

**MORTON COUNTY HOUSING AUTHORITY
QUARTERLY MEETING MINUTES
DECEMBER 19, 2022**

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 19, 2022, 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 October 26, 2022, Tom made a motion to approve the minutes as previously submitted with Steve seconding. All voted aye. Passed.

With only one question being asked regarding the expenditures that being checks to HJL Management Company (\$3,000 was for additional vouchers and \$11,332 was for catch up on admin rate), 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 November, 2022, MCHA was spending \$245,051 on 556 vouchers and we received \$206,669. MCHA has a cash balance of \$1,007,255, the Development Account has a balance of \$343,233 and the Contract Account balance is \$335,320. We cashed in CD's to get a higher rate but in doing so we had to pay a penalty.

Rick presented to the Board the year-to-date voucher activity for the current fiscal year and prior fiscal years. A discussion regarding the Morton County Housing Authority Voucher Program was had. As of November 30, 2022, we had 334 applications received YTD, 119 vouchers issued, 86 vouchers utilized with 34 outstanding vouchers and we are currently processing 87 applications. We currently have 34 outstanding vouchers as of 11/30/2022 compared to 41 as of 12/31/2021. The number of applications that are currently being processed is 87 compared to 115 as of 12/31/2021. Our average HAP is \$440.74 compared to \$450.34 at the beginning of the year. We are actually down almost 30 vouchers and spending over \$18,000 less compared to January, 2022.

A discussion regarding the YTD Voucher Activity was had. As of December 2022, we utilized 556 vouchers of the 688 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 2021, we have received 525 applications, 271 applications got on the list, 210 vouchers were issued, and 144 vouchers were actually utilized.

A discussion regarding 2022 Voucher Equity was had. The HAP Equity balance as of 11/30/2022 was \$89,765.60 and Admin balance was \$947,013.59. We utilized 556 vouchers in November, 2022 and we spent \$2,995,375 for the year. Our 2022 Voucher Funding is \$2,994,804 plus an additional budget authority of \$8,190 and \$5,787 for additional vouchers for a total of \$3,008,781 compared to \$2,880,058 in 2021. Our funding is based on the previous year's expenditures.

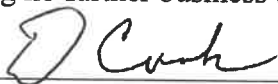
A discussion regarding the Landlord HAP Payment Direct Deposit was had. As of December 1, 2022 we had about 50% of landlord participating in the Direct Deposit program. RJR Management

doesn't want to participate and they consist of about 20 checks. Missouri Valley Rentals is another one that currently has signed up for Direct Deposit. As of January 1, 2023 those people that have not signed up for Direct Deposit will have to come and get their checks at the office. We will no longer mail the checks out and everyone has been notified.

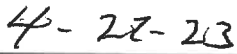
A discussion regarding the Management Contract was had. We have 1 year left on the current contract and after that we will have to do a new contract. We can do an extension this year though. Woody motioned to extend the contract with HJL Management Company for 1 year with Steven seconding. All voted aye. Passed.

Other business discussed was the upcoming Holiday Gathering. We were able to reserve space at Bennigan's on Wednesday, December 21st starting at 6:00 p.m.

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



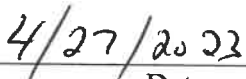
Dwight Cook, Chairman



Date



Rick Horn, Management Agent



Date

**MORTON COUNTY HOUSING AUTHORITY
QUARTERLY MEETING MINUTES
OCTOBER 13, 2022**

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 13, 2022, 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 July 26, 2022, Tom made a motion to approve the minutes as previously submitted with Woody seconding. All voted aye. Passed.

With only one question being asked regarding the expenditures that being Quadiant Fiance (Postage), Woody 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 September, 2022, MCHA was spending \$239,302 on 555 vouchers and we received \$256,454. MCHA has a cash balance of \$1,020,904, the Development Account has a balance of \$343,083 and the Contract Account balance is \$331,440. The management firm discussed the 2022 Equity Balances report that was included in the board packet.

Rick presented to the Board the year-to-date voucher activity for the current fiscal year and prior fiscal years. A discussion regarding the Morton County Housing Authority Voucher Program was had. As of September 30, 2022, we had 334 applications received YTD, 119 vouchers issued, 62 vouchers utilized with 25 outstanding vouchers and we are currently processing 126 applications. We currently have 25 outstanding vouchers as of 9/30/2022 compared to 41 as of 12/31/2021. The number of applications that are currently being processed is 126 compared to 115 as of 12/31/2021.

A discussion regarding the YTD Voucher Activity was had. As of July, September 2022, we utilized 555 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 2021, we have received 525 applications, 271 applications got on the list, 210 vouchers were issued, and 144 vouchers were actually utilized.

A discussion regarding 2022 Voucher Equity was had. The HAP Equity balance as of 09/30/2022 was \$129,940.10 and Admin balance was \$941,707.16. We utilized 555 vouchers in September, 2022 and we spent \$2,500,130 for the year. Our 2022 Voucher Funding is \$2,994,804 plus an additional budget authority of \$8,190 for a total of \$3,002,994 compared to \$2,880,058 in 2021. Our funding is based on the previous year's expenditures.

A discussion regarding the Annual Plan – Public Hearing – Board Resolution was had. Tom motioned to accept the current Annual Plan with Tim seconding. All voted aye. Passed.

A discussion regarding the 2022 Additional HUD Voucher Funding was had. We received an additional 4 vouchers with a funding of \$23,144.46 as well as \$3,000 in additional administrative funding.

A discussion regarding the 2022 Fair Market Rent was had. The new Fair Market rents were effective October 1, 2022. A 1 bedroom FMR is \$895 for Morton County, a 2 bedroom is \$1021, a 3 bedroom is \$1,451 and a 4 bedroom FMR is \$1,738. The 2021 FMRs for 1 bedroom as \$811, a 2 bedroom was \$968, a 3 bedroom was \$1,375 and a 4 bedroom was \$1,586.

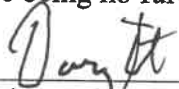
A discussion regarding the Carbon Monoxide Detector Requirement was had. HUD has implemented a new requirement for assisted units. They are now requiring that a carbon monoxide detector has to be installed near the bedrooms. They can either be hard wired, batter operated or even plug in units will be allowed. The requirement must be complete but December 27, 2022. Inspectors now need to make sure they are installed and operating correctly. A letter was mailed out with the October HAP checks so the landlords were made aware of the new requirement.

A discussion regarding the Administrative fees was had. We received a new proration factor and so the admin fee was more than expected. After a brief discussion regarding the fee, Woody motioned to pay \$58.50 per voucher with Steve seconding. All voted aye. Passed.

A discussion regarding the Liberty Heights Office Lease was had. Effective January 1, 2023 Morton County Housing Corporation increased the current rent to \$700 a month. Utility costs are on the rise so they need to increase the rent. After a brief discussion, Tom motioned to accept the new office rent amount with Tim seconding. All voted aye. Passed.

A discussion regarding the upcoming Holiday Gathering. We were able to reserve space at Bennigan's on Wednesday, December 21st starting at 6:00 p.m.

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



Dwight Cook, Chairman

12-19-22
Date



Rick Horn, Management Agent

12/19/2022
Date

**MORTON COUNTY HOUSING AUTHORITY
QUARTERLY MEETING MINUTES
JULY 26, 2022**

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, July 26, 2022, 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 April 18, 2022, Woody made a motion to approve the minutes as previously submitted with Tom seconding. All voted aye. Passed.

With only one question being asked regarding the expenditures that being Starion Bank (2 CDs), 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 June, 2022, MCHA was spending \$245,291 on 560 vouchers and we received \$256,411. MCHA has a cash balance of \$917,016, the Development Account has a balance of \$343,081 and the Contract Account balance is \$325,556. The management firm discussed the 2022 Equity Balances report that was included in the board packet.

Rick presented to the Board the year-to-date voucher activity for the current fiscal year and prior fiscal years. A discussion regarding the Morton County Housing Authority Voucher Program was had. As of June 30, 2022, we had 219 applications received YTD, 73 vouchers issued, 44 vouchers utilized with 42 outstanding vouchers and we are currently processing 116 applications. We currently have 42 outstanding vouchers as of 6/30/2022 compared to 41 as of 12/31/2021. The number of applications that are currently being processed is 116 compared to 115 as of 12/31/2021.

A discussion regarding the YTD Voucher Activity was had. As of July, 2022, 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 2021, we have received 525 applications, 271 applications got on the list, 210 vouchers were issued, and 144 vouchers were actually utilized.

A discussion regarding 2022 Voucher Equity was had. The HAP Equity balance as of 06/30/2022 was \$42,814.17 and Admin balance was \$909,602.28. We utilized 560 vouchers in June, 2022 and we spent \$1,537,640 for the year. Our 2022 Voucher Funding is \$2,994,804 plus an additional budget authority of \$8,190 for a total of \$3,002,994 compared to \$2,880,058 in 2021. Our funding is based on the previous year's expenditures.

A discussion regarding the Agreed Upon Procedure Report relating to the review of the electronic submission of the financial information to HUD was had. After the most recent audit, Brady Martz must certify the information that we submit to HUD before it is submitted to HUD.

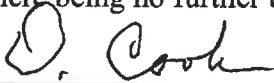
A discussion regarding the HCV Analysis Tool was had. Some reports were included in the Board packets to show the Board Members what the Analysis tool is capable of. It shows demographics, ages, disability, homeless and income.

A discussion regarding the Online Rental Exchange was had. This software is affiliated with our new software program (PHA Web) and it assists in doing nationwide background checks. We would need to start entering our waiting list in PHA Web. We currently struggle getting nationwide background information. A requirement of using the new Online Rental Exchange is to have the servers in a locked environment. We had C-Ram move the server to the back room in a locked secured box. We feel using this new program will provide a more thorough background check plus we can do landlord tenant information to see if they have been evicted. The other positive aspect of this program is that anyone in the office can do the background checks. There is a fee associated with each search that we do. A criminal search will cost \$8 per search, an eviction search will cost \$4 per search and the work number or social services verification search will cost \$17 per search. There is a one - time application fee of \$115.00.

A discussion regarding a Morton County Housing Study was had. Ellen Huber from the City of Mandan requested an updated Housing Study. We contacted Hanna Keelan who conducted the last housing study for us, to see how much a new study would cost. They came back with an estimate of \$20,000 for a new study. Ellen Huber had a few other suggestions of companies that do Housing Studies. The last study that we had done Morton County Housing Authority paid for half of the cost and Morton County paid ¼ and City of Mandan paid the other ¼. It was suggested that we contact the City of Mandan and ask them to submit a proposal of what exactly they want us to provide.

Other business discussed was the annual Public Hearing. We will hold the annual Public Hearing in October at the Morton County Housing Authority Conference Room. Other business discussed was that we have begun to implement Direct Deposit for the landlord's Housing Assistance Payment. We initially have about 35 landlords receiving their checks through direct deposit. A lot of Housing Authorities are currently doing direct deposit. Some no longer mail checks out. They require landlords to either have their checks direct deposited or they have to come to the office to pick up their checks. Our plan is that by January 1, 2023, we will no longer mail out HAP checks. The landlords will be required to either have the payments direct deposited or they will have to pick up the checks at our office. This also includes those tenants what receive utility allowance payments.

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



Dwight Cook, Chairman

10-13-22

Date



Rick Horn, Management Agent

10/13/22

Date

**MORTON COUNTY HOUSING AUTHORITY
QUARTERLY MEETING MINUTES
APRIL 18, 2022**

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, April 18, 2022, 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 December 20, 2022, Woody made a motion to approve the minutes as previously submitted with Tom seconding. All voted aye. Passed.

With only one question being asked regarding the expenditures that being Quadient Finance USA (postage meter), 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 March, 2022, MCHA was spending \$258,235 on 584 vouchers and we received \$262,454. MCHA has a cash balance of \$863,428, the Development Account has a balance of \$340,419 and the Contract Account balance is \$318,624. The management firm discussed the 2022 Equity Balances report that was included in the board packet. The report shows that MCHA is utilizing 583 vouchers and we spent \$9,937.62 in March, 2022.

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. As of March 31, 2022, we had 98 applications received YTD, 34 vouchers issued, 30 vouchers utilized with 30 outstanding vouchers and we are currently processing 106 applications. We currently have 30 outstanding vouchers as of 3/31/2022 compared to 41 as of 12/31/2021. The number of applications that are currently being processed is 106 compared to 115 as of 12/31/2021.

A discussion regarding the YTD Voucher Activity was had. As of March, 2022, we utilized 583 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 2021, we have received 525 applications, 271 applications got on the list, 210 vouchers were issued, and 144 vouchers were actually utilized.

A discussion regarding 2021 Voucher Equity was had. The HAP Equity balance as of 12/31/2020 was \$50,925.86 and Admin balance was \$824,219.56. As of December, 2021, our 2021 HAP Equity balance is \$11,018.35 and the Admin balance is \$858,913.70. We utilized 572 vouchers in December, 2021 and we spent \$2,914,226 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. The HAP Equity balance as of 3/31/2022 was \$9,937.62 and Admin balance was \$887,968.88 and we utilized 583 vouchers.

A discussion regarding the 2022 HUD Voucher Funding was had. We don't have the funding yet.

We have contacted HUD but they don't know the funding yet. Our funding is based on last year's spending so we will try to keep our spending levels up.

A discussion regarding the 2022 HCV Administrative Fee Rate was had. The 2022 Administrative fee rate is \$85.88 with proration of 88% which computes to \$75.31 per voucher. That is a \$9.29 increase from 2021.

A discussion regarding the Management Contract was had. The Admin rates have been going up and so HJL Management Company is asking for \$7 per voucher increase. This request is in line with the increase in admin rates. After a brief discussion regarding the rates and how the admin money can be used, Woody motioned to increase admin fee paid to HJL Management Company to \$56.50 per voucher with Tom seconding. All voted aye. Passed.

A discussion regarding the Voucher Admin Reserves was had. If we decide we want to use the Admin reserves we would need to have HUD approve our proposed ideas. We could use the money for HAP, landlord incentives, security deposit programs or HUD conferences.

A discussion regarding the office lease was had. Morton County Housing Corporation increased the office rent by \$25 effective March 1, 2022. So now the office rent is \$675 per month.

A discussion regarding the Procurement policy was had. Enclosed in the Board packets was the new procurement policy. It does affect Morton County Housing Authority too much since we don't purchase a lot of items that apply.

Other business discussed was the mileage reimbursement checks for attending meetings. The checks were handed out to each Board member that was present and will put Steve's check in the mail. Other business discussed was the duties and responsibilities of the Morton County Housing Authority Board. When we spoke with Dawn Rhone, Morton County Auditor, she referred us to the North Dakota Century Code Chapter 23-11. Other business discussed was Brady Martz audit report. The audit report showed a clean opinion with no findings. The only concern is the segregation of staff or the small staff issue that is noted every audit.

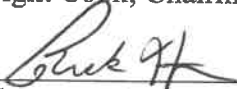
There being no further business to come before the Board the meeting was duly adjourned.



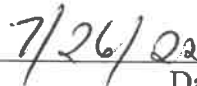
Dwight Cook, Chairman



Date



Rick Horn, Management Agent



Date