

**Lexington Housing Authority
Minutes 10-10-2018**

The regular meeting of the Lexington Housing Authority was held Wednesday October 10, at 609 East 3rd Street, Lexington, Nebraska, at 12:00 p.m. Commissioners present were Chairman Victoria Clements, Vice – Chair John Salem, Bill Brecks and Vance Bricker along with Director Derek Haines from LHA. Kyle Ferguson was absent.

NOTICE: Notice of the meeting was given in advance, thereof by posting LHA lobby and other public places in Lexington, the designated method for giving notice. The proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public. All items presented and discussed on the Agenda were available for public inspection.

CALL TO ORDER: The annual meeting was called to order by Chairman Clements at 12:00 PM who informed the public that the Open Meetings Act is posted at the Lexington Housing Authority, located at 609 E 3rd Street, Lexington, Nebraska.

Public Comment Period

There were no parties in attendance for public comment period.

Consent Agenda Items:

Minutes of the Regular Meeting held September 12, 2018 were presented to the Commissioners for consideration and approval.

Claims and Bills including the check registers were presented to the Commissioners for consideration and approval.

Financial Reports including expenses owed, and capital grant funding were presented to the Commissioners for consideration and approval. The East Lawn East Budget Progress report for year end was reviewed. Budget progress reports for the other programs have been requested but not received from the accountant. Director Haines will request again for the next meeting.

A motion to approve the consent agenda items as presented was made by Commissioner Salem, second by Commissioner Bricker. After no further discussion, Chairman Clements called for the vote: Ayes: Clements, Salem, Brecks and Bricker. Nays: None. Motion Carried

Unfinished Business

NONE

New Business

Directors Report:

The maintenance staff is completing work orders created from our inspections of units 1-49 in preparation from the annual inspection. We are also having an inspection at Legend Oaks in early October. I have been working with our auditor and we hope to have the audit completed in November, however we are waiting on CNaber (the previous fee accountant) to get the numbers to us. This audit will be completed as soon as the numbers come in.

We had a breach of the director's email account and the account was used to try to obtain a cashiers check from one of our banks. The staff has been informed that there was potential for personally identifiable information in the email account and has been directed to take the precautions they see fit. It was suggested to them to put the free fraud alert on the credit bureaus or do a free credit freeze. There is no tenant personal identifiable information on the directors email account. A system to secure emails has also been established since the breach and a new account at Great Western Bank will be established as one of the account numbers has been obtained.

All email passwords have been changed and a scan of the director's computer was completed. According to

Intellicom Inc they feel no further action need to be taken.

Development

NONE

Training Dates / Travel

NE NAHRO conference was in Kearney this year September 18 – 20. Haines, Lisa Linch, John Strackbein and Kasi Fagot attended from LHA. Derek attended a Bacon – Davis training session in Lincoln on October 4.

As a reminder, I found a HUD PHA Governance and Financial Management Training for Board Members and will forward the link if you are interested in taking the class.

Public Housing 1-50 and Scattered Sites

We have 3 units that are vacant as of month and one unit is “offline” for more extensive repairs. We are working with people on the waiting list to occupy the vacant units as soon as they are ready. We need to purchase more carpet for these units. I am looking into a better quality of carpet with hopes it will last longer in the units.

East Lawn Addition (Section 8 New Construction) 51-98

We have 6 units vacant in this section as of month end, down from 8 open units. We are working to fill the vacancies and have a couple prospects but are limited to those 62 years old or disabled persons. We are working on advertising the vacancies and getting the word out to other organizations in town that may know people who could use assistance.

East Lawn East 101 - 118

As of month end, we have one vacancy at ELE. I have included in this meeting the REAC Inspection report for ELE. Overall the property scored well.

Pioneer Homes

All units are full at this time

Vouchers - See attached voucher report

We are working with HUD on the voucher reporting. Our fee accountant currently records the VMS Data for us.

Legend Oaks

MHEG completed an onsite inspection on October 5, 2018 at Legend Oaks I and II

We will have a representative from Nebraska Economic Development to do an audit of the HOME projects at Legend Oaks I and II

All units are occupied at this time. We did receive a real estate tax refund for these properties from the Tax and Equalization Review Committee in the amount of \$29,748.40 for 2016 and 2017. I have been in communication with our account specialist at the Midwest Housing Equity Group and Mesner Development to insure we deposit the funds into the correct account.

Legend Oaks II

All units are occupied at this time. We did receive a real estate tax refund for these properties from the Tax and Equalization Review Committee in the amount of \$3,889.62 for 2016. I have been in communication with our account specialist at the Midwest Housing Equity Group and Mesner Development to insure we deposit the funds into the

correct account.

The tax refunds are subject to be required to pay back to the Community Development Agency for the TIF payment that were overapplied because of the reduction in real estate taxes. I am working through this with Barb Hodges at the City of Lexington.

Personnel

NONE

Evictions

LHA had one successful eviction in September for nonpayment of rent. This tenant has vacated the property with the assistance of the Dawson County Sheriff.

Occupancy Report: The Occupancy Report was presented to the Commissioners for review and discussion.

Resolution 2018 – 19 Passbook Rate

After review of the information provided by Director Haines a motion was made by Commissioner Brecks, seconded by Commissioner Salem to approve the 2019 Passbook Savings Rate.

After no further discussion, Chairman Clements called for the vote: Ayes: Clements, Salem, Brecks and Bricker. Nays: None. Motion Carried

Resolution 2018 – 20 Legend Oaks Rents

After review of the information provided by Director Haines a motion was made by Commissioner Bricker, seconded by Commissioner Salem to approve the 2% increase in Legend Oaks I and II Rents.

After no further discussion, Chairman Clements called for the vote: Ayes: Clements, Salem, Brecks and Bricker. Nays: None. Motion Carried

Resolution 2018 – 21 Flat Rents

After review of the information provided by Director Haines a motion was made by Commissioner Brecks, seconded by Commissioner Bricker to approve the flat rents for 2019.

After no further discussion, Chairman Clements called for the vote: Ayes: Clements, Salem, Brecks and Bricker. Nays: None. Motion Carried

Resolution 2018 – 22 Legend Oaks I Budget

After review of the information provided by Director Haines a motion was made by Commissioner Salem, seconded by Commissioner Bricker to approve the Legend Oaks I Budget for 2019.

After no further discussion, Chairman Clements called for the vote: Ayes: Clements, Salem, Brecks and Bricker. Nays: None. Motion Carried

Resolution 2018 – 23 Legend Oaks II Budget

After review of the information provided by Director Haines a motion was made by Commissioner Salem, seconded by Commissioner Brecks to approve the Legend Oaks II Budgets for 2019.

After no further discussion, Chairman Clements called for the vote: Ayes: Clements, Salem, Brecks and Bricker. Nays: None. Motion Carried

Resolution 2018 – 24

After review of the information provided by Director Haines a motion was made by Commissioner Brecks, seconded by Commissioner Salem to approve the opening of a new account at Great Western Bank to replace an account which had the account number compromised in a security issue

After no further discussion, Chairman Clements called for the vote: Ayes: Clements, Salem, Brecks and Bricker. Nays: None. Motion Carried

Roundtable Discussion

NONE

Executive Session

NONE

Next meeting: November 14 at 12:00 PM

At 12:25 PM Chairman Clements adjourned the meeting.

Respectfully Submitted
Derek Haines, Executive Director

Chairman

Executive Director