

CERTIFICATE OF APPROVAL OF MINUTES

MINUTES OF: August 25, 2015

APPROVED ON: September 29, 2015

N F Earley
Chairperson

ATTEST:

James Wiedemich
Secretary

Sioux Falls Housing and Redevelopment Commission
630 S. Minnesota, Sioux Falls, SD
Regular Meeting
August 25, 2015

Commissioners

Present: Jeremy Keckler, John Peckham, James Wiederrich and James Beddow

Commissioner

Absent: William Earley

Others

Present: Shireen Ranschau, Dianne Hovdestad, Vernon Kreun, Donna Rollag,
Les Kinstad and Paul Hess

CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:30 a.m. by Vice-Chairperson Keckler.

APPROVAL OF MINUTES OF JUNE 23, 2015

Vice-Chairperson Keckler called for a motion to approve the minutes of the June 23, 2015 meeting. Commissioner Wiederrich made a motion to approve the Minutes. Commissioner Beddow seconded the motion. The motion passed, Yeses, 4, Noes, 0.

FINANCIAL REPORT

Vernon presented the Financial Report for the month ending July 31, 2015. The cash report shows a net change of \$3,709.87.

Vernon stated the miscellaneous programs are all current. The Mod Rehab program shows a prepaid annual contribution of \$3,615 which is the net of three Mod Rehab programs. The administrative fees are higher than budget at 87%. Total expenses are on target at 83%. There is a net gain of \$2,325.

Vernon reviewed the Public Housing program. There is \$96,713 in restricted cash. Vernon also noted the (Due To)From SFHRC and the Certificates of Deposit which are available cash for operations. Restricted cash or other current liabilities are insurance proceeds. The Y-T-D gain is \$31,444.

Vernon reviewed the financials for South Sycamore Estates. He noted the (Due To)From SFHRC of (\$16,737) which is due from the project. We are at 84% of total revenue. Total expenses are over budget at 99%. There is a Y-T-D gain of \$26,664 and a cash decrease of \$5,976.

Vernon explained the Housing Choice Voucher financials. He explained the Accts. Receivable-HUD Account in the amount of \$42,728 which represents funds due from HUD for the FSS coordinator grant. These funds were drawn down and received last week. The total revenue amount is below budget at 80% and total expenses are at 84%. The Y-T-D loss is less than anticipated as we have been getting additional funds from HUD.

Vernon said the FSS statement shows we are at 84% in total revenue and expenses are at 65%. There is a Y-T-D gain of \$30,670. Shireen informed the Board that she will be making a decision this week about hiring a new FSS Coordinator.

In the General Operating balance sheet, Vernon noted the (Due To)From SFHRC account in the amount of \$260,728. This is the amount due from other programs to general operations. At the end of the year, this is reconciled. In the income statement, total revenue is at 81%. The tenant services-wages account is over budget at 93% due to wages for property management. Total expenses are below budget at 76% and there is a Y-T-D gain of \$81,736.

Vernon reviewed the balance sheet and income statement for the Consolidated account. Vernon noted the total revenue is under budget at 81% and total expenses are on target at 83%. We have a Y-T-D gain of \$140,236 which is \$109,756 better than what was budgeted. Discussion followed.

OCCUPANCY REPORT

Dianne presented the Occupancy Report. She said with the funds available until the end of the year, we will not be able to issue any more vouchers. We have spent 63% of the annual budget this year from January to July. Since January 2015, 123 vouchers have been issued; 40 voucher holders have not found rental units yet and 5 vouchers expired. Part of the problem is that rents are escalating. She said the bigger property management companies are raising their rents as much as \$100 per month. Everything else is on target.

A motion was made by Commissioner Peckham to accept the monthly reports. Commissioner Wiederrich seconded the motion. The motion passed, Yeses, 4, Noes, 0.

STRATEGIC PLANNING CONSULTANT PROPOSAL

Shireen presented the proposal from Stan Quy and Carol Bower for the consulting services they propose to provide to SFHRC and AHS. The AHS Board met earlier in August and approved the hiring of these consultants and approved paying up to \$6,400 toward the cost. Discussion followed. Commissioner Wiederrich made a motion to approve the Strategic Planning Consultant Proposal with the Commission paying the balance of the cost. Commissioner Beddow seconded the motion. The motion passed, Yeses, 4, Noes, 0.

2015 HOME TENANT BASED RENTAL ASSISTANCE

Shireen presented the Tenant Based Rental Assistance Agreement provided by Sioux Falls Community Development with the City of Sioux Falls for the continuation of rental assistance for those families participating in the Bright Futures program. The program year runs from August 1, 2015 to July 31, 2016. Shireen explained how the 2015 Agreement differs from the 2014 Agreement. We will receive more funding in 2015 to be able to increase assistance to 12 additional families at any one time. Discussion followed. Commissioner Beddow made a motion to approve the 2015 HOME Tenant Based Rental Assistance Agreement. Commissioner Peckham seconded the motion. The motion passed, Yeses, 4, Noes, 0.

TRAVEL REQUESTS

Shireen is requesting approval for travel requests for three different training opportunities:

Shireen is requesting approval for 1-2 staff people to attend the Rocky AHMA (Affordable Housing Management Association) annual conference in Las Vegas, Nevada, on September 9-11, 2015. The travel costs will be partially paid by Greenway Apartments and Spring Centre Apartments (AHS properties managed by SFHRC). The staff people who would attend are Mia Dummermuth, Property Operations Manager and Nita Mandery, Housing Administrative Assistant. Estimated travel costs were provided.

The second travel request is for a 2-day training session provided by HUD to help public housing authorities understand the requirements under the recently revised Public Housing Capital Fund Program regulations. Initial registration is limited to one staff person per PHA, but if space is available, an additional staff person will be able to attend. Shireen is requesting approval for Dianne Hovdestad and Mia Dummermuth to attend the training in Denver, Colorado, on October 7-8, 2015. Estimated travel costs to be paid by Public Housing were provided.

Shireen informed the Commission that the National NAHRO conference will be held in Los Angeles, California, on October 15-17, 2015. She is requesting approval for herself and Dianne Hovdestad to attend this conference. Shireen said SFHRC will be presented with a national award. Dianne will need to be there on October 14 to attend national committee meetings. Estimated costs for Shireen and Dianne to attend the conference were provided.

Shireen said staff training/travel costs have been budgeted at \$23,926 for this fiscal year. As of July 31, 2015, \$19,526 has been spent. Some of the above listed costs will be incurred in the current fiscal year and some in the new fiscal year beginning October 1, 2015. Discussion followed.

A motion to approve all three travel requests was made by Commissioner Beddow. The motion was seconded by Commissioner Wiedderich. The motion passed, Yeses, 4, Noes, 0.

DISPOSITION OF EQUIPMENT

Shireen passed out a Resolution Declaring Excess Personal Property with a list of outdated and non-working equipment valued at less than \$500 that shall be destroyed, recycled or donated. Discussion followed. A motion was made by Commissioner Wiedderich to approve the Resolution. Commissioner Peckham seconded the motion. The motion passed, Yeses, 4, Noes, 0.

OFFICE REMODELING CONTRACT

Shireen said she, Dianne and Vernon have been working with Jeff Nelson with Falls Architectural Studio, LLC to develop a plan for adding office space for an additional accounting assistant and a Housing Specialist. Only one contractor submitted a bid, Bryan Wiseman General Contracting Inc., with a bid of \$23,970. Jeff Nelson feels the bid is reasonable, and he is aware of the work this contractor has done for both Mitchell and Madison Housing Authorities. She is recommending approval of this bid. Discussion followed. Commissioner Wiedderich made a motion to approve the bid from Bryan Wiseman General Contracting. Commissioner Peckham seconded the motion. The motion passed, Yeses, 4, Noes, 0.

2023 S. GRANGE AVE. PROPERTY

Shireen provided an update on the 2023 S. Grange property that had a fire. She talked about cost estimates received, the cost of building a new house, land values and HUD requirements if the property was sold. Discussion followed. The City Property Maintenance Appeal Board had issued a decision that the exterior of the house is to be completed by August 31, 2015. We did everything else required by the City but Shireen will meet with the Board again and request an extension. Shireen is looking for direction from the Commission. Discussion followed.

Commissioner Wiedderich made a motion that we should go forward with repairing the house. Commissioner Peckham seconded the motion. The motion passed, Yeses, 4, Noes, 0.

HOUSING CHOICE VOUCHER STUDY

This item was tabled until the September 2015 meeting.

HOME PROGRAM FUNDS

There was discussion with Les Kinstad and Paul Hess from Community Development regarding appropriation bills in the House and the Senate involving cuts in the HOME funding which would impact South Dakota and Sioux Falls. Locally, it would strongly impact our National Revitalization program, the HOME Tenant Based Rental Based program and other SFHRC and AHS programs. Discussion followed. The Commissioners directed Shireen to draft a letter from the Commission to be sent to the South Dakota Congressional representatives.

EXECUTIVE DIRECTOR'S REPORT

Staffing: Shell Smith Carroll, a Housing Specialist, has resigned effective August 21. She has accepted the position of the Executive Director of the Canton Housing Authority. We will be hiring two Housing Specialists. Shireen said she interviewed two applicants for the FSS Coordinator position and a decision will be made this week. We will also be hiring a part-time accounting assistant and a maintenance technician. The independent contractor we have been using for maintenance is getting too busy to do maintenance for 32 buildings. Discussion followed.

Public Housing – various construction work: Jeff Nelson, the architect is working with us to draft a list of repairs needed for hail damage and other repairs for the public housing units. He checked each house and compiled a list of 14 houses out of 25 that need to be repaired. The architect will put together the bid packet to solicit bids for a contractor to do the needed repairs.

OTHER BUSINESS

The next meeting is scheduled for September 22, 2015.

Vice-Chairperson Keckler moved the meeting into Executive Session to discuss a personnel issue.
Vice-Chairperson Keckler moved the meeting out of Executive Session.

The meeting was adjourned.