

HRA Board of Commissioners Meeting Minutes February 10, 2026

Call to Order 5:05 PM

Board Present: Adam Bauman, Lew Conner, Phill Arnold, Jenna Udenberg (17:43), Robin Glaser. Absent: Cathy Erickson

Public Present: No public present

Approve Meeting Agenda Motion to approve LC, seconded by PA

Changes/Corrections/Additions: Add Approve Rick Evans Board application, add potential donor with interest in construction initiatives.

Public Comments No public comments

Approve January Minutes Motion RG, seconded by LC

Changes/Corrections/Additions: Add January 27 special session minutes to the March board packet

Agenda Items

Committee Reports

Finance: No meeting

Approve December Financials Motion PA, seconded by LC

Housing: Did not meet

Personnel: Did not meet

Resident Council: Will revisit to ascertain renewed interest

Building and Maintenance

Unit Status/Occupancy: Turnovers are complete, reaching out to tenants who expressed an interest in changing apartments and have begun reaching out to the waiting list

Building projects Updates: Still need bids on plumbing work

Director's Report

Unaudited Financials Are in progress and nearing completion

Banking Changes PSB will become our new financial institution, transition is taking place

Occupancy Updates Waiting for background check results for top tenant on the waiting list, and striving to have all three filled by mid-March

New Business

2026 Board of Commissioners Membership Updates: Applicants from 2025 need to resubmit, Robin Glaser is returning to the board, Rick Evans application has been approved, and a recommendation will be made to the board of commissioners for final approval

2026 Board of Commissioners Officer Elections: Tabled until the **March 2** meeting at 2:00 HRA meeting room

2026 Board of Commissioners Committee Assignments: Tabled until the **March 2** meeting at 2:00 HRA meeting room

Banking Updates: Will maintain some funds in the WF account until the transition is complete, line of credit has been secured, and HUD approves Form 1199 A

Resolution 1-02102026: The HRA of Two harbors seeks to establish a line of credit with Park State Bank in an amount not to exceed \$10,000 for the purpose of short-term operational expenses. The credit is in the form of a bank-issued Visa credit card with an interest rate of 13.1%. Motion PA Seconded by LC

Resolution 2-02102026: The HRA of Two Harbors finds that utilizing wholesale membership, specifically with Costco Wholesale, will save costs on bulk purchases of supplies, appliances, and other items required for ongoing HRA operations. This membership is strictly for official business purposes in accordance with the HRA's procurement policy. Motion RG, Seconded by PA

Employee Handbook

Resolution 3-02102026: The Board of Commissioners and Executive Director conducted a review of the existing Employee Handbook and found the proposed updates necessary to continue efficient and fair administration of the HRA's workforce. The revised Employee Handbook dated February 10th, 2026 is hereby approved and adopted. Motion LC, Seconded by RC. Discussion to change wording to ambulate for greater inclusivity

Media Specialist Position

Resolution 4-02102026: The HRA of Two Harbors recognizes the growing need to enhance communication with residents, stakeholders, and the general public. The Board of Commissioners agrees that creating a dedicated Media Specialist position as defined in February 10th, 2026 Employee Handbook is the most effective way to manage these responsibilities. The Executive Director is authorized to offer a salary for this position with wages budgeted in the range of \$5,000 to \$6,000 per year, plus standard agency benefits. Motion PA, Seconded by LC

Ongoing Business

Maintenance Worker Updates

Resolution 5-02102026: The HRA of Two Harbors has reviewed the Executive Director's proposal to enhance our search for a full-time maintenance employee by offering discounted housing in addition to wages that meet the Davis-Bacon requirements, plus the standard agency benefits. Unit <#> will be removed from Bayview Terrace's PHA inventory and offered to the maintenance employee at 50% of market rate, contingent on continued employment with the HRA of Two Harbors. Motion RG, Seconded by PA

Partnership with Community Partners will take place between the Community Partners Board Executive Committee and HRA Two Harbors chaired board positions. Deb will make the introduction.

Adjourn 6:30 PM