

**MORTON COUNTY HOUSING AUTHORITY  
QUARTERLY MEETING MINUTES  
OCTOBER 8, 2020**

The regularly scheduled meeting of the Board of Commissioners of the Morton County Housing Authority was called to order by Dwight Cook, Chairman, on Thursday, October 8, 2020, at 2:00 p.m., at the Morton County Housing Authority conference room in Mandan. In attendance in addition to Dwight were Commissioners Woody Barth, Steve Maershbecker, Tim Duppong, and Gary Kreidt. Also, in attendance were Rick Horn and Stacy Kramer of the Management Firm.

Following a review of the minutes of the meeting of June 3, 2020, Gary made a motion to approve the minutes as previously submitted with 1 minor change with Tim seconding. All voted aye. Passed.

With only a one question being asked regarding the following expenditures Sunlight Solutions (window tinting), Steve motioned to accept the expenditures as presented with Woody seconding. All voted aye. Passed.

A discussion was had regarding the HAPs leases, dollars & admin fee earned report handed out by the management firm. As of September, 2020, MCHA was spending \$227,116 on 540 vouchers and we received \$238,573. MCHA has a cash balance of \$774,177, the Development Account has a balance of \$331,526 and the Contract Account balance is \$281,854. The management firm discussed the 2020 Equity Balances report that was included in the board packet. The report shows that MCHA is utilizing 540 vouchers and we spent \$227,116 in September, 2020.

Rick presented to the Board the year-to-date voucher activity for the current fiscal year and prior fiscal year. A discussion regarding the Morton County Housing Authority Voucher Program was had. In December, 2019, we utilized 549 vouchers and spent \$223,873 that month for average payment of \$407.78. The December, 2009 average HAP payment was \$282.53 with 620 vouchers being paid. As of September 30, 2020, we have had 350 applications, 100 vouchers issued, 85 vouchers utilized with 15 outstanding vouchers and we are currently processing 142 applications. We currently have 15 outstanding vouchers as of 09/30/2020 compared to 26 as of 12/31/2019. The number of applications that are currently being processed is 142 compared to 120 as of 12/31/2019.

A discussion regarding the YTD Voucher Activity was had. As of September, 2020, we utilized 540 vouchers of the 684 that are available. The applicants either don't get a voucher because their income is too high or they can't pass the background checks. In 2019, we have received 473 applications, 262 applications got on the list, 203 vouchers were issued, and 145 vouchers were actually utilized.

A discussion regarding 2020 Voucher Equity was had. The HAP Equity balance as of 12/31/2019 was \$67,965.26 and Admin balance was \$595,385.00. As of September, 2020, our 2020 HAP Equity balance is \$11,166.09 and the Admin balance is \$740,892.94. Our 2020 Voucher Funding is \$2,739,329 compared to \$2,638,000 in 2019. Our funding is based on the previous year's expenditures.

A discussion regarding the Annual Plan – Public Hearing – October 15<sup>th</sup> was had. The Annual Plan Public Hearing will be held at the Liberty Heights Conference room on October 15, 2020 at 1:30. After a discussion regarding the Annual Plan, Gary motioned accept the Annual Plan with Woody seconding. All voted aye. Passed.

A discussion regarding the CARES Act – Administrative funding was had. We received notification that MCHA will receive additional funding \$99,394 for administration of CARES Act.

A discussion regarding the Additional Funding for Lower than Average Leasing was had. HUD had additional funding set aside money. They wanted us to apply for the money since we are not funding all of our vouchers. We were awarded an additional \$124,000 and so we need to get people approved for their vouchers.

A discussion regarding the 2020 Fair Market Rent was had. Effective November 1, 2020 the FMR for a 1 bedroom is \$719 for Morton County, a 2 bedroom is \$884, a 3 bedroom is \$1,265 and \$1,444 for a 4 bedroom.

A discussion regarding PHA Web Software was had. Our current software program, Urlaub, is very outdated and working remotely would not be possible. We checked into PHA Web software because a few other Housing Authorities in North Dakota use this software. We also looked into other options but those options were pretty expensive. We spoke the Housing Authorities that are using it and they seem to like it. The annual fee for the software is \$3,600 and around \$4,000 to set up 4 users. The CARES Act money could be used for this. Mercer & Emmons County Housing Authorities have already approved the purchase of this software so they will pay a portion of the above costs. We are able to use the CARES money. After some discussion, Steve motioned to purchase the PHA Web Software with Gary seconding. All voted aye. Passed.

A discussion regarding the 12/31/2019 Financial Audit was had. We finally got the audit results done and it was a clean opinion. Due to Covid we had a few issues. The auditors were working remotely and they didn't come to the office to do the field work until August. Gary motioned to accept the audit with Tim seconding. All voted aye. Passed.

A discussion regarding the Management Contract was had. After a brief discussion Woody motioned to extend our contract 1 year with Steve seconding. All voted aye. Passed.

A discussion regarding the Holiday Gathering was had. It was decided to do it at Roby's and try to reserve for the beginning or middle of December.

There being no further business to come before the Board the meeting was duly adjourned.

  
\_\_\_\_\_  
Dwight Cook, Chairman

2-24-2021  
Date

  
\_\_\_\_\_  
Rick Horn, Management Agent

2/24/2021  
Dat

**MORTON COUNTY HOUSING AUTHORITY**  
**QUARTERLY MEETING MINUTES**  
**JUNE 3, 2020**

The regularly scheduled meeting of the Board of Commissioners of the Morton County Housing Authority was called to order by Dwight Cook, Chairman, on Wednesday, June 3, 2020, at 2:00 p.m., at the Morton County Housing Authority conference room in Mandan. In attendance in addition to Dwight were Commissioners Tim Duppong, and Gary Kreidt. Also, in attendance were Rick Horn and Stacy Kramer of the Management Firm.

Following a review of the minutes of the meeting of October 11, 2019, Gary made a motion to approve the minutes as previously submitted with Tim seconding. All voted aye. Passed.

With only a few questions being asked regarding the following expenditures Starion Bank (CD purchase for Development account since this is only a savings account) and Brady Martz & Associates (partial payment for annual audit), Gary motioned to accept the expenditures as presented with Tim seconding. All voted aye. Passed.

A discussion was had regarding the HAPs leases, dollars & admin fee earned report handed out by the management firm. As of May, 2020, MCHA was spending \$232,824 on 544 vouchers and we received \$228,350. MCHA has a cash balance of \$748,944, the Development Account has a balance of \$331,521 and the Contract Account balance is \$272,317. The management firm discussed the 2019 Equity Balances report that was included in the board packet. The report shows that MCHA is utilizing 549 vouchers and we spent \$223,873 in December, 2019 which leaves us with a balance of \$67,965.26.

Rick presented to the Board the year-to-date voucher activity for the current fiscal year and prior fiscal year. A discussion regarding the Morton County Housing Authority Voucher Program was had. In December, 2019, we utilized 549 vouchers and spent \$223,873 that month for average payment of \$407.78. The December, 2009 average HAP payment was \$282.53 with 620 vouchers being paid. As of April 30, 2020, we have had 157 applications, 50 vouchers issued, 37 vouchers utilized with 34 outstanding vouchers and we are currently processing 108 applications. We currently have 23 outstanding vouchers as of 04/30/2020 compared to 26 as of 12/31/2019. The number of applications that are currently being processed is 76 compared to 120 as of 12/31/2019.

A discussion regarding the YTD Voucher Activity was had. As of April, 2020, we utilized 544 vouchers of the 684 that are available. The applicants either don't get a voucher because their income is too high or they can't pass the background checks. In 2019, we have received 473 applications, 262 applications got on the list, 203 vouchers were issued, and 145 vouchers were actually utilized.

A discussion regarding 2020 Voucher Equity was had. The HAP Equity balance as of 12/31/2019 was \$67,965.26 and Admin balance was \$595,385.00. As of May, 2020, our 2020 HAP Equity balance is \$62,232.05 and the Admin balance is \$621,276.90. Our 2020 Voucher Funding is \$2,739,329 compared to \$2,638,000 in 2019. Our funding is based on the previous year's expenditures.

A discussion regarding the 2020 HCV Administrative Fee Rate was had. Morton County Housing Authority's (ND010) new rate is \$76.95 versus \$75.15 in 2019. The proration rate is estimated to be 79% through May and then 80% from Jun through December.

A discussion regarding the CARES Act – Administrative funding was had. We received notification that MCHA will receive \$77,162 for administration of CARES Act.

A discussion regarding the Office Computers was had. Our current computers will not allow us to work remotely nor do they have cameras and with COVID-19 Pandemic we may be faced with having to work remotely or at least attend meeting remotely. Enclosed in the Board packets were quotes from C-Ram as well as Fireside Office Solutions. C-Ram computers were brand new while Firesides were an older model. After a brief discussion regarding the computers, Gary motioned to accept C-Ram's bid for new computers with Tim seconding. All voted aye. Passed.

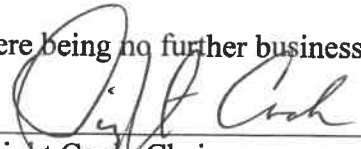
A discussion regarding the Board Room Table and Chairs was had. The current chairs cannot be sanitized and with COVID we need to be able to sanitize. We received 2 bids for new tables and chairs. One bid from Fireside and another bid from Innovative Office Solutions. After some discussion regarding this matter, Gary motioned to accept Fireside's bid for Board Room Table and chairs with Tim seconding. All voted aye. Passed.

A discussion regarding PHA Web Software was had. Our current software program, Urlaub, is very outdated and working remotely would not be possible. We checked into PHA Web software because a few other Housing Authorities in North Dakota use this software. We also looked into other options but those options were pretty expensive. We spoke the Housing Authorities that are using it and they seem to like it. The annual fee for the software is \$3,600 and around \$4,000 to set up 4 users. The CARES Act money could be used for this. Mercer County Housing Authority has already approved the purchase of this software so they will pay a portion of the above costs. We will be discussing this issue with Emmons at our next Board meeting.

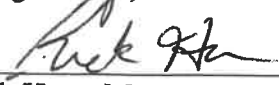
A discussion regarding the HUD Waivers – CARES Act was had. HUD has issued new rules allowing more leeway in conducting business. We can now move inspections to a later date, timelines are now a little flexible, zero HAP clients can now stay on for 9 months vs the previous time of 6 months. After a discussion regarding the Waivers, Tim motioned to accept the HUD Waivers with Gary seconding. All voted aye. Passed.

Other business discussed was the discussed was the idea of paying mileage to Board Members for travel for Board meetings. We do this for other Housing Authorities and so we will start doing that with MCHA as well. Other business discussed was the NDIRF policy. We received a notice that the current premium will be \$3,792 for 2020. This is for liability insurance.

There being no further business to come before the Board the meeting was duly adjourned.

  
Dwight Cook, Chairman

10-8-20  
Date

  
Rick Horn, Management Agent

10/8/2020  
Date