

MEETING OF THE BOARD OF COMMISSIONERS OF THE WATERTOWN HOUSING AUTHORITY

The Commissioners of the Watertown Housing Authority (WHA) met in regular session at 201 N. Water St., Watertown WI on Thursday, July 21, 2022.

- **Call to Order**

The Chairman, J. Braugher called the meeting to order at 3:30 p.m.

Present: J. Braugher, M. Malmstrom, R. Stocks & J. Bear. Also, present was Secretary, T. Kasten.

Absent: T. Pasch

- **Agenda Review**

The Commissioners approved the agenda as presented.

- **Tenant/Citizen Comments**

None

- **Approval of Minutes**

A motion to accept the minutes of the regular meeting held on Thursday, May 19, 2022, was made by J. Bear and seconded by M. Malmstrom. The motion carried.

- **Approval of Monthly Expenditures and Financial Report**

A motion to accept the payment of bills which included checks (#22631-22664) and ACH debit transactions from 5/14/2022-7/16/2022 totaling \$63,249.59 was made by J. Bear and seconded by M. Malmstrom. The motion carried. May and June 2022 financials were discussed and will be placed on record, subject to audit.

- **Resolution #22-01 Anticipated Operating Budget FYE 9/2023**

T. Kasten presented to the board WHA's Anticipated Operating Budget FYE 9/2023. After a discussion, a motion to accept the Anticipated Operating Budget FYE 9/2023 with discussed changes and a 3% salary increase for employees was made by R. Stocks and seconded by J. Bear and on a roll call was adopted with the following vote:

	AYES	NAYS	ABSENT
Bear	X		
Braugher	X		
Malmstrom	X		
Pasch			X
Stocks	X		

The motion carried.

- **Executive Director's Report**

Public Housing Overview

- T. Kasten informed the commissioners of the many vacancy notices that have been received since we last met. Many phone calls from people and agencies interested in how public housing works and how to get on the waiting list.
- June 28th maintenance and I completed the annual inspections at the family site units. Out of 23 units, 18 units had numerous deficiencies that should have been called in prior to this inspection.
- T. Kasten reported that our HUD inspection is scheduled for August 29, 2022.
- WAHA/District 1 annual conference will be in Delavan at Lake Lawn Resort September 13-16. Registration is out and we are finalizing the training schedule.
- T. Kasten reported that no word has been received regarding the vacant commissioner position.

Occupancy Update

- **Johnson Arms** – T. Kasten reported that currently there are 2 vacant units.
 - Two vacancies were created on May 31st – one unit will be rented August 1st and the other needs a full paint, new flooring among other replacements. Waiting for flooring to be shipped.
 - Two vacancy notices were received for June 30th. Both units were rented on July 15th.
 - One vacancy notice was received for July 31st.
 - Two 30-day notice terminating tenancy were served.
- Average rent is \$352, and we have 5 tenants paying the flat rent of \$550.
- **Family Sites** – T. Kasten reported one vacancy notice has been received effective July 31st. This is for a 2-bedroom unit.
- The average rent for our family units is:
 - 2-bdrm is \$546 with 4 tenants at the flat rent of \$650
 - 3-bdrm is \$541 with 2 at the flat rent of \$916
 - 4-bdrm is \$742 with 1 at the flat rent of \$962
 - 5-bdrm is at the flat rent of \$1108
- Two tenants have received help to get them caught up on rent and water utility.
- A 5-day breach of lease was served for non-payment.

Maintenance/Systems Overview

- It continues to be a struggle to schedule services with contractors and to receive supplies in a timely manner.
- T. Kasten reported that maintenance continues to take care of the building/grounds as needed.
- Work Orders are completed in a timely manner. There were approximately 57 non-emergency work orders completed since we last met. Eighteen being the result of the inspections.
- After Hour Calls: 20+ – all were due to tenants' tags not being out/off.

• **Future Possible Agenda Items**

• **Next Meeting Date/Time**

- The Board of Commissioners next regular session will be on Thursday, September 22, 2022, at 4:00 pm.

• **Adjournment**

- Being no further regular meeting business to come before the Board, a motion to adjourn the meeting was made by J. Bear and seconded by M. Malmstrom. The motion carried and the meeting was adjourned at 4:30 pm.

Tammy Kasten

Secretary

Chairperson

(**DISCLAIMER:** These minutes are uncorrected, and any corrections made to them will be noted in the proceedings at which these minutes are approved.)