

Minutes of the Regular Meeting of the River Falls Housing Authority February 09, 2022, Chair Todd Bierstadt called the meeting to order at 6:30.

Present: Todd Bjerstedt, Matt Fitzgerald, Jacqueline Niccum, Jacob Proue, Jason Stroud

Absent: None

Also Present: Peggy Chukel-Interim Director

Tenant Comments: No tenants were present

ACTION ITEMS

1. Review and Approve Minutes of Jan Meeting: M/S/C-MF/JN
2. Review and Approve Payment of Bills: M/S/C-JN/JP
 - a. PC explained to new board members about the multiple entities, multiple Check Registers and “nomenclature” used to identify the various projects/properties by Tenants, Staff, Fee Accountants & the various agencies we report to
 - b. Going forward, check registers for the prior month will be included with the board packet, giving BOC more time to review. Registers for the current month will be presented at the Board meeting with checks & supporting documentation.
3. Review and Approve Budget Report: M/S/C-JP/MF
 - a. PC explained that some projects fall directly under the RFHA “umbrella” while properties with their own Tax ID #s have separate bank accounts & are separate companies in QuickBooks. For ease of bookkeeping, all expenses attributable to multiple projects are paid by RFHA Operating account. At the end of each month the intercompany funds are allocated to the various projects via journal entry & the companies with separate bank accounts are charged for all the expenses paid on their behalf throughout the month, and reimburse the RFHA operating account via EFT.

REPORTS

1. Vacancy and Re-rental Report: PC explained reason for 3 units with excessive turn-around time:
 - a. E211 was not modernized during the remodel as tenant was not able to comply
 - b. R105 was left in VERY poor condition
 - c. R202 Tnt declined on MI day, so PM had to start from scratch with new applicants
 - d. Waiting list section will be updated quarterly

DISCUSSION ITEMS

1. The current Lead Tech/UTA Specialist (Jeff Hoffman) has requested to be considered for the Facilities Manager position when the current FM (Tad Jennings) retires at the end of March. TJ & PC both agree that JH is more than qualified & he would be an excellent fit. Board deferred to PC decision.
2. Jason Stroud presented the City Attorney’s findings regarding the Hybrid CDA Model. As State Statutes prohibit a Housing Authority E.D. from being employed by the city, other options for City & H.A. collaboration were presented and discussed. Board members will consider the various options & call a special meeting when ready to make a decision.

OTHER:

1. The City has access to N95 masks, should any Housing Authority employee or tenant want one. Staff will notified & notices will be posted on all bulletin boards.
2. All BOC signed new Bank signatory forms.
3. PC will unsubscribe from various email notification services, as info has been deemed to be irrelevant or redundant.

ADJOURN: 8:12

Respectfully submitted by P L Chukel, recording secretary