

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

Tuesday, June 22, 2021, 9:00 AM
In person in the Conference room

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	
C. Bills	
D. Miscellaneous Communications	
5. New Business.	
A. Audit for FYE September 30, 2020	5
B. Resolution 2021-01 Civil Rights Certification	6-7
C. Resolution 2021-02 5 Year Action Plan and 2021 Capital Fund Grant	8-15
6. Adjourn. Next Scheduled Meeting July 27, 2021.	

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

a. **Public Housing Unit Status**

Unit Turnover					
	Month of June 2021	Total Units at Site	Leased as of 05/31/2021	HUD Removed	Vacant Units
	Algona	14	13	0	1
«	Britt	6	6	0	0
	Clear Lake	10	8	0	2
	Forest City	16	14	0	2
	Hampton	27	26	0	1
«	Manly	12	12	0	0
	Northwood	8	7	0	1
	Osage	10	9	0	1
	Rockford	10	9	0	1
	Sheffield	8	7	0	1
	Total	121	111	0	10
«	<i>indicates that property is full</i>				

- b. Elevator repairs at Heritage Place in Hampton are scheduled to begin on June 29. Code upgrades were necessary as well as replacement of the control board. Overall cost is expected to be approximately \$20,000.
- c. We are reaching out to mechanical engineers to evaluate the HVAC system at Heritage Place in Hampton. I continue to believe that mini split systems are the solution, but we need an expert to assist us in writing a bid specification and to make sure it is the best solution long term.
- d. Clear Lake unit 2101 and 2103 which had fire damage have moved from the remediation to the restoration phase. I inspected the units on June 9, which have been stripped down to the interior framing. A structural engineer reviewed the units and determined that 5 of the trusses that support the second floor will need to be removed and replaced.

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Tuesday May 25, 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 9:02 a.m. via conference call and in office. Public access to the meeting was available via phone.

Board Members: Present: Delegates: In office: Roger Batt, Gary Gelner. By phone: Bruce Helgeson, Tracy Church, Beth Johnson, Julie Hagen Robb and Roy Schwickerath. Alternates: None. **Absent:** Yvonne Krukow. **Staff:** In office: Carrie McBride and Justin Stotts. **Guests:** By phone: John Olson of Kronlage and Olson, P.C.

- B. Determination of Quorum.
A quorum was determined.
- C. Recognition of Visitor.
John Olson of Kronlage and Olson, P.C.
- 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.

John Olson of Kronlage and Olson, P.C. reported that they have started on the audit expects to present them at the June meeting.

3. Consent Agenda.

Schwickerath 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 noted that Stotts attended the meeting by phone.
Helgeson moved to approve the minutes with the changes. Johnson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.
- B. Financial Statements
Batt moved to approve the financial statements. Johnson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.
- D. Bills
Helgeson moved to approve the bills. Schwickerath seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.
- E. Miscellaneous Communications
None.

5. New Business.

- A. HCV Portability Changes
Schwickerath moved to approve the portability changes. Helgeson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

B. HCV Payment Standards

Schwickerath moved to approve the payment standards. Johnson seconded the motion. **ROLL CALL VOTE:** Johnson, Batt, Helgeson, Schwickerath, Church, Hagen-Robb were in favor; none opposed; and none abstained. The motion carried.

6. **Adjourn.**

Batt moved to adjourn. Johnson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried. Meeting adjourned at 10:20 A.M. Next meeting is June 22, 2021.

Gary Gelner, Chairperson

Date

Justin Stotts, Executive Director

Date

DATE: June 22, 2021

RE: Consider Acceptance of the Audit for FYE 9/30/2020

REQUESTED ACTION: Consider acceptance of the audit for FYE September 30, 2020.

COMMENTS: John Olson from the accounting firm of Kronlage and Olson, P.C. will review the results of the audit for fiscal year ending September 30, 2020.

DATE: June 22, 2021

RE: Approve Civil Rights Certification

REQUESTED ACTION: Consider approval of Resolution No. 2021-01 Civil Rights Certification.

COMMENTS: The Low Income Public Housing program 2021 Capital Fund grant award is \$256,348. The Board must approve the attached Civil Rights Certification HUD form 50077-CR as a condition of receiving the Capital Fund grant.

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date

DATE: June 22, 2021

RE: 2021-2025 5 Year Action Plan and 2021 Capital Funds Grant
-- Resolution No. 2021-02

REQUESTED ACTION: Approve Board Resolution No. 2021-02 regarding our 2021-2025 5 Year Action Plan and 2021 Capital Funds Grant.

COMMENTS: NIRHA was allocated \$256,348 for the 2021 Capital Fund.

HUD requires that the NIRHA Board approve a resolution accepting our 2021 Capital Funds grant and approving our 2021-2025 5 year action plan (5YAP).

The 2021-2025 5YAP is attached. Since NIHRA has less than 250 public housing units, we are considered a small PHA and are allowed to move all of our funds into operations. This means we are not required to allocate our funds to specific projects before receiving the grant.

RESOLUTION NO. 2021-02

**RESOLUTION APPROVING AND RECEIVING CAPITAL FUNDING FOR FY 2021
FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

WHEREAS, the North Iowa Regional Housing Authority (NIRHA) provides housing for low income families with federal funding through agreements with the Department of Housing and Urban Development (HUD); and

WHEREAS, in accordance with Section 9(d) of the US Housing Act of 1937, HUD annually provides funding for capital and management activities of public housing projects; and

WHEREAS, \$256,348 has been awarded to NIRHA for the purpose of capital and management activities; and

WHEREAS, HUD requires a board resolution authorizing the Executive Director to accept the funds and authorize appropriate use of the funds under the five year action plan;

NOW; THEREFORE, BE IT RESOLVED, the NIRHA Board of Commissioners hereby approves the 2021-2025 five year action plan and authorizes the Executive Director to accept the Capital Funds and to use funds for appropriate capital and management activities for the public housing units.

PASSED AND ADOPTED BY THE NORTH IOWA REGIONAL HOUSING AUTHORITY
ON THIS 22nd DAY OF JUNE, 2021.

Gary Gelner, Chairperson

Date

Justin Stotts, Executive Director

Date

Capital Fund Program - Five-Year Action Plan

Status: Draft

Approval Date:

Approved By:

Part I: Summary						
PHA Name : North Iowa Regional Housing Authority		Locality (City/County & State)				
PHA Number: IA127		<input checked="" type="checkbox"/> Original 5-Year Plan		<input type="checkbox"/> Revised 5-Year Plan (Revision No:)		
A.	Development Number and Name	Work Statement for Year 1 2021	Work Statement for Year 2 2022	Work Statement for Year 3 2023	Work Statement for Year 4 2024	Work Statement for Year 5 2025
	UNSELECTED (IA127000001)	\$256,348.00	\$256,348.00	\$256,348.00	\$256,348.00	\$256,348.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	UNSELECTED (IA127000001)			\$256,348.00
ID0006	Operations(Operations (1406))	Upkeep, repairs, and apartment modernization due to age of facilities. Improvements may include but not limited to: bldg. exterior-siding, roofs, guttering, etc. Storm shelter maintenance; concrete repairs. Replacement &/or repair of flooring, walls & ceilings; kitchen and bath cabinets, countertops & sinks, windows & coverings, plumbing supply/waste lines and fixtures, electrical distribution lines and fixtures. Dwelling equipment such as stoves, refrigerators, furnaces/AC repair & replacement, water heater. Non dwelling equipment-fire alarm, door openers/locks, snow equipment, mowers, maintenance shed, repairs or replacement as needed.		\$256,348.00
	Subtotal of Estimated Cost			\$256,348.00