

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
January 18, 2018 7:00 a.m.

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

Call to Order. Board Chairperson Heyer called the meeting to order at 7:10 a.m.

Public Comments. No public comments.

Amend-Approve Minutes of December 21, 2017. Coulson moved, Tyler seconded the motion to approve the minutes of December 21, 2017 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Nielsen state that all bills were routine in nature except for the audit bill. Coulson moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$90,005.34. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed which included an update on the capital funding, rehabilitation grant, Section 8 utilization, rental status, and end of participations. Also discussed were the plans for the office remodel and Nelrod Conference in March. No action was required. Board member Klemesrud arrived during discussion.

Old Business. None.

New Business.

Review Financial Reports. The reports were reviewed. Nielsen pointed out that the maintenance employment accounts appeared to be over-spent, but would level out with Steve's retirement. There were no questions and no action was required.

Resolution 01-18 Approving Emergency Transfer Policy. Nielsen explained the requirement for the policy in the Violence Against Women Act. The policy was discussed, and Nielsen explained that the policy was based on a HUD model policy and that due to the limited options for transfer that any requests would be made handled on a case-by-case basis. Coulson made a motion to approve Resolution 01-18. Klemesrud seconded the motion. Ayes: Heyer, Klemesrud, Coulson, and Tyler. Nays: 0. Motion carried on roll call vote.

Accept Audit Report for FYE 06/30/2017. Brad Berthiaume from Collins & Associates was called and placed on speakerphone. He reviewed the audit report. He said that the Governance Letter was provided to inform the Board of Collins & Associates responsibilities for the audit. Mr. Berthiaume also explained that the audit resulted in an Unmodified Opinion and they encountered no difficulties with the audit. The Management's Discussion and Analysis was discussed and that the purpose was to provide a comparative analysis of the audit and is used to assist readers with the comprehension of the audit and noted that there was a \$107,796 increase in current assets from the previous year. He reviewed the financial statements and explained that capital assets increased \$17,000 and that a

large portion of the \$146,724 change in net position was due the capital grants. He stated that there was nothing out of the ordinary under the Notes to the Financial Statements. In the Independent Auditor's report on internal control he stated that there were no deficiencies. Mr. Berthiaume reviewed the Schedule of Federal Expenditures and stated that the Housing Choice Voucher Program was a major program. He informed the board that the report regarding compliance with program regulations was an important report and there were no instances of non-compliance. He reviewed the final report and stated that because the Housing Choice Voucher Program was considered a major program, it was tested to determine compliance. He reported that there were no findings regarding internal control over the financial statements and federal awards and that the files tested were also in compliance. The last page of the report identified no findings with the previous audit. In addition, he explained that most of payables recorded were because the City paid the Authority's bills from the City bank account and transferred the funds from the Authority's bank account to the City's the following month. There were no questions from the Board and the call was ended. Nielsen stated the audited statement had been submitted to HUD and were being reviewed. Coulson motioned to accept the audit report and Tyler seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve Replacement of Security Camera System. Nielsen explained that the hard drive was out on the DVR at Morningside. The board was informed that three companies were contacted to obtain proposals and at the time the agenda was prepared only one had responded. Electronic Engineering has provided two options. The first was to install a new DVR for \$6,875 or a new system for \$18,080. Nielsen stated that CEC had provided a quote for a new hard drive for \$3,000. Nielsen requested that they be removed from consideration because of the excessive cost of tech support and the fact that they failed to provide any other options. Nielsen also explained that due to the cost of a new system, the City Council would need to approve the project and may not approve with only one quote. Coulson stated that it made sense to replace the system but due to the amount of money being spent would like to see some more quotes. Nielsen agreed and requested a motion to table the decision. Tyler made a motion to table the replacement and it was seconded by Klemesrud. Ayes: 4, Nays: 0. Motion carried.

Approve Contract for Feasibility Study for Capital Improvements. Nielsen explained the purpose of the study was to ensure that the necessary funding was available and assist in scheduling upcoming projects. Nielsen reviewed the 5 proposals received and requested approval of the proposal from WWA they were the low quote of \$4,800 and were able to work within our time constraints. They also proposed removing the window project from the scope of the feasibility study and submitted a separate proposal for preparation of the specifications and administration of bidding and project for \$3,200. Coulson motioned to approve retaining WWA for the feasibility study and the window project. Tyler seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve Renewal of Contract with the DIA. Nielsen requested approval of the 28E agreement with the state to assist with fraud investigations. Nielsen explained that the agreement must be renewed annually, and the hourly rate will remain the same under the new agreement. The advantages of the agreement were also discussed. Coulson moved to approve the renewal and it was seconded by Tyler. Ayes: 4, Nays: 0. Motion carried.

Executive Directors report. Nielsen reported on the progress being made with the replacement for Officer Vetter's position, and reported that due to inadequate response from the procurement consultant, other options will be explored.

Being no further business, Tyler moved, Klemesrud seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried, and the meeting adjourned at 8:03 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Board Chairperson

ATTEST:

Heidi Nielsen, Director