

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
March 17, 2016 7:00 a.m.

Members Present: Jenna Haglund, Carol Tyler, and Jeremy Heyer. Absent: Eric Miller, and Stewart Coulson. Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Heyer called the meeting to order at 7:03 a.m.

Public Comment. None

Amend-Approve Minutes of February 19, 2016. On motion by Haglund and second Tyler, the minutes of February 19, 2016 were approved as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Haglund moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$76,405.02. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. No action was taken.

Old Business. None

New Business.

Review Operating Reports. Board reviewed the reports and there were no questions. No action was required.

Approve Resolution 02-16 Adopting Revised Accounting Policies and Procedures. Nielsen explained that HUD had requested a copy of our accounting policies and procedures to clear an audit finding and went on to say that even though HUD wasn't requiring a Board Resolution it would show that the board had been made aware of the change. Nielsen also commented that the procedures allow for as much segregation of duties as possible and the change to the procedures for management oversight will ensure that the bank reconciliation is being done on a monthly basis. Haglund made a motion to approve Resolution 02-16 to adopt the revised accounting policies and procedures. Tyler seconded the motion. Ayes: Tyler, Haglund, and Heyer. Nays: 0. Motion carried on roll call vote.

Approve Quotes for Carpet and Installation and Tile. Nielsen stated that in order to be in compliance with procurement requirements quotes were obtained for the purchase of tile and carpet, plus carpet installation. The board was informed that some vendors were found on-line who could provide the tile cheaper, but the reviews were less than favorable. All agreed not to consider the on-line vendors. Nielsen requested that the quote for tile from Hillegas be approved and the quote from Houdek be approved for the carpet pending agreement from them to honor the quoted prices for the next year and enter into an indefinite quantity contract. Tyler made a motion to approve the quote from Hillegas for the tile and Houdek for the carpet pending agreement to enter into a contract. Haglund seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Review Revised 5-year Action Plan. Nielsen explained that the action plan that was approved the previous year for expenditure of the capital funding needed to be revised and that any significant deviation from the approved plan requires a public hearing which was set for the April board meeting. The board was provided a list of the proposed items which included the adjustments. Nielsen stated that most of the changes were due to the difficulty in procuring bids for the current projects and that some of the budgeted items needed to be moved to different budget line items. A brief explanation of the fungibility between the capital funding and the operating subsidy was given by Nielsen to the board. The information was provided to the board for review and comment only, with action to be taken after the public hearing on April 19th.

Consider Approval of Resolution No. 03-16 to Approve Public Housing Budget for FYE 06/30/2017. The budget was presented to the board to review. Staff explained that it was the same budget that was approved the previous month for the City's budget, and that it was just in a different format and was broken down by Per Unit Month and subcategories. Nielsen pointed out that after the addition of the operating subsidy from HUD the program would end the year with excess funds of approximately \$148,000. Nielsen also informed the board that HUD requires a Board Resolution to be submitted to them for the adoption of the budget each year in lieu of submission of the budget. Haglund moved to approve Resolution 03-16 to approve the budget and Tyler seconded the motion. Roll Call: Ayes: Heyer, Haglund, And Tyler. Nays: None. Motion carried on roll call vote.

Executive Director's Report.

Nielsen discussed the necessity of a special meeting on April 5th to review proposals for the upcoming audit and all agreed that the 5th at 7:00 a.m. would work. Nielsen also explained that the delay in providing the updated procurement policy was due to working with the City to update their policy and purchasing requirements. The board was also informed by Nielsen that work was beginning on the application for the Rehab Program for the 2017 grant.

Being no further business, Tyler moved, Haglund seconded the motion to adjourn. Ayes: 3. Nays: 0. Motion carried and meeting adjourned at 7:48 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director