

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

Tuesday, September 28, 2021, 9:00 AM  
In person in the Conference room

**AGENDA**

- |  | <b>Pages</b> |
|--|--------------|
| <b>1. Opening of Meeting.</b>  |              |
| a. Call to Order.  |              |
| b. Determination of Quorum.  |              |
| c. Recognition of Visitor.   |              |
| d. Approval of Agenda and Request for Changes  |              |
| <b>2. Open Forum.</b>  |              |
| 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.             |              |
| <b>3. Consent Agenda.</b>  |              |
| 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   |              |
| <b>3. Old Business.</b>  |              |
| A. Minutes   | 3-4          |
| B. Financial Statements  |              |
| C. Bills   |              |
| D. Miscellaneous Communications  |              |
| <b>4. New Business.</b>  |              |
| A. Resolution 2021-04 Operating Budget   | 5-8          |
| <b>5. Adjourn. Next Scheduled Meeting October 26, 2021.</b>  |              |

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

a. **Public Housing Unit Status**

Unit Turnover					
	Month of August 2021	Total Units at Site	Leased as of July 31, 2021	HUD Removed	Vacant Units
«	Algona	14	14	0	0
	Britt	6	4	0	2
	Clear Lake	10	8	0	2
	Forest City	16	15	0	1
«	Hampton	27	27	0	0
«	Manly	12	11	0	1
	Northwood	8	7	0	1
«	Osage	10	10	0	0
	Rockford	10	9	0	1
	Sheffield	8	7	0	1
	<b>Total</b>	<b>121</b>	<b>112</b>	<b>0</b>	<b>9</b>
«	<i>indicates that property is full</i>				

- b. On September 23, a stair lift installed at Hampton for the front door. The front door was not accessible for those with mobility issues. We are also working on installing automatic openers on senior center doors.
- c. I met with engineer Bud Carlson on September 21 at Heritage Place in Hampton to discuss HVAC system. He will prepare recommendations for us which I will present at a future board meeting.
- d. Office staff went to NAHRO conference in Des Moines September 22-23. It was good to be back in person. Staff attended sessions regarding HUD updates from Washington, emergency preparedness, inspections updates, and training for eligibility and rent calculation.
- e. Finley Law Firm has submitted revisions of the personnel policy manual to me for review. I am currently reviewing their changes, and expect to have a completed final policy for board approval at our next meeting.
- f. A former applicant has filed a civil rights complaint with the Iowa Human Rights Commission. This was filed with insurance, and given to attorneys at Finley Law Firm to handle on our behalf.

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

Tuesday August 24, 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. in the conference room of the office.

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

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

**4. Old Business.**

- A. Minutes  
Johnson moved to approve the minutes with the changes. Schwickerath 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. Schwickerath seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.
- C. Bills  
Johnson moved to approve the bills. Schwickerath seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.
- D. Miscellaneous Communications  
None.

**5. New Business.**

- A. Revision of 2021-2025 5 Year Action Plan  
Krukow moved to approve Resolution No. 2021-3. Batt seconded the motion.  
**ROLL CALL VOTE:** Johnson, Helgesen, Batt, Krukow, Schwickerath and Gelner were in favor; None opposed; and None abstained. The Motion carried.

B. Executive Director's Evaluation

Schwickerath moved to approve the Executive Committee's Recommendation of a salary increase of 5%. Helgesen seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

6. **Adjourn.**

Krukow moved to adjourn. Johnson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried. Meeting adjourned at 10:10 A.M. Next meeting is September 28, 2021.

\_\_\_\_\_  
Gary Gelner, Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Justin Stotts, Executive Director

\_\_\_\_\_  
Date

---

**DATE:** September 28, 2020

**RE:** Resolution - Agency Budget

---

**REQUESTED ACTION:** Accept Resolution No. 2021-04 approving the proposed NIRHA Combined Budget which includes the Public Housing Operating Budget and Voucher Operating budget for the fiscal year ending September 30, 2022.

**COMMENTS:**

Attached is the Operating Budget for the fiscal year ending September 30, 2022.

Main focus areas for the Public Housing properties in 2022 continue to be updates of flooring, cabinets, and appliances in units as they turn over. Cameras for our Forest City and Northwood properties are on there as well, due to the ongoing issues at those properties. Consulting for updated HVAC at Heritage Place in Hampton are planned for 2022. Actual costs for the updates will be dependent on the recommendations of the consultant and will be brought as a budget revision.

From an administrative standpoint, this budget requests funds to hire a consultant for repositioning of our public housing if we choose to go down that road. Also budgeted are funds to upgrade our phone, network, and office technology. Finally, board room and office furniture changes to allow for better use of our space and social distancing round out the budget.

The major employee benefit contribution is health insurance. Board action upon a health insurance plan and premium for 2022 will occur near the end of 2021. The amount of change we will see in premiums is unknown at this time. Other employee benefits include life insurance, accidental death and dismemberment insurance, and long-term disability insurance. Those rates are dependent upon age and wages of covered employees.

**North Iowa Regional Housing Authority  
12 MONTHS ENDING 9/30/2022**

Maual Input

Last updated

9/8/2021

Formula

Do Not Change/No Info Necessary/Locked

Name of Projects  
Family/Elderly  
Scatter Site  
Age/Year Built  
Recently Rennovated  
Units  
Average Bedroom Size  
Occupancy  
# of Turnovers

NOTE: Due to rounding there might be \$1 differences

REAC	HUD		Public Housing				
	Fund #						
Line	Acct.	Units	121	121	398	0	519
No.			AMP 1	PH Project Totals	VCH Admin	VCH HAP	Consolidated
<b>Revenues</b>							
<b>Operating Receipts</b>							
	3100	Gross Potential Rents	172,352	172,352			172,352
	3105	Vacancy Loss	(18,959)	(18,959)			(18,959)
70300	3110/3420	<b>Net Dwelling Rental</b>	153,394	153,394	-	-	153,394
70400	3120/442	Excess Utilities	-	-	-	-	-
70400	3190	Nondwelling Rental	4,540	4,540	-	-	4,540
<b>70500</b>	<b>Total</b>	<b>Rental Income</b>	157,934	157,934	-	-	157,934
70600	3691	Operating Subsidy	440,748	440,748			440,748
70600	3691.1	Capital Funds - Soft Cost	-	-			-
70600		HUD HAP		-	-	1,176,651	1,176,651
70600		HUD Admin Fees		-	218,835	-	218,835
70800		Other Govt. Grants - fill in type ex. ROSS, TANF		-			-
70800		Other Govt. Grants - fill in type		-			-
71100	3610	Interest on General Fund Investments	3,671	3,671	1,550		5,221
71400		Fraud Recovery		-	280	280	560
71500	3690	Other Income	285,858	285,858	1,000	-	286,858
71600		Gain or Loss on Sale of Capital Assets		-			-
72000		Investment Income Resticted		-			-
<b>Total</b>	<b>Operating Income</b>		888,211	888,211	221,665	1,176,931	2,286,807
<b>Operating Expenditures - Administration:</b>							
91100	4110	Administrative Salaries (Direct)	-	-	-	-	-
91100	4110.1	Administrative Salaries (Front-Line)	144,779	144,779	76,514	-	221,293
91100		Administrative Salaries (CFP)		-			-
91200	4171	Auditing Fees	1,992	1,992	6,700	-	8,692
91400	4120	Advertising & Marketing	650	650	100	-	750
91500	4182	Employee Benefit Contributions (Direct)	-	-	-	-	-
91500	4182.1	Employee Benefit Contributions (Front-Line)	39,442	39,442	19,008	-	58,450
91600	4160	Office Expenses	26,730	26,730	20,516	-	47,246
91700	4130	Legal Expense	3,000	3,000	500	-	3,500
91800	4150	Travel	1,000	1,000	1,000	-	2,000
91900	4140	Staff Training	3,500	3,500	3,500	-	7,000
91900	4170	Accounting Fees	12,700	12,700	6,500	-	19,200
91900	4180	Office Rent	14,950	14,950	15,730	-	30,680
91900	4190	Other Sundry	19,469	19,469	1,288	-	20,757
<b>Total</b>	<b>Administrative Expense</b>		268,212	268,212	151,356	-	419,568
<b>Tenant Services:</b>							
92100	4210	Salaries	-	-	-	-	-
92200	4220	Recreation, Publications and Other Services	-	-	-	-	-
92300	4282	Employee Benefit Contributions	-	-	-	-	-
92400	4230	Contract Costs, Training and Other	-	-	-	-	-
<b>Total</b>	<b>Tenant Services Expense</b>		-	-	-	-	-
<b>Utilities:</b>							
93100	4310	Water	5,500	5,500	-	-	5,500
93200	4320	Electricity	17,000	17,000	280	-	17,280
93300	4330	Gas	8,900	8,900	-	-	8,900
93400	4340	Fuel	-	-	-	-	-
93600	4360	Sewer	8,000	8,000	-	-	8,000
93700	4390	Other Utilities Expense	-	-	-	-	-
<b>Total</b>	<b>Utilities Expense</b>		39,400	39,400	280	-	39,680
<b>Ordinary Maintenance and Operations:</b>							
94100	4410	Labor (Direct)	93,505	93,505	4,921	-	98,426

REAC	HUD		Public Housing				
	Fund #						
Line	Acct.	Units	121	121	398	0	519
No.			AMP 1	PH Project Totals	VCH Admin	VCH HAP	Consolidated
<b>Revenues</b>							
94200	4420	Materials	40,000	40,000	1,270		41,270
94300-010	4431	Garbage & Trash Removal	10,000	10,000	-	-	10,000
94300-020	4430.01	Heating & Cooling	12,500	12,500	-	-	12,500
94300-030	4430.02	Snow Removal	9,500	9,500	-	-	9,500
94300-040	4430.03	Elevator Maintenance	2,500	2,500	-	-	2,500
94300-050	4430.04	Landscaping & Grounds	23,000	23,000	-	-	23,000
94300-060	4430.05	Unit Turnaround	20,000	20,000	-	-	20,000
94300-070	4430.06	Electrical	1,000	1,000	-	-	1,000
94300-080	4430.07	Plumbing	8,000	8,000	-	-	8,000
94300-090	4430.08	Extermination	-	-	-	-	-
94300-100	4430.09	Janitorial	1,000	1,000	-	-	1,000
94300-110	4430.10	Routine Contract Costs	3,000	3,000	300	-	3,300
94300-120	4430.11	Miscellaneous Contracts	18,000	18,000	20	-	18,020
94500	4433	Employee Benefit Contributions-Maint	40,183	40,183	2,115	-	42,298
<b>94000 Total</b>		<b>Ordinary Maintenance and Operating Expense</b>	<b>282,188</b>	<b>282,188</b>	<b>8,626</b>	<b>-</b>	<b>290,814</b>
<b>Protective Services:</b>							
95100	4460	Labor	-	-	-	-	-
95200	4480	Contract Costs	-	-	-	-	-
95300	4470	Materials	-	-	-	-	-
95500	4482	Employee Benefits	-	-	-	-	-
<b>95000 Total</b>		<b>Protective Services Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Insurance Expense:</b>							
96110	4510.02	Property Insurance	24,931	24,931	-	-	24,931
96120	4510.03	Liability Insurance	987	987	2,642	-	3,629
96130	4510.01	Workers' Comp Insurance	3,892	3,892	1,174	-	5,066
96140	4510.00	Other Insurance	1,830	1,830	2,821	-	4,651
<b>96100 Total</b>		<b>Insurance</b>	<b>31,640</b>	<b>31,640</b>	<b>6,637</b>	<b>-</b>	<b>38,277</b>
<b>General Expense</b>							
96200	4590	Other General Expenses	100	100	7,650		7,750
96210	4560	Compensated Absences	-	-	-		-
96300	4520	Payments in Lieu of Taxes	11,853	11,853		-	11,853
96400	4570	Collection Losses	1,000	1,000			1,000
96800	4530	Terminal Leave Payments	-	-			-
<b>9600 Total</b>		<b>General Expense</b>	<b>12,953</b>	<b>12,953</b>	<b>7,650</b>	<b>-</b>	<b>20,603</b>
96710		Interest expense - Mort or Bonds	-	-			-
96720		Interest expense - Notes	-	-			-
		HAP Expense	-	-	-	1,225,043	1,225,043
<b>96700 Total</b>		<b>Total Interest Expense and Amortization Cost</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,225,043</b>	<b>1,225,043</b>
<b>96900 Total</b>		<b>Operating Expenditures</b>	<b>634,393</b>	<b>634,393</b>	<b>174,549</b>	<b>1,225,043</b>	<b>2,033,985</b>
<b>Nonoperating Expenditures:</b>							
97100	4610	Extraordinary Maintenance	-	-	-	-	-
97200	4620	Casualty Losses	-	-	-	-	-
		Debt Payments - Principal	-	-	-	-	-
		Debt Payments - To Reserve	-	-	-	-	-
		Debt Payments - Overage	-	-	-	-	-
		Debt Service - Capital Funds	-	-	-	-	-
		Capital Expenditures - Operations	113,003	113,003			113,003
<b>Total</b>		<b>Nonoperating Expenditures</b>	<b>113,003</b>	<b>113,003</b>	<b>-</b>	<b>-</b>	<b>113,003</b>
<b>Total</b>		<b>Total Expenditures</b>	<b>747,396</b>	<b>747,396</b>	<b>174,549</b>	<b>1,225,043</b>	<b>2,146,988</b>
		<b>Allocated Overhead expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>Cash Flow from Operations</b>	<b>142,964</b>	<b>142,964</b>	<b>56,387</b>	<b>(48,112)</b>	<b>151,239</b>
1104	6010	Prior Period Adjustments	-	-			-
		<b>Net Income (Loss) after Prior Period Adjustments</b>	<b>142,964</b>	<b>142,964</b>	<b>56,387</b>	<b>(48,112)</b>	<b>151,239</b>
		Subtract: Depreciation	293,378	293,378	-	-	293,378
		Add: Capital Expenditures - Operations	113,003	113,003	-	-	113,003
		Add: Debt Principal Payments	-	-	-	-	-
		<b>Net Income (Loss) to Balance Sheet</b>	<b>(39,561)</b>	<b>(39,561)</b>	<b>47,116</b>	<b>(48,112)</b>	<b>(40,557)</b>

**Public reporting burden** for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: .....PHA Code:

PHA Fiscal Year Beginning: .....Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, 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 and 3802)

Print Board Chairperson's Name:	Signature:	Date: