

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
ANNUAL TOUR AND REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
December 20, 2006
5:30 p.m.**

Members Present: Bruce Snead
Gary Olds
Torry Dickinson
Carol Gould

Members Absent: Randy Stitt
Ida Jane Leupold

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
Jennifer McDonald, Customer Service Representative

I. CALL TO ORDER

Bruce called the meeting to order at 5:30 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. MINUTES

Gary moved and Carol seconded to approve the November 15, 2006 meeting minutes as presented. Motion carried 4-0.

IV. EXECUTIVE DIRECTOR REPORT

JoAnn informed the board of the following:

- a. JoAnn introduced Manhattan Housing Authority's newest staff member, Jennifer McDonald, Customer Service Representative. She began employment with the Housing Authority on December 18, 2006.
- b. JoAnn explained the packet that was given to the Commissioners, which outlined the Fire Marshall Visit/Report. The State Fire Marshall's office performed an inspection of Carlson Plaza, which resulted in a citation involving the design of the building. JoAnn and Michael will meet with the Manhattan Fire Department next week to review appropriate response to the State Fire Marshall's Office.
- c. The Audit Response was given to Commissioners to look over at their convenience. JoAnn explained that the next step will be to receive approval from the Kansas City HUD office.

- d. The funds that the Section 8 Program will receive as a result of the Fiscal Year 2004 Settlement are not eligible to repay the Public Housing Program for administrative expenses. JoAnn said that she will continue to pursue this with other HUD officials.
- e. JoAnn confirmed that all Commissioners received an Executive Summary for the Gardens Development and the Rehabilitation. Commissioner's commented that this summary was very helpful.
- f. Kansas NAHRO is looking to put together specialized Commissioner Training in May of 2007, and are asking for input on dates and times that would work best for Commissioners. JoAnn asked Board Members to look over their schedules and get back to her when they can. Bruce shared his thoughts that a two day training may too much of a time commitment for Commissioners and would prefer a one day training.
- g. JoAnn explained the spreadsheet that was presented to the Commissioners that compared the amount of Uncollectible Account Write-Off's to other area Housing Authorities.

V. COMMISSIONER COMMENTS

Bruce explained that Radon testing is set to begin the week of January 8, 2006. There will be an orientation for staff on Monday morning with the test kits deployed that day and collected later in the week.

Gary asked if the Vacancy Rate on the Vacancy report was cumulative. JoAnn explained that it was only for the month. Gary requested that the cumulative vacancy rate be sent to the Commissioners.

VI. OLD BUSINESS

- a. Gardens at Flint Hills Place: There are four (4) people leased up in Building #1. The Housing Authority is scheduled to move the model unit to Building #2 due to the need to lease up all of the units in Building #1. There is also a Certificate of Occupancy for Building #3; hopefully by the end of the year, the Housing Authority will have possession of Building #3. A ribbon cutting ceremony will be scheduled at a later date.
- b. Rehabilitation of Flint Hills Place: The rental term sheet and the budgets have been sent to HUD in draft form. Mark Murfield, who works in the Grants office, is doing the initial the review in preparation to present to the Review Panel in Washington D.C. If everything goes as planned, Construction should be set to begin in late March or early April. JoAnn stated that Jim Moore is hoping to be able to hire a part-time person to aide in the relocation of residents.

VII. NEW BUSINESS

- a. 2006 Public Housing Operating Budget Revision – Resolution No. 122006-A: JoAnn explained that the main points were outlined in the memo and presented in the spreadsheets. The reasons for the lower revenues were due to the anticipation of the Gardens Fees that the Manhattan Housing Authority will get upon closing of the project. The fees will not be paid until 2007. Expenses increased in the Electricity, and

Contract line items. Also Computer Lab monitors are now funded out of Resident Services due to the closing of the Resident Opportunities and Self Sufficiency (ROSS) Grant. Gary wanted to know what happened if the anticipated revised budget amount was miscalculated. JoAnn explained that there are certain line items that HUD considers to be Controllable or Uncontrollable based on the nature of the expense – such as utilities, etc.; rental income would be an uncontrollable item due to the variability in rent payments each month. Torry moved to approve Resolution No. 122006-A, adopting the 2006 Operating Budget Revision for the Manhattan Housing Authority with any modifications required by the Fee Accountant. Carol seconded. There were no further comments. Role call vote was carried 4-0.

- b. 2007 Operating Budget –Resolution No. 122006-B: JoAnn explained that 2007 should present much more revenue, although expenses are not projected to decrease. Also, the budget was prepared on the pretense that the same amount of funding will be allocated in 2007 as was allocated in 2006. Gary shared that he thought utilities may even increase even more than the anticipated budgeted increase. JoAnn explained that it may be higher, but HUD also considers utilities to be an uncontrollable expense, and variations would be accounted for in a budget revision. Carol wanted to know what items HUD considered to be controlled items. JoAnn explained that Administrative Expenses, Staff Training and Travel, and Accounting and Auditing Fees are examples of controllable line items. Gary moved to approve Resolution No. 122006-B, adopting the 2007 Operating Budget for the Manhattan Housing Authority Public Housing Program with any modifications required by the Fee Accountant. Torry seconded. There were no further comments. Role call vote was carried 4-0.
- c. Outstanding Check Write-Off – Resolution No. 122006-C: JoAnn explained that this is a new item for review. This was an item that the Auditor recommended during the 2005 Independent Audit to help decrease the amount of liabilities. Gary moved to adopt Resolution No. 122006-C, to write-off and void \$5,038.36 in outstanding checks older than six (6) months. Carol seconded. There were no further comments. Role call vote was carried 4-0.

VIII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 6:35 p.m.

Respectfully Submitted,

Bruce Snead, Board Chair