

AGENDA
REGULAR MEETING
BOARD OF COMMISSIONERS
RIVER FALLS HOUSING AUTHORITY
Wednesday, March 08, 2023 at 6:30 pm
Via Zoom

ROLL CALL

TENANT REPRESENTATIVES: Tenants who wish to attend should call 715-425-7640 and provide an email address to receive an invite

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.

ACTION ITEMS

1. Review and Approve Minutes of March Meeting
2. Review and Approve Payment of March & March Bills
3. Review and Approve March Budget Report

REPORTS

1. Vacancy and Re-rental Report

DISCUSSION ITEMS:

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 February 08, 2023,

Chair Todd Bjerstedt called the meeting to order at 6:28

Present: Todd Bjerstedt, Liz Brunner, Jacqueline Niccum, Jacob Proue, Jason Stroud

Absent: None

Also Present: Peggy Chukel-Executive Director

Tenant Comments: No tenants were present.

ACTION ITEMS

4. Review and Approve Minutes of February Meeting M/S/C-JN/JP
5. Review and Approve Payment of February & March Bills M/S/C-JS/LB
 - a. Cost of Audit was discussed and PC will go out for bids ASAP
6. Review and Approve February Budget Report M/S/C-JP/JN
 - a. Maintenance is under budget across the board partly because of low turn-overs and snow removal costs haven't hit yet.
 - b. Insurance is under budget because Property Taxes haven't hit yet
7. Review and Approve RFHA & WMP Audits M/S/C-JS/JP
 - a. Board requested PC get clarification of Auditors' findings that there is a lack of segregation of duties in Payables & Receivables.

REPORTS

1. Vacancy & Re-Rental: Review of Move-ins, Move-outs, and currently vacant units indicates nothing unusual.

DISCUSSION ITEMS

1. PHASS Score Report: 95% High Performer.
 - a. Lowest score (22 of 25) was "Management" Category, which counts occupied units & vouchers leased up as of 06/30. Last Fall we made some changes to Voucher Program Policies that will improve lease-ups going forward

ADJOURN: 6:56 M/S/C-JN/JP

Respectfully submitted by P L Chukel, recording secretary

MEMO

TO: River Falls Housing Authority Board of Commissioners
FROM: Peggy Chukel, Executive Director
RE: March Board of Commissioners Meeting
DATE: March 08, 2023

ACTION ITEMS

1. Review and Approve Minutes of February Meeting
2. Review and Approve Payment of February & March Bills (**Attachment 1**)
 - a. Nothing out of the norm other than Audit Expense & Some Property Ins expenses
3. Review and Approve February Budget Report (**Attachment 2**).
 - a. EW utility is high because of an unexplained jump in water usage. Maint investigated and found no leaks.
 - b. WMP Adm Exp is double the budget because the Audit Expense hit this month. All else is on or under budget

REPORTS

1. Vacancy and Re-rental Report (**Attachment 3**)
 - a. We have 1 vacant unit at this time, with an applicant scheduled to move in on April 1st.
 - b. We have received 3 Notices to Vacate for March 31st and the WMP unit already has an applicant set to move in on May 1st.

DISCUSSION ITEMS:

CHAIR AND COMMISSIONERS REPORT

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD:

River Falls Housing Authority
Check Register
As of February 28, 2023

Date	Num	Name	Amount
00.1111 - CASH - UNRESTRICTED			
01.1111 - 01-0-1111.040 Cash Unrestricted			
02/07/23	4650	Carahsoft	-172.95
02/07/23	4651	Chris Amdahl	-189.00
02/07/23	4652	DWD	-312.90
02/07/23	4653	Drug Test	-272.25
02/07/23	4654	Granite	-769.05
02/07/23	4655	HARRG 15082	-2,117.00
02/07/23	4656	HAI 15095	-7,477.00
02/07/23	4657	JH	-20.90
02/07/23	4658	Roberts	-3,277.50
02/07/23	4659	Staples	-181.35
02/07/23	4660	Steiner	-458.73
02/08/23	4661	US Internet	-267.68
02/10/23	4662	ZZ-Hobbs, Shirley	-246.00
02/24/23	4663	Vargas	-15.72
02/28/23	4664	01 LIFE	-141.25
02/28/23	4665	Avery	-1,000.00
02/28/23	4666	Ace	-246.87
02/28/23	4667	Action	-721.00
02/28/23	4668	BerMark	-2,480.00
02/28/23	4669	Cardenas, Tammy	-104.78
02/28/23	4670	Clog UnBoggler	-350.00
02/28/23	4671	Deweys	-228.20
02/28/23	4672	Gateway	-479.72
02/28/23	4673	Glen Hills	-2,400.00
02/28/23	4674	MRI	-525.00
02/28/23	4675	Renovation Sys	-614.07
02/28/23	4676	Roberts	-350.00
02/28/23	4677	Rodli Beskar	-301.25
02/28/23	4678	SVA	-13,530.00
02/28/23	4679	Staples	-595.32
02/28/23	4680	StarTech	-1,500.08
02/28/23	4681	Steiner	-170.00
02/28/23	4682	Swedes	-422.17
02/28/23	4683	Cook	-288.75
02/28/23	4684	Midwest	-756.29
02/01/23	230201	24 7	-44.90
02/01/23	230202	RFSB14	-5,260.34
02/01/23	230203	RFSB15	-2,047.75
02/01/23	230204	RFSB16	-159.50
02/10/23	230205	C A S	-100.00
02/10/23	230206	Comcast	-129.80
02/10/23	230207	Comcast	-379.80
02/10/23	230208	Comcast	-129.80
02/10/23	230209	Comcast	-385.90
02/10/23	230210	Waste Mgmt	-1,604.74
02/10/23	230211	Hawkins	-630.00
02/07/23	230212	CapitalOne	-11,526.35
02/20/23	230213	RICOH	-187.26
02/01/23	230214	FNB	-70.00
02/28/23	230215	02 DOR	-1,120.18

River Falls Housing Authority

Check Register

As of February 28, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/28/23	230216	03 EFTPS	-6,852.83
02/28/23	230217	04 WRS	-3,765.13
02/28/23	230218	05 HEALTH	-5,478.45
02/28/23	230219	06 HSA	-1,290.00
02/28/23	230220	07 Dental/Vision	-134.46
02/28/23	230221	Harpers	-77.90
02/28/23	230304	FNB	-70.00
Total 01.1111 - 01-0-1111.040 Cash Unrestricted			<u>-84,427.87</u>

Voucher
Check Register
As of February 28, 2023

Date	Num	Name	Amount
1111040 - 02-1111.040 OPERATING ACCT			
1111900 - 02-1111.900 Covid \$\$			
Total 1111900 - 02-1111.900 Covid \$\$			
1111040 - 02-1111.040 OPERATING ACCT - Other			
02/01/23	10429	URP Burke	-67.00
02/01/23	10430	URP Cade	-39.00
02/01/23	230201	1300	-2,048.00
02/01/23	230202	Allegiant	-821.04
02/01/23	230203	Anderson	-597.00
02/01/23	230204	Beadles	-1,778.00
02/01/23	230205	Berg	-1,735.00
02/01/23	230206	Betzold	-3,812.00
02/01/23	230207	Boisclair	-1,787.00
02/01/23	230208	Burt	-1,450.00
02/01/23	230209	CityRF	-1,950.00
02/01/23	230210	Depot	-2,466.00
02/01/23	230211	Dodge	-1,630.00
02/01/23	230212	ECR	-1,000.00
02/01/23	230213	Granfors	-925.00
02/01/23	230214	Hanson	-950.00
02/01/23	230215	Knigge	-1,089.00
02/01/23	230216	Kubiak	-547.00
02/01/23	230217	Kusilek	-900.00
02/01/23	230218	Larson	-1,093.00
02/01/23	230219	LSI	-3,750.00
02/01/23	230220	Morrow	-750.00
02/01/23	230221	Penkert	-1,354.00
02/01/23	230222	RFHA EB	-928.00
02/01/23	230223	RFHA OP	-487.00
02/01/23	230224	River Glen	-2,032.00
02/01/23	230225	Ross	-975.00
02/01/23	230226	Schuster	-1,261.00
02/01/23	230227	Simonet	-1,265.00
02/01/23	230228	URP Benda	-44.00
02/01/23	230229	URP Gustafson	-115.00
02/01/23	230230	URP Hall	-27.00
02/01/23	230231	URP Zeroth	-30.00
02/01/23	230232	WMP	-875.00
02/01/23	230233	MPLS HA	-1,178.24
02/02/23	230234	RFHA	-100.00
02/01/23	230235	URP Willson	-32.00
02/28/23	230236	RFHA	-5,274.94
02/28/23	230237	FNB	-20.00
Total 1111040 - 02-1111.040 OPERATING ACCT - Other			-47,182.22

WINDMILL PLACE, LLC

Check Register

As of February 28, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
1000.01 - WMP-5013453			
02/01/23	230201	Comcast	(93.00)
02/01/23	230202	FNB-Res Acct	(778.98)
02/01/23	230203	FNB-NP	(6,261.93)
02/28/23	230204	RFHA	(18,687.88)
02/28/23	230205	FNB-fees	(9.32)
02/28/23	230206	SCVNG	(165.06)
Total 1000.01 - WMP-5013453			<u>(25,996.17)</u>
TOTAL			<u><u>(25,996.17)</u></u>

HOUSING AUTHORITY FEBRUARY BUDGET REPORT FOR MARCH BOARD MEETING					
Year Ending June 2023					
8 Months at 67%					
	HUD/RVM	E/B	OAKPK	4PLX	WMP
					16.7%
Income					
Budget	566,933	479,706	155,626	35,970	243,089
To Date	384,100	323,464	102,678	23,286	39,014
Percent	68%	67%	66%	65%	16%
Admin					
Budget	179,575	175,054	60,616	16,236	48,070
To Date	120,619	120,350	36,318	8,432	15,372
Percent	67%	69%	60%	52%	32%
Utilities					
Budget	109,600	83,400	23,200	8,875	24,600
To Date	75,450	69,383	13,689	5,973	4,050
Percent	69%	83%	59%	67%	16%
Maint					
Budget	363,450	242,075	51,412	19,765	62,200
To Date	135,172	136,153	23,747	7,846	8,052
Percent	37%	56%	46%	40%	13%
Ins/Taxes					
Budget	50,500	43,700	14,180	2,340	21,820
To Date	15,003	18,551	5,377	649	1,523
Percent	30%	42%	38%	28%	7%
Mortgage & Fees					
Budget		-	2,546	4,868	72,000
To Date		-	1,697	3,245	12,000
Percent			67%	67%	17%
Trx to Reserves					
Budget		63,124	24,573	1,914	9,348
To Date		42,083	16,382	1,276	1,558
Percent		67%	67%	67%	17%
Net	37,857	(63,056)	5,468	(4,135)	(3,541)
Investments					
Operating	312,612.00	102,041	40,054	1,469	142,370
Reserve		363,024	94,687	31,171	107,305
Other	7,265	31,117	9,556	1,462	53,636
Sec Dep	27,387	23,663	8,334	2,301	8,100
CFP 2021	149,300				
Mgmt Fund	643,940				

Vacancy and Re-Rental Activity Report February/March 2023						
ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	COMMENTS		
B104	ED-1	01/06/23	02/15/23	Trx fr RVM		
R214	ED-1	02/28/23	04/01/23			
G430	Fam-3	03/31/23				
K411	Fam-2	03/31/23				
W202	ED-1	03/31/23	05/01/23			
CURRENT WAITING LISTS						
Proj	1	2	3	4	5	Total
RTH	14	39	18	3		74
RVM	46					46
EW	71	17				88
BW	67	14				81
OP	57	12				69
VCHR	23	7	14	2		46
WMP	60	16	13	8	4	97
LAST QUARTER						
Proj	1	2	3	4	5	Total
RTH	13	32	29	2		76
RVM	52					52
EW	72	16				88
BW	68	13				81
OP	62	11				73
VCHR	32	8	14	2		56
WMP	57	17	13	9	4	100
Changes in Lists Above						
Proj	1	2	3	4	5	Total
RTH	1	7	-11	1	0	-2
RVM	-6	0	0	0	0	-6
EW	-1	1	0	0	0	0
BW	-1	1	0	0	0	0
OP	-5	1	0	0	0	-4
VCHR	-9	-1	0	0	0	-10
WMP	3	-1	0	-1	0	1