

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, April 24, 2018

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson
Scott Waterworth, Vice Chairperson
Rodney Cross
Mike Norton
Robert Keller

COMMISSIONERS ABSENT: None

STAFF PRESENT: Susan van Houwelingen, Executive Director
Lee Franzen, Operations Manager
LuAnn DeBruin-Ziebell, Finance Manager
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

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- 1.) Chairperson Hackett was unable to preside at the meeting and turned over the duty to Vice Chairperson Waterworth who called the regular meeting to order at 3:00 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on March 27, 2018**
Vice Chairperson Waterworth directed the Commissioners to review the minutes of the meeting held on March 27, 2018. There being no corrections or discussion regarding the March 27, 2018 minutes, Mr. Norton moved, seconded by Mr. Keller, to approve the minutes of the March 27, 2018 meeting as presented. Motion carried 5-0 on a voice vote.
 - 3.) **Public Comment Period**
There were no public comments.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from March 2018**
Vice Chairperson Waterworth inquired if there were any questions pertaining to the March accounts payable report. Ms. van Houwelingen & Ms. DeBruin-Ziebell responded to questions. The payment to the Winnebago County Treasurer in the amount of \$110,254.69 is the annual mortgage debt payment to the State Trust Fund Loan for Fox View and Riverside. The payment to Assurance Title Services in the amount of \$79,837.13 was for the purchase of the Grand Street property in connection with the Waite Rug project.

The house the Authority purchased on Grand Street is set to be demolished on Wednesday, April 25, 2018.

b.) Audit – River Cities Redevelopment

Ms. van Houwelingen and Ms. DeBruin-Ziebell reviewed the letter to the commissioners from SVA as well as the year-end December 31, 2017 audit for River Cities Redevelopment and responded to questions. The letter noted a possible issue with cash held in excess of FDIC limits at Bank First National. However, assets are collateralized so it shouldn't be an issue. There were no findings or fraud issues on the audit.

c.) First Quarter Financials

Ms. DeBruin-Ziebell reviewed the 1st quarter financials. The financials are compiled by HABCO out of La Crosse. The WCHA Public Housing Units had an Operating Income before Depreciation and assets greater than liabilities. The WCHA Public Housing Program just received the \$155,055 settlement payment from the class action law suit against HUD. The 2018 Operating Subsidy award was a little more than anticipated. There are no mortgages on these properties.

Fox View and Riverside both had Operating Incomes before Depreciation at the end of the 1st quarter and assets are greater than liabilities. Both properties have mortgage payments that are covered by the income.

The Voucher program showed a loss of \$4,301 in the Housing Assistance Payment (HAP) fund. This shortage was covered by reserve money from HUD. The shortage in Administrative dollars will be covered by the FSS Grant as soon as the grant money is drawn down.

The WCHA Local Funds is the Authority's non-federal dollars. This account does not generate any income. There was \$564,544 in cash and investments at the end of the first quarter.

The Central Office Cost Center (COCC) is the property management company and has all of the Authority's non-federal dollars. The COCC is doing well overall. The Cumberland Court Developer fee came in, but is earmarked for the Waite Project.

5.) Report of the Executive Director

a.) Quarterly Occupancy Report

Mr. Franzen reviewed the First Quarter Occupancy Report and responded to questions. The overall occupancy rate for the first quarter of 2018 for the Winnebago County Housing Authority (WCHA) based on months was 98.6%. HUD looks at the rate based on Months.

b.) Public Housing Family Unit Update

Ms. van Houwelingen reported the WCHA Public Housing Program just received the \$155,055 settlement payment from the class action law suit against HUD.

- **Purchase of Duplex in Neenah**

Ms. van Houwelingen reported that an opportunity came up a few weeks ago to purchase a duplex in Neenah to replace the two units "on the shelf" from the units

that were disposed of on South Park Ave in Oshkosh. However, van Houwelingen did not feel comfortable putting in an offer without the boards advanced knowledge. In the meantime, the seller accepted an offer submitted by another party. There will be a resolution later in the meeting authorizing van Houwelingen to make an offer on another unit if an opportunity presents.

c.) River Cities Redevelopment Update

Ms. van Houwelingen stated the resurfacing of the parking lot at Fox View in Omro is pending the weather conditions. At this time the resurfacing is scheduled for mid-May.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 439 vouchers under contract; 427 regular vouchers, twelve Port-Outs and nine Port-Ins. There are currently 26 participants in the FSS Program with \$49,542 in the FSS escrow account. Two families have recently requested to port out to the San Diego, California area. At this time San Diego is not absorbing vouchers being ported to their jurisdiction which means the Winnebago County Housing Authority will have to reimburse San Diego for the costs related to the porting families. Because the cost of living and rents are so much higher in California, these port outs will be very expensive for our Agency.

By mid-summer, 28 vouchers will be needed for the Waite Rug project. The Waite property will need to be fully leased by about the end of January 2019.

The area VA wants to meet with the Authority regarding the VASH vouchers the Authority was awarded. The VA will control who gets to use the vouchers.

e.) Home Buyer Program Update

Ms. van Houwelingen reported the renovations on the Fulton Ave. property are going well.

f.) Group Home Update

Ms. van Houwelingen stated there has been no word yet from the agency interested in purchasing the group homes since their walk-through of both Summit House and the Toward Tomorrow II Group Homes. If the agency decides not to purchase the group homes, the Authority will put them up for sale with a realtor.

g.) Agency Matters

Ms. van Houwelingen stated that a staff person in the Compliance Department is retiring and her last day is this Friday.

The neighbors that live next to a Winnebago County Family Unit (WCFU) home located in Oshkosh that van Houwelingen met with a few weeks ago, continue to contact the Authority. Even though the family has been moved out of the unit, the neighbor still has concerns.

Ms. van Houwelingen and Mr. Franzen responded to questions about the daycare plans for the Waite Rug project.

6.) Resolution 678-18: Approve the Purchase of a Duplex in Neenah, WI

Ms. van Houwelingen presented the resolution and stated this topic was also discussed earlier in the meeting. Mr. Norton moved, seconded by Mr. Keller to consider resolution 678-18. Mr. Keller then moved, seconded by Mr. Norton, to amend the second to the last paragraph as follows; strike the phrase "negotiation for" and then add the phrase "up to \$150,000" to the end of the paragraph. After all questions were addressed, Vice Chairperson Waterworth called for a vote to approve resolution 678-18 as amended. Motion carried 5-0 on a voice vote.

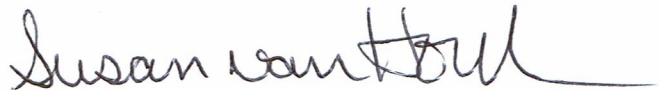
7.) Discussion

Ms. van Houwelingen stated that the Highlands at Mahler Park have started Phase 4 construction on 39 apartments for affordable low and moderated income as well as market rate units in Neenah. Occupancy is targeted for June 1, 2019.

8.) Adjournment

Having completed the agenda, Mr. Norton moved, seconded by Mr. Cross, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 4:05 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

APPROVED