

**MORTON COUNTY HOUSING AUTHORITY  
QUARTERLY MEETING MINUTES  
DECEMBER 20, 2021**

The regularly scheduled meeting of the Board of Commissioners of the Morton County Housing Authority was called to order by Dwight Cook, Chairman, on Monday, December 20, 2021, 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, Tim Duppong, Tom Peters and Steve Maerschbecker by phone. Also, in attendance were Rick Horn and Stacy Kramer of the Management Firm.

Following a review of the minutes of the meeting of August 27, 2021, Tim made a motion to approve the minutes as previously submitted with Woody seconding. All voted aye. Passed.

With no questions being asked regarding the expenditures, Woody motioned to accept the expenditures as presented with Tom 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 November, 2021, MCHA was spending \$256,664 on 565 vouchers and we received \$277,297. MCHA has a cash balance of \$844,167, the Development Account has a balance of \$339,700 and the Contract Account balance is \$310,956. The management firm discussed the 2021 Equity Balances report that was included in the board packet. The report shows that MCHA is utilizing 577 vouchers and we spent \$256,340 in December, 2021.

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 November, 2011, we utilized 556 vouchers and spent \$168,129 that month for average payment of \$302.39. As of November 30, 2021, we have had 490 applications, 186 vouchers issued, 136 vouchers utilized with 48 outstanding vouchers and we are currently processing 134 applications. We currently have 48 outstanding vouchers as of 11/30/2021 compared to 43 as of 12/31/2020. The number of applications that are currently being processed is 134 compared to 110 as of 12/31/2020.

A discussion regarding the YTD Voucher Activity was had. As of November, 2021, we utilized 565 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 2020, we have received 462 applications, 225 applications got on the list, 179 vouchers were issued, and 125 vouchers were actually utilized.

A discussion regarding 2021 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 December, 2021, our 2021 HAP Equity balance is \$8,027.85 and the Admin balance is \$863,019.63. We utilized 577 vouchers in December, 2021 and we spent \$2,914,673 for the year. Our 2021 Voucher Funding is \$2,880,058 compared to \$2,739,329 in 2020. Our funding is based on the previous year's expenditures.

A discussion regarding the PHA Web Software was had. The new system implemented in

March/April of 2021 seems to be more user friendly. We all can use it and at the same time. The ability to image items is available so maybe we can have paperless files. We have the option to do direct deposit as well which we will look into.

A discussion regarding the Office Cleaning was had. Suzanne Scheid resigned and we have now hired Alexis Horn.

A discussion regarding the Management Contract was had. This is just a renewal year so we do not have to put the contract out for bids. After a brief discussion, Tim motioned to renew HJL Management Company contract for 1 more year with Tom seconding. All voted aye. Passed.

Other business discussed was some thoughts on how to spend the money we have. It was presented that maybe we should start thinking of things we can do to spend the money. An idea was to buy/build something in an area that may need housing.

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

Dwight Cook 4/18/22  
Dwight Cook, Chairman Date

Rick Horn 4/18/2022  
Rick Horn, Management Agent Dat

**MORTON COUNTY HOUSING AUTHORITY  
QUARTERLY MEETING MINUTES  
AUGUST 27, 2021**

The regularly scheduled meeting of the Board of Commissioners of the Morton County Housing Authority was called to order by Dwight Cook, Chairman, on Friday, August 27, 2021, 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, Tim Duppong, Tom Peters and Steve Maerschbecker. Also, in attendance were Rick Horn and Stacy Kramer of the Management Firm.

Following a review of the minutes of the meeting of May 18, 2021, Woody made a motion to approve the minutes as previously submitted with Tom seconding. All voted aye. Passed.

With no questions being asked regarding the expenditures, Steve 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 July, 2021, MCHA was spending \$242,013 on 565 vouchers and we received \$237,254. MCHA has a cash balance of \$816,507, the Development Account has a balance of \$339,696 and the Contract Account balance is \$303,663. The management firm discussed the 2020 and 2021 Equity Balances report that was included in the board packet. The report shows that MCHA is utilizing 565 vouchers and we spent \$242,013 in July, 2021.

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 July, 2011, we utilized 551 vouchers and spent \$167,540 that month for average payment of \$304.54. As of July 31, 2021, we have had 317 applications, 103 vouchers issued, 77 vouchers utilized with 30 outstanding vouchers and we are currently processing 156 applications. We currently have 43 outstanding vouchers as of 12/31/2020 compared to 26 as of 12/31/2019. The number of applications that are currently being processed is 156 compared to 110 as of 12/31/2020.

A discussion regarding the YTD Voucher Activity was had. As of July, 2021, we utilized 565 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 2020, we have received 462 applications, 225 applications got on the list, 179 vouchers were issued, and 125 vouchers were actually utilized.

A discussion regarding 2021 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 July, 2021, our 2020 HAP Equity balance is \$-(4,103.26) and the Admin balance is \$857,382.80. Our 2021 Voucher Funding is \$2,880,058 compared to \$2,739,329 in 2020. As of July, 2021 our HAP Equity balance is \$-(4,103.26) and the Admin balance is \$857,382.26. Our funding is based on the previous year's expenditures.

A discussion regarding the 2021 Fair Market Rent was had. Effective October 1, 2021 the Fair Market Rent for an efficiency is \$806, 1 bedroom is \$811, 2 bedroom is \$968, 3 bedroom is \$1,375

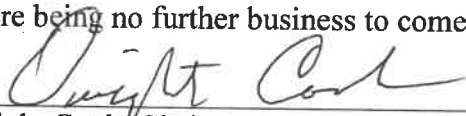
and a 4 bedroom is \$1,586. We are going to go to 110% so we can spend more money but may not be able to help as many people.


A discussion regarding the ND Dept of Labor/HUD Housing Discrimination was had. We had a client that evicted from her unit due to showing a mental health issue. The landlord was successful in the eviction. We allowed this client to contact us within 10 days as required. She complained to HUD claiming discrimination against her. We allowed her to keep her voucher which in turn she ported it to Burleigh County. Due to this, we are now required to some Fair Housing training.

A discussion regarding the Office Telephone System was had. Our current phones were purchased in 2010 and can no longer be worked on. We got a couple of quotes to replace the current phones and system. Marco provided an estimate of \$287.56 a month to lease the phones and BEK Communications quoted \$286.40 a month. After a brief discussion regarding this matter, Woody motioned to accept BEK Communications bid with Tim seconding. All voted aye. Passed.

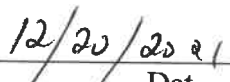
A discussion regarding the Annual Plan/Public Hearing was had. The Public Hearing is scheduled for Thursday, October 14<sup>th</sup> at 1:30 at the Liberty Heights Conference Room. After a brief discussion regarding the Annual Plan, Tom motioned to accept the plan with Tim seconding. All voted aye. Passed.

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

  
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Dwight Cook, Chairman

  
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Date

  
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Rick Horn, Management Agent

  
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Date

**MORTON COUNTY HOUSING AUTHORITY  
QUARTERLY MEETING MINUTES  
MAY 18, 2021**

The regularly scheduled meeting of the Board of Commissioners of the Morton County Housing Authority was called to order by Dwight Cook, Chairman, on Tuesday, May 18, 2021, 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, Tim Duppong, Tom Peters and Steve Maerschbecker by phone. Also, in attendance were Rick Horn and Stacy Kramer of the Management Firm.

Following a review of the minutes of the meeting of February 24, 2021, Woody 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 HJL Management Company (management fee), Marco Technologies (copier lease), Board Members (travel reimbursement), Tim motioned to accept the expenditures as presented with Steve 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 April, 2021, MCHA was spending \$237,819 on 553 vouchers and we received \$231,596. MCHA has a cash balance of \$857,011, the Development Account has a balance of \$339,693 and the Contract Account balance is \$296,922. The management firm discussed the 2020 and 2021 Equity Balances report that was included in the board packet. The report shows that MCHA is utilizing 553 vouchers and we spent \$237,819 in April, 2021.

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 April, 2011, we utilized 577 vouchers and spent \$178,408 that month for average payment of \$309.20. As of April 30, 2021, we have had 158 applications, 67 vouchers issued, 48 vouchers utilized with 19 outstanding vouchers and we are currently processing 87 applications. We currently have 43 outstanding vouchers as of 12/31/2020 compared to 26 as of 12/31/2019. The number of applications that are currently being processed is 87 compared to 110 as of 12/31/2020.

A discussion regarding the YTD Voucher Activity was had. As of April, 2021, we utilized 553 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 2021 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 April, 2021, our 2020 HAP Equity balance is \$40,575.86 and the Admin balance is \$853,725.55. Our 2021 Voucher Funding is \$2,880,058 compared to \$2,739,329 in 2020. As of April, 2021 our HAP Equity balance is \$40,575.86 and the Admin balance is \$853,725.55. Our funding is based on the previous year's expenditures.

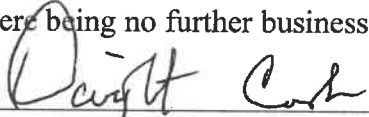
A discussion regarding the 2020 Voucher Cash reconciliation was had. Our 2020 voucher equity was \$2,761,480 which was what was used for our 2021 funding. Our 2021 Voucher funding is \$2,880,058.

A discussion regarding the 2020 Administrative Fees Reconciliation was had. Morton County's (ND010) administrative fee rate is \$78.59 with a proration rate of 82% so the rate is \$64.44. Morton County Housing Authority is currently paying HJL Management Company \$47.75 per voucher issued. The \$16.68 difference is money that the Housing Authority keeps but is very limited to what they can use for. It is deposited into the reserves account and requires HUD approval to use. HJL Management Company is requesting an increase of \$1.50 per voucher issued retroactive back to January 1, 2021 when the new rate was effective. After a brief discussion, Steve suggested an increase of \$1.75 per voucher. Woody moved to pay HJL Management Company \$49.50 per voucher issued with Tom seconding and making it retroactive back to 1/1/2021. All voted aye. Passed.

A discussion regarding the PHA Web Software & website was had. We are up and running and things are running pretty smoothly. We are now able to do our unit inspections on line.

A discussion regarding the 12/31/2020 Financial Audit was had. The audit had a couple of findings. Interest Receivable was understated due to an error in one of our formulas, the lease for the postage meter should be considered a capital lease and Starion Bank didn't pledge collateral against our CD's. They found this problem at the beginning of this year and fixed the problem. MCHA received a clean opinion. Tom motioned to accept the audit as presented with Tim seconding. All voted aye. Passed.

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

  
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Dwight Cook, Chairman

8-27-21  
Date

  
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Rick Horn, Management Agent

8/27/21  
Dat

**MORTON COUNTY HOUSING AUTHORITY  
QUARTERLY MEETING MINUTES  
FEBRUARY 24, 2021**

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, February 24, 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, Tim Duppong, and newly appointed Board member Tom Peters. Also, in attendance were Rick Horn and Stacy Kramer of the Management Firm.

Following a review of the minutes of the meeting of October 8, 2020, Tim made a motion to approve the minutes as previously submitted with Woody seconding. All voted aye. Passed.

With only a few questions being asked regarding the following expenditures Quadient Finance (mail machine), NDNAHRO (membership fee plus software), HJL Management (Management Company), Woody 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 January, 2021, MCHA was spending \$235,963 on 553 vouchers and we received \$231,658. MCHA has a cash balance of \$833,993, the Development Account has a balance of \$336,828.14 and the Contract Account balance is \$288,968. The management firm discussed the 2020 and 2021 Equity Balances report that was included in the board packet. The report shows that MCHA is utilizing 553 vouchers and we spent \$235,963 in January, 2021.

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, 2009, we utilized 646 vouchers and spent \$182,512 that month for average payment of \$282.53. As of December 31, 2020, we have had 462 applications, 179 vouchers issued, 125 vouchers utilized with 43 outstanding vouchers and we are currently processing 110 applications. We currently have 43 outstanding vouchers as of 12/31/2020 compared to 26 as of 12/31/2019. The number of applications that are currently being processed is 110 compared to 120 as of 12/31/2019.

A discussion regarding the YTD Voucher Activity was had. As of January, 2021, we utilized 563 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 December, 2020, our 2020 HAP Equity balance is \$50,925.86 and the Admin balance is \$824,219.56. Our 2020 Voucher Funding is \$2,739,329 compared to \$2,638,000 in 2019. As of January, 2021 our HAP Equity balance is \$47,395.86 and the Admin balance is \$826,269.93. Our funding is based on the previous year's expenditures.

A discussion regarding the PHA Web Software & website was had. We are currently in the process of getting a new website done. We are also in the process of transferring the current software data into the new software program. We will start training next week and will hopefully go live by the end of March.

A discussion regarding the 12/31/2020 Financial Audit – March 22<sup>nd</sup> was had. The audit is scheduled for March 22 in our office. We already know of one issue and that is with the pledged collateral which has been taken care of already.

A discussion regarding the Office Cleaning was had. A letter from Suzann Scheid, the current cleaning service, was included in the board packets. She has been cleaning the office for 5 years already without an increase. She requested a \$50 a month increase from Liberty Heights as well as Morton County Housing Authority. Liberty Heights Board already approved the \$50 a month increase. After a brief discussion, Woody motioned to increase Suzann's compensation by \$50 a month with Tom seconding. All voted aye. Passed.

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

Dwight Cook  
Dwight Cook, Chairman

5/18/2021  
Date

Rick Horn  
Rick Horn, Management Agent

5/18/2021  
Dat