

HOUSING & REDEVELOPMENT AUTHORITY OF CLAY COUNTY
Regular Meeting of June 18, 2019

MEMBERS PRESENT:

Les Bakke, Cecil Johnson, Mike Martin, Ione Schultz, and John Wilkie.

MEMBERS ABSENT:

Dale Rollie.

STAFF PRESENT:

Dara Lee and Sheila Laney.

9:30 A.M. REGULAR MEETING CALLED TO ORDER:

AGENDA:

Commissioner Martin made a motion to approve the agenda. Commissioner Johnson seconded the motion and it carried unanimously.

MINUTES FROM MAY 21, 2019 REGULAR MEETING:

A motion was made by Commissioner Johnson to approve the May 21, 2019 meeting minutes. Commissioner Wilkie seconded the motion and it carried unanimously.

CITIZENS TO BE HEARD:

None

TREASURER'S REPORT:

Budget reviews for April 2019 were discussed. Budgets are as anticipated. We had high heating and snow removal costs for all projects during January, February and March, so those line items are significantly over budget. We have had a significant number of unit turnovers in the first quarter of the year.

Commissioner Bakke made a motion to accept the Treasurer's Report. The motion was seconded by Commissioner Wilkie and carried unanimously.

PROJECT UPDATES:

Director Lee provided project updates.

Houge Estates

As of June 1, there are 4 vacant units. Two have been re-rented. There will be 2 additional openings by the end of June. Applications are being processed. There are 109 households on the waiting list. The waiting list is currently open.

Agassiz Apartments

As of June 1, there are no vacant units and no move-outs scheduled. There are 22 people on the waiting list.

Clay County Affordable Housing, LLC

As of June 1, there are four vacant units due to the transfer/opportunity for tenants to move with Housing Choice Vouchers and one tenant's choice to purchase a home (1 Ulen and 3 Hawley). One Hawley unit has been re-rented. One unit has been offered out but not yet accepted. Staff is processing 2 additional applications.

Residents of these units receive a preference for a Housing Choice Voucher.

Boyer Apartments

As of June 1, there is one vacant unit. There are 5 households on the waiting list. Three were contacted regarding the opening, and one is being processed. Residents of Boyer Apartments receive a preference for a Housing Choice Voucher.

Fieldcrest Townhomes

As of June 1, there were 4 vacant units. Three have been re-rented. There will be one additional opening on July 31 and one on August 31. Letters have been sent out regarding the 3 openings. There are 71 households on the waiting list which is closed.

Due to the failed REAC inspection, maintenance is working hard surveying each unit at Fieldcrest.

Gateway Gardens

As of June 1, there are no vacant units. Minnesota Housing inspected the property on June 6. The inspection appeared to have gone well. Two HRA staff have offices at Gateway Gardens. CCRI continues to provide on-site support services.

Housing Choice Vouchers

We are currently leased to the maximum that funding will allow. As of June 1, 2019, there are a total of 458 households of a possible 522 leased from the HRA Housing Choice Voucher program and 48 households leased from other housing authorities that we are administering.

Of the 458 vouchers, 386 out of 451 regular vouchers are under lease; 28 out of 28 Tenant Protection Vouchers are under lease; 15 out of 15 VASH voucher are under lease; and 29 out of 28 Mainstream vouchers are under lease (due to under leasing at the beginning of the year). We have issued an additional 5 regular vouchers and 4 Mainstream vouchers. We are working with or have sent letters to 7 households to begin working to issue them a Mainstream Voucher or regular voucher.

There are 248 additional households on the waiting list. Due to funding limitations, we believe there will be 65 unused vouchers per month in 2019.

We have 42 individuals enrolled in our Family Self-Sufficiency program. We have had 49 FSS participants in the past 12 months. Staff is working with additional households to enroll them in the program. We can serve up to 50 households on the FSS program under our current Action Plan.

Prairie Horizons Townhomes

As of June 1, there are no vacant units. There is an opening for the end of June. A current tenant may transfer to that unit. The open unit will be filled through the Coordinated Entry System. An HRA staff person is officed at the site and provides supports to both Prairie Horizons Townhomes developments and other HRA Cares scattered-site participants.

HRA Cares

We are authorized to serve 64 households with these funds. We are currently serving 58 households. Of the 58, 16 are at Prairie Horizons Townhomes; 5 are at Bright Sky Apartments; and 37 are in scattered-site units in Clay, Otter Tail, Wilkin and Douglas Counties, and in Fargo. There are 26 singles and 32 families being served.

We only are accepting applications through the Coordinated Assessment Referral and Evaluation System (CARES). Those with the highest needs (acuity levels) who meet program eligibility requirements will be accepted. We have approved 7 households for the program and two have located units so far.

Homeless to Housed Rental Assistance

We are serving 29 of our authorized 55 households. There are 8 singles and 21 families. Leased households are from Clay, Otter Tail, Wilkin, and Douglas Counties.

We do not anticipate adding additional households to the program until October. We are in the second year of a two-year grant which ends September 30. We over leased the first year so do not have adequate funding remaining to serve 55 households during the second year. We have transitioned a sufficient number of households off the program to have adequate funding through the end of the grant term.

Homework Starts with Home

The new Homework Starts with Home Program was authorized on October 29, 2018, to assist 60 households with rental assistance; Family Homeless Prevention Assistance Program services; and other necessary supports. In addition, the HRA requested and received \$110,000 for the HRA Tax Levy to be used towards this program in Clay County.

As of the beginning of June, 44 households are leased; 13 are searching for units; and 3 households have been referred to the program. Households are from Clay, Wilkin, Douglas, Becker and Otter Tail Counties.

Director Lee has an opportunity to apply for a Bremer grant to help our partners and our agency with this program. The Board had no objection to going forward with the grant process.

Housing Supports (formerly GRH) in Scattered-Site Units

We have a vendor contract with Clay County and are working with CCRI, Summit Guidance Center, Lakeland Mental Health Center (LMHC), Dorothy Day House of Hospitality, Presentation Partners in Housing (PPiH), CAP Lakes & Prairies, and Homeless Health Services to provide services to as many households as needed. Solutions is considering partnering as well.

As of June, a total of 107 households were being served by the Housing Supports program. There were 87 households leased in the scattered-site Housing Supports program – 7 with the HRA (1 of these is shared with Summit); 20 with Lakes & Prairies; 4 with the Presentation Partners in Housing; 9 with LMHC; 11 with Dorothy Day/Churches United; and 35 with Summit Guidance (of these 1 is shared with the HRA). In addition, CCRI serves 20 Housing Supports clients at Gateway Gardens and one at a scattered-site location.

Three additional households have located units and thirteen additional households are searching for units. The HRA is working with 1; CAP Lakes & Prairies is working with 4; Summit is working with 8; and Lakeland Mental Health Center is working with 3.

Minnesota DHS Community Infrastructure Grant

The Department of Human Services awarded Clay County \$385,875 to develop Community Infrastructure to help people with disabilities live successfully in their own communities. The grant funds three outreach workers, a 0.82 FTE housing resource specialist (employed by the HRA) and administration. The grant covers 10 counties in the West Central CoC. It was the largest grant awarded in the state.

Effective July 1, 2019, the grant was renewed at \$392,593. This is a 2-year grant which means an approximate 50% reduction in funding. DHS intended to cut the grant by 25% in order to spread the available funding across all current grantees and fund all current staff. There was a calculation error in the amount we had available for carry over. The calculation was off approximately \$150,000. DHS indicates they are very, very sorry.

We have been working with Clay County and our other grant partners. The HRA will go from having a 0.82 Housing Resource Specialist (HRS) and a 0.18 Project Manager to having a 0.5 HRS and a 0.03 project manager. Gina Kautz will fill both roles for the HRA. Quinne Goodwin-Chaffee will no longer work on this program but will work with the Housing Supports and HRA Cares programs.

There is enough funding for 2.05 FTE outreach workers instead of 3.0 outreach workers. Different funding scenarios are being explored.

The team is actively conducting outreach and providing referrals. The team meets monthly. The grant partners are on track to meet and/or exceed all grant goals regarding outreach, securing housing, and implementation of Housing Supports in most counties. DHS was very clear that none of the funding cuts were due to any type of performance issues (and they are very, very sorry).

Owner-Occupied Rehab Program

Barnesville

All activity on this grant must be completed by September 30, 2019. We are funded to assist 15 homeowners. We are currently working with 16 homeowner households. 10 projects are complete; 2 are in construction; 1 is scheduled to close in June; 1 is bidding; and 2 are in the eligibility stage.

We have funding available to assist all homeowner applicants. One person who received assistance through this grant passed away, and those funds have been used to assist the other homeowners.

We were funded to rehabilitate 12 commercial properties. Due to a lower than projected cost per building for rehabilitation, we will be able to work on 19 buildings.

We have received 23 applications. 23 applications received preliminary approval through the property selection process. After 2 projects withdrew and 2 were determined ineligible by DEED, we are working with 19 approved applicants. 9 projects are complete; 4 projects are in construction phase; 4 projects are ready to closed but working on some external issues; 1 project is bidding; and 1 application is being processed.

A new owner purchased 114 Front St. S. in Barnesville and applied for commercial rehabilitation funds. The property selection committee was asked to approve this property.

Commissioner Bakke made a motion to approve Property #24 on the Barnesville Commercial list. Commissioner Martin seconded the motion and it carried unanimously.

DEED monitored this grant the past month and was very happy with the work – both by the Rehab Project Manager and our contractors. There was one finding due to a form not being correctly filled out, but overall the review was excellent.

Sabin

DEED awarded the City of Sabin SCDP funds to rehabilitate 10 homes. To date, we have received 9 applications which have been approved by the Property Selection Committee. One is in the construction phase, 2 are reviewing bids, and 2 are in the initial eligibility phase. The other 4 applications will be processed in June and July.

When the DEED representative was on-site monitoring the Barnesville grant, she informed us that we could modify the Sabin grant so that DEED money is 100% used prior to match funds. This will speed up the process significantly. The modification to the grant agreement was made prior to the first loan closing so applies to the entire grant.

RLP

2 projects are complete; one is ready to close and one is in the eligibility determination phase.

Other

The HRA was awarded approximately \$75,000 in additional funding from USDA Rural Development for a Housing Preservation Grant to be used as match proceeds. The HRA will have \$175,000 to use for rehabilitation match purposes from the 2019 HRA Tax Levy.

Rental Rehab Program

We were awarded \$800,000 in 2016-2017 funding- \$200,000 for small projects and \$600,000 for large projects. In November 2018, MHFA increased the awards to \$300,000 and \$1,200,000 (although we only requested \$900,000). It is anticipated that this will be the last funding award the HRA receives and that we will close out the program once the current projects are completed.

We will complete 5 large projects – one in Fergus Falls which is complete; one in Morris which is approximately 75% complete and will be completed soon and/or they will adjust their scope of work; one in Barnesville which is ready to bid; and 2 in Rothsay which are finalizing the scope of work and having lead and asbestos testing done.

An owner in Barnesville will be awarded all \$300,000 of the 100% forgivable funds. The properties contain a total of 14 units: 3 – 4-unit buildings and a single unit above a downtown commercial building. Bids have been received on most projects. On February 12, 2019, a \$100,000 loan closed for a 4-unit building and is approximately 50% complete. On March 7, a second loan closed in the amount of \$75,515 on a 4-unit building and is approximately 50% complete. The remaining two loans are anticipated to close in the near future. Both ran into unanticipated issues that have delayed the closings.

**CLAY COUNTY AFFORDABLE HOUSING SCATTERED-SITE UNITS
2019 BUDGET:**

Due to numerous funding uncertainties surrounding the transfer of the former public housing units to the Clay County Affordable Housing LLC, the HRA did not approve a budget for the public housing program in October 2018. HUD is still reviewing the HRAs eligibility for on-going funding.

The transfer took place on December 31 during the federal shutdown. In March, the Use Restriction Agreement was executed by all parties and has been recorded. We are now in the “close-out” phase of the process.

Public Housing close-outs can take over 2 years. We should be receiving approximately \$80,000 - \$130,000 in public housing funding in 2019 which should cover the current debt owed to the HRA and expenses related to the close out. A proposed budget for the use of these funds was reviewed.

Commissioner Bakke made a motion to approve the attached 2019 Budget for Scattered Site units. The motion was seconded by Commissioner Wilkie and carried unanimously.

2020 HRA TAX LEVY:

Minnesota Statutes §469.033, subd. 6 permits the HRA to levy and collect a Special Benefit Tax of up to 0.0185% of the taxable market value upon all taxable property, both real and personal, within the Authority's area of operation which includes Clay County except the cities of Barnesville and Moorhead. The statute requires the consent of Board of Commissioners of Clay County to approve such a levy; and requires Local Governments to certify their tax levies to the County Auditor. We would need the consent of the local unit of government to levy within the cities of Barnesville or Moorhead.

The HRA has only exercised this power in 2008, 2010, 2014 and 2019. Funding has been primarily used for owner occupied rehabilitation. The majority of neighboring authorities exercise this power on an annual basis. Levy funds can be used for any allowable housing authority activity. In 2019, the HRA levied \$380,000 with \$84,500 going to the MPHA and \$50,000 to CAPLP. It represented an approximate .006% levy.

If the HRA decides to adopt a levy for 2020, it must be approved by Barnesville, Moorhead and the Clay County Commission by September.

The maximum HRA tax levy, including Barnesville and Moorhead, is \$1,191,474 using 2019 values. The maximum HRA tax levy for Barnesville is \$27,960 and for Moorhead is \$542,266. The maximum levy without the two cities is \$621,248.

If the HRA were to request a tax levy, it would make the most sense to once again request to levy within the city of Moorhead and split that levy with the Moorhead PHA. The Moorhead PHA has no independent power to levy due to its authorizing law.

Staff recommends asking for a HRA Tax Levy of \$450,000 (approximately 0.007% (\$7 on a \$100,000 valuation) to be used for the following purposes:

- Administration and rehabilitation on homes occupied by low and moderate-income owners located in Clay County, Minnesota;
- Administration of rental assistance, including the Homework Starts with Home Program with \$50,000 designated for supportive services for this program, and subsidized housing developments in Clay County;
- Development of new affordable housing opportunities within Clay County.
- Disperse \$100,000 (about 1/2 the amount collected on property located within the City of Moorhead) to the Moorhead Public Housing Agency for activities consistent with the above.

The Board discussed and felt there is a strong and ongoing need for more funds for administrative and rehabilitation purposes.

A motion to approve Resolution 6-18-19-1 was made by Commissioner Martin. The motion was seconded by Commissioner Bakke and carried unanimously.

STRATEGIC PLANNING:

At the May meeting, the Board indicated that they would leave the decision to hire Big River Group, LLC for strategic planning. The Moorhead PHA also is interested in working with Big River. Moorhead PHA Director Bacon and Director Lee spoke to Bruce Miles on May 23 and received a proposal from him this past week.

Director Lee is seeking additional board input since the proposal came back in excess of \$5,000 and was not specific to our organizational needs. The first step is a survey process involving staff, stakeholders and board members which asks:

- What two or three things are working well within the HRA?
- What two or three things need more attention or need to be improved?
- What two or three things are working well in our collaboration with MPHA?
- What two or three things need more attention or need to be improved in our collaboration with MPHA?

Mr. Miles would then review this impact and present it to the board. The board would use this information to determine our priorities and action steps.

Director Lee indicated to the Board that due to various factors, now may not be a very good time to get feedback for this process. After some discussion, the Board felt that we should table the strategic planning process at this time and revisit in the future.

HART RETIREMENT:

The HRA currently provides retirement contributions and options to employees through the HART agency. In 2019, the HART Board approved a new optional item to be included in the HART Retirement Plan.

The new provision allows for the withdrawal of money from a participants' account at any time for any reason if they are 59 ½ or older. It can only be added to plan via a Board Resolution.

Currently, the only withdrawals that can be made to the HART Retirement Plan by HRA employees is voluntary after-tax contributions. Few employees are making voluntary after tax contributions at this time. The HRA does not allow loans against contributions.

Commissioner Bakke made a motion to approve Resolution 6-18-19-2 for the new HART provision as of July 1, 2019. The motion was seconded by Commissioner Johnson and carried unanimously.

OTHER:

1. Space Needs: There are no updates to report.
2. NAHRO update: Director Lee was nominated to run for Senior Vice President for the coming term.


3. Discussion on July Board meeting.

Commissioner Martin made a motion to forego the meeting in July unless something urgent comes up. Commissioner Bakke seconded the motion and it carried unanimously.


4. The fire benefit for Kim Duenow hosted by the HRA will be held at the Glyndon Community Center on July 16 from 4 p.m. until 8 p.m. All are welcome.

10:20 A.M. REGULAR MEETING ADJOURNED.

Chair Schultz adjourned the meeting at 10:20 a.m.



Cecil Johnson, Secretary



Date

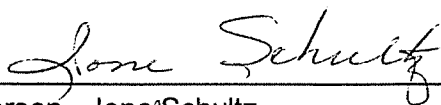
2016 BARNESVILLE DEED COMMERCIAL RANKING

	Score	Address	Notes	DEED Funds	Property Selection Approval Date	DEED Funds Remaining \$480,000
1	90	206 Front St S		6,362	10/18/16	473,638
2	90	205 Front St S		14,800	10/18/16	458,838
3	90	112 Front St S		14,208	10/18/16	444,630
4	90	102 Front St S		26,273	10/18/16	418,357
5	80	405 2 nd St SE		28,276	10/18/16	390,081
6	75	117 Front St S		40,000	10/18/16	350,081
7	70	104 Front St S	DROPPED	0	10/18/16	350,081
8	60	302 2 nd St SE		12,860	10/18/16	337,221
9	60	107 Front St N		38,513	10/18/16	298,708
10	50	124-126 2 nd Ave SE		20,874	10/18/16	277,834
11	45	123 2 nd St SE		35,100	10/18/16	242,734
12	45	222 Front St S		8,106	10/18/16	234,628
13	45	408 Front St S		6,741	10/18/17	227,887
14	25	123 Front St S		38,339	5/16/17	189,548
15	20	421 Front St S	INELIGIBLE	0	5/16/17	189,548
16	15	424 Front St S	DROPPED	0	5/16/17	189,548
17	15	208 Front St S		15,786	10/17/17	173,762
18	10	124 Front St S		20,000	10/17/17	153,762
19	5	209 2 nd St SE	INELIGIBLE	0		153,762
20		108 Front St S	DROPPED	0	8/21/18	153,762
21		209 Front St S		5,000	10/16/18	148,762
22		410 Front St S		8,609	10/16/18	140,153
23		110 Front St S		40,000	3/19/19	100,153
24		114 Front St S		40,000		60,153
	75	118 Front St S	Ineligible*			
	70	111 Front St S	Ineligible*			

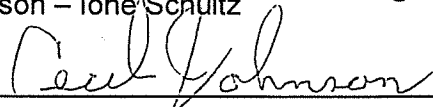
BOLD AMOUNTS ARE ACTUAL DEED LOAN AMOUNTS. Non-bold are estimated DEED.

* Properties are ineligible if they do not have a current tenant in place or lease in place with a tenant that intends to occupy the space post-rehabilitation. If owners secure a tenant or provide a signed agreement with prospective tenant, the application will be considered at that time, dependent on funding availability.

Recommendations for property selection: approve final application (24). Approved on: June 18, 2019.



Chairperson – Lone Schultz



Secretary – Cecil Johnson

SCATTERED SITE-PH
2019 BUDGET

2019
Budget

Revenues

3610	INTEREST	0
	CAPITAL FUND PROGRAM	52463
3690	OTHER INCOME	0
8020	OPERATING SUBSIDY-CURRENT	71439
	Total Revenues	123902

Expenses

4110	ADMINISTRATIVE SALARIES	30000
4570	COLLECTION LOSSES	-2500
4590	OTHER GEN EXPENSE	18000

Total Expenses	45500
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Net Income	78402
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PAYMENT OF DEBT OWED TO HRA AS OF 12/31/2018	77,505
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	897
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Clay County HRA
116 Center Avenue East
P.O. Box 99
Dilworth, Minnesota 56529



Phone: 218-233-8883
Toll Free: 1-877-460-5280
Fax: 218-233-9491
Email: claycohra@claycohra.com

Whereas, Minnesota Statutes §469.033 subd. 6 permits the Housing and Redevelopment Authority of Clay County to levy and collect a Special Benefit Tax of up to 0.0185% of the taxable market value upon all taxable property, both real and personal, within the Authority's area of operation which includes Clay County, and in the cities of Barnesville and Moorhead; and

Whereas, §469.033 subd. 6 requires the consent of Board of Commissioners of Clay County, and any political subdivision not explicitly in the HRA area of operation to approve such a levy; and

Whereas, Minnesota Statutes require Local Governments to certify to the County Auditor their Tax Levies.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF CLAY COUNTY AS FOLLOWS:

1. That a Special Benefit Tax, pursuant to Minnesota Statute §469.033 subd. 6, of \$450,000 be levied upon all taxable market value of taxable property within the Authority's area of operation which is all of Clay County and in the cities of Barnesville and Moorhead, upon their consent. Should Moorhead fail to consent, \$200,000 will be reduced from the levy and it will not apply within the City of Moorhead; should Barnesville fail to consent \$10,580 will be reduced from the levy and it will not apply within the City of Barnesville.
2. The levy is approximately 0.007% and does not exceed 0.0185% of taxable market value of the taxable property as defined above.
3. That this special levy is for the tax year 2020.
4. That this special levy will be used for costs associated with administering and performing rehabilitation work on homes occupied by low and moderate-income owners located in Clay County, Minnesota; administering rental assistance, including the Homework Starts with Home Program and subsidized housing developments in Clay County; and developing new affordable housing opportunities within Clay County.
5. \$100,000 (1/2 the amount collected on property located within the City of Moorhead) will be dispersed to the Moorhead Public Housing Agency for activities consistent with the above.
6. That a copy of this resolution along with a formal letter requesting approval of this tax be forwarded to the Board of Commissioners of Clay County and the Moorhead and Barnesville City Councils forthwith for approval.

Approved and Adopted on this 18th day of June 2019

By: *Ione Schultz*
Ione Schultz
Chairperson, Board of Commissioners

Attest: *Cecil Johnson*
Cecil Johnson
Secretary, Board of Commissions



BOARD OF COMMISSIONERS RESOLUTION

RESOLUTION No. 6-18-19-02

RESOLUTION FOR RESTATING THE RETIREMENT PLAN

WHEREAS, the Housing and Redevelopment Authority of Clay County ("Authority") is a participating Employer in the Housing Agency Retirement Trust ("Plan") for the benefit of its Employees; and

WHEREAS, the Authority has the right pursuant to Section 8.1 of the Plan to amend its Joinder Agreement and Plan Specifications as of the first day of any month; and

WHEREAS, effective July 1, 2019, the Authority desires to amend its Joinder Agreement and Plan Specifications to allow Participants to elect to take in-service distributions at age 59½, provided that the minimum distribution is \$500 or more.

NOW, THEREFORE, BE IT RESOLVED that Amendment Number One to the Authority's Restated Joinder Agreement and Plan Specifications is hereby approved and adopted effective July 1, 2019.

BE IT FURTHER RESOLVED by the Board of Commissioners that the Executive Director of this Authority is hereby authorized to sign the Restated Joinder Agreement and Plan Specifications for and on behalf of the Authority, and to take any and all actions necessary or appropriate to carry into effect the resolutions herein approved.

CERTIFICATE

The undersigned, Cecil Johnson, does hereby certify the foregoing is a true, accurate and exact copy of the appropriate portion of the minutes of the meeting held on June 18, 2019, and of the appropriate resolution and action taken there.

In witness thereof, the undersigned has hereunto set his hand this 18 day of June, 2019.

Cecil Johnson
Name

Secretary
Title

**Amendment Number One
To the
Amended and Restated Joinder Agreement
And Plan Specifications**

EMPLOYER NAME AND LOCATION

Housing and Redevelopment Authority of Clay County
Dilworth, Minnesota

Effective July 1, 2019, the Housing and Redevelopment Authority of Clay County ("Employer") hereby amends its Amended and Restated Joinder Agreement and Plan Specifications to the Housing Agency Retirement Trust by adding the following paragraph 7 to read as follows:

7. ***In-Service Distributions After Age 59½*** – Notwithstanding anything in this Joinder Agreement and Plan Specifications to the contrary, a Participant who is an active Employee and who has attained age 59½ may withdraw the vested portion of his or her Individual Account; provided, however, that the minimum amount of each such distribution shall be \$500.00.

This Amendment Number One to the Amended and Restated Joinder Agreement and Plan Specifications to the Housing Agency Retirement Trust is executed in Grand Island, Nebraska this 18 day of June, 2019.

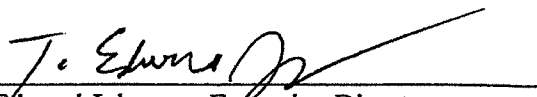
**Housing and Redevelopment Authority of
Clay County**

By 

Title Executive Director

Accepted the 18 day of June, 2019.

Trustees of the Housing Agency Retirement Trust

By 
T. Edward Johnston, Executive Director