

**AGENDA**  
**REGULAR MEETING**  
**BOARD OF COMMISSIONERS**  
**RIVER FALLS HOUSING AUTHORITY**  
**Wednesday, January 13, 2021 at 6:30 pm**

*Please note that due to the ongoing COVID-19 public health emergency, all members of the River Falls Housing Authority may attend via telephone or internet. Tenants and members of the public wishing to attend may contact River Falls Housing Authority at 715-425-7640 for the video link or phone access. Tenants and members of the public may only speak during the tenant comment period.*

**ROLL CALL**

**MINUTES OF REGULAR MEETING – Dec. 9, 2020**  
**TENANT COMMENTS**

**MISSION STATEMENT**

River Falls Housing Authority manages, maintains, and facilitates affordable housing in accordance with Federal and State statute. Our mission is to partner with the community to assess housing needs and opportunities and to be proactive, creative, and collaborative in the development and delivery of fair, safe, sustainable, and inclusive programs.

**CONSENT ITEMS**

1. Review and Approve HUD Shortfall Improvement Plan

**ACTION ITEMS**

1. Review and Approve Payment of Bills and Budget Report
2. Review and Approve Contract for Study of River Falls Housing Authority

**REPORTS**

1. Vacancy and Re-rental Report

**CHAIR AND COMMISSIONERS REPORT**

**ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD**

**ADJOURN**

Minutes of the Regular meeting of the River Falls Housing Authority, December 9, 2020  
Chair Todd Bjerstedt called the meeting to order at 6:30. Due to the ongoing COVID 19 public health emergency, all members attended via internet.

Present: Todd Bjerstedt, Matt Fitzgerald, Jacqueline Niccum, Amy Peterson, Nick Carow

Absent:

Also Present: Anne McAlpine, Executive Director

Minutes: M/S/C Peterson/Fitzgerald to approve minutes of November 11, 2020

There were no tenant comments.

#### CONSENT ITEMS

M/S/C Peterson/Niccum to approve Consent Items 1. and Item 2. 2021 Lease Changes and Windmill Place 2021 Budget and Rent Increase.

M/S/C Fitzgerald/Niccum Item 3. Smoke Free Living Policy to correct typos.

M/S/C Fitzgerald/Niccum Item 4. House Rules with revision at Item 14. Management may take steps for tenant health and safety in times of emergency. Through the pandemic emergency, visitors and tenants must wear masks in the common areas.

#### ACTION ITEMS

1. M/S/C Niccum/Carow to and Approve Payment of Bills and Budget Report
2. M/S/C Carow/Fitzgerald to Approve 2021 Employee Wage with an increase of \$.42/hr. for maintenance employees and a \$.50/hr. increase for administrative employees and a COVID 19 Bonus of 1% for all employees.

#### REPORTS

1. Vacancy and Re-rental Report- McAlpine reported that waiting lists are the shortest they've been in several years. The wait for the apartment buildings may be 6 – 9 months and 9 – 12 months for family housing.
2. City of River Falls Rentals – McAlpine reported that RFHA is now managing 6 rental properties for the City.

#### CHAIR AND COMMISSIONER REPORTS

Discussed interest in the RFP for the Housing Authority Study. Proposals are due Dec. 31, 2020.

Discussed events or resident retention activities for tenants as a marketing avenue in the future. Other referral resources include local churches.

AP/MF to adjourn at 7:45

Respectfully submitted Anne McAlpine, Recording Secretary

## MEMO

TO: River Falls Housing Authority Board of Commissioners

FROM: Anne McAlpine, Executive Director

RE: January Board Meeting

DATE: January 6, 2021

### CONSENT ITEMS

1. Review and Approve HUD Shortfall Improvement Plan – Attached is the memo explaining HUD Shortfall funding and the requirements for the Shortfall Improvement Plan. The memo includes an explanation of the how the amount of funding was determined. Page 3 of the attachment is the Shortfall Improvement Plan which requires monthly reporting, reduction in spending for improvements and unit turnover until there are sufficient operating reserves. Once \$71,500 is available, that amount will be set aside to ensure continued operating reserves. I recommend approval of the plan.  
Attachment 1

### ACTION ITEMS

1. Review and Approve Payment of Bills and Budget Report – Attachment 2
2. Review Proposals and Approve Contract for Study of River Falls Housing Authority – Peter Dahm will present the two proposals that were received, an analysis of the proposals and recommendation for Board approval.

### REPORTS

1. Vacancy and Re-rental Report – Vacant units were filled and only 4 units were vacated.  
Attachment 3

WI060 River Falls Housing Authority  
Shortfall Funding Improvement Plan

[PIH Notice 2020-16](#) outlines that Shortfall funding will be made across two tiers which, in turn, consist of three funding stages. WI060-River Falls Housing Authority is to receive funding in the following amounts across the tiers/stages:

Tier 1 (Stage 1)	Tier 2, Increment 1 (Stage 2)	Tier 2, Increment 2 (Stage 3)
\$0	\$4863	\$4863

Total Potential Funding Across All Stages: \$9726

Not all PHAs are to receive Tier 1 funding, but for those that do, those funds are immediately available to PHAs. For all amounts listed as Tier 2, funds, however, there are milestones that must be met for the funds to be made available. For Tier 2, Increment 1 funds to be made available to you, the Milwaukee FO and WI060-River Falls Housing Authority must achieve the milestone of drafting an acceptable Shortfall Improvement Plan. For Tier 2, Increment 2 funds to be available to you, your agency must achieve the milestone of a Months of Operating Reserves (MOR) score of at least 1 in the financial reporting period immediately following the adoption of your agency's Shortfall Improvement Plan. MOR is defined in Section 4 of [PIH Notice 2020-16](#).

To ensure that WI060-River Falls Housing Authority has as much access to as many stages of Shortfall funding as soon as possible, HUD recommends the following items be included in your Shortfall Improvement Plan.

- 1) That your agency utilizes Shortfall funding to pay for immediate Operating Fund expenses as outlined in Section 12 of [PIH Notice 2020-16](#), but once having done so, **sets aside an equal amount of Regular Operating Fund funds**. In doing so, your agency will bolster its low rent public housing (LRPH) reserves.
- 2) That on a monthly basis your agency submits to the Milwaukee Field Office Financial Analyst, [eric.a.hau@hud.gov](mailto:eric.a.hau@hud.gov) its LRPH budget to actuals.
- 3) That your agency continues to investigate repositioning opportunities as they become available, thus transitioning the LRPH to a potentially more stable funding platform.
- 4) That your agency fully investigates reducing costs/increasing revenues, improving occupancy, improving energy consumption, and seeking additional municipal financing as outlined in Section 9 of [PIH Notice 2020-16](#).

The following screenshot shows that the MOR for WI060-River Falls Housing Authority is currently 1.73.  
Thank you,

The Milwaukee Field Office

Attachment 1

<b>Operating Reserves = (Current Assets &amp; RAD Reserves) – Current Liabilities</b>	
<b>Current Assets &amp; RAD Reserves</b>	
Cash: Unrestricted (ITEM_111)	\$76,420
Cash: Tenant Security Deposits (ITEM_114)	\$24,770
Cash: Restricted Payment of Current Liabilities (ITEM_115)	\$3,137
Total Receivables (ITEM_120)	\$775
Investments: Unrestricted (ITEM_131)	\$0
Investments: Restricted for Payment Current Liability (ITEM_135)	\$0
Prepaid Expenses and Other Assets (ITEM_142)	\$4,772
Inter-program: Due From (ITEM_144)	\$0
Assets Held for Sale (ITEM_145)	\$0
RAD Reserves	\$0
<b>Total Current Assets &amp; RAD Reserves</b>	<b>\$109,874</b>
<b>Current Liabilities</b>	
Total Current Liabilities (ITEM_310)	\$48,558
Less: Current Portion Long Term Debt: Capital Projects (ITEM_343)	\$0
<b>Total Current Liabilities</b>	<b>\$48,558</b>
<b>Operating Reserves</b>	<b>\$61,316</b>
<b>Months of Reserves (MOR) = Operating Reserves / Monthly Expense</b>	
Operating Reserves	\$61,316
Total Operating Expenses (ITEM_96900)	\$426,252
Number of Reporting Months	12
Monthly Operating Expenses (ITEM_96900 / Reporting Months)	\$35,521
<b>Months of Reserves</b>	<b>1.73</b>
<b>Shortfall Calculation</b>	
Shortfall Funding to Bring Months of Reserves to	2
<b>Multiplied By: Monthly Operating Expenses</b>	<b>\$35,521</b>
<b>Equals: Two Months of Monthly Reserves</b>	<b>\$71,042</b>
Less: Operating Reserves on Hand	\$61,316
<b>Equals: Shortfall Amount</b>	<b>\$9,726</b>

Attachment 1

<b>HOUSING AUTHORITY BUDGET REPORT FOR Jan. 2021</b>					
<b>Year Ending June 2021</b>					
	<b>Nov</b>	<b>5</b>	<b>Months at:</b>	<b>42%</b>	
	<b>HUD/RVM</b>	<b>E/B</b>	<b>OAKPK</b>	<b>4PLX</b>	<b>WMP</b>

					FYE 12/2020
					92%
<b>Income</b>					
Budget	421,751.00	417,770.00	145,245.00	31,399.00	241,080.00
To Date	263,084.00	179,034.00	59,996.00	13,609.00	208,410.00
Percent	<b>62.38%</b>	<b>42.85%</b>	<b>41.31%</b>	<b>43.34%</b>	<b>86.45%</b>
<b>Utilities</b>					
Budget	93,100.00	84,900.00	19,300.00	8,680.00	23,000.00
To Date	39,043.00	29,991.00	7,052.00	2,791.00	18,606.00
Percent	<b>54.00%</b>	<b>35.33%</b>	<b>36.54%</b>	<b>32.15%</b>	<b>80.90%</b>
<b>Maint</b>					
Budget	143,754.00	78,027.00	30,300.00	9,225.00	44,600.00
To Date	83,738.00	42,233.00	18,256.00	6,366.00	28,701.00
Percent	<b>58.25%</b>	<b>54.13%</b>	<b>60.25%</b>	<b>69.01%</b>	<b>64.35%</b>
<b>Ins/Taxes</b>					
Budget	42,914.00	47,500.00	15,100.00	2,660.00	15,275.00
To Date	18,737.00	19,678.00	5,903.00	730.00	21,492.00
Percent	<b>43.66%</b>	<b>41.43%</b>	<b>39.09%</b>	<b>27.44%</b>	<b>140.70%</b>
<b>Admin</b>					
Budget	142,581.00	133,630.00	44,125.00	8,680.00	39,630.00
To Date	50,277.00	68,804.00	21,710.00	3,135.00	33,466.00
Percent	<b>35.26%</b>	<b>51.49%</b>	<b>49.20%</b>	<b>36.12%</b>	<b>84.45%</b>
<b>Mortgage &amp; Fees</b>					
Budget		-	2,546.00	4,868.00	85,000.00
To Date		-	1,060.83	2,028.33	80,656.00
Percent			<b>41.67%</b>	<b>41.67%</b>	<b>94.89%</b>
<b>Trx to Reserves</b>					
Budget		59,500.00	24,924.00	1,914.60	7,829.00
To Date		24,791.67	10,385.00	797.75	7,176.58
Percent		<b>41.67%</b>	<b>41.67%</b>	<b>41.67%</b>	<b>91.67%</b>
<b>Net</b>	71,289.00	(6,463.67)	(4,370.83)	(2,239.08)	18,312.42
<b>Investments</b>					
Operating	117,233.00	54,001.00	5,611.00	18,841.00	19,439.00
Reserves		233,713.00	50,630.00	13,156.00	97,783.00
Sec Dep	25,857.00	26,988.00	8,618.00	2,653.00	8,100.00
PILOT	7,255.00	31,075.00	9,543.00	1,460.00	
CFP 2018	-				
CFP 2019	-				
CFP 2020	852.00				
Mgmt Fund	346,380.16				

**Vacancy and Re-Rental Activity Report December 2020**

STATUS	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	APPLICANTS OFFERED	COMMENTS
s	RVM 102	1E	11/30/20	02/18/21	15	1 aprvd 60 days notice
Ready	RVM 107	1E	11/30/20	01/25/21	15	1 approved
Ready	RVM 115	1E	11/30/20	01/28/21	15	1 approved
Ready	411 K	2F	10/15/20	01/29/21	10	1 aprvdd 60 days notice
Ready	416 G	2F	11/02/20	11/30/20	15	
Ready	BW 115	2E	11/03/20		all 7	
Ready	BW 202	1E	11/02/20	12/01/20	12	Trx Fr B211
Ready	WMP 212	2E Tier 1	08/31/20	12/21/20	22	1 approved
keys in	452 G	2F	12/31/20		10	
keys in	OP 104	1E	12/31/20		10	
keys in	EW 101	2E	12/31/20		all 7	
keys in	BW 211	2E	12/31/20		all 7	
<b>ELDERLY/DISABLED APARTMENT TURNOVER BY MONTH</b>						
<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>9/20</b>	<b>10/20</b>	<b>11/20</b>	<b>12/20</b>
15	22	26	12	0	5	5
<b>FAMILY APARTMENT TURNOVER BY MONTH</b>						
<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>9/20</b>	<b>10/20</b>	<b>11/20</b>	<b>12/20</b>
11	9	10	0	1	3	2
<b>VOUCHER LEASING BY MONTH</b>						
<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>9/20</b>	<b>10/20</b>	<b>11/20</b>	<b>12/20</b>
9	7	13	0	2	0	0
<b>HUD VACANT UNITS BY MONTH (RVM &amp; Family)</b>						
<b>6/20</b>	<b>7/20</b>	<b>8/20</b>	<b>9/20</b>	<b>10/20</b>	<b>11/20</b>	<b>12/20</b>
2	5	2 (1 offline)	1 (1 offline)	2 (1 offline)	3(3 offline)	5 (3 offline)
<b>OCCUPANCY REPORT</b>						
<b>FAMILY</b>	<b>RVM</b>	<b>EW</b>	<b>BW</b>	<b>OP</b>	<b>WMP</b>	
95%	89%	98%	94%	96%	96%	
<b>WAITING LIST REPORT</b>						
<b>ELDERLY 1 BR LIST</b>		<b>RVM</b>	<b>EW</b>	<b>BW</b>	<b>OP</b>	<b>WMP</b>
Total on list		64	60	52	49	
Denied		0	0	0	0	
Approved for move in		2	3	2	1	
Non-disabled - RVM only		27	0	0	0	
In Process		16	12	12	22	
Housed		2	3	1	1	
<b>ELDERLY 2 BR LIST</b>		<b>RVM</b>	<b>EW</b>	<b>BW</b>	<b>OP</b>	<b>WMP</b>
Total on list		NA	4	4	4	59
Approved			2	1	0	1
In Process			9	7	10	0
Housed			2	1	0	1
<b>FAMILY</b>		<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	
Total on list		13	29	23	2	
Denied		0	0	0	0	
Approved		0	1	1	0	
In Process		0	10	10	0	
Housed			15	0	0	
<b>VOUCHER</b>						
WAITING LIST		34		UNDER CONTRACT		54
ISSUED & SEARCHING		0		NUMBER FUNDED		54