans. Ida Jane closed the Public Hearing at 6:19 p.m.

- b. Revised Public Housing, Section 8 and LIHTC Utility Allowances – Resolution Nos. 102010-A, 102010-B & 102010-C: JoAnn explained that federal regulations require the Housing Authority to review utility costs annually and to make adjustments to the Utility Allowances if rates have increased or decreased by at least 10%. The Housing Authority contracted with the Nelrod Company of Ft. Worth, TX, to complete a utility review, which indicated a need to revise Utility Allowances. The Housing Authority must notify residents and participants of the changes and provide a 30 day comment period. Rent calculations will be done for all households on program to include the revised utility allowances; residents and participants will be provided 30 days notice before rent changes become effective. Randy asked what the impact of changes would be on residents and participants. JoAnn responded that lower Utility Allowances for public housing units, as proposed, will result in residents who receive a utility allowance paying increased rent amounts. Section 8 participants may pay more or less in rent, depending on the type of utilities they are responsible for. Bob moved to approve Resolution Nos. 102010-A, 102010-B & 102010-C, adopting the Revised Public Housing, Section 8 & LIHTC Utility Allowances. Jan seconded. JoAnn added that the revised Utility Allowances for LIHTC units will not affect residents rent, as these residents do not receive a utility allowance. Ida Jane asked if there were any further comments or discussion. There was no further discussion. Ida Jane called for a roll call vote. Roll call vote carried 5-0.
- c. Revised Ceiling Rents – Resolution No. 102010-D: JoAnn explained that Ceiling Rents must be equal to the Flat Rent for each bedroom size plus the utility allowance for that bedroom size, so that when the utility allowance is deducted, the net Ceiling Rent is equal to the Flat Rent. Therefore, Ceiling Rents must be adjusted to reflect revised utility allowances. Randy moved to approve Resolution No. 102010-D, adopting the Revised Ceiling Rents. Phil seconded. Ida Jane asked if there were any further comments or discussion. There was no further discussion. Ida Jane called for a roll call vote. Roll call vote carried 5-0.
- d. 2011 Section 8 Fair Market Rents and Payment Standards – Resolution No. 102010-E: JoAnn explained that HUD publishes new Fair Market Rents (FMR's) annually. Housing authorities are allowed to set Section 8 Payment Standards between 90% and 110% of the FMR. The Housing Authority has set the Payment Standard at 110% of the FMR to maximize voucher holders ability to lease up. Jan moved to approve Resolution No. 102010-E, adopting the 2011 Section 8 Fair Market Rents and Payment Standards. Phil seconded. Ida Jane asked if there were any further comments or discussion. There was no further discussion. Ida Jane called for a roll call vote. Roll call vote carried 5-0.
- e. 2011 Section 8 Fair Market Rents and Payment Standards for Mobile Home Space Rental – Resolution No. 102010-F: JoAnn explained that the Housing Authority must also adopt a FMR and Payment Standard for mobile home space rental. By regulation, this is set at 40% of the FMR for a two bedroom unit in the housing authority's jurisdiction. Phil moved to approve Resolution No. 102010-F, adopting the 2011 Section 8 Fair Market Rent and Payment Standards for Mobile Home Space Rental. Jan seconded. Ida Jane asked if there were any further comments or

discussion. There was no further discussion. Ida Jane called for a roll call vote. Roll call vote carried 5-0.

- f. Employee Computer Lease Purchase Option – Resolution No. 102010-G: JoAnn explained that the Housing Authority is proposing that employees have the opportunity to purchase computer equipment which will become obsolete for the Housing Authority when recently purchased updated equipment is installed. Employees will be able to purchase one computer, monitor, mouse and keyboard for \$200, although some equipment may be priced higher or lower due to differences in age and quality of the equipment. There will be no software provided with the computers, and the hard drives will be re-formatted to ensure that no software or data remain in the hard drives. This program has been implemented in the past and was successful, benefiting the employee and providing them additional opportunity to become more proficient in their positions. Under the proposed program, employees will be able to pay for the computer equipment through payroll deduction. Randy suggested that proceeds from the sale of the equipment should be used to benefit staff. Jan moved to approve Resolution No. 102010-G, adopting the Employee Computer Lease Option. Bob seconded. Ida Jane asked if there were any further comments or discussion. There was no further discussion. Ida Jane called for a roll call vote. Roll call vote carried 5-0.
- g. Reschedule November Regular Meeting: JoAnn explained that the November Regular Board meeting needed to be rescheduled due to a conflict with the Kansas NAHRO Fall Conference. The Board reached a consensus to reschedule the meeting from November 17, 2010 to November 15, 2010, at 5:30 p.m. in the Apartment Towers Community Room.

### **VIII. ADJOURNMENT**

It was moved and seconded to adjourn the meeting at 6:55 p.m.

Respectfully Submitted,

Eileen Meyer, Board Chair