

AGENDA

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
Conference Room
469 S. 5th Street – Salina, KS 67401
Tuesday, March 24, 2020 – 4:30 PM

AGENDA

- I. CALL TO ORDER
- II. APPROVAL OF AGENDA
- III. OPEN FORUM
- IV. CONSENT AGENDA ITEMS
 - a. Approve the Meeting Minutes of February 24, 2020
 - b. Approve the Secretary & Operations Reports from February 2020
 - c. Approve the Financials for February 2020
 - d. Approve the Director's Report
- V. OLD BUSINESS
 - a. Development Update
- VI. NEW BUSINESS
 - a. None
- VII. COMMISSIONER'S COMMENTS
- VIII. EXECUTIVE SESSION
 - a. Request for executive session for discussion relating to personnel
 - b. Related action, if any
- IX. ADJOURNMENT

OPEN FORUM

The Open Forum item is an opportunity for members of the public to provide input and feedback regarding programs and services of the Salina Housing Authority. Items of a personal, individual or confidential nature should not be addressed during the Open Forum and should be addressed directly with Salina Housing Authority management.

CONSENT AGENDA

- a. Approval of Minutes
- b. Approval of Secretary Report & Operations Report
- c. Approval of Financials
- d. Approval of Director's Report

SALINA HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
469 S. 5th St., Salina, Kansas
Monday, February 24, 2020
4:30 PM

MEMBERS PRESENT: Kimberly Trigg
Susan Weis
Beth Bosch
Eric Brown
Taylor DeHerrera (arrived at 5:13 PM)

MEMBERS ABSENT: None

CITY COMMISSION LIAISON: None

STAFF PRESENT: Tina Bartlett, Executive Director
Kim Deal, Finance Manager

I. CALL TO ORDER

The regular meeting of the Board of Commissioners of the Housing Authority was called to order at 4:32 PM by Commission Chair Trigg.

II. APPROVAL OF AGENDA

Mr. Brown moved to approve the agenda. Ms. Weis seconded the motion. The motion carried 4-0.

III. OPEN FORUM

None.

IV. CONSENT AGENDA ITEMS

Ms. Deal highlighted the renewal of a PH certificate of deposit. Ms. Bartlett reviewed award statuses for the FSS, TBRA, and Shelter Plus Care grants, as well as CFP funding. She also discussed utilization of maintenance staff at Pioneer Presidents' Place. Mr. Brown moved to approve the Consent Agenda Items a. through d. as submitted, consisting of the minutes of the January 28, 2020, regular meeting, January 2020 Secretary and Operations reports, January 2020 financials, and the Director's report. Ms. Weis seconded the motion. There being no further questions or comments, the motion carried 4-0.

V. OLD BUSINESS

a. Update on development - Ms. Bartlett provided an update on the requested letter of support from the City of Salina.

VI. NEW BUSINESS

a. Approval of Auditor for FY20-FY22 – Commissioners reviewed the audit proposals received. Mr. Brown moved to approve the proposal from Audit Solutions for FY20-FY22. Ms. Weis seconded the motion. The motion carried 5-0.

VII. COMMISSIONERS' COMMENTS

None

VIII. EXECUTIVE SESSION

Mr. Brown moved to go into Executive Session at 5:30 PM for 10 minutes to discuss personnel matters. Ms. Weis seconded the motion. Motion passed 5-0. Executive Session ended at 5:40 PM.

IX. ADJOURNMENT

Mr. Brown moved to adjourn the meeting. Ms. Bosch seconded the motion. Motion carried 5-0 and the meeting adjourned at 5:40 PM.

Next regular meeting will be Tuesday, March 24, 2020 at 4:30 PM at the Salina Housing Authority office.

Our Mission: The Salina Housing Authority is dedicated to providing and advocating affordable, safe living environments and opportunities to become self-sufficient for persons of very low to moderate income.

Tina Bartlett, Secretary

3/24/2020

Kimberly Trigg, Board Chair

3/24/2020

SECRETARIAL REPORT

February 2020

Administration

- Kansas Highway Patrol SRT held training on February 19 in a SHA unit
- Salina Police Department and SWAT team held training on February 5, February 13, February 19 and February 20 in SHA units
- Felisha and Suzanne attended a Nelrod Webinar Training on February 20

Tenant reports and activity

- Public Housing had 12 inspections in February (10 annuals, 1 move-in, 0 transfer, 1 special and 0 move-outs).
- Public Housing had 0 evictions in February.
- 8 HCV/Enhanced Tenant Protection/VASH/Shelter Plus Care/Mainstream annual inspections, 5 re-inspections, 10 move-in inspections, 0 TBRA inspection, 2 QA inspections and 1 Special/Complaint inspection.
- 3 HCV orientations, 1 Public Housing orientation, 0 Shelter Plus Care orientations, and 0 VASH orientation were held in February.
- 40 Notices for nonpayment of rent or security deposits were sent February 5th and 2 families were terminated for nonpayment.
- 2 Public Housing Grievance Hearings and 0 Panels was held in February. 1 grievance was upheld and 1 was overturned. 3 HCV Grievances Hearings were held. 1 was upheld and 2 were overturned. 0 Shelter Plus hearings were held. 0 was upheld and 0 were overturned. 0 VASH Grievance Hearing were held. 0 were upheld and 0 were overturned.
- Public Housing Resident Advisory Board Meeting was set for February 20, but no one attended so no meeting was held.
- “Wipeout Meeting” was held on February 20. 0 Public Housing tenants, 0 Section 8 tenants, 0 Shelter Plus Care tenant and 0 VASH tenants attended.
- 0 vouchers from other Housing Authorities.

Maintenance and Capital Improvements

- Maintenance received 40 total work orders, 26 routine work orders, 1 emergency work orders, and 13 other work orders. Of the 40 received, 24 had been processed by the end date of this report.
- Number of houses turned over in February was 2.
- The average turnaround time for maintenance in February was 16.5 days. The year to date net turnover time is 8.00 days with 1.97 days for lease up and 0.85 down time.
- Maintenance completed an additional 24 work orders at Pioneer Presidents Place.

Completed CFP Projects:

- **861 Choctaw:** This unit received one new energy star door and vinyl wrap, new shower wall kit, new bath vanity and low water toilet. This unit is now occupied.

Current CFP projects include:

- **901 Pontiac:** This unit is receiving a kitchen and bath remodel, new entry doors, new interior doors, full unit vinyl plank flooring, restoration of walls damaged by tenants throughout the unit, replacement of all plumbing which was cut and removed by occupants of the structure. Electrical upgrades to include grounding of all outlets and code upgrades to kitchen and bathroom. This unit has an estimated completion date of 7-1-19
- **800 Choctaw:** This unit will receive a kitchen and bathroom remodel, new water heater, window size modifications and energy star windows x 2, new energy star doors with vinyl exterior wrap x 2, new insulated garage door, 6 new interior doors, electrical upgrades to kitchen and bathroom and living room fan and lighting, and vinyl plank flooring. This unit has an estimated completion date of 6-1-19
- **906 Birch:** This unit will receive a new kitchen and bathroom remodel, electrical and plumbing upgrades as required, and vinyl plank flooring. This unit has an estimated completion date of 5-1-19.
- **936 Custer:** This unit will receive new bathroom flooring and epoxy coatings to refurbish the one-piece shower / tub, new energy star lighting in the kitchen, dining room and stairwell, energy star fan and light in the living room, Energy star basement egress window, and GFCI protection for basement outlets. Expected completion date is 3-31-19.
- **1422 Kiowa:** This unit is having the washing machine drain replaced under the kitchen floor. The flooring will be replaced throughout the unit, the bathroom will be remodeled, the water heater will be replaced, and 3 interior doors and frames will be replaced. Expected completion date is 5-31-19.

FSS Grant

- Rachel continues to present FSS during orientations and has communicated to new tenants about the program and benefits.
- Orientations have helped with building relationships between coordinator, present and potential tenants. 2 potential participants have shown interest.
- Public Housing has 18 participants.
- Housing Choice Voucher has 8 participants including 1 VASH.
- 0 Graduate from FSS Program

OPERATIONS REPORT
2/29/2020

PUBLIC HOUSING

TURNOVERS:

	<u>In February:</u>			
1 bedroom:	0		Move outs:	4
2 bedroom:	1		Terminations:	2
3 bedroom:	1		Evictions:	0
4 bedroom:	0		Transfers:	0
5 bedroom:	0		Skips:	0
			Lease-ups:	2

RENTS:

	<u>2/20</u>	<u>2/19</u>	<u>2/18</u>
Highest	\$892	\$822	\$775
Lowest:	(\$168)	(\$191)	(\$191)
Total:	\$29,798	\$32,161	\$23,152
Average:	\$199	\$200	\$148
Utility checks:	44	39	51

WAITING LIST:

	<u>2/20</u>	<u>2/19</u>	<u>2/18</u>
1 bedroom:	24	8	0
2 bedroom:	73	59	63
3 bedroom:	26	23	15
4 bedroom:	5	8	5
5 bedroom:	<u>2</u>	<u>4</u>	<u>0</u>
	130	102	83

MOVE OUTS:

	<u>MI date</u>	<u>MO date</u>	<u>Rent</u>	<u>SD paid</u>	<u>Owe</u>	<u>Refund</u>	<u>Reason</u>
MA	9/27/05	2/3/20	(\$57)	\$500		\$639	Tenant Notice
AE	5/22/19	2/26/20	\$70	\$718		\$600.19	Lease Violations
KO	1/17/19	2/24/20	(\$122)	\$650	\$2,056		Lease Violations
LW	5/2/19	2/25/20	\$222	\$650		\$673	Tenant Notice

SECTION 8, SHELTER PLUS, & VASH

VOUCHERS:

	<u>2/20</u>	<u>2/19</u>	<u>2/18</u>
Section 8 Baseline units	317	317	317
Total under lease effective 2/29/2020:	287	300	273
Total issued but not leased:	18	14	11
Total Shelter Plus under lease	22	15	18
Total VASH under lease	25	25	27
Total Mainstream under lease	23	13	0

Voucher Turnover:

		<u>2/20</u>	<u>2/19</u>	<u>2/18</u>
New Move-ins	Section 8	6	2	4
	Shelter Plus	1	1	1
	VASH	0	2	1
	NED	2	2	0
Move-outs	Section 8	6	5	4
	Shelter Plus	0	0	1
	VASH	0	2	0

	NED	0	0	0
Transfers	Section 8	0	4	0
	Shelter Plus	0	0	0
	VASH	0	0	0
	NED	0	0	0
Waiting list:		324	300	246

Section 8 waiting list has been open since January 2, 2015

FINANCIAL SUMMARY

February 2020

COCC

YTD COCC revenue is under budget by \$10,811. Annual management fees from Public Housing of \$19,440 are budgeted monthly, but are drawn down as a lump sum which accounts for a \$12,960 decrease. CFP admin revenue is under budget by \$4,448. Interest revenue is over budget \$4,324. Management fee revenue based on PH and S8 occupancy are over budget by \$2,895.

YTD COCC expenses are under budget by \$10,688. Admin salaries and benefits are under budget by \$1,515. Staff training and travel are under budget by \$7,300. Legal and computer services are under budget by \$1,567 and \$885, respectively.

Public Housing

YTD Public Housing revenue is over budget by \$30,956, primarily consisting of higher than expected rental income.

YTD Public Housing expenses are under budget by \$25,891. The administrative asset management fee of \$19,440 is budgeted monthly, but drawn down as a lump sum, accounting for a \$12,960 decrease. Maintenance wages and benefits are below budget by \$3,951, and maintenance materials and contracts are under budget by \$8,136. Legal expenses are under budget by \$5,849. Administrative wages and benefits are over budget by \$3,222 and administrative contracts are over budget by \$5,137.

Section 8

YTD Section 8 administrative revenue is over budget by \$12,596. Retroactive HUD admin fees of \$3,866 for the 2018 calendar year reconciliation were received in July, and \$8,072 for the July-Sept 2019 reconciliation were received in December.

YTD Section 8 administrative expenses are under budget by \$16,294. Administrative wages and benefits are below budget by \$29,010. Administrative contracts are over budget by \$8,147 and HQS inspection expense is over budget by \$4,063.

COCC continues to loan funds to Section 8 to cover the administrative funding shortage. A loan repayment to COCC of \$2,500 was made in February, resulting in a total loan balance of \$4,500 on February 29.

As of February 29, the Net Restricted Position is \$50,538. This does not include unspent Mainstream funding of \$45,562. These funds are held by the housing authority and restricted in use for future HAP expenses.

Shelter Plus Care

YTD Shelter Plus Care administrative revenue is over budget by \$1,503. A \$1,500 grant from Aetna was received in November.

YTD Shelter Plus Care administrative expenses are over budget by \$931. This variance consists of small overages in administrative salaries and audit, verification, and inspection expenses.

COCC continues to loan funds to Shelter Plus Care to cover the administrative expense shortage. A loan of \$500 was made in February to cover the administrative deficit, resulting in a total loan balance of \$5,400 on February 29. This loan is reflected on the balance sheet of both programs.

Investments & Pledged Amounts

February 2020

	Bennington State Bank	First Bank Kansas	Total by Program
LOW RENT:			
Petty Cash	\$ 50.00		
Checking	\$ 188,977.69		
Money Market	\$ 401,094.84		
Checking-Cafeteria Plan	\$ 4,793.20		
CD #100014931	\$ 157,723.77		
CD #6710111		\$ 112,137.24	
CD #6713580		\$ 106,865.05	
CD # 6710214		\$ 112,150.93	
CD #6706887		\$ 65,764.59	\$ 1,149,557.31
COCC:			
Checking	\$ 628,776.84		
Money Market FSS Escrow		\$ 56,958.14	\$ 685,734.98
SECTION 8/VASH:			
Checking	\$ 108,245.12		
Checking - VASH EAF	\$ 25,225.07		\$ 133,470.19
HOME:			
Checking	\$ 265,966.97		
CD #6710324		\$ 33,155.50	
CD #101395		\$ 29,847.54	\$ 328,970.01
SHELTER PLUS CARE:			
Checking	\$ 1,641.73		\$ 1,641.73
TBRA:			
Checking	\$ 1,011.64		\$ 1,011.64
SHA Assets:	\$ 1,783,506.87	\$ 516,878.99	\$ 2,300,385.86
Percentage of Total Invest:	78%	22%	100%
			\$ 2,300,385.86
AMOUNTS PLEDGED:	\$ 1,575,000.00	\$ 750,000.00	
PLUS MINIMUM FDIC:	\$ 250,000.00	\$ 250,000.00	
	\$ 1,825,000.00	\$ 1,000,000.00	
Over (Under) Pledged	\$ 41,493.13	\$ 483,121.01	
Date of pledge:	2/29/2020	2/29/2020	

COCC - February 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Bookkeeping/Mgmt Fees	\$ 15,920	\$ 19,516	82%	\$ 141,631	\$ 156,129	91%	\$ 234,193
Rental Fees	\$ 2,861	\$ 2,861	100%	\$ 22,885	\$ 22,887	100%	\$ 34,330
Interest	\$ 715	\$ 333	215%	\$ 6,991	\$ 2,667	262%	\$ 4,000
Other Income	\$ 61	\$ 110	55%	\$ 243	\$ 880	28%	\$ 1,320
Totals	\$ 19,557	\$ 22,820	86%	\$ 171,751	\$ 182,562	94%	\$ 273,843
Expenses							
Administrative	\$ 19,605	\$ 20,102	98%	\$ 151,245	\$ 160,817	94%	\$ 241,225
Utilities	\$ 103	\$ 125	82%	\$ 1,101	\$ 1,000	110%	\$ 1,500
Maintenance	\$ 36	\$ 225	16%	\$ 1,608	\$ 1,800	89%	\$ 2,700
Protective Services	\$ -	\$ 17	0%	\$ 117	\$ 133	88%	\$ 200
General/Insurance	\$ (1,848)	\$ 342	-541%	\$ 1,724	\$ 2,733	63%	\$ 4,100
Total Expenses	\$ 17,896	\$ 20,810	86%	\$ 155,795	\$ 166,483	94%	\$ 249,725
Profit or (Loss) for Year	\$ 1,661	\$ 2,010		\$ 15,956	\$ 16,079		\$ 24,118
	Profit	Profit		Profit	Profit		Profit

Public Housing - February 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Rental Income	\$ 27,774	\$ 24,583	113%	\$ 226,608	\$ 196,667	115%	\$ 295,000
Other Income	\$ 4,531	\$ 12,665	36%	\$ 85,474	\$ 101,321	84%	\$ 151,981
Interest	\$ 2,639	\$ 542	487%	\$ 8,230	\$ 4,333	190%	\$ 6,500
Operating Subsidy	\$ 33,025	\$ 31,625	104%	\$ 265,964	\$ 253,000	105%	\$ 379,500
Totals	\$ 67,969	\$ 69,415	98%	\$ 586,277	\$ 555,321	106%	\$ 832,981
Expenses							
Administrative	\$ 26,032	\$ 27,493	95%	\$ 208,185	\$ 219,943	95%	\$ 329,914
Tenant Services	\$ 29	\$ 319	9%	\$ 2,411	\$ 2,550	95%	\$ 3,825
Utilities	\$ 1,194	\$ 1,342	89%	\$ 8,770	\$ 10,733	82%	\$ 16,100
Maintenance	\$ 22,804	\$ 25,562	89%	\$ 192,602	\$ 204,499	94%	\$ 306,748
General/Insurance/Coll Loss	\$ 6,396	\$ 13,402	48%	\$ 107,078	\$ 107,213	100%	\$ 160,820
Casualty Loss/Extraordinary	\$ -	\$ -		\$ -	\$ -		\$ -
Total Expenses	\$ 56,455	\$ 68,117	83%	\$ 519,047	\$ 544,938	95%	\$ 817,407
Profit or (Loss) for Year	\$ 11,514	\$ 1,298		\$ 67,230	\$ 10,383		\$ 15,574
	Profit	Profit		Profit	Profit		Profit

Section 8 - February 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Admin Fees Earned	\$ 15,339	\$ 14,845	103%	\$ 130,350	\$ 118,757	110%	\$ 178,135
Interest	\$ 23	\$ 4	545%	\$ 126	\$ 33	378%	\$ 50
TBRA and Other Fees	\$ -	\$ 98	0%	\$ 83	\$ 787	11%	\$ 1,181
Fraud Recovery	\$ 105	\$ 120	87%	\$ 2,577	\$ 963	268%	\$ 1,444
Totals	\$ 15,467	\$ 15,068	103%	\$ 133,136	\$ 120,540	110%	\$ 180,810

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Expenses							
Administrative	\$ 14,254	\$ 15,233	94%	\$ 105,569	\$ 121,863	87%	\$ 182,795
Total Expenses	\$ 14,254	\$ 15,233	94%	\$ 105,569	\$ 121,863	87%	\$ 182,795

Profit or (Loss) for Year	1,213	(165)		27,567	(1,323)		(1,985)
	Profit	Loss		Profit	Loss		Loss

VASH Extraordinary Admin Funding:

Revenue to Date	\$ -	\$ -	0%	\$ 36,000	\$ -	0%	\$ -
Expenses to Date	\$ -	\$ -	0%	\$ 10,775	\$ -	0%	\$ -
Balance	\$ -	\$ -	0%	\$ 25,225	\$ -	0%	\$ -

Shelter Plus Care - February 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Grant Revenue	\$ 454	\$ 454	100%	\$ 3,630	\$ 3,630	100%	\$ 5,445
Admin Fees Earned	\$ -	\$ -	-	\$ -	\$ -	-	\$ -
Other Misc Revenue	\$ -	\$ -	-	\$ 1,500	\$ -	-	\$ -
Interest	\$ 0	\$ -	-	\$ 3	\$ -	-	\$ -
Totals	\$ 454	\$ 454	100%	\$ 5,133	\$ 3,630	141%	\$ 5,445

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Expenses							
Administrative	\$ 698	\$ 620	113%	\$ 5,892	\$ 4,961	119%	\$ 7,441
Total Expenses	\$ 698	\$ 620	113%	\$ 5,892	\$ 4,961	119%	\$ 7,441

Profit or (Loss) for Year	(244)	(166)		(759)	(1,331)		(1,996)
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**Salina Housing Authority at February 29, 2020
Balance Sheet after 8 Months of Fiscal Year**

	COCC		Section 8		Home		TBRA-Security Deposits		Shelter Plus Care		Total	
	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD
Assets:												
Checking & other cash	628,777	-	133,470	265,967	1,012	1,642	1,642	1,012	1,642	1,642	1,625,783	
Investments	56,958	-	-	63,003	-	-	-	-	-	-	674,603	
Total Cash & Invests	685,735	-	133,470	328,970	1,012	1,642	1,642	1,012	1,642	1,642	2,300,386	
Tenant Acct Rec	-	(4,532)	-	-	-	-	-	-	-	-	(4,532)	
Tenant Acct Rec-Fraud	-	2,504	-	-	-	-	-	-	-	-	2,504	
Tenant Acct Rec-Sec Dep	-	(986)	-	-	-	-	-	-	-	-	(986)	
Allow for Doubt Acct	-	42,422	14,542	42,422	-	-	-	-	-	-	67,864	
Acct Rec Other Pgms	10,900	6,171	-	6,171	-	-	-	-	-	-	11,171	
Acct Rec Other	5,000	76,916	-	76,916	-	-	-	-	-	-	77,168	
Prepaid Insurance	251	30,954	-	30,954	-	-	-	-	-	-	30,954	
Material Inventory	-	14,437	-	14,437	-	-	-	-	-	-	14,437	
Pension Deferred Outflows	7,341	20,327	2,692	20,327	4,018	4,018	4,018	4,018	4,018	4,018	24,470	
Subsequent Pension Pmts	13,278	68,691	-	68,691	-	-	-	-	-	-	37,624	
Development Deferred Outflows	-	1,406,462	154,723	1,406,462	-	-	-	-	-	-	68,691	
Total Current Assets	722,506	-	154,723	328,970	1,012	1,642	1,642	1,012	1,642	1,642	2,615,313	
Liabilities:												
Security Deposits	-	94,806	-	94,806	-	-	-	-	-	-	94,806	
Payroll Deductions	-	966	-	966	-	-	-	-	-	-	966	
Acc't Pay Other Pgms	56,964	2,500	4,500	2,500	-	-	-	-	-	-	67,864	
Acc't Pay Other	-	17,737	-	17,737	-	-	-	-	-	-	2,500	
Compensated Absence	11,998	21,395	139	21,395	139	139	139	139	139	139	29,882	
Accrued Payroll	11,743	1,514	2,519	1,514	175	175	175	175	175	175	35,818	
Accrued Payroll Taxes	836	2,009	2,009	2,009	56	56	56	56	56	56	2,536	
Pension Deferred Inflows	5,480	17,340	-	17,340	-	-	-	-	-	-	18,267	
Miscellaneous	-	14,542	-	14,542	-	-	-	-	-	-	4,204	
PILOT: Prior Year	-	23,940	-	23,940	-	-	-	-	-	-	-	
Current Year	-	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	17,340	
FSS Escrow	-	213,600	-	213,600	-	-	-	-	-	-	56,958	
Total Current Liabilities	87,022	0.12	23,940	213,600	0.15	0.15	0.15	0.15	0.15	0.15	331,141	

Income Statement after 8 Months of Fiscal Year

	COCC		Section 8		Home		TBRA-Security Deposits		Shelter Plus Care		Totals	
	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD
Revenues:												
Admin Fees Earned	-	-	15,339	130,350	-	-	-	-	454	3,630	15,793	133,980
Bookkeeping/Mgmt Fees	15,920	141,631	-	527	-	-	-	-	-	-	16,448	142,158
Maintenance Labor Fees	-	2,853	-	2,853	-	-	-	-	-	-	2,853	2,853
Total Rents	2,861	22,885	27,774	226,608	-	-	-	-	-	-	30,635	249,493
Interest	715	6,991	23	8,230	126	645	0	2	0	3	3,420	15,996
Misc	61	243	105	82,094	2,660	2,660	-	-	-	-	1,317	86,497
Subsidy	-	-	-	265,964	-	-	-	-	-	-	33,025	265,964
Gain/Loss on Sale	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	19,557	171,751	15,467	133,136	42	645	0	2	454	5,133	103,490	896,942
Expenses												
Administrative	19,605	151,245	13,534	246,050	34	272	-	-	670	5,548	62,376	502,989
Tenant Services	-	29	-	2,411	-	-	-	-	-	-	29	2,411
Utilities	103	1,101	-	8,770	-	-	-	-	-	-	1,297	9,871
Maintenance	36	1,608	643	4,142	4,142	4,142	-	-	26	317	29,132	217,876
Insurance/General/Bad Debt	(1,848)	1,841	78	1,552	-	-	-	-	2	27	4,577	110,449
Other Expenditures	-	-	-	-	-	-	-	-	-	-	-	-
Casualty Loss/Grant receipt	-	(15,556)	-	(139,523)	-	-	-	-	-	-	(15,556)	(139,523)
Total Expenses	17,896	155,795	14,254	436,547	34	272	0	0	698	5,892	82,456	704,074
Depreciation Expense	1,661	15,956	1,213	149,730	8	373	0	2	(244)	(759)	21,034	192,868
Profit or (Loss) for Year	1,661	15,956	1,213	149,730	8	373	0	2	(244)	(759)	21,034	192,868
	Profit	Profit	Profit	Profit	Profit	Profit	Profit	Profit	Loss	Loss	Profit	Profit
PHA Payments to LL			110,781	877,767					7,358	54,627	118,139	932,394
HUD Payments to PHA			128,395	959,898					7,358	54,627	135,753	1,014,525
Units Leased			335	2,653					16	120	351	2,773

CFP Grant Year 2018 - February 2020

Expenses	Actual Month	Actual Grant YTD	Grant Budget	%
Sewers/Exterior Plumbing	-	-	\$ 3,000	0%
Concrete	-	-	\$ 2,000	0%
Roofs	-	2,396	\$ 18,000	13%
Floors	600	3,887	\$ 25,000	16%
Kitchens	2,293	14,730	\$ 35,000	42%
Bathrooms	769	12,334	\$ 25,000	49%
HVAC/Electrical	-	31,588	\$ 16,870	187%
Foundations	-	380	-	
Interior Plumbing	971	15,834	\$ 14,000	113%
Siding	-	428	\$ 1,000	43%
Windows	-	2,013	\$ 2,000	101%
Other Attached Exterior/Gutters	-	-	\$ 2,000	0%
Doors	1,235	9,885	\$ 10,000	99%
Decks	-	2,987	-	
Other Miscellaneous	1,013	1,597	-	
Stoves & Refrigerators	5,285	26,195	\$ 20,000	131%
Maintenance Labor & Benefits	240	16,038	\$ 14,833	108%
Total Unit Expenses	12,407	\$ 140,294	\$ 188,703	74%
Sheds	-	-	\$ -	
Maintenance Buildings	-	-	\$ 5,000	0%
Contracting Labor & Benefits	48	3,028	\$ 4,500	67%
COCC Management Fees	-	29,244	\$ 29,244	100%
Transferred to Operations	-	65,000	\$ 65,000	100%
Total CFP 2018 Expenses	12,455	237,566	292,447	81%

Grant expenditures began January 2019.

SALINA HOUSING AUTHORITY

March 2020

TINA R. BARTLETT, MBA, CS-PHM
EXECUTIVE DIRECTOR

Financial:

HUD's office of Public and Indian Housing (PIH) announced that it has published the preliminary operating fund grant eligibility for CY 2020 for all public housing developments based on required submissions. The SHA's preliminary eligibility is listed at \$467,823. Although this is a slight increase from last year, the accustomed pro-rated amount has not been listed at this time.

The Salina Housing Authority received \$31,214 in Operating Subsidy in February for Public Housing. We received \$111,208 for March HAP funding for the Section 8 programs, which includes \$7,685 restricted for Mainstream vouchers. We have approximately \$51,700 remaining Net Restricted Assets for Section 8 vouchers and an additional \$45,000 in unspent Mainstream funding.

The monthly administrative fee funding for Section 8 was \$15,187 for March. As discussed and approved in the budget, we will continue to assess full management fees to the Section 8 program but loan funds back to the Section 8 program to cover variances. The total amount of the loan as of February 29 is \$4,500.

The 2018 ROSS/FSS grant expired December 31, 2019. SHA was awarded \$50,000 for the 2019 ROSS/FSS grant. This funding was released March 10 and \$6,476 was drawn down to cover January – March expenses.

COCC loaned Salina Housing Services (SHS) an additional \$7,500 in March to temporarily cover cash outflows associated with the management of Pioneer Presidents' Place. This loan will be reimbursed when AP reimbursement and management and maintenance fees are received from Topeka Housing Management Services.

Program Updates:

The SHA submitted application to the Continuum of Care for the Shelter Plus Care program that we administer. The program addresses individuals who have a disability and are chronically homeless. With the assistance of case management, we house approximately 25 families currently. The SHA was awarded \$152,777 for a new program instead of renewing the current which will raise the administrative fee and serve more tenants.

The SHA received additional mainstream vouchers in November. We are continuing to issue vouchers in an effort to fully lease all voucher programs.

HUD Regulation/Legislative

The President has declared a national emergency. The World Health Organization has declared a worldwide pandemic and all organizations are trying to adjust to meet the needs of all involved. On March 18th, HUD ordered a suspension on evictions and foreclosures to homeowners with mortgages insured by the Federal Housing Administration.

Due to ongoing developments concerning the coronavirus (COVID-19) pandemic and in keeping with mandates from federal, state, and local governments, the HUD Kansas City Field Office is closed. Field Office staff has been mandated to working remotely 100%.

HUD has suspended all REAC inspections of public housing, multifamily, and servicing mortgagee properties until further notice.

On Wednesday, March 18, 2020 the President signed the Coronavirus Emergency Relief Act for Employers and Families. The legislation impacts businesses and families across the country and includes extensive relief for businesses with fewer than 500 employees. The SHA is often excluded from such acts because of the HUD funding but we will continue to clarify how this legislation will affect us.

Management

The SHA closed the office to the public starting Wednesday, March 18, 2020. We believe it is in the best interest of our tenant, applicants, and staff to help prevent the spread of COVID-19. We will still be staffed and doing as much business as possible by mail, phone, and other communication. We will schedule appointments with anyone that has to meet in person to reduce the number of individuals in the front at one time and to help allow us to properly sanitize and avoid spreading the virus or being exposed to the virus.

Maintenance will be focusing its attention on emergency work orders and turning over vacant units during this time. Non-emergent work orders and inspections will be postponed until we have further guidance.

The five-year plan for FY 20 – FY 24 has been posted and a hearing is scheduled for April 20, 2020 to hear comment. The plan will be submitted to the Board for approval in May after the comment period.

The SHA has replaced the Finance Manager position. The new employee will start March 30 and the current employee is expected to be able to stay on and train for approximately two weeks.

Pioneer Presidents Place – Management and maintenance are continuing to work with Topeka Housing Management Services to resolve outstanding maintenance issues, updating LIHTC files,

assessing tenant outstanding charges, and have undergone a HUD REAC inspection and resulting findings. Management continues to work on appropriate staffing to meet the needs.

Development

The SHA has submitted the Request for Release of Funds and Authority to use funds to HUD for the purchase of ten units owned by Ashby House.

The SHA is awaiting a response from the city on additional information needed to move forward with the request for a Letter of Support in the conversion of Public Housing units to a voucher program.

The SHA is working to finalize the 501(c)(3) application for Salina Housing Services.

Training/Education

NAHRO has cancelled its Legislative Conference in Washington in March. However, they are trying to create virtual visits with legislators to replace scheduled visits so that our voices continue to be heard.

The Executive Director did attend Conquering Low-Income Housing Tax credit compliance February 25-27 in Topeka, KS. The training covered LIHTC laws and regulations.

OLD BUSINESS

- a. Development Update

NEW BUSINESS

a. None

Executive Session

- i. Recess into Executive Session until _____ p.m. for the purpose of discussing purchase of real property.

- ii. At the close of the Executive Session, the Board will reconvene and take action as deemed appropriate.