

BARRON COUNTY HOUSING AUTHORITY

Tuesday, February 28, 2023

MINUTES

CALL TO ORDER

Chair Nelson called the meeting to order at 9:13 AM.

A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

ROLL CALL

Directors Present: Marge Jost, Carol Moen (remotely), Gary Nelson, and Terri Tyler

Excused: Shay Horton

Other(s) Present: Meg Skemp; Executive Director

PUBLIC COMMENT

No one registered or appeared for public comment.

MINUTES

Discussion was held regarding the minutes of the previous meeting.

Motion (Jost/Tyler) to approve the minutes of the January 31, 2023 meeting.

Motion carried; unanimous.

DIRECTORS REPORT

The committee reviewed and discussed the Director's Report, which included current and future program information.

Skemp discussed the current fiscal year-end close-out activities and the fee accountant's question about an outstanding HAP overpayment invoice from 2017 in the amount of \$900.

Motion (Tyler/Jost) to write-off the uncollectible account.

Motion carried; unanimous.

The committee accepted the Director's Report by unanimous consent.

PROGRAM FINANCIAL REPORTS AND COMMUNICATIONS

The Committee reviewed the January check registers. Nelson questioned the balance of the replacement reserve account. Skemp presented the ledger with the \$78,000 spent on the Multifamily rehab project to date, which may be reimbursable as soon as WHEDA has made the funding commitment.

No action taken.

MULTIFAMILY HOUSING REHAB UPDATE

Skemp discussed the recent conversation with Landgraf, who anticipates a closing late May, with construction to begin several months later. General Construction Manager McGann Construction is working on the temporary relocation plan for tenants, which will be sent to us soon for review and feedback. The maintenance team is updating the current floor plans for all units for architects MartinRiley.

The committee reviewed and discussed the proposals submitted by Dominion Due Diligence Group in the amount of \$7,050 for the 5-Step Process for Floodplain Management and HEROS submission.

Motion (Nelson/Moen) to approve the proposals. Motion carried; unanimous.

HCV ADMININSTRATIVE PLAN UPDATE

The committee reviewed the proposed update to Chapter 17 – Project Based Vouchers, to reflect current regulatory language.

Motion (Jost/Tyler) to approve the HCV Administrative Plan Chapter 17 revision as proposed.

Motion carried; unanimous.

ANNUAL PHA PLAN

The committee reviewed the draft HCV Annual PHA Plan update and discussed the process.

Motion (Tyler/Jost) to approve the draft HCV Annual PHA Plan update as presented.

Motion carried; unanimous.

NEXT MEETING

The next meeting will be held Tuesday, March 28, 2023, at 9:00 AM in the Berger-Woodland Manor Community Room. The Multifamily Housing Rehab project will be discussed.

ADJOURNMENT

The meeting adjourned by unanimous consent at 10:30 AM.

Respectfully Submitted,

Margaret Skemp

Margaret Skemp, Recording Secretary