

MINUTES
GREEN BAY HOUSING AUTHORITY
Thursday, April 18, 2013, 10:30 a.m.
1424 Admiral Court, Second Floor Reading Room
Green Bay, WI 54303

MEMBERS: D. Dolan-Wallace-Chair, W. VandeCastle (arrived 10:52 a.m.), H. Genunzio, B. Goodlet

MEMBERS EXCUSED: S. Popp

OTHERS PRESENT: R. Hallet, R. Strong, N. Aderholdt

APPROVAL OF MINUTES:

1. Approval of the March 21, 2013, minutes of the Green Bay Housing Authority

A motion was made by B. Goodlet and seconded by H. Genunzio to approve of the March 21, 2013, minutes of the Green Bay Housing Authority. Motion carried.

COMMUNICATIONS:

None

OLD BUSINESS:

None

NEW BUSINESS:

2. Approval to award blanket Scattered Site vacant unit painting to lowest responsive and responsible bidder

R. Hallet stated that in 2009 the GBHA had approved a blanket contract for painting of vacant units that will expire soon. She explained that staff would like to enter into a similar contract again. She reported that approximately 40 Scattered Sites' units have already been repainted since the 2009 contract was approved. At the moment, there are no units that need any repainting, and units are assessed when they become vacant to see if they need any repainting done. Larson Painting is the current contractor. For the past year, GBHA has paid Larson Painting \$8,700 for their work. The painting expenses for the following year are expected to be lower since many of the units have been recently painted. The capital funds combine various projects such as painting, windows, flooring, and tubs into one category; therefore, there is not a specific amount available strictly for painting, but currently the 2010 capital funds for this category has \$2,300 available, 2011's has \$44,900, and 2012's has \$39,500.

D. Dolan-Wallace questioned if the contract was written for per room or per square footage. R. Hallet replied that the contract is written per square footage and also further broken out by the unit being vacant or occupied since vacant units are easier to paint. Also, there is a separate line for any minor wall repairs before painting. She also added that this would be a 5-year contract.

D. Dolan-Wallace inquired if there were any adjustments in the contract term over time.

R. Hallet responded that every year the awarded contractor would be contacted to inquire if they would like to continue the contract and if they have a price adjustment.

N. Aderholdt asked if the contract term is 3 years now, and R. Hallet replied that it may be but it has been extended to 5 years at this time.

D. Dolan-Wallace inquired if the contract is going out for bid soon. R. Hallet responded that it was posted yesterday. The site visits will be next week Wednesday, which will consist of two different sites to provide the bidders a sampling of Scattered Sites.

D. Dolan-Wallace cautioned that we want to be aware of what our rights and remedies in case we get a contractor who is not performing as we had hoped or if we have opportunities to look elsewhere; then we have a reasonable way out of the contract if needed. He inquired if this is something that the City writes. R. Hallet responded affirmatively that the City Purchasing Department does this. R. Strong explained that Purchasing works with the contractors to ensure any annual increases are reasonable.

R. Hallet explained that staff is seeking approval before knowing who the lowest bidder is so the award can be made without waiting until the May meeting.

D. Dolan-Wallace questioned if this was a situation in which the Authority would want to delegate approval of this to staff. R. Hallet stated that the GBHA policy is that if a project exceeds \$5,000, then the GBHA must approve of the expenditure, but it is difficult to determine the annual cost of this project. She stated that last year the amount was \$8,000.

B. Goodlet inquired if we would estimate the painting expenses to be \$5,000 per year. R. Hallet stated that it is hard to determine because we can't know how many units will become vacant next year. N. Aderholdt stated she doesn't expect as much turnover next year and that a lot were painted prior to the REAC inspection. She mentioned that the paint in most of the units is good, so the cost should be significantly lower than \$8,000 for the following year.

A motion was made by B. Goodlet and seconded by H. Genunzio to approve the award of the blanket Scattered Sites painting contract to the lowest responsive and responsible bidder. Motion carried.

R. Strong added that the results will be brought back next meeting to show how the bidding process went.

3. Approval to award blanket Scattered Site window distributor to lowest responsive and responsible bidder

R. Hallet stated that an assessment was done in fall of 2009 to see how many of the Scattered Sites windows were failing. The assessment showed that 18 windows did not need to be replaced at that time. She reported that since then 10 units had more than 5 windows replaced, 17 units had between 1 to 5 windows replaced, and 5 units had all of their windows replaced. An estimated half of the units have had windows replaced and therefore will not need new windows in the next 5 years. Norandex is the current window distributor, and last year the GBHA paid Norandex \$10,7000. Roger Tekulve is the window installer, and the GBHA paid him \$5,700 within the last year for window installation.

D. Dolan-Wallace inquired if the windows that are being replaced are the original windows that were installed 25 years ago. He stated that he wanted to make sure the GBHA was purchasing a reasonable product of good quality.

N. Aderholdt responded that there have been no issues with the new windows so far. R. Hallet explained that Tom Dennee assisted in writing the scope last time detailing the type of windows best for the Scattered Site properties, so we feel confident that this is well defined in the scope. She also stated that more information could be brought to the next meeting before awarding this contract.

D. Dolan-Wallace inquired if we are looking specifically at Norandex windows or other manufacturers as well. R. Hallet stated that it must be open to anyone who would like to bid. Other vendors who are registered with the City's online registration system will be notified of the opportunity to bid.

D. Dolan-Wallace mentioned the concern of having windows from different manufacturers in the units and not having a system to track the type of window in each unit to assist if parts may be needed for repairs.

N. Aderholdt responded that windows are labeled with a sticker that details the type of window including the product number. She mentioned that staff has a portfolio that tracks who installed the window, who was the distributor, and what year the window was installed.

R. Strong agreed it would be nice to just have one distributor and not give an alternate option so that it is easier to have all the right parts for the windows.

D. Dolan-Wallace explained that the scope should note the type of window we want but still accept an alternate product as there may be a reason we'd want to go with an alternate despite the challenges that may create. R. Hallet confirmed this is the process and that if the low bid is in fact an alternate, perhaps it should come back to the Authority for final approval.

D. Dolan-Wallace suggested that having one contractor who is both a window distributor and installer may be best. He mentioned a company that distributes and installs windows. Roger Tekulve does a good job with working with the windows given to him, but he does not represent a specific brand of windows. R. Strong stated that the bids should be sent out at the same time, so the supplier may also bid on the installation contract to save the GBHA money.

D. Dolan-Wallace mentioned that the warranty must be considered to avoid conflict if there was a problem with the window between the supplier and the installer.

R. Hallet responded that there has been an incident with a broken window due to the manufacturer in the past, but the distributor and the installer worked well together.

R. Strong stated that the Requests for Quotes (RFQ) are ready to go and the bids can be brought back to the next meeting for approval. R. Hallet clarified that the RFQ may be ready next week, and the site visits would take place the week after. She explained that normally the award would be made within the week after the bid opening, but if the GBHA decided they would like to see the bids before awarding, it could be brought back at the next meeting.

A motion was made by H. Genunzio and seconded by B. Goodlet to seek the quotes and bring the bids back to the next meeting in May. Motion carried.

4. Approval to award blanket Scattered Site window installation to lowest responsive and responsible bidder

A motion was made by W. VandeCastle and seconded by H. Genunzio to seek the quotes and bring the bids back to the next meeting in May. Motion carried.

5. Approval to begin process to seek bids for painting Mason Manor stairwells

R. Hallet stated that the stairwells need to be repainted at Mason Manor. She reported that there is \$8,000 in the capital funds for this maintenance, but that may not be enough for all three stairwells. Staff is hoping for the announcement of the 2013 capital funds soon and perhaps some of those funds could be set aside for this as well.

A motion was made by W. VandeCastle and seconded by B. Goodlet to approve of beginning the process to seek bids for painting the Mason Manor stairwells. Motion carried.

D. Dolan-Wallace also added that staff should check the files to make sure that the paint on the rails and the metals has been completely abated of lead.

6. Approval to begin process to seek bids for Mason Manor electronic sign board

R. Hallet stated that this refers to the directory board at Mason Manor located in the lobby of the second floor, which contains a list of the tenants' names and apartments. It hasn't been updated for several years because being in alphabetical order requires many of the letters to be taken down to update it – thus it's extremely difficult and time consuming. She suggested that staff would like to look for an electronic board that can be digitally updated.

D. Dolan-Wallace inquired about having a screen displaying names of the tenants.

W. VandeCastle shared that his son's dorm has a big screen TV that displays information about certain events and then the screen reverts back to a roster with a list of who is in which room. N. Aderholdt agreed this is a good idea.

W. VandeCastle inquired if the City's IT Department would be able to help with selecting the best equipment or refer staff to other IT services if they cannot.

R. Strong explained that IT had a project that they did with a television display of different events and meeting dates in City Hall. He also added that a big 70-inch television was purchased for the conference room at City Hall for about \$1,200, so we should be able to find something reasonable.

A motion was made by W. VandeCastle and seconded by H. Genunzio for approval to further research and come back with more information for an electronic sign board at Mason Manor. Motion carried.

INFORMATIONAL:

7. Follow-up on Mason Manor's washers and dryers

R. Hallet stated that at the last meeting H. Genunzio had inquired about the large capacity washers and dryers not really being any larger. R. Hallet stated she has been looking into this and found it is true that the drum size is in fact the same size as the regular capacity.

The problem is that we didn't properly specify what we wanted when we went out for bid, but we did get what we specified. The positive is that the large capacity is just as good as the regular capacity and is also high efficiency, but on the down side the tenants are charged more for use of the high capacity washers and dryers. The distributors have been notified about this situation, and they will be coming to Mason Manor to look at the space available to see if they can recommend something else.

8. Report on comments from Resident Advisory Board/Public Hearing

R. Hallet reported that the Resident Advisory Board and Public Hearing meeting was held on April 1, 2013. There were about 10 residents who attended this meeting. At the meeting, an update on sequestration was provided for which more information will be shared regarding this on Agenda Item #10. The meeting also discussed changes in the future about possible streamlining of administrative processes. Another point that was talked about was energy and water conservation. The meeting was opened up for suggestions from the residents about cost saving measures. One comment made was in regards to lawn care and snow removal. She explained that maintenance staff has always been reliable, but she will discuss this issue more with N. Aderholdt to make sure the job is done properly without the use of too much staff time. The residents inquired why the tractor isn't used on the access road to the community room as the plow tears up the lawn there. They also inquired about why the City's snow plow cannot come to Mason Manor to plow the ramp. N. Aderholdt explained that the City's plow's blade will tear up the coating on the ramp, which would make it more expensive to repair in the long run. Also it was brought to attention that the first floor entrance floor needs new paint. Window washing was also brought up by the residents. In the past, window washing took place twice a year, and a few years ago it was reduced to once per year for cost savings. There was also discussion about the difficulty of opening the windows. The windows will continue to be lubricated to make this easier. R. Hallet had reported that a rough estimate to replace all of the windows at Mason Manor proved too costly considering the windows are not in poor condition.

D. Dolan-Wallace questioned if any components of the windows can be replaced to help the windows open up easier. N. Aderholdt replied that the maintenance workers had looked into this issue and that the issue was that most of the windows just need to be lubricated. She mentioned that the window itself is not failing, but the window is difficult to open sometimes. She reported that window cleaning has been scheduled for the end of the month and that air conditioners are going to be installed soon after. When doing the air conditioner installations, the maintenance workers will inspect all of the windows to make sure that they are all working properly.

R. Hallet continued that residents had also commented about other tenants not cleaning up pet waste, and that cigarette butts are not being thrown away properly. She mentioned that both situations are not easy to determine who is at fault if it occurs when management is not working. N. Aderholdt stated that the tenants are smoking in the appropriate areas, but they are not throwing away the cigarette butts properly.

W. VandeCastle shared that his son's apartment provided little bags by the outside doors, so a person would take a couple of bags to use to pick up pet waste when they go for walks. There was also a garbage disposal right outside the door where the pet waste would be thrown away afterwards. N. Aderholdt stated she was concerned that tenants may take the bags to their apartments instead of leaving them in the compartment.

R. Hallet also shared that she discussed her goal of making Mason Manor a smoke-free facility. She mentioned that going smoke-free is strongly encouraged by HUD. Another concern that was brought up was that the second resident parking lot was not repainted, but R. Hallet stated that she responded that it was repainted the prior year after the addition was added at Mason Manor, therefore did not need to be repainted again so soon. Tenants said that there were some divots that were causing water to be retained, so maintenance will look into this. Moreover, evacuation for fire safety was also discussed. A month ago, the Fire Department came to Mason Manor to give a presentation of how they wanted the residents to evacuate the building in case of a fire. Previously, they wanted mobility-impaired residents to stay by the windows, but now the preferred method is for all residents who are unable to take the stairs to wait in stairwells to be evacuated from the building. Furthermore, a tenant brought up the issue of her window leaking during rainstorms. Staff said maintenance would look into this. R. Hallet also stated that in the near future she would like to educate the residents about energy and water conservation as a cost savings measure.

9. Report on Mason Manor annual inspections

N. Aderholdt reported that she found no big issues with the annual inspections for Mason Manor except for some leaking faucets and refrigerator door seals. She included that there were also some typical problems with lights going out and towel bars becoming loose. Overall the inspections were great with a few minor housekeeping issues that will be worked on.

R. Hallet inquired if there were any issues with doors closing. N. Aderholdt replied that there were two doors with closing issues, but both doors have been fixed. Jeremiah is working on the work orders, and he will be finished repairing these things within the next week. She also mentioned that she been reminding tenants to report anything that is broken because REAC inspections will be coming soon, and the tenants have been excellent with reporting issues.

10. Update on federal funding

R. Hallet stated that she had attended the Wisconsin Association of Housing Authority Spring Conference and wished to share with the commissioners some of what she learned. One of HUD's goals is to maximize voucher utilization and the public housing occupancy. Public housing occupancy has not been a problem for the GBHA since we have a waiting list for both Mason Manor and Scattered Sites. This has been a problem for smaller housing authorities that have short waiting lists, and a vacant unit may be vacant for a few months before it becomes occupied. HUD is addressing this issue by listing such housing authorities on the WAHA website. If residents were to call looking for housing, they can be referred to other counties that do have housing immediately available. Other goals that HUD has include recovery and sustainability of PHAs, commissioners' knowledge of their housing authority's financial position, ensuring housing quality and maintaining affordable housing inventory, supporting each other, and strengthening the team. Regarding recovery and sustainability, Wisconsin is doing great and does not have any troubled housing authorities. There are a few that are considered substandard, but the Milwaukee field office is working with those housing authorities. Usually the problems that the housing authorities have are occupancy and capital fund usage. In regards to knowing public housing authority's financial position, it is important for commissioners to be aware of their housing authority's financial situation. She reminded the commissioners that the GBHA has gone four months without an accountant, so financial reports have not been generated. Once someone is on board in the accountant's position, financial reports will be generated and

the GBHA commissioners will be educated on how to read the reports so they can express any concerns. Ensuring housing quality and maintaining affordable housing consists of reviewing the GBHA's REAC inspection and staying up-to-date with the repairs around the facilities. Regarding preserving affordable housing and capital funds, HUD reported that they have not yet received word about the 2013 capital funds. Traditionally the capital funds have been announced in May, and HUD reminded everyone to plan on seeing a lower dollar amount due to federal funding cuts. A movement called RAD was discussed, which involves converting public housing into project-based vouchers. There are some pros and cons. On the positive side, all restrictions under public housing would be eliminated because converted units would no longer be considered public housing. Therefore things such as Davis Bacon requirements and community service would no longer apply. But since public housing would then be considered project-based vouchers, there will be new restrictions to follow. Each housing authority would be different and would have to look at other subsidies to help fund it because the rent subsidies for project-based vouchers are lower and the rent structure is not as high. Housing authorities would have to look into hiring a consultant to help analyze what the rent structure should be. Project-based vouchers' funding has not been decreasing as significantly as for public housing. Another topic discussed was Green Physical Needs Assessment (GPNA) which is an assessment to inform housing authorities of capital improvements needs throughout their properties over the next 20 years. HUD had previously informed all housing authorities that they will need to do this assessment, which is costly. R. Hallet stated that she had contacted the architect Dave Johnson for a rough estimate of his cost to do this GPNA, which was estimated at \$40,000 for each of Mason Manor and Scattered Sites. To housing authorities' relief, HUD announced at WAHA that this GPNA requirement may be eliminated. Another topic was sequestration, which by law is in effect for 10 years unless overwritten if legislation enacts other changes. Due to sequestrations, HUD will have 7 furlough days from May through August. The HUD office in Milwaukee will be completely inaccessible for those days, which will result in effects on the housing authorities. Operating funds have been reduced to 92% for January and February, 79% for the remainder of the year, resulting in an overall proration of 81% for the year. HUD Milwaukee has no travel dollars, so any training must be within an hour's drive for them to attend. They are going to start doing monthly call-in conferences in which housing authorities will be notified of the topic in advance. HUD Milwaukee will also be sending letters to commissioners and local officials to remind them about their responsibilities. Housing authorities are encouraged to have and use detailed planning and projection for both public housing and voucher programs. There should be monitoring of budgets quarterly and monthly. Also housing authorities should be aware of other funding sources or partnerships that may be available in the community. Contacting law makers was also a topic that was stressed; it is important to be in touch with congressmen because they make the laws and decide how much money goes into public housing. Also discussed was the PHAS assessment system in which there are 4 components: 40 points for physical condition, 25 points for financial condition, 25 points for management operations, and 10 points for capital funds. Housing authorities would do well to focus on the physical component since it is the highest scoring component, but also be attentive to the financial condition and capital funds. Next is PHARS which is the Public Housing Authority Recovery and Sustainability initiative. This does not have a huge impact in Wisconsin because there are no troubled housing authorities. It is a system by which the field office will step in if a housing authority becomes troubled. Furthermore, capital funds were discussed to provide a reminder of restrictions and best practices regarding use of the funds.

FINANCIAL REPORT AND BILLS:

None

STAFF REPORT:

11. Occupancy reports for Mason Manor and Scattered Sites

N. Aderholdt reported that 1008 Pine Street has been evicted because of a drug-related issue. The unit will be re-rented for June 1, 2013. Currently there are 5 vacant units at Mason Manor that will be occupied as of June 1. The upcoming vacancies at Scattered Sites are 1102 Pine Street and 323 N. Ashland Avenue. For Mason Manor, the upcoming vacancy is Apartment 112 which has already been re-rented for June 1. The waiting list period for Scattered Sites is about a year, and the waiting list for Mason Manor is about 10 months. The occupancy rate for April is down for Mason Manor but will be up soon. The occupancy rate for Scattered Sites is 98%, so the overall occupancy rate is 97%. R. Hallet reminded commissioners that for the best PHAS score, occupancy needs to be at 98% or higher. N. Aderholdt replied that in June the occupancy rate will be near 100%.

R. Hallet gave an update on the Senior Accountant position. Stephanie Schmutzer has been hired as the new Senior Accountant and will be starting on May 5, 2013. She has financial experience working with municipalities and experience as an auditor, including auditing housing authorities.

H. Genunzio inquired about landscaping for Mason Manor. R. Hallet stated that we are proceeding with this but it will take some time to implement. Furthermore, she clarified that the "wait" that was previously mentioned is only in regards to Scattered Sites in order to coordinate landscaping with foundation repair so that we are paying for landscaping on properties in which foundation repair would be needed within the upcoming years, resulting in having to remove the new landscaping. At Mason Manor, landscaping around the back patio would be planned to coincide with the reconstruction of the patio.

A motion was made by B. Goodlet and seconded by H. Genunzio to adjourn the GBHA meeting. Motion carried.

Adjourned at 11:45 a.m.

KV:rah:ejns