

MORTON COUNTY HOUSING AUTHORITY

MEETING MINUTES

MAY 14, 2026

The regularly scheduled meeting of the Board of Commissioners of the Morton County Housing Authority was called to order by DeNae Kautzmann, Chairwoman, on Thursday, May 14, 2026, at 3:00 p.m., at the Morton County Commission Room at the Morton County Courthouse in Mandan. In attendance, in addition to DeNae were Commissioners Paul Tokach, Steve Maershbecker and Carly Retterath. Also, in attendance were Rick Horn and Kayla Golke of the Management Firm.

No Public Comment.

The minutes from the previous meeting minutes were reviewed. Paul motioned to approve of the minutes as presented with Steve seconding. On a roll call vote, all members present voted Yes. Motion passed 4-0.

The expenditures from April 9, 2026, through May 8, 2026, were reviewed. Paul wanted to ensure that 2 signatures were used when signing checks, Rick assured him that was correct. Steve motioned to accept the expenditures as presented with Carly seconding. On a roll call vote, all members present voted Yes. Motion passed 4-0.

The April 30, 2026, financial statements were reviewed. Paul had questions about what was in the Lease Liabilities category, Rick stated that the office lease, copier lease and postage meter lease are included in this category. Any assets that are leased will be in this category. No further questions or discussion.

Rick presented to the Board the year-to-date voucher activity for the current fiscal year. A discussion regarding the Morton County Housing Authority Voucher Program was had. As of April 2026, our average HAP payment was \$579.48 vs \$560.63 in January 2026. As of April 30, 2026, we had 235 applications received YTD, 42 vouchers issued, 34 vouchers utilized with 22 outstanding vouchers, and we are currently processing 298 applications. The number of applications that are currently being processed is 298 compared to 208 as of 12/31/2025.

A discussion regarding the 2026 Voucher Equity was had. The HAP Equity balance as of April 2026 was \$105,651.42. The Admin Equity balance as of March 2026 was \$1,154,495.00.

A discussion regarding the 2025 HAP Program Reserves Reconciliation was had. As of December 31, 2024, the Program Reserves (PHA Held funds and HUD Held Funds) were \$110,108.00. The total funds available for Calendar Year 2025 were \$3,853,579.00. The 2025 Program Reserves consisted of PHA- Held Funds \$83,724.00 and HUD-Held Funds \$279,219.00 for a Total Reserves \$362,943.00. This is money that can be used if MCHA overspends funding. There were questions regarding fraud recovery, Rick informed the board that fraud recovery is when an individual violates the program by not reporting income, MCHA will go back and figure out what they should have paid vs what they have paid. A repayment agreement will then be made with the individual and they must follow the repayment agreement, or they can lose their housing. Another option is a tax intercept, a certain amount will get pulled from the individuals tax refund, this will offset their owing balance.

With a tax intercept MCHA only gets a percentage of the amount.

A discussion regarding the 2026 HAP Renewal Funding was had. HUD will normally use the amount of HAP expenses from the prior year (\$3,490,636) and then use a renewal funding inflation factor (1.10608%) to determine the total renewed eligibility (\$3,860,923). That amount is then multiplied by a proration factor to determine the amount of eligible funding for the year of \$3,845,815. The Morton County Housing Authority is able to only retain 4% of the funding as HUD held year end reserves from the prior year of \$362,943. The excess amount is then used as an offset to the HUD funding. The excess amount was \$209,099. Morton County Housing Authority's total 2026 renewal funding after offset was \$3,636,716.

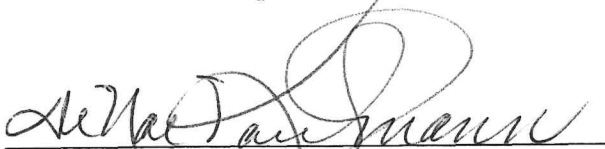
A discussion regarding the SEMAP (Section 8 Management Assessment Program) score was had. The housing authority's final SEMAP score for the fiscal year ended December 31, 2025, was 85%. This score was the result of receiving 0 points for the lease-up indicator. This is due to the housing authority not spending 95% of the HUD funding for the 2025 fiscal year. MCHA had spent 94% of the budget authority. Due to receiving a zero rating, we will need to provide corrective action plan to HUD as to how we will address our overall spending to make sure that our HAP expenses are at least 95% of the budget authority for the 2026 fiscal year.

A discussion regarding Voucher Waiting List Preferences. Rick presented the board with research into what other counties in North Dakota do regarding preferences. Currently the wait list goes by date of application. If MCHA decides to add waiting list preferences different entities will have to be notified. Rick stated that he will check with HUD as to the process of adding preferences.

A discussion regarding the Bylaw Update was had. The Bylaws Committee has not been able to meet to review the changes. These updates will be presented at the next meeting.

No other business.

Carly motioned to adjourn the meeting with Paul seconding. On a roll call vote, all members present voted Yes. Motion passed 4-0.


DeNae Kautzmann, Chairwoman

6/11/2026
Date


Rick Horn, Management Agent

6/11/2026
Date