

# CITY OF DODGEVILLE HOUSING AUTHORITY

Monthly Regular Board Meeting  
100 E. Fountain Street  
Dodgeville, WI

August 9, 2023, 10:00 a.m.

In Person Meeting – Dodgeville City Hall  
& Virtual

Join Zoom Meeting

<https://us06web.zoom.us/j/87173679351>

Meeting ID 871 7367 9351

Passcode: Dodgeville

- Certification of Public Notice and Approval of Agenda
- Approval of Minutes from July 12, 2023
- Financials
  - ✓ July 2023
- Program updates
  - ✓ Status of program
- Other Business
  - ✓ VMS Data Validation Review June 27
  - ✓ Management Contract update
  - ✓ Landlord Letter Update
- Next meeting
  - ✓ September 13, 2023
- Motion to Adjourn.

## **Dodgeville Housing Authority (DHA) Minutes, July 12, 2023**

Present at Dodgeville City Hall: Commissioners Terry Edwards, Jeff Thomas, John Ziehr, Jeff Grayson and Tom DeVoss. Present via Zoom: Commissioners Patricia Rock and Gretta Stilson. Representing Allegiant Property Management, Cindy Knutson.

Chairman Edwards called the meeting to order at 10:02 a.m. Tom DeVoss made the motion, Jeff Thomas second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously. Terry Edwards presented the minutes from the June 14, 2023 meeting. Jeff Grayson made the motion, Patricia Rock second, to accept the minutes as presented with the following correction: Jeff Grayson's name is removed as an in-person attendee. Motion passed unanimously.

Cindy Knutson presented the financial report for June, 2023. Jeff Grayson made the motion, Patricia Rock second, to accept the financial report as presented. Motion passed unanimously.

### Program Updates:

- Cindy Knutson provided the Housing Choice Voucher program update. DHA currently has 60 lease-ups, up two from the time of last month's review. There are 18 potential clients on the waiting list and five additional vouchers issued but not yet leased. There are no additional briefings scheduled at the present time.

### The following New Business was conducted:

- Tom DeVoss made the motion, Jeff Thomas second, that DHA invest \$25,000 in WRRP funds in a 13-month certificate of deposit at BMO Bank at a return of 5.1%. Motion passed unanimously.
- The board reviewed authorized signatures for its bank accounts. The board formed a consensus that Allegiant employee Pamela Moser's name is to be removed as an authorized signer for all DHA accounts at Merchant's Bank.

### The following was reviewed under Old Business:

- The letter to landlords regarding a possible grant or loan program for apartment improvements continues to be delayed due to staffing shortages at Allegiant. Cindy believes the letter will be able to be sent in July.
- The board reviewed the administrative plan and agreed to make no changes at this time.
- Cindy reported that the Voucher Management System review was conducted with HUD on June 27. Results of the review will be presented to Cindy on July 13 with those results being reported to the board at the August meeting.
- Cindy reported that our HUD held reserve balance is approximately \$13,000.
- Letters will be going out in July to eligible and interested vendors requesting a bid for services for DHA for the three-year period beginning November 1, 2023.
- Cindy reported that to-date we have not issued any vouchers under the Foster Youth Initiative.

The next meeting of DHA will be held Wednesday, August 9, 2023 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, Gretta Silson made the motion, Tom DeVoss second, to adjourn the meeting at 10:35 a.m. Motion passed unanimously.

Respectfully submitted,

Terry Edwards, Acting Secretary

## Dodgeville Housing Authority

08/01/23

## Balance Sheet

Accrual Basis

As of July 31, 2023

|                                       | <u>Jul 31, 23</u>       |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| <b>Current Assets</b>                 |                         |
| <b>Checking/Savings</b>               |                         |
| <b>Cash - Merchants</b>               |                         |
| 1120.04 · Cash - Unrestricted         | 29,314.93               |
| 1120.05 · Cash - Restricted           | -652.88                 |
| <b>Total Cash - Merchants</b>         | <u>28,662.05</u>        |
| <b>Total Checking/Savings</b>         | <u>28,662.05</u>        |
| <b>Total Current Assets</b>           | 28,662.05               |
| <b>Other Assets</b>                   |                         |
| <b>WRRP Grant Project</b>             |                         |
| WRRP - BMO CD x4541                   | 25,509.16               |
| WRRP - BMO CD x8063                   | 24,000.00               |
| WRRP - BMO Money Market               | 5,239.58                |
| WRRP - Fund Balance                   | -51,594.90              |
| WRRP - Revenue - Interest             | -675.87                 |
| WRRP - Revenue - PHA Admin            | -2,477.97               |
| <b>Total WRRP Grant Project</b>       | <u>0.00</u>             |
| <b>Total Other Assets</b>             | <u>0.00</u>             |
| <b>TOTAL ASSETS</b>                   | <b><u>28,662.05</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| <b>Liabilities</b>                    |                         |
| <b>Current Liabilities</b>            |                         |
| <b>Accounts Payable</b>               |                         |
| Accounts Payable                      |                         |
| 2111.00 · A/P - Vendors & Contractors | 2,478.23                |
| <b>Total Accounts Payable</b>         | <u>2,478.23</u>         |
| <b>Total Accounts Payable</b>         | <u>2,478.23</u>         |
| <b>Total Current Liabilities</b>      | <u>2,478.23</u>         |
| <b>Total Liabilities</b>              | 2,478.23                |
| <b>Equity</b>                         |                         |
| Retained Earnings                     | 27,576.19               |
| Net Income                            | -1,392.37               |
| <b>Total Equity</b>                   | <u>26,183.82</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>28,662.05</u></b> |

**Dodgeville Housing Authority**  
**Profit & Loss YTD Comparison**  
**July 2023**

|                                    | Jul 23                | Jan - Jul 23            |
|------------------------------------|-----------------------|-------------------------|
| <b>Ordinary Income/Expense</b>     |                       |                         |
| <b>Income</b>                      |                       |                         |
| <b>Operating Revenue</b>           |                       |                         |
| 3410.00 · Revenue - HUD Grants     | 25,858.00             | 183,227.00              |
| 3410.01 · Revenue - HUD Admin      | 3,142.00              | 22,848.00               |
| <b>Total Operating Revenue</b>     | <u>29,000.00</u>      | <u>206,075.00</u>       |
| <b>Total Income</b>                | <u>29,000.00</u>      | <u>206,075.00</u>       |
| <b>Gross Profit</b>                | 29,000.00             | 206,075.00              |
| <b>Expense</b>                     |                       |                         |
| <b>Administration</b>              |                       |                         |
| 4190.01 · Office Expense           | 60.00                 | 2,837.97                |
| 4195.00 · Management Fees          | 2,478.23              | 17,995.44               |
| 4395.00 · Membership Fees          | 0.00                  | 70.00                   |
| <b>Total Administration</b>        | <u>2,538.23</u>       | <u>20,903.41</u>        |
| <b>HAP</b>                         |                       |                         |
| 4715.01 · HAP Occupied Units       | 24,546.00             | 170,797.00              |
| 4715.04 · HAP Utility              | 644.00                | 4,020.00                |
| <b>Total HAP</b>                   | <u>25,190.00</u>      | <u>174,817.00</u>       |
| <b>HAP - Port outs</b>             |                       |                         |
| 4715.06 · HAP Portable Initial PHA | 1,433.00              | 11,464.00               |
| 4715.07 · Port Out - Admin Fees    | 35.37                 | 282.96                  |
| <b>Total HAP - Port outs</b>       | <u>1,468.37</u>       | <u>11,746.96</u>        |
| <b>Total Expense</b>               | <u>29,196.60</u>      | <u>207,467.37</u>       |
| <b>Net Ordinary Income</b>         | <u>-196.60</u>        | <u>-1,392.37</u>        |
| <b>Net Income</b>                  | <u><u>-196.60</u></u> | <u><u>-1,392.37</u></u> |