

AGENDA

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
Conference Room
469 S. 5th Street – Salina, KS 67401
Tuesday, May 28, 2019 – 4:30 PM

AGENDA

- I. CALL TO ORDER
- II. APPROVAL OF AGENDA
- III. OPEN FORUM
 - a. None
- IV. CONSENT AGENDA ITEMS
 - a. Approve the Meeting Minutes of April 30, 2019
 - b. Overview of May 17, 2019 Study Session
 - c. Approve the Secretary & Operations Reports from April 2019
 - d. Approve the Financials for April 2019
 - e. Approve the Director's Report
- V. OLD BUSINESS
 - a. BGC Development Update
 - b. Seneca Property Update
- VI. NEW BUSINESS
 - a. Resolution No. 2019-1025 Revision of Bylaws
- VII. COMMISSIONER'S COMMENTS
- VIII. 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. Study Session notes
- c. Approval of Secretary Report & Operations Report
- d. Approval of Financials
- e. Approval of Director's Report

**SALINA HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING**

469 S. 5th St., Salina, Kansas

Tuesday, April 30, 2019

4:30 PM

MEMBERS PRESENT: Eric Brown
Kimberly Trigg
Gary Hobbie
Susan Weis

MEMBERS ABSENT: None

CITY COMMISSION LIAISON: Karl Ryan

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 Brown.

II. APPROVAL OF AGENDA

Mr. Hobbie moved to approve the agenda. Ms. Trigg seconded the motion. The motion carried 4-0.

III. OPEN FORUM

Ms. Bartlett introduced the new FSS Coordinator, Lori McNelly.

IV. CONSENT AGENDA ITEMS

Ms. Deal highlighted the CD renewal in March and the current trend in collection loss receipts. She also reviewed HUD's authorization for ROSS grant administration costs. Ms. Bartlett discussed the Project Based Voucher training and National NAHRO conference attended in March. She answered questions about federal proposals regarding carbon monoxide detectors and assistance for undocumented tenants. Ms. Trigg moved to approve the Consent Agenda Items a. through d. as presented, consisting of the minutes of the March 26, 2019 regular meeting, March 2019 Secretary and Operations reports, February 2019 and March 2019 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 distributed a preliminary conversion timeline through closing. She gave an update on communications with BGC Advantage.

b. Update on Seneca property – Mr. Hobbie provided an update on CHDO's funding progress for the Seneca property and requested a joint meeting with the CHDO board to discuss options to work together.

VI. NEW BUSINESS

a. FY2019 Income Limits – Ms. Bartlett presented the revised income limits for Public Housing and Section 8. She explained the HUD requirement to revise these limits based on HUD’s effective date.

VII. COMMISSIONERS’ COMMENTS

None

VIII. EXECUTIVE SESSION

Mr. Hobbie moved to go into Executive Session at 5:31 PM for 10 minutes to discuss purchase of real property. Ms. Trigg seconded the motion. Motion passed 4-0. At 5:41 PM, Mr. Hobbie moved to extend Executive Session for 10 minutes. Ms. Trigg seconded. Motion passed 4-0. Executive Session ended at 5:51 PM.

IX. NEW BUSINESS

It was moved by Ms. Weis to allow the Executive Director the ability to negotiate and enter into an option with Ashby House and Jeremy Forshee for the purchase of property in line with the SHA Preservation Project. Ms. Trigg seconded the motion. The motion carried 4-0.

X. ADJOURNMENT

It was moved by Ms. Trigg and seconded by Mr. Hobbie to adjourn the meeting at 5:53 PM. Motion carried 4-0.

Next regular meeting will be Tuesday, May 28, 2019 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

5/28/2019



Eric Brown, Board Chair

5/28/2019

**SALINA HOUSING AUTHORITY BOARD OF COMMISSIONERS
STUDY SESSION WITH CHDO**

Chamber of Commerce, Salina, Kansas

Friday, May 17, 2019

11:00 a.m.

MEMBERS PRESENT:

Eric Brown
Kimberly Trigg
Gary Hobbie
Susan Weis

CHDO MEMBERS PRESENT:

Lance Cochran
Andy Houltberg
Melinda Foster
Lauren Driscoll

STAFF PRESENT:

Tina Bartlett, SHA Executive Director

I. INTRODUCTIONS

Each person in attendance gave a brief introduction of themselves and what organization they were associated with.

II. OVERVIEW OF CHDO

Mr. Hobbie discussed the history of the CHDO and its mission. He talked about the relationship with Kansas Housing Resource Corporation and the desire to facilitate a project in order to meet KHRC's requirements of active CHDO. He talked about the pursued partnerships with agencies such as Dane Hansen, Earl Bane Foundation and Overland Properties Group in order to help fund affordable housing projects.

The Salina Housing Authority had purchased three lots on Seneca that it is willing to sell to the CHDO for a future development. The CHDO has not been successful in obtaining funding for the purchase. The CHDO is still pursuing funding through the Earl Bane Foundation and the Federal Home Loan Bank. The CHDO would like to move forward with the development of three duplexes on the site.

Mr. Hobbie talked about the current projects the CHDO is pursuing including the purchase and rehabilitation of the Kansas property. The CHDO has found a benefactor who has been willing to put up funding for the purchase and rehabilitation of properties.

Mr. Hobbie talked briefly about the status of insurance and the bid process. He also talked about several groups which have volunteered to work on the projects which will help reduce cost. No work will start until insurance is procured.

III. OVERVIEW OF SALINA HOUSING AUTHORITY

Ms. Bartlett gave an overview of the potential development with BGC Advantage, detailing the history of options that housing authorities can access for conversion. Ms. Bartlett discussed the options of Rental Assistance Demonstration (RAD), Section 18 – Demo/Dispo

Options and Section 22 – Voluntary Conversion. She outlined the current plan including potential development of mixed income properties.

IV. OVERVIEW OF CITY HOUSING

Ms. Driscoll gave a brief introduction of who she is and what her role is with the city. She talked about her experience in city government and what she is seeing in the affordable housing sector in Salina. She talked about how the CHDO, SHA and City need to work together to address the affordable housing challenges. She explained how the city has created the land bank and is looking at a land trust that can help to hold properties and clean them of taxes and assessments.

Ms. Driscoll made everyone aware of the Housing Summit that she is putting together. The Summit will be on June 28 to talk with stakeholders about housing services. There are 22 agencies that have currently been invited that should garner information about what services are provided in Salina and thereby what services are lacking.

Ms. Driscoll answered questions concerning the Live Salina housing study and potential support from the city for more affordable housing. Centennial Park was discussed as a place that the city may be looking at obtaining proposals for development.

V. COLLABORATION

Ms. Bartlett discussed the Seneca properties and the desire of the SHA to use them for affordable housing. The option is still open for the CHDO to purchase the properties from the SHA. If the CHDO is unable to purchase them, the SHA would move forward with including them in their own development plans. There is a potential for the CHDO to work with the SHA when properties are disposed of during the conversion, to allow the CHDO to rehabilitate and sell them. There is also potential for the organizations to work together during the SHA development to obtain HOME funds through the KHRC.

Ms. Driscoll suggested that the CHDO move forward with signing an option to purchase the Seneca properties from the SHA.

SECRETARIAL REPORT

April 2019

Administration

- Kansas Highway Patrol SRT held a training in one SHA unit on April 18.
- Lori, Zac and Suzanne attended the City of Salina's Annual Fair Housing Training on April 26.
- Tina, Lori, Nichole, Kim, Nate and Zac attended various sessions at KS NAHRO April 23 and 24.
- Lori completed 10 hours of HUD FSS training online.

Tenant reports and activity

- Public Housing had 17 inspections in April (11 annual, 5 move-in, 0 transfer, 0 special and 1 move-outs).
- Public Housing had 2 evictions in April.
- 12-Section 8/VASH annual inspections, 2 re-inspections, 4 HCV Move-in inspections, 0 Mainstream Move-in inspections, 0 Shelter Plus Care inspections, 0 Enhanced Tenant Protection inspections, 0 VASH inspection, 0 TBRA inspection, and 0 Special/Complaint inspection.
- 1 HCV orientations, 1 Public Housing orientation, 1 Shelter Plus Care orientations, and 1 VASH orientation were held in April.
- 37 Notices for nonpayment of rent or security deposits were sent April 5th and 1 family was terminated for nonpayment.
- 0 Public Housing Grievance Hearings and 0 Panels were held in April. 0 grievance were upheld and 0 were overturned. 2 HCV Grievances Hearings were held of which 0 were overturned and 0 was upheld. 0 Shelter Plus hearings were held of which 0 was overturned and 0 were upheld. 0 VASH Grievance Hearing were held.
- Public Housing Resident Advisory Board Meeting was set for April 10, but no tenants attended so no meeting was held.
- "Wipeout Meeting" was held on April 18. 0 Public Housing tenants, 2 Section 8 tenants, 0 Shelter Plus Care tenants and 0 VASH tenants attended.
- 1 voucher from other Housing Authorities.

Maintenance and Capital Improvements

- Maintenance received 75 total work orders, 51 routine work orders, 3 emergency work orders, and 21 other work orders. Of the 75 received, 54 had been processed by the end date of this report.
- Number of houses turned over in April was 4.
- The average turnaround time for maintenance in April was 11.5 days. The year to date net turnover time is 18.78 days with 2.53 days for lease up and 1.08 down time.

Completed CFP Projects:

- **936 S 10th:** Water heater replaced
- **2017 Tulane:** Water heater replaced
- **1500 Cheyenne:** Water heater replaced

- **Appliance Updates:** 3 refrigerators and 4 stoves added to inventory to upgrade existing aged units.

Current CFP projects include:

- **1102 Crown Ct:** Living room window replacement. Windows in stock and will be installed as weather and schedule permits.
- **768 Choctaw:** This unit is having the kitchen and bathroom remodeled. Additional work to be completed during the remodel includes 4 new interior doors, 1 new energy star door, 2 windows will be removed, the openings resized and new energy star windows installed. The garage door will be replaced along with the water heater. A living room closet which is an impediment to entry and exit of the unit will also be deleted.
- **663 Viemont;** This unit is receiving new HVAC system including relocation of system and duct work, Kitchen remodel, bathroom remodel, exterior and interior door replacement, partial window replacement, and new flooring throughout the unit.
- **1317 Osage Ct:** This unit is receiving one new energy star window.
- **2026 Tulane Ct:** This unit is receiving new vinyl plank flooring in the bathroom.

FSS Grant

- New FSS Coordinator, Lori McNelly, began April 22.
- Public Housing has 20 participants.
- Housing Choice Voucher has 9 participants.
- 0 Graduates from FSS Program
- 1 FSS participant graduated from STC with her LPN.
- 4/22-4/30—0 home visits and 0 in office visit (training).
- 10 FSS visits scheduled.
- FSS newsletter sent to all participants.

**OPERATIONS REPORT
4/30/2019**

PUBLIC HOUSING

TURNOVERS:

		<u>In April:</u>		
1 bedroom:	0		Move outs:	7
2 bedroom:	2		Terminations:	5
3 bedroom:	2		Evictions:	2
4 bedroom:	0		Transfers:	2
5 bedroom:	0		Skips:	2
			Lease-ups:	2

RENTS:

	<u>4/19</u>	<u>4/18</u>	<u>4/17</u>
Highest	\$863	\$766	\$933
Lowest:	(\$191)	(\$203)	(\$187)
Total:	\$32,622	\$22,010	\$25,532
Average:	\$204	\$141	\$170
Utility checks:	38	49	41

WAITING LIST:

	<u>4/19</u>	<u>4/18</u>	<u>4/17</u>
1 bedroom:	2	0	0
2 bedroom:	61	77	71
3 bedroom:	23	21	34
4 bedroom:	11	4	8
5 bedroom:	<u>2</u>	<u>0</u>	<u>1</u>
	99	102	114

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>
NB	8/8/17	4/26/19	(\$191)	\$650	\$1,203		Lease Violations
SD	2/15/18	4/1/19	\$161	\$500	\$686		Lease Violations
EG	12/2/15	4/25/19	\$300	\$650		\$137	Lease Violations
MP	8/30/16	4/26/19	(\$139)	\$500	\$1,454		Lease Violations
SQ	1/3/18	4/3/19	\$575	\$500	\$241.50		Skip
AR	2/7/19	4/8/19	\$238	\$650		\$467	Lease Violations
MW	6/14/07	4/17/19	\$624	\$650	\$457.40		Skip

SECTION 8, SHELTER PLUS, & VASH

VOUCHERS:

	<u>4/19</u>	<u>4/18</u>	<u>4/17</u>
Section 8 Baseline units	317	317	317
Total under lease effective 4/30/19:	296	307	315
Total issued but not leased:	13	29	19
Total Shelter Plus under lease	15	16	20
Total VASH under lease	25	27	28
Total Mainstream under lease	22	0	0

Voucher Turnover:

New Move-ins	Section 8	0	6	5
	Shelter Plus	0	0	0
	VASH	1	1	1
	NED	0	0	7

Move-outs	Section 8	7	6	7
	Shelter Plus	0	0	0
	VASH	1	0	1
	NED	1	0	0
Transfers	Section 8	0	1	4
	Shelter Plus	0	0	1
	VASH	0	0	0
	NED	0	0	0
Waiting list:		287	238	239

Section 8 waiting list was opened on January 2, 2015

FINANCIAL SUMMARY

April 2019

COCC

YTD COCC revenue is over budget by \$16,120. Annual management fees from Public Housing of \$19,440 were charged and transferred in April, but budgeted monthly, accounting for a \$3,240 increase. Public Housing management and bookkeeping fees are over budget by \$2,693. CFP administrative fees are over budget by \$3,301. Interest revenue is over budget by \$5,923.

YTD COCC expenses are under budget by \$597. Most of this variance is in legal expenses.

Public Housing

YTD Public Housing revenue is over budget by \$20,042. Rental income and other income from tenants are over budget by \$43,193 and \$7,421, respectively. Interest revenue is over budget by \$4,350. HUD operating subsidy is under budget by \$35,054.

YTD Public Housing expenses are under budget by \$11,635. Computer services are over budget by \$3,279 and insurance expense is over budget by \$9,322. Annual management fees to COCC of \$19,440 were charged and transferred in April, but budgeted monthly, accounting for a \$3,240 increase. Maintenance and admin staff salaries and benefits are below budget by \$6,227 and \$9,348, respectively. Maintenance materials and contract costs are below budget by a total of \$8,924. Net collection loss expenses are under budget by \$2,101.

Section 8

YTD Section 8 administrative revenue is under budget by \$738. Fraud recovery is over budget by \$1,567. Administrative fees earned from HUD are below budget by \$2,959. Current admin fee proration is 80%.

YTD Section 8 administrative expenses are under budget by \$5,929. Administrative contracts are over budget by \$1,562, computer services are over budget by \$1,384, and verification expense is over budget by \$723. Staff salaries and benefits are under budget by \$9,961.

COCC continues to loan funds to Section 8 to cover the administrative funding shortage. A \$1,000 loan repayment from Section 8 to COCC was made in April, making the total loan balance \$19,000 on April 30. This loan is reflected on the balance sheet of both programs.

As of April 30, the Net Restricted Position is \$1,900. This does not include unspent Mainstream funding of \$8,828. These funds are held by the housing authority and restricted in use for future HAP expenses.

Funding and expenses for VASH Extraordinary Fees are being tracked and reported separately. This funding is for direct services to veterans to increase our leasing success rate.

Shelter Plus Care

YTD Shelter Plus Care administrative revenue is under budget by \$4,888. Other non-HUD grant funding is budgeted to cover this program's budgeted deficit and has not been received.

YTD Shelter Plus Care administrative expenses are under budget by \$1,827.

COCC has loaned funds to cover the administrative funding shortage and bank balance requirements in Shelter Plus Care. A loan of \$300 was made in April to cover the administrative deficit, resulting in a total loan balance of \$5,100. This loan is reflected on the balance sheet of both programs.

Investments & Pledged Amounts

April 2019

	Bennington State Bank	First Bank Kansas	Total by Program
PUBLIC HOUSING:			
Petty Cash	\$ 50.00		
Checking	\$ 182,973.55		
Money Market	\$ 395,028.97		
Checking-Cafeteria Plan	\$ 3,764.55		
CD #100014931	\$ 155,426.04		
CD #6710111		\$ 110,785.88	
CD #6713580		\$ 104,633.41	
CD # 6710214		\$ 110,789.10	
CD #6706887		\$ 65,764.59	\$ 1,129,216.09 *
COCC:			
Checking	\$ 601,979.88		
Money Market FSS Escrow		\$ 35,576.90	\$ 637,556.78
SECTION 8/VASH:			
Checking	\$ 14,962.16		
Checking - VASH EAF	\$ 26,259.64		\$ 41,221.80
HOME:			
Checking	\$ 54,948.28		
CD #100016489	\$ 210,249.04		
CD #6710324		\$ 32,366.45	
CD #101395		\$ 29,847.54	\$ 327,411.31
SHELTER PLUS CARE:			
Checking	\$ 1,354.23		\$ 1,354.23
TBRA:			
Checking	\$ 1,009.50		\$ 1,009.50
SHA Assets:	\$ 1,648,005.84	\$ 489,763.87	\$ 2,137,769.71
Percentage of Total Invest:	77%	23%	100%
			\$ 2,137,769.71
AMOUNTS PLEDGED:	\$ 1,540,000.00	\$ 750,000.00	
PLUS MINIMUM FDIC:	\$ 250,000.00	\$ 250,000.00	
	\$ 1,790,000.00	\$ 1,000,000.00	
Over (Under) Pledged	\$ 141,994.16	\$ 510,236.13	
Date of pledge:	4/30/2019	4/30/2019	

* Matured 4/27/2019 and renewed at 1.60% for 12 months.

COCC - April 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Annual Budget
Revenues:							
Bookkeeping/Mgmt Fees	\$ 38,096	\$ 18,677	204%	\$ 196,756	\$ 186,773	105%	\$ 224,128
Rental Fees	\$ 2,861	\$ 2,861	100%	\$ 28,607	\$ 28,608	100%	\$ 34,330
Interest	\$ 1,051	\$ 333	315%	\$ 9,256	\$ 3,333	278%	\$ 4,000
Other Income	\$ 159	\$ 58	272%	\$ 800	\$ 583	137%	\$ 700
Total Revenue	\$ 42,167	\$ 21,930	192%	\$ 235,418	\$ 219,298	107%	\$ 263,158
Expenses							
Administrative	\$ 20,075	\$ 18,304	110%	\$ 182,182	\$ 183,042	100%	\$ 219,650
Utilities	\$ 16	\$ 117	14%	\$ 1,237	\$ 1,167	106%	\$ 1,400
Maintenance	\$ 488	\$ 242	202%	\$ 2,224	\$ 2,417	92%	\$ 2,900
Protective Services	\$ -	\$ 21	0%	\$ 215	\$ 208	103%	\$ 250
General/Insurance	\$ 523	\$ 375	140%	\$ 4,127	\$ 3,750	110%	\$ 4,500
Total Expenses	\$ 21,103	\$ 19,058	111%	\$ 189,986	\$ 190,583	100%	\$ 228,700
Profit or (Loss) for Year	\$ 21,064	\$ 2,871		\$ 45,433	\$ 28,715		\$ 34,458
	Profit	Profit		Profit	Profit		Profit

Public Housing - April 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Annual Budget
Revenues:							
Rental Income	\$ 30,689	\$ 23,250	132%	\$ 275,795	\$ 232,500	119%	\$ 279,000
Other Income	\$ 9,022	\$ 11,171	81%	\$ 119,159	\$ 111,708	107%	\$ 134,050
Interest	\$ 1,289	\$ 375	344%	\$ 8,100	\$ 3,750	216%	\$ 4,500
Operating Subsidy	\$ 24,749	\$ 30,417	81%	\$ 269,113	\$ 304,167	88%	\$ 365,000
Total Revenue	\$ 65,749	\$ 65,213	101%	\$ 672,167	\$ 652,125	103%	\$ 782,550
Expenses							
Administrative	\$ 42,179	\$ 26,687	158%	\$ 266,463	\$ 266,872	100%	\$ 320,246
Tenant Services	\$ -	\$ 321	0%	\$ 2,230	\$ 3,208	70%	\$ 3,850
Utilities	\$ 532	\$ 1,342	40%	\$ 10,494	\$ 13,417	78%	\$ 16,100
Maintenance	\$ 21,044	\$ 26,007	81%	\$ 245,636	\$ 260,067	94%	\$ 312,080
General/Insurance/Coll Loss	\$ 7,571	\$ 11,384	67%	\$ 120,948	\$ 113,842	106%	\$ 136,610
Casualty Loss/Grant Receipt	\$ -	\$ -		\$ -	\$ -		\$ -
Total Expenses	\$ 71,327	\$ 65,741	108%	\$ 645,770	\$ 657,405	98%	\$ 788,886
Profit or (Loss) for Year	\$ (5,578)	\$ (528)		\$ 26,396	\$ (5,280)		\$ (6,336)
Loss	Loss	Loss		Profit	Loss		Loss

Section 8 - April 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Annual Budget
Revenues:							
Admin Fees Earned	\$ 14,379	\$ 13,878	104%	\$ 135,819	\$ 138,778	98%	\$ 166,533
Interest	\$ 9	\$ 4	204%	\$ 84	\$ 42	202%	\$ 50
TBRA and Other Fees	\$ 942	\$ 188	502%	\$ 2,487	\$ 1,875	133%	\$ 2,250
Fraud Recovery	\$ 173	\$ 163	106%	\$ 3,192	\$ 1,625	196%	\$ 1,950
Total Revenue	15,502	14,232	109%	141,581	142,319	99%	170,783
Expenses							
Administrative	\$ 13,566	\$ 14,944	91%	\$ 143,513	\$ 149,442	96%	\$ 179,330
Total Expenses	13,566	14,944	91%	143,513	149,442	96%	179,330

Profit or (Loss) for Year
 Profit (712) Loss (1,932) Loss (7,123) Loss (8,547)

VASH Extraordinary Admin Funding:

Revenue to Date	\$ -	\$ -	0%	\$ 36,000	\$ -	0%	\$ -
Expenses to Date	\$ 625	\$ -	0%	\$ 9,741	\$ -	0%	\$ -
Balance	\$(625)	\$ -	0%	\$ 26,259	\$ -	0%	\$ -

Shelter Plus Care - April 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Annual Budget
Revenues:							
Admin Fees Earned	\$ 374	\$ 454	82%	\$ 3,720	\$ 4,540	82%	\$ 5,445
Other Misc Revenue	\$ -	\$ 417	0%	\$ 96	\$ 4,167	2%	\$ 5,000
Interest	\$ 0	\$ -	0%	\$ 3	\$ -	0%	\$ -
Total Revenue	374	871	43%	3,819	8,707	44%	10,445
Expenses							
Administrative	\$ 609	\$ 991	61%	\$ 8,081	\$ 9,908	82%	\$ 11,890
Total Expenses	609	991	61%	8,081	9,908	82%	11,890

Profit or (Loss) for Year
 Loss (235) Loss (120) Loss (4,262) Loss (1,202) Loss (1,445)

Salina Housing Authority at 4/30/19
Balance Sheet after 10 Months of Fiscal Year

Assets:	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	
Checking & other cash	601,980		41,222	54,948			1,009		1,354		1,282,330
Investments	35,577		-	272,463							855,439
Total Cash & Invests	637,557		41,222	327,411			1,009		1,354		2,137,769
Tenant Acct Rec											8,343
Tenant Acct Rec-Fraud											3,956
Tenant Acct Rec-Sec Dep											-
Allow for Doubt Acct											(790)
Acct Rec Other Pgmis	25,100		6,777								60,692
Acct Rec Other											(545)
Prepaid Insurance	134										58,756
Material Inventory											36,351
Pension Deferred Outflows	9,869		3,619								32,897
Subsequent Pension Pmris	12,112		4,280								36,222
Miscellaneous											-
Total Current Assets	684,772		55,897	327,411			1,009		1,354		2,373,652
Liabilities:											
Security Deposits											96,582
Payroll Deductions											(171)
Acct Pay Other Pgmis	35,577		19,015						5,100		60,692
Acct Pay Other											-
Compensated Absence	9,272		1,061						96		27,593
Accrued Payroll	11,756		3,227						170		33,660
Accrued Payroll Taxes	834		235						12		2,403
Pension Deferred Inflows	6,404		2,348								21,346
Miscellaneous			56								3,246
PILOT: Prior Year											-
Current Year											20,833
FSS Escrow			6,777								35,577
Total Current Liabilities	0.09		32,719				0.99		5,378		301,761

Income Statement after 10 Months of Fiscal Year

Revenues:	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	
Admin Fees Earned	38,096		14,379	135,819			1,200	3,820	374	3,720	15,953
Bookkeeping/Mgmt Fees	2,861										143,359
Total Rents	1,051		9				0		0		38,096
Interest	159		1,115	5,676	9	1,733		3			196,756
Misc											33,550
Subsidy											304,402
Gain/Loss on Sale											2,358
Total Revenues	42,167		15,502	141,581	9	1,733	1,200	3,823	374	3,819	125,001
Expenses											
Administrative	20,075		13,566	143,513	34	336	1,200	3,820	609	8,081	82,343
Tenant Services	16										661,668
Utilities	488										2,230
Maintenance	523										548
Insurance/General/Bad Debt											11,731
Other Expenditures											22,403
Casualty Loss/Grant receipt											8,094
Total Expenses	21,103		13,566	143,513	34	336	1,200	3,820	609	8,081	(6,972)
Depreciation Expense											106,417
Profit or (Loss) for Year	21,064		1,936	(1,932)	(25)	1,397	0	3	(235)	(4,262)	918,027
PHA Payments to LL			118,212	1,101,924					6,791	69,237	1,171,161
HUD Payments to PHA			107,251	1,111,986					6,791	69,237	1,181,223
Units Leased			347	3,292					15	145	362

CFP Grant Year 2018 - April 2019

Expenses	Actual Month	Actual Grant YTD	Grant Budget	%
Sewers/Exterior Plumbing	-	-	\$ 3,000	0%
Concrete	-	-	\$ 2,000	0%
Roofs	105	2,396	\$ 18,000	13%
Floors	-	451	\$ 25,000	2%
Kitchens	-	3,635	\$ 35,000	10%
Bathrooms	-	1,880	\$ 25,000	8%
HVAC/Electrical	-	896	\$ 16,870	5%
Foundations	-	-	-	
Interior Plumbing	1,049	3,233	\$ 14,000	23%
Siding	-	-	\$ 1,000	0%
Windows	145	145	\$ 2,000	7%
Other Attached Exterior/Gutters	-	-	\$ 2,000	0%
Doors	123	2,304	\$ 10,000	23%
Decks	-	-	-	
Stoves & Refrigerators	-	7,396	\$ 20,000	37%
Maintenance Labor & Benefits	145	2,190	\$ 14,833	15%
Total Unit Expenses	1,567	24,526	\$ 188,703	13%
Sheds	-	-	\$ -	
Maintenance Buildings	-	-	\$ 5,000	0%
Contracting Labor & Benefits	726	1,271	\$ 4,500	28%
COCC Management Fees	2,430	9,720	\$ 29,244	33%
Transferred to Operations	5,000	20,000	\$ 65,000	31%
Total CFP 2018 Expenses	9,723	55,517	292,447	19%

Grant expenditures began January 2019.

SALINA HOUSING AUTHORITY

May 2019

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

Financial:

The Salina Housing Authority received \$24,749.20 in Operating Subsidy in May for Public Housing. We received a total of \$118,214 for May HAP funding for the Section 8 programs, which includes \$7,013 restricted for Mainstream vouchers. We have approximately \$6,900 remaining Net Restricted Assets for Section 8 vouchers and an additional \$7,560 in unspent Mainstream funding.

The monthly administrative fee funding for Section 8 was \$14,379 for May. 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 April 30 is \$19,000, which includes a \$1,000 loan repayment to COCC in April.

Security deposit assistance is currently funded by our 2017 TBRA grant awarded at \$75,000. There is approximately \$53,200 remaining in the 2017 grant, which must be fully committed by November 1, 2019.

HUD published the 2019 preliminary operating subsidy eligibility for Public Housing on May 3. Salina Housing Authority's operating subsidy eligibility is \$405,340. Previous years have had 89%-90% prorations, which would result in approximately \$363,000 in calendar year 2019.

The 2017 Shelter Plus Care grant ends May 31. Total projected estimated expenses are \$88,000, leaving an unspent balance of \$15,000.

The Office of Capital Improvements posted the 2019 funding amounts awarded to individual PHAs. The Salina Housing Authority is awarded \$288,852 in Capital Fund Program.

Program Updates:

The SHA has filled the Occupancy Specialist position. Adriana Rodriguez has worked in the Salina area for several years, most recently in insurance. She is bilingual which will be of great assistance and she is eager to step in and learn. We would like to welcome her to our team.

The SHA continues to monitor Housing Choice Voucher funding very closely. Of the total 347 authorized monthly vouchers, the SHA has funding to administer about 315. The SHA has applied for Set-Aside Funds for increased cost due to portability and Veteran Assisted

Supportive Housing vouchers. \$100 million has been reserved for shortfall funds that the SHA could apply for if needed.

The Kansas Housing Resource Corporation (KHRC) has opened the Tenant Based Rental Assistance (TBRA) applications. The funding is used to operate our Security Deposit Assistance program. We have applied for and received approximately \$75,000 each year for the last five years. However, last year the SHA did not apply but instead was able to extend the current grants to cover the need.

HUD Regulation/Legislative

On May 3rd, HUD released Notice PIH-2019-11 (HA) titled “Final Implementation of Public Housing Over-Income Limit Under the Housing Opportunity Through Modernization Act of 2016 (HOTMA).” The notice provides supplemental information on the implementation process for public housing income limits, which were codified through regulation last summer. HOTMA places the threshold for over-income families as those with incomes over 120 percent of area median income (AMI) for the most recent two consecutive years. If a family meets this threshold, public housing authorities (PHAs) have the option of either charging the higher of the fair market rent for the unit or the monthly subsidy (operating and capital fund) or terminating the tenancy within 6 months. Language in HOTMA also provides the Secretary the discretion to establish different income limitations based on local construction costs or unusually high or low incomes, vacancy rates, or rents. HUD’s new notice provides additional background on the methodology used to calculate the over-income limit. The notice also provides guidance on how to implement the new statutory income limit for continued occupancy in public housing including the new documentation, notification, and tracking requirements.

On May 10, 2019, the U.S. Department of Housing and Urban Development (HUD) published a proposed rule that would prohibit “mixed status” families from living in public and other subsidized housing. Mixed-status families are households that include both members who are eligible and ineligible for housing assistance based on their immigration status. Both statute and regulation currently allow families to live together in subsidized housing even if one family member is ineligible so long as the housing subsidy is decreased to exclude the ineligible person from the assistance. The rule would also require all residents under the age of 62 to have their immigration status screened through the Systematic Alien Verification for Entitlement Program (SAVE), which is operated by the Department of Homeland Security. Families with members who are “ineligible” will be evicted from subsidized housing after 18 months or sooner. It is estimated that more than 55,000 children will face eviction under the proposed rule. The rule would result in family separations and evictions for certain immigrant families, putting tens of thousands of people and children at increased risk of homelessness. The public has 60 days to comment on the rule.

Management

No new information on the Operating Fund litigation against the Government which includes more than 500 other HAs.

The SHA is working on accepting bids for the Physical Needs Assessments of the units and Part 58 Environmental Clearance of all units.

Training/Education

The Director is now certified as a Specialist in Developing and Managing Project Based Vouchers. She passed the certification from Nan McKay after the training in April.

The Director will attend the SW NAHRO conference in Kansas City in June. The SHA has contracted with Mike Petro to stay and do an individual training with the Finance Manager and Executive Director on conversion accounting the day after the conference.

OLD BUSINESS

- a. BGC Development Update

OLD BUSINESS

b. Seneca Property Update

NEW BUSINESS

b. Resolution No. 2019-1025 Revision of
Bylaws

BY LAWS OF THE HOUSING AUTHORITY
OF THE
CITY OF SALINA, KANSAS

ARTICLE I – THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be “The Housing Authority of the City of Salina.”

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization. The seal is in the following form.

Section 3. Office of Authority. The offices of the Authority shall be at ~~160 North Eighth~~ 469 S. Fifth Street in the city of Salina, Kansas, but the Authority may hold its meetings at such other places in its area of operation as it may designate by resolution.

ARTICLE II – OFFICERSBOARD OF DIRECTORS

Section 1. Management and Control – The management and control of the Salina Housing Authority shall be vested in a Board of Directors consisting of not less than five (5) natural persons and not more than seven (7) natural persons. The Board of Directors shall be the same as the Commissioners of the Salina Housing Services Corporation, and the terms of each Director shall be concurrent with his or her term of office as a member of the Board of Commissioners of the SHS. The Director shall hold office until their successors are appointed and qualified.

Section 2. Officers. The officers of the Authority shall be a Chairman, a Vice-Chairman, and a Secretary.

Section 23. Chairman. The Chairman shall preside at all meetings of the Authority, ~~the~~ The Chairman shall sign all contracts, deeds and other instruments made by the Authority pursuant to the powers granted thereto unless the Executive Director is otherwise authorized by resolution of the Authority. At each meeting the Chairman shall submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Authority.

Section 34. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of resignation or death of the

Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall elect a new Chairman.

Section 45. Executive Director. The Executive Director shall be the Secretary of the Authority and shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He/she shall be charged with the management of the housing projects of the Authority. The Secretary shall keep the records of the Authority, ~~shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the~~ proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. The Secretary or designee shall act as Secretary of the meetings of the Authority and record all votes. ~~He/she~~The Secretary shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority. He/she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The Secretary shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by ~~the Chairmana~~ a second authorized signer. He/she shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or oftener when requested), an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for the faithful performance of his/her duties as the Authority may determine. The compensation of the Secretary shall be determined by the Authority, provided that a temporary appointee selected from among the Commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses).

Section 56. Additional Duties. The Officers of the Authority shall perform such duties and functions as may from time to time be required by the Authority or the by-laws or rules and regulations of the Authority.

Section 67. Election. The Chairman and Vice-Chairman shall be elected at the annual meeting from among and by the Commissioners of the Authority and shall hold office until their successors are designated and qualified. The Executive Director shall be employed by the Authority. Any person employed to fill the office of Executive Director or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office except as temporary appointee.

Section 78. Vacancies. Should the Offices of Chairman and Vice-Chairman become vacant, such office shall remain vacant until the Authority shall elect a successor and he/she has qualified. When the office of Secretary becomes vacant, the Authority shall appoint a successor. Vacancies among the Commissioners are to be filled by appointment from the Mayor.

Section 89. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the "municipal housing law" of Kansas and all other laws of the State of Kansas applicable thereto.

The selection and compensation of such personnel (including the Secretary) shall be determined by the Authority Executive Director with the exception of the Secretary/Executive Director. The selection and compensation of the Secretary/Executive Director shall be determined by the Authority.

ARTICLE III-MEETING

Section 1. Annual Meetings. The annual meeting of the Authority shall be held on the 12th day of December in August at 4:030 o'clock P. M. at the regular meeting place of the Authority. In the event such date shall fall on a Sunday or a legal holiday, the annual meeting shall be held on the next succeeding secular day.

Section 2. Regular Meetings. Monthly meetings shall be held without notice at the regular meeting place of the Authority on the first-fourth Tuesday of each month, unless the same shall be a legal holiday, in which event said meeting shall be held on the next succeeding secular Tuesday. The time shall be 4:00-30 o'clock P.M. unless otherwise specified.

Section 3. Special Meetings. The Chairman of the Authority may, when he/she deems it expedient, and shall, upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may-must be delivered to each member of the Authority either in person, by mail, or electronically or may be mailed to the business or home address of each member of the Authority at least two days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Quorum. -- A simple majority of the duly appointed Directors shall constitute a quorum of the Board. If a quorum is present when the meeting is convened, the Directors present may continue to do business, taking action by vote of a majority of the quorum as fixed in this Section 4, until adjournment, notwithstanding the withdrawal of enough Directors to leave less than a quorum as fixed in this Section 4, or the refusal of any Director present to vote. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

Section 5. Order of Business. At the regular meetings of the Authority the following shall be the order of business:

1. Roll call.
2. Reading and a Approval of the minutes of the previous meeting.
3. Bills and communications Approval of Financials.
4. Reports of the Secretary.

5. Reports of the Committee.
6. Unfinished business.
7. New business.
8. Adjournment.

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 6. Manner of Voting. The voting on all questions coming before the Authority shall be by voice vote or hand raise roll-call, and silence is taken as consent. ~~†The yeas and nays shall be entered upon the minutes of such meeting except that the election of the Chairman and Vice-Chairman may be by ballot.~~

ARTICLE IV-AMENDMENTS

Amendments to By-Laws. The by-laws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or a special meeting, but no such amendments shall be adopted unless at least seven days written notice thereof has been previously given to all of the members of the Authority. After discussion Commissioner moved that said resolution be finally adopted as read; the motion was seconded by Commissioner. The question being put upon the final adoption of said Resolution, the roll was called with the following results: Ayes: 5 Nays: 0. The Chairman declared such motion carried and the resolution finally adopted. Adopted this ~~10th~~ 28th day of ~~April~~ May ~~1968~~ 2019.

Chairman

Attest:

Acting Secretary

Chairman

CERTIFICATE OF RECORDING OFFICER

The undersigned hereby certifies that:

1. He/she is the duly qualified and acting Secretary of the Housing Authority of Salina, Kansas, hereinafter called the Local Housing Authority, and the custodian of records of the Local Housing Authority, including the minutes of the meetings of the Board of Commissioners of the Housing Authority of Salina, Kansas, and is duly authorized to execute this certificate.
2. Attached hereto is a true and correct copy of a Resolution, including the Whereas Clauses, adopted at a regular meeting of the Board of Commissioner's held on the ~~10th~~ 28th day of ~~April~~ May ~~1968~~ 2019.
3. The Resolution has been duly recorded in the minutes of the meeting and is now in full force and effect.
4. The meeting was duly convened and held in all respects in accordance with the law and by-laws of the Local Housing Authority. To the extent required by law or said by-laws, due and proper notice of said meeting was given. A legal quorum of members of the Board of Commissioners was present throughout said meeting, and a legally sufficient number of members of the Board of Commissioners voted in the proper manner for the adoption of the Resolution. All of the requirements and proceedings under law, said by-laws or otherwise, incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed.
5. The seal appearing below constitutes the official seal of the Local Housing Authority and was duly affixed by the undersigned at the time the certificate was signed.

IN WITNESS WHEREOF, the undersigned has hereunto set his/her hand this ~~11th~~ 28th day of ~~April~~ May ~~1968~~ 2019.

Acting Secretary

RESOLUTION NO. 2019-1025

A RESOLUTION AMENDING THE BYLAWS

WHEREAS the Board of Directors of the Housing Authority of the City of Salina, Kansas deems it to be in the best interest of the SHA that the following actions be taken by the membership pursuant to this Resolution;

NOW THEREFORE, BE IT RESOLVED that pursuant to applicable law, the Board of Directors of the Housing Authority of the City of Salina, Kansas hereby consent to, approve, and adopt the following:

AMENDMENT OF BYLAWS:

BE IT FURTHER RESOLVED, that Article 1, Section 3 of the Bylaws of the SHA is hereby amended to correct the office address to 469 S. Fifth Street

BE IT FURTHER RESOLVED, that Article II, of the Bylaws of the SHA is hereby amended to the following:

ARTICLE II – BOARD OF DIRECTORS

Section 1. Management and Control – The management and control of the Salina Housing Authority shall be vested in a Board of Directors consisting of not less than five (5) natural persons and not more than seven (7) natural persons. The Board of Directors shall be the same as the Commissioners of the Salina Housing Services Corporation, and the terms of each Director shall be concurrent with his or her term of office as a member of the Board of Commissioners of the SHS. The Director shall hold office until their successors are appointed and qualified.

Section 2. Officers. The officers of the Authority shall be a Chairman, a Vice-Chairman, and a Secretary.

Section 3. Chairman. The Chairman shall preside at all meetings of the Authority. The Chairman shall sign all contracts, deeds and other instruments made by the Authority pursuant to the powers granted thereto unless the Executive Director is otherwise authorized by resolution of the Authority. At each meeting the Chairman shall submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Authority.

Section 4. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of resignation or death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall elect a new Chairman.

Section 5. Executive Director. The Executive Director shall be the Secretary of the Authority and shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He/she shall be charged with the management of the housing projects of the Authority. The Secretary shall keep the records of the Authority, shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. The Secretary or designee shall act as Secretary of the meetings of the Authority and record all votes. The Secretary shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority. He/she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The Secretary shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by a second authorized signer. He/she shall keep regular books of accounts showing

receipts and expenditures and shall render to the Authority, at each regular meeting (or oftener when requested), an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for the faithful performance of his/her duties as the Authority may determine. The compensation of the Secretary shall be determined by the Authority, provided that a temporary appointee selected from among the Commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses).

Section 6. Additional Duties. The Officers of the Authority shall perform such duties and functions as may from time to time be required by the Authority or the by-laws or rules and regulations of the Authority.

Section 7. Election. The Chairman and Vice-Chairman shall be elected at the annual meeting from among and by the Commissioners of the Authority and shall hold office until their successors are designated and qualified. The Executive Director shall be employed by the Authority. Any person employed to fill the office of Executive Director or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office except as temporary appointee.

Section 8. Vacancies. Should the Offices of Chairman and Vice-Chairman become vacant, such office shall remain vacant until the Authority shall elect a successor and he/she has qualified. When the office of Secretary becomes vacant, the Authority shall appoint a successor. Vacancies among the Commissioners are to be filled by appointment from the Mayor.

Section 9. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the "municipal housing law" of Kansas and all other laws of the State of Kansas applicable thereto. The selection and compensation of such personnel shall be determined by the Executive Director with the exception of the Secretary/Executive Director. The selection and compensation of the Secretary/Executive Director shall be determined by the Authority.

BE IT FURTHER RESOLVED, that Article III, of the Bylaws of the SHA is hereby amended to the following:

ARTICLE III-MEETING

Section 1. Annual Meetings. The annual meeting of the Authority shall be held in August at 4:30 o'clock P. M. at the regular meeting place of the Authority.

Section 2. Regular Meetings. Monthly meetings shall be held without notice at the regular meeting place of the Authority on the fourth Tuesday of each month, unless the same shall be a legal holiday, in which event said meeting shall be held on the next succeeding Tuesday. The time shall be 4:30 o'clock P.M. unless otherwise specified.

Section 3. Special Meetings. The Chairman of the Authority may, when he/she deems it expedient, and shall, upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting must be delivered to each member of the Authority either in person, by mail, or electronically at least two days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Quorum. - A simple majority of the duly appointed Directors shall constitute a quorum of the Board. If a quorum is present when the meeting is convened, the Directors present may continue to do business, taking action by vote of a majority of the quorum as fixed in this Section 4, until adjournment, notwithstanding the withdrawal of enough Directors to leave less than a quorum as fixed in this Section 4, or the refusal of any Director present to vote.

Section 5. Order of Business. At the regular meetings of the Authority the following shall be the order of business:

1. Roll call.
2. Approval of the minutes of the previous meeting.
3. Approval of Financials.

4. Reports of the Secretary.
5. Reports of the Committee.
6. Unfinished business.
7. New business.
8. Adjournment.

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 6. Manner of Voting. The voting on all questions coming before the Authority shall be by voice vote or hand raise and silence is taken as consent. The yeas and nays shall be entered upon the minutes of such meeting except that the election of the Chairman and Vice-Chairman may be by ballot.

BE IT FURTHER RESOLVED, that Article IV, of the Bylaws of the SHA is hereby amended to reflect the current date of the adoption of the resolution

After discussion, Commissioner Hobbie moved that said Resolution be finally adopted as read; Commissioner Weis seconded the motion. The question being put upon final adoption of said Resolution, the roll was called with the following result:

AYES 3 _____

NAYS 0 _____

The Chair declared such motion carried and the Resolution finally adopted. Adopted this 28th day of May 2019.

ATTEST:



Tina Bartlett, Secretary



Eric Brown, Board Chair