

**NORTH IOWA REGIONAL HOUSING AUTHORITY
202 First Street SE, Ste. 203, Mason City, IA 50401**

Tuesday, April 27, 2021, 9:00 AM

In person in the Conference room or

access the conference by calling in to 617-793-8470 or toll free at 844-855-4444. Access code is 5204446

AGENDA

- | | Pages |
|--|--------------|
| 1. Opening of Meeting. | |
| a. Call to Order. | |
| b. Determination of Quorum. | |
| c. Recognition of Visitor. | |
| d. Approval of Agenda and Request for Changes | |
| 2. Open Forum. | |
| Audience Note: If you desire to speak to the board, please read and complete the Open Forum Request form provided at the sign-in table and give it to the Board Secretary. | |
| 3. Consent Agenda. | |
| All items under this section are routine and may be enacted by one motion. Any item may be removed from the Consent Agenda at the request of a Commissioner and considered separately. | |
| A. Executive Director's Report | 2 |
| B. Approval of Consent Items or Request for Removal and Discussion | |
| 4. Old Business. | |
| A. Minutes | 3-4 |
| B. Financial Statements | 5-8 |
| C. Bills | 9-10 |
| D. Miscellaneous Communications | |
| 5. New Business. | |
| A. none | |
| 6. Adjourn. Next Scheduled Meeting May 25, 2021. | |

3. **Consent Agenda – Executive Director’s Report**

a. **Public Housing Unit Status**

Unit Turnover					
	Month of April 2021	Total Units at Site	Leased as of 03/31/2021	HUD Removed	Vacant Units
	Algona	14	11	0	3
«	Britt	6	6	0	0
«	Clear Lake	10	9	0	1
	Forest City	16	14	0	2
	Hampton	27	26	0	1
	Manly	12	11	0	1
«	Northwood	8	7	0	1
	Osage	10	9	0	1
	Rockford	10	9	0	1
«	Sheffield	8	8	0	0
	Total	121	110	0	11
<i>indicates that property is full</i>					

- b. We have entered a lease with Century Laundry Distributing to provide new laundry equipment at Hampton. They provide the machines, service them, and take all maintenance calls on the equipment, while paying us 30% of the vending receipts. The old machines had resulted in multiple maintenance calls – sometimes due to operator error – and this allows us to pass off that responsibility and get new machines while still getting some of the receipts from the machines.
- c. Foster Youth Independence (FYI) vouchers – I had a conference call with Iowa Department of Human Services on April 8. They will be sending us 2 foster youth referrals to start. No one has come on program yet.
- d. Fire renovation at 2101 and 2103 will begin on Monday April 26. It is expected to take up to 6 months.
- e. Our public housing units in Manly will be getting a new roof. We had some shingles come off and the decision was made to replace the older roofs on those buildings. Quotes came in ranging from \$27,000 to \$47,000.
- f. Heritage Place in Hampton will undergo updates to the elevator to bring it up to code. These updates are approximately \$20,000. They were expected to occur last year but were delayed due to Covid concerns.

NORTH IOWA REGIONAL HOUSING AUTHORITY
202 First Street SE, Ste. 203, Mason City, IA 50401

Tuesday March 23, 2021 9:00 A.M.

Minutes

1. Opening of Meeting.

A. Chairperson Gelner called the North Iowa Regional Housing Authority regular board meeting to order at 9:03 a.m. via conference call and in office. Public access to the meeting was available via phone.

Board Members: Present: Delegates: By phone: Roger Batt, Gary Gelner, Bruce Helgeson, Beth Johnson, Yvonne Krukow, Enos Loberg and Roy Schwickerath. Alternates: None. **Absent:** Tracy Church. **Staff:** In office: Carrie McBride, Justin Stotts. **Guests:** By None.

B. Determination of Quorum.
A quorum was determined.

C. Recognition of Visitor.
None.

D. Approval of Agenda and Request for Changes/Recording of Agenda.
Batt moved to approve the agenda as presented. Schwickerath seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

2. Open Forum.

None.

3. Consent Agenda.

Helgeson moved to approve the consent agenda. Batt seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

4. Old Business.

A. Minutes
Batt moved to approve the minutes with the changes. Loberg seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

B. Financial Statements
Johnson moved to approve the financial statements. Krukow seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

C. Bills
Schwickerath moved to approve the bills. Batt seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

D. Miscellaneous Communications
None.

5. New Business.

A. Foster Youth to Independence Vouchers.
Schwickerath moved to approve the Foster Youth Independence Vouchers. Johnson Seconded the motion.

6. Adjourn.

Krukow moved to adjourn. Helgeson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried. Meeting adjourned at 10:00 A.M. Next meeting is April 27, 2021.

Gary Gelner, Chairperson

Date

Justin Stotts, Executive Director

Date

NORTH IOWA REGIONAL HOUSING AUTHORITY - PH

BOARD SUMMARY REPORT

DATE **Feb-21**

	Current	Fiscal Year Begin Bal	+/-
Cash & Investments			
1111 Cash General Fund	\$ 673,205.62	\$ 901,104.65	\$ (227,899.03)
1114 Sec Deposit Fund	\$ 18,452.99	\$ 15,869.37	\$ 2,583.62
1117 Petty Cash	\$ 100.00	\$ 100.00	\$ -
1162 CD	\$ 110,242.12	\$ 110,242.12	\$ -
1162.010 CD SD	\$ 24,020.00	\$ 23,953.67	\$ 66.33
Total Cash & Investments	\$ 826,020.73	\$ 1,051,269.81	\$ (225,249.08)

	YTD Balance	Annual Budget	Percent of Budget
Receipts			
Rental Income	\$ 62,825.35	\$ 153,390.00	41%
Other Operating Revenue	\$ 122,819.23	\$ 264,550.00	46%
Total	\$ 185,644.58	\$ 417,940.00	44%
Expenses			
Admin Expense	\$ 95,124.66	\$ 228,320.00	42%
Utilities Expense	\$ 13,532.90	\$ 39,400.00	34%
Maintenance Expense	\$ 96,881.99	\$ 299,530.00	32%
General Expense	\$ 17,037.67	\$ 124,490.00	
Nonroutine Expenses	\$ 48,308.74	\$ 193,000.00	25%
Total Operating Expenses	\$ 270,885.96	\$ 884,740.00	31%
Net Income (Loss) from Operations	\$ (85,241.38)	\$ (466,800.00)	18%

Operating Reserve	
Beginning of Year	
2810.510 Admin Unrestricted	\$ 945,580.03
Net Income (Loss) from Operations	\$ (85,241.38)
Current FY Pension Adjustment	\$ -
Operating Reserve, End of Current Period	\$ 860,338.65

NORTH IOWA REGIONAL HOUSING AUTHORITY - PH

BOARD SUMMARY REPORT

DATE **Mar-21**

	Current	Fiscal Year Begin Bal	+/-
Cash & Investments			
1111 Cash General Fund	\$ 729,603.84	\$ 901,104.65	\$ (171,500.81)
1114 Sec Deposit Fund	\$ 18,453.46	\$ 15,869.37	\$ 2,584.09
1117 Petty Cash	\$ 100.00	\$ 100.00	\$ -
1162 CD	\$ 110,242.12	\$ 110,242.12	\$ -
1162.010 CD SD	\$ 24,020.00	\$ 23,953.67	\$ 66.33
Total Cash & Investments	\$ 882,419.42	\$ 1,051,269.81	\$ (168,850.39)

	YTD Balance	Annual Budget	Percent of Budget
Receipts			
Rental Income	\$ 76,018.35	\$ 153,390.00	50%
Other Operating Revenue	\$ 159,052.80	\$ 264,550.00	60%
Total	\$ 235,071.15	\$ 417,940.00	56%
Expenses			
Admin Expense	\$ 110,322.24	\$ 228,320.00	48%
Utilities Expense	\$ 16,814.90	\$ 39,400.00	43%
Maintenance Expense	\$ 121,730.62	\$ 299,530.00	41%
General Expense	\$ 20,547.63	\$ 124,490.00	
Nonroutine Expenses	\$ 59,524.18	\$ 193,000.00	31%
Total Operating Expenses	\$ 328,939.57	\$ 884,740.00	37%
Net Income (Loss) from Operations	\$ (93,868.42)	\$ (466,800.00)	20%

Operating Reserve	
Beginning of Year	
2810.510 Admin Unrestricted	\$ 945,580.03
Net Income (Loss) from Operations	\$ (93,868.42)
Current FY Pension Adjustment	\$ -
Operating Reserve, End of Current Period	\$ 851,711.61

NORTH IOWA REGIONAL HOUSING AUTHORITY - VOUCHER

BOARD SUMMARY REPORT

DATE **Feb-21**

	<u>Current</u>	<u>Fiscal Year Begin Bal</u>	<u>+/-</u>
Cash & Investments			
1111 Cash General Fund	\$ 465,224.13	\$ 398,382.80	\$ 66,841.33
Total Cash & Investments	\$ 465,224.13	\$ 398,382.80	\$ 66,841.33

	<u>YTD Balance</u>	<u>Annual Budget</u>	<u>Percent of Budget</u>
Receipts			
HUD Admin Fees	\$ 88,210.00	\$ 205,820.00	43%
Other Operating Revenue	\$ 912.13	\$ 2,600.00	35%
Total	\$ 89,122.13	\$ 208,420.00	43%
Expenses			
Admin Expense	\$ 59,276.94	\$ 152,770.00	39%
Utilities Expense	\$ 93.25	\$ 280.00	33%
Maintenance Expense	\$ 158.51	\$ 7,060.00	2%
General Expense	\$ 5,911.15	\$ 16,080.00	37%
Total Operating Expenses	\$ 65,439.85	\$ 176,190.00	37%
Net Income (Loss) from Operations	\$ 23,682.28	\$ 32,230.00	73%

Operating Reserve	
Beginning of Year	
2810.002 Admin Reserve	\$ 251,493.69
Net Income (Loss) from Operations	\$ 23,682.28
Current FY Pension Adjustment	\$ -
Operating Reserve, End of Current Period	\$ 275,175.97

NORTH IOWA REGIONAL HOUSING AUTHORITY - VOUCHER

BOARD SUMMARY REPORT

DATE **Mar-21**

	Current	Fiscal Year Begin Bal	+/-
Cash & Investments			
1111 Cash General Fund	\$ 415,246.21	\$ 398,382.80	\$ 16,863.41
Total Cash & Investments	\$ 415,246.21	\$ 398,382.80	\$ 16,863.41

	YTD Balance	Annual Budget	Percent of Budget
Receipts			
HUD Admin Fees	\$ 113,821.00	\$ 205,820.00	55%
Other Operating Revenue	\$ 1,033.59	\$ 2,600.00	40%
Total	\$ 114,854.59	\$ 208,420.00	55%
Expenses			
Admin Expense	\$ 72,761.57	\$ 152,770.00	48%
Utilities Expense	\$ 93.25	\$ 280.00	33%
Maintenance Expense	\$ 218.53	\$ 7,060.00	3%
General Expense	\$ 6,966.16	\$ 16,080.00	43%
Total Operating Expenses	\$ 80,039.51	\$ 176,190.00	45%
Net Income (Loss) from Operations	\$ 34,815.08	\$ 32,230.00	108%

Operating Reserve	
Beginning of Year	
2810.002 Admin Reserve	\$ 251,493.69
Net Income (Loss) from Operations	\$ 34,815.08
Current FY Pension Adjustment	\$ -
Operating Reserve, End of Current Period	\$ 286,308.77

North Iowa Regional Housing Authority

Check Register

All Bank Accounts

February 1, 2021 - February 28, 2021

Check Number	Check Date	Payee	Amount
Payroll Direct Deposit			
6236	02/05/21	Gansen, Karri S	1,390.97
6237	02/05/21	Heiny, Daniel L	1,237.79
6238	02/05/21	McBride, Carrie L	1,007.64
6239	02/05/21	Seaton, Carmen N	1,263.52
6240	02/05/21	Stotts, Justin	2,354.36
6241	02/05/21	Urbatsch, Gregg A	1,309.19
6262	02/19/21	Gansen, Karri S	1,304.40
6263	02/19/21	Heiny, Daniel L	1,272.98
6264	02/19/21	McBride, Carrie L	1,007.64
6265	02/19/21	Seaton, Carmen N	1,261.88
6266	02/19/21	Stotts, Justin	2,266.80
6267	02/19/21	Urbatsch, Gregg A	1,266.75
Payroll Direct Deposit Total			16,943.92
Vendor Checks			
6242	02/05/21	Algona Municipal Utilities 1	88.99
6243	02/05/21	Alliant Energy/IPL	486.13
6244	02/05/21	Base	150.00
6245	02/05/21	City of Forest City	773.75
6246	02/05/21	City of Rockford	159.90
6247	02/05/21	Gary Sheppard	640.00
6248	02/05/21	Gary's Plumbing & Heating Inc.	262.31
6249	02/05/21	Iowa NAHRO	225.00
6250	02/05/21	Karri Gansen	24.73
6251	02/05/21	Mason City Lumbar Co.	500.00
6252	02/05/21	Mediacom	234.07
6253	02/05/21	Menards - Mason City	2,279.80
6254	02/05/21	Mort's Plumbing & Heating	306.00
6255	02/05/21	Nan McKay and Associates Inc.	897.00
6256	02/05/21	New Horizon Contracting	800.00
6257	02/05/21	Osage Municipal Utilities	6.50
6258	02/05/21	River City Communications, Inc	23.00
6259	02/05/21	Router12 Networks LLC	270.00
6260	02/05/21	Scott's Towing & Auto Body	625.00
6261	02/05/21	Simpson Drywall Finishing	1,592.00
6268	02/19/21	Alliant Energy/IPL	202.52
6269	02/19/21	Brett's Drain Cleaning	290.59
6270	02/19/21	Christopher Meirick	2,250.00
6271	02/19/21	D&L Sanitation	112.00
6272	02/19/21	Eddy's Glass & Door, Inc.	145.42
6273	02/19/21	Gustavo Garcia	800.00
6274	02/19/21	Hawkins Ash CPAs	2,920.00
6275	02/19/21	HDSUPPLY	16.87
6276	02/19/21	Hjelmeland Flooring Inc	3,847.68
6277	02/19/21	Joes Collision & Performance	195.00
6278	02/19/21	Mort's Plumbing & Heating	457.50
6279	02/19/21	New Horizon Contracting	940.00
6280	02/19/21	Orlando D Taylor	11.00
6281	02/19/21	Randall Hiscocks	770.00
6282	02/19/21	Router12 Networks LLC	420.00
EFT	02/19/21	Aflac	98.62
EFT	02/19/21	Black Hills Energy	78.09
EFT	02/19/21	Century Link	369.85
EFT	02/19/21	Clear Lake Sanitary District	28.78
EFT	02/19/21	Clear Lake Sanitary District	37.39
EFT	02/19/21	Clear Lake Sanitary District	17.96
EFT	02/19/21	Clear Lake Sanitary District	31.48
EFT	02/19/21	Clear Lake Sanitary District	16.23

North Iowa Regional Housing Authority

Check Register

All Bank Accounts

February 1, 2021 - February 28, 2021

Check Number	Check Date	Payee	Amount
EFT	02/19/21	Clear Lake Sanitary District	12.79
EFT	02/19/21	Clear Lake Sanitary District	20.91
EFT	02/19/21	Clear Lake Sanitary District	19.92
EFT	02/19/21	Clear Lake Sanitary District	20.42
EFT	02/19/21	Clear Lake Sanitary District	15.99
EFT	02/19/21	Mid American Energy Company	1,454.65
EFT	02/19/21	Waste Management of Iowa, Inc.	333.86
EFT	02/19/21	Wellmark	233.94
EFT	02/05/21	Access Systems Leasing	153.03
EFT	02/05/21	Black Hills Energy	58.00
EFT	02/05/21	Capital One	561.81
EFT	02/05/21	Century Link	187.24
EFT	02/05/21	City of Hampton	288.76
EFT	02/05/21	City of Manly Utility	249.10
EFT	02/05/21	Principal Life Insurance Company	476.89
EFT	02/05/21	United Healthcare	3,521.76
EFT	02/05/21	Verizon	195.73
Vendor Check Total			<u>32,205.96</u>
Check List Total			<u><u>49,149.88</u></u>

Check count = 72

North Iowa Regional Housing Authority

Check Register

All Bank Accounts

March 1, 2021 - March 31, 2021

Check Number	Check Date	Payee	Amount
Payroll Direct Deposit			
6283	03/05/21	Gansen, Karri S	1,390.97
6284	03/05/21	Heiny, Daniel L	1,254.91
6285	03/05/21	McBride, Carrie L	1,009.59
6286	03/05/21	Seaton, Carmen N	1,260.60
6287	03/05/21	Stotts, Justin	2,354.37
6288	03/05/21	Urbatsch, Gregg A	1,260.42
6313	03/19/21	Gansen, Karri S	1,304.41
6314	03/19/21	Heiny, Daniel L	1,219.68
6315	03/19/21	McBride, Carrie L	1,009.59
6316	03/19/21	Seaton, Carmen N	1,260.60
6317	03/19/21	Stotts, Justin	2,266.80
6318	03/19/21	Urbatsch, Gregg A	1,272.12
Payroll Direct Deposit Total			16,864.06
Vendor Checks			
6289	03/08/21	Algona Municipal Utilities 1	138.30
6290	03/08/21	Alliant Energy/IPL	391.79
6291	03/08/21	Brett's Drain Cleaning	521.46
6292	03/08/21	City of Forest City	174.58
6293	03/08/21	City of Northwood	88.20
6294	03/08/21	City of Rockford	110.42
6295	03/08/21	Communication Innovators	70.00
6296	03/08/21	David Harms	1,040.00
6297	03/08/21	Gary Sheppard	640.00
6298	03/08/21	Gary's Plumbing & Heating Inc.	140.00
6299	03/08/21	Hampton Hardware	139.80
6300	03/08/21	Iowa Division of Labor	405.00
6301	03/08/21	Kim O'Connor	1,600.00
6302	03/08/21	Mason City Lumbar Co.	4,246.00
6303	03/08/21	McCloskey Appliance	2,996.00
6304	03/08/21	Mediacom	125.06
6305	03/08/21	Menards - Mason City	552.13
6306	03/08/21	Mort's Plumbing & Heating	505.00
6307	03/08/21	Nan McKay and Associates Inc.	478.00
6308	03/08/21	New Horizon Contracting	360.00
6309	03/08/21	Osage Municipal Utilities	6.50
6310	03/08/21	Printing Services Inc.	28.34
6311	03/08/21	River City Communications, Inc	23.00
6312	03/08/21	Scott's Towing & Auto Body	500.00
6319	03/19/21	Alliant Energy/IPL	56.26
6320	03/19/21	Brett's Drain Cleaning	130.00
6321	03/19/21	D&L Sanitation	112.00
6322	03/19/21	Gary's Plumbing & Heating Inc.	197.31
6323	03/19/21	Hawkins Ash CPAs	1,295.00
6324	03/19/21	Hjelmeland Flooring Inc	7,420.44
6325	03/19/21	Kevy's Appliance Repair	150.00
6326	03/19/21	McCloskey Appliance	799.00
6327	03/19/21	New Horizon Contracting	240.00
6328	03/19/21	Randall Hiscocks	550.00
6329	03/19/21	Router12 Networks LLC	295.00
6330	03/19/21	Schumacher Elevator Company	2,959.94
6331	03/19/21	THE TUB GUY	700.00
6332	03/19/21	Tim & Kim O'Connor	450.00
6333	03/19/21	Orlando D Taylor	11.00
EFT	03/19/21	Access Systems Leasing	153.03
EFT	03/19/21	Black Hills Energy	101.98
EFT	03/19/21	Clear Lake Sanitary District	26.57
EFT	03/19/21	Clear Lake Sanitary District	40.09

North Iowa Regional Housing Authority

Check Register

All Bank Accounts

March 1, 2021 - March 31, 2021

Check Number	Check Date	Payee	Amount
EFT	03/19/21	Clear Lake Sanitary District	20.91
EFT	03/19/21	Clear Lake Sanitary District	31.73
EFT	03/19/21	Clear Lake Sanitary District	15.99
EFT	03/19/21	Clear Lake Sanitary District	12.79
EFT	03/19/21	Clear Lake Sanitary District	21.40
EFT	03/19/21	Clear Lake Sanitary District	19.92
EFT	03/19/21	Clear Lake Sanitary District	26.07
EFT	03/19/21	Clear Lake Sanitary District	15.99
EFT	03/19/21	Mid American Energy Company	1,671.04
EFT	03/19/21	MRI Software LLC	80.00
EFT	03/19/21	Wellmark	233.94
EFT	03/08/21	Aflac	98.62
EFT	03/08/21	Black Hills Energy	115.85
EFT	03/08/21	Capital One	1,764.73
EFT	03/08/21	Century Link	188.27
EFT	03/08/21	Century Link	102.55
EFT	03/08/21	City of Hampton	293.71
EFT	03/08/21	City of Manly Utility	242.40
EFT	03/08/21	Principal Life Insurance Company	523.90
EFT	03/08/21	United Healthcare	3,521.76
EFT	03/08/21	Verizon	195.77
EFT	03/08/21	Waste Management of Iowa, Inc.	339.01
Vendor Check Total			<u>40,503.55</u>
Check List Total			<u><u>57,367.61</u></u>

Check count = 77