

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

March 26, 2019

11:30 AM

River View Heights 800 2nd Avenue N.

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of February 26th, 2019 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval for Payment of Bills - Resolution 2019-11 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Board Approval for Vacant Due to Modernization - Resolution 2019-12 _____
 - B. Request Board Approval of Increased Purchase Limits - Resolution 2019-13 _____
- VII. Other Business
 - A. A. Strategic Planning Options - Discussion Only
 - B. Executive Director Updates
 - Physical Needs Assessment
 - Other Updates _____
- VIII. Attorney's Report
- IX. Adjournment

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I. CALL TO ORDER AND ROLL CALL

Chairperson Lemke called the Public Housing meeting to order at 11:31 AM.

Members Present: Greg Lemke, Chair; Donna McMaster, Commissioner; Michael Carbone, Vice Chairperson; Terry Braun, Secretary and Shelly Dahlquist, Moorhead City Council Liaison

Members Absent: Mary Beth Kalvik, Resident Commissioner

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager; Brian Opsahl, Brady Martz & Associates

Chairperson Lemke called the **PUBLIC HEARING** meeting to order at 11:35 AM.

Proposed policy changes for Public Housing program

**notice of public hearing was published in the newspaper and proposed policy has been available for public review and 45 day comment period. Feedback from the tenant advisory meeting was shared.*

TOPIC	SUMMARY OF CHANGE
Charges and Replacement Costs	<ul style="list-style-type: none"> • Clarification on charges for PHA maintenance staff time charged during regular business hours vs. after hours • Increase for seasonal AC charge from \$40 to \$45 • Increase vehicle plug in charge from \$12 to \$15 per month
House Rules	<ul style="list-style-type: none"> • Prohibit the use of candles and incense • Clarification in language on how long a visitor can stay to fully align with lease language and prevent confusion. • Change of references from “Elderly/Disabled Projects” to “River View Heights” and “Sharp View” This is a more accurate way to reference the projects.
Capital Funding Grant 5 Year Plan	<ul style="list-style-type: none"> • Add Sharp View elevator as a work item. • Add Acquisition of new Public Housing units- if obligation extension request is approved by HUD for Replacement Housing Factor grant.
Admissions and Occupancy Policy	<p>Update policy to include over limit policy per recent changes to federal regulation. For admission to the public housing program, a household needs to be at or below 80% of the Area Median Area Income level. Following admission, if a household income increases they are currently not required to leave the public housing program. Instead, their monthly rent would increase (either an increase that is income based or a Flat Rent, which is 80% of the Fair Market Rent). The Housing Opportunity Through Modernization Act of 2016 (HOTMA) imposes a new income limit on public housing residents. New regulations require that housing authorities update policies in their Admissions and Continuing Occupancy Policy (ACOP) for <u>when a family’s income exceeds 120 percent of the area median income for 2 consecutive years</u>. When this occurs, Moorhead Public Housing Agency needs to respond by doing one of two things:</p> <ul style="list-style-type: none"> • Terminate the family’s tenancy within 6 months of the second income determination <p>OR</p> <ul style="list-style-type: none"> • Change the family a monthly rent equal to the greater of the applicable Fair Market Rent or the amount of monthly subsidy for the unit. <p>Currently, MPHA does not have anyone residing in public housing that earns this much money.</p>

McMaster moved, seconded by Braun to approve the proposed policy changes above. Motion included decision for over income tenants to terminate tenancy per HUD regulations.

All votes were in favor. Motion Carried.

II. REQUEST APPROVAL OF JANUARY 22, 2019 REGULAR MEETING MINUTES.

McMaster moved, seconded by Braun to approve the Minutes of January 22, 2019. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2019-7.

Braun moved, seconded by McMaster to approve the payment of bills as presented. All votes were in favor. Motion Carried.

IV. AGENDA AMENDMENTS

Personnel Policy on weather related closings.

The old policy read that during weather related closings, employees would either have to take unpaid leave or vacation time. The board agreed that if the office was to close during inclement weather that employees scheduled for work would be compensated for their regular work shift.

The following policy was presented and approved:

The Executive Director or designee will determine if/when employees should be released for the day or when the office will be closed. MPHA follows City of Moorhead storm closing guidelines. When operations are officially closed due to emergency conditions, employees who are relieved from scheduled duty due to the closure of the office will be paid through the end of their regular shift or for the day if they are instructed not to come in to work. These employees do not need to take unpaid time or any accrued leave. Employees not reporting to work for reasons of personal safety when the office does not close will be allowed to use accrued vacation time or unpaid time whenever possible, subject to supervisor approval.

Carbone moved, seconded by Braun to approve compensating employees if the office is closed during inclement weather. All votes were in favor. Motion Carried.

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Review and Approval Audit Results – Resolution 2019-2.

Audit reports were distributed to the board and Brady Martz presented an overview of audit results. Carbone moved, seconded by McMaster to approve the audit results. All votes were in favor. Motion Carried.

B. Request Board Approval to Approve Revision to Annual Plan – Resolution 2019-8.

McMaster moved, seconded by Braun to approve revision to annual plan. All votes were in favor. Motion Carried.

C. Request Board Approval to appoint Budget Committee for 2020 – Resolution 2019-9.

Braun moved, seconded by McMaster to appoint Lemke and Carbone for the 2020 budget committee. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

A. Executive Director Updates:

1. Repairs at River View Heights: Two of the three boilers froze up, heat exchanger destroyed. Insurance company paid last time however, the warranty is being pursued this time around. The water heater also went out and was \$10,000 to replace.
2. Physical Needs Assessment RFQ: We received 4 bids and the committee will be meeting this week.
3. Strategic Planning: Will be meeting with Dara with Clay County Housing to discuss collaborating, cost savings and both agencies staying in step with each other.
4. Elevator Modernization Project: The contractor for the elevators can't sign off until the loan is done.
5. Replacement Housing Factor: Sign contract to spend the money, either get an extension or HUD takes the money back. Extension is only for 12 months.
6. Bridges Application is due March 8th, 2019.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:28 PM.

Greg Lemke – Chair

Terry Braun – Secretary

CHECK REQUEST TOTALS

PREPARED: March 22, 2019 PAID IN: Feb and March 2019

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 89,416.31	12522-12588
Payroll- Direct Deposit	\$27,814.23 (2 payrolls)	449-462
Capital Fund	\$0	N/A
AMHSIP	\$7,838.68	44026-44043
BRIDGES	\$10,857.38	53528-53552
BCOW	\$8,461.95	73266-73283
ROSS	\$5,338.57	60017-60018
TOTAL	\$149,727.12	

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO ACCOUNT	AMOUNT	REASON

 D. Bacon

Executive Director Approval

MEMORANDUM

DATE: March 22, 2019

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: “Vacant due to Modernization” in HUD PIC system-
Resolution 2019-12

On February 27th, one of the units at the High Rise had a pipe freeze up and burst. This was likely due to an open window. We are working with our insurance company on a claim and repairs. The damage included water damage that impacted multiple units. The unit where the damage originated is uninhabitable and the tenant was transferred to another unit.

I am requesting board approval to change the status of this unit to “vacant undergoing modernization” in the HUD system, effective 2/27/19. If not converted in the inventory management system, the days that this unit is unoccupied would negatively impact our PHAS score and operating subsidy funding.

MEMORANDUM

DATE: March 22, 2019
TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
REGARDING: Increased Purchase Limits 2019-13

The Office of Management and Budget issued a memorandum in June of 2018 implementing provisions of the National Defense Authorization Act (NDAA) that allows for PHAs to use higher thresholds for purchase limits. The memo can be found at the following link

<https://www.hud.gov/sites/dfiles/SPM/documents/Memo%20M-18-18%20Micro-purchase.pdf>

We were recently notified by the Minneapolis Field Office that PHAs are now allowed to use the new micro-purchase threshold.

The micro-purchase threshold, as detailed within Chapter 5 of the HUD Procurement Handbook 7430.8 rev 2, is now set at \$10,000.

To be able to use this new threshold each housing agency has to revise its procurement policy.

I am suggesting the following revisions to our procurement policy:

Small Purchase Procedures. For any amounts above the Petty Cash ceiling, but not exceeding \$150,000, the Agency may use small purchase procedures. Under small purchase procedures, the Agency shall obtain a reasonable number of quotes (preferably three); however, ~~for purchases of less than \$3,000 (except for construction procurements which is set at \$2,000),~~ **for purchases of less than \$10,000** also known as Micro Purchases, only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Quotations for Small Purchases (QSP), or quotes, may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the responsive and responsible vendor that submits the lowest cost to the Agency. If award is to be made for reasons

other than lowest price, documentation shall be provided in the contract file. The Agency shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.