

**MOORHEAD PUBLIC HOUSING AGENCY**  
**REGULAR MEETING AGENDA**

**October 23, 2012**  
**11:30 AM**  
**Usher's House**

- I. Call to Order and Roll Call
- II. Approval of Minutes
  - A. Approval of September 25, 2012 Meeting Minutes \_\_\_\_\_
- III. Request Approval for Payment of Bills
  - A. Request Approval of Payment of Bills \_\_\_\_\_
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
  - A. Preliminary Energy & Savings Analysis \_\_\_\_\_
- VII. Other Business
- VIII. Attorney's Report
- IX. Adjournment

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I. CALL TO ORDER AND ROLL CALL

Chairman McMaster called the Regular Public Housing meeting to order at 11:32 AM.

Members Present: Donna McMaster, Chairperson;  
Greg Lemke, Vice-Chairman; Becky Cusey, Commissioner; Terry  
Braun, Secretary

Members Absent: Linda Bowie, Resident; Heidi Durand, City Council  
Liaison

Others Present: Sally Roe, Executive Director;  
Toni Vondal, Rental Assistance Coordinator; Linda  
Purmont, PHA Resident; Winnie Eklund, PHA  
Resident; John Munnemann, PHA Resident; Kervin  
Wyatt, PHA Resident; Steve Hanson, PHA Resident;  
Keith Klevgaard, PHA Resident; Steve Miller,  
PHA Maintenance Supervisor; Don Gibson,  
PHA Maintenance

II. REQUEST APPROVAL OF AUGUST 28, 2012 REGULAR MEETING MINUTES.

Lemke moved, seconded by Braun to approve the Minutes of August 28, 2012. All votes were in favor. Motion carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS

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

IV. AGENDA AMENDMENTS

FSS Program Resolution

V. CITIZENS TO BE HEARD

Purmont, PHA resident stated that her concern is that resident's agree to maintenance under the lease agreement which concerns improperly registered vehicles and unauthorized vehicles in the parking lot. She said a resident here side swipe her car. She did make a police report and also went in and talked to Sally about this car and that it had ND license plates. Sally stated that Linda had talked to Robin. Linda then stated that it was 2 months ago and that the car had not been moved. Linda stated that the resident was parking on the right side of her and when we had to move over due to the parking lot being redone this person moved to the left side of her and that's when he side swiped her car. A week went by and this car had not been moved and it's my understanding that when you move into Public Housing that you have 30 days to change your license plates over. I feel like it was a neglect on the PHA because it was not handled like it should have been when everyone moves into housing.

Roe stated that she thinks it was an oversight on the staff because we don't go out and look at license plates. Robin did send a letter and gave this person a time frame to get the vehicle properly licensed or get it out of the lot.

McMaster asked Purmont if she would let the staff know what happens when she goes to court and Purmont said she would. Roe asked that it be put in writing because when we have things documented in writing there is a much better chance that it will get attention versus a verbal that can be forgotten about due to the staff getting busy.

Munnemann added that the state of Minnesota is a lax state because when he went to get his vehicle registered they didn't ask for proof of insurance. They just give you the tags and you're out the door. He said he was a former resident of California and there you don't leave the DMV without showing proof of insurance.

Purmont also stated that there is a lot of traffic that come in the High Rise especially during the weekend and the residents that are here legally don't feel safe coming down into the lobby area. McMaster asked if there is anything that can be done? Roe stated that we could apply for a security grant but in order to get the grant we would have to be able to show that there is an ongoing issue and we have no police reports.

VI. BUSINESS

A. Resolution to Accept Ross Funding

Roe stated that we were approved for a ROSS Coordinator that would be a person that would work with the clients at Sharp View and in the High Rise to help them get services to be able to remain living independently. The funding is for a 3 year term and we have started interviewing people for the position. Part of the grant is that we need to have a resolution signed and Roe asked to have the resolution approved.

Cusey moved, seconded by Braun to approve the ROSS Resolution. All votes were in favor. Motion Carried.

B. Replacement Housing RFQ Funding

Roe stated that several years ago we tore down 46 units outside the High Rise and HUD has over the last 5 years given us replacement funds. We have to get those funds obligated by October, 2014 and we are asking to work with a developer to draw up a plan to develop new housing. Roe put out an RFQ and advertised in the NAHRO magazine and the Fargo Forum and received one developer response. The developer that responded is Beyond Shelter which is affiliated indirectly with Fargo Housing. Lynn Fundingsland is the Executive Director for both Fargo Housing and Beyond Shelter. Roe feel's very fortunate that they are interested in working with us to develop housing. They will be at our board meeting next month.

Braun asked if there is available land that the City of Moorhead has. Roe stated that there is and that Lisa Vatnsdal contacted us regarding property in South Moorhead and is very interested in working with us to develop this land.

Cusey moved, seconded by Lemke to approve working with Beyond Shelter as a developer for replacement housing. All votes were in favor. Motion Carried.

C. Request Approval for Staff Training

Roe stated that there are 2 staff trainings coming up. Mr. Gibson is interested in attending the HQS training in Jamestown, ND. This will give the Moorhead Public Housing Agency 3 trained HQS inspectors.

The other one is the Housing Choice Financial Management which is a 3 day conference in Nevada October 15<sup>th</sup> through the 19<sup>th</sup>.

Cusey moved, seconded by Braun to approve sending staff to both training opportunities. All votes were in favor. Motion Carried.

D. FSS

Roe stated that we just found out that the other grant, FSS, was approved. It is a one year grant. The FSS grant works with Section 8 families and tries to get the families self-sufficient so that they can get off the housing programs. We are going to have a cooperation agreement with Clay County Housing to utilize this grant.

Lemke moved, seconded by Braun to approve the resolution for the funding of the FSS Grant. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

HVAC Update

Roe stated that we were working with ONE Engineering for the heating and air conditioning on the main floor of the High Rise. They did all of the spec's and put it out for bids. The lowest bid came in at twice the amount then we had money for. The head engineer suggested that we work on revision of the specs, and rebid it in January.

City Assessment's

Roe stated that we received assessment notices from the City that total \$14, 668.72. Our original cooperation agreement says that we don't pay City assessments. The Enabling Resolution that was done afterwards does not clearly indicate if the original agreement still stands, or if the enabling resolution made that disappear. Roe is waiting for an answer from the City Attorney, and then will ask the HUD Attorney for clarification.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:11 PM.

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Donna McMaster – Chairman

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Terry Braun – Secretary

**Check Request Totals**

**Prepared: 10/12/12**

**Paid in October, 2012**

PHA	Amhsip	Gen. Fund	ROSS Fund	Section 8	Capital Fund	Bridges	BCOW	ELHIF	Alerus	Computer
35,559.87	7,279.33	20.55	899.00	38,870.74	0	8,415.98	6,303.30	1,090.34	0	0
Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks
21,034.00	0	0	0	0	0	0	414.00	0	-0-	-0-
<b>TOTAL</b>	<b>119,887.11</b>									

S Roe

**Executive Director Approval**

10/12/2012

**Date**

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Note: The Accountant format showing the "budget" amounts spent and remaining is attached.

**MOORHEAD PUBLIC HOUSING AGENCY**  
**STATEMENT OF REVENUE & EXPENSES - PHA**  
For the Period Ended September 30, 2012

	1 Month Ended				3 Months Ended			
	Sep. 30, 2012	Budget	Variance	Pct	Sep. 30, 2012	Budget	Variance	Pct
<b>REVENUE</b>								
Dwelling Rental	\$ <del>7,146.42</del> <b>44,572.16</b>	\$ 45,700.00	\$ (38,553.58)	(84)	\$ 99,996.77	\$ 137,100.00	\$ (37,103.23)	(27) *
Exc Utilities - Freezers	12.00	9.59	2.41	25	36.00	28.75	7.25	25
Exc Utilities-Plug Ins	0.00	55.00	(55.00)	(100)	0.00	165.00	(165.00)	(100)
Exc Utilities-Air Cond	120.00	112.50	7.50	7	1,720.00	337.50	1,382.50	410
Non Dwelling Rental	0.00	1,170.00	(1,170.00)	(100)	0.00	3,510.00	(3,510.00)	(100)
<b>TOTAL RENTAL</b>	<b>7,278.42</b>	<b>47,047.09</b>	<b>(39,768.67)</b>	<b>(85)</b>	<b>101,752.77</b>	<b>141,141.25</b>	<b>(39,388.48)</b>	<b>(28)</b>
Int-Gen FD Investment	0.00	8.66	(8.66)	(100)	48.26	26.00	22.26	86
Late Charges	75.00	0.00	75.00	0	566.89	0.00	566.89	0
Other Income-Damage	344.00	0.00	344.00	0	738.88	0.00	738.88	0
Other Income-Keys	0.00	0.00	0.00	0	12.00	0.00	12.00	0
Other Income-Laundry	1,287.56	857.00	430.56	50	3,167.81	2,571.00	596.81	23
Other Income-Cleaning	0.00	0.00	0.00	0	1,921.26	0.00	1,921.26	0
Other Income - Pop	53.46	63.75	(10.29)	(16)	472.40	191.25	281.15	147
Other Income - Cable	2,177.00	798.00	1,379.00	173	6,554.00	2,396.00	4,158.00	174
Other Income - Antenas	0.00	1,557.50	(1,557.50)	(100)	3,115.42	4,672.50	(1,557.08)	(33)
<b>TOTAL OPERATING</b>	<b>3,937.02</b>	<b>3,284.91</b>	<b>652.11</b>	<b>20</b>	<b>16,596.92</b>	<b>9,856.75</b>	<b>6,740.17</b>	<b>68</b>
Operating Subsidy - P	0.00	19,682.00	(19,682.00)	(100)	0.00	59,046.00	(59,046.00)	(100)
<b>TOTAL OTHER INCO</b>	<b>0.00</b>	<b>19,682.00</b>	<b>(19,682.00)</b>	<b>(100)</b>	<b>0.00</b>	<b>59,046.00</b>	<b>(59,046.00)</b>	<b>(100)</b>
<b>TOTAL REVEN</b>	<b>11,215.44</b>	<b>70,014.00</b>	<b>(58,798.56)</b>	<b>(84)</b>	<b>118,349.69</b>	<b>210,044.00</b>	<b>(91,694.31)</b>	<b>(44)</b>

10.12.12

\* I have Notified our Tax Accountant that the Dwelling Rental was understated.

**MOORHEAD PUBLIC HOUSING AGENCY**  
**STATEMENT OF REVENUE & EXPENSES - PHA**  
**For the Period Ended September 30, 2012**

	1 Month Ended Sep. 30, 2012	Budget	Variance	Pct	3 Months Ended Sep. 30, 2012	Budget	Variance	Pct
<b>ADMINISTRATIVE EXPENSES</b>								
Admin Salaries	9,817.75	10,239.00	(421.25)	(4)	34,428.38	30,717.00	3,711.38	12
Legal Expenses	0.00	25.00	(25.00)	(100)	0.00	75.00	(75.00)	(100)
Staff Training	944.00	667.00	277.00	42	2,346.00	2,001.00	345.00	17
Travel	887.81	1,450.00	(562.19)	(39)	1,283.45	4,350.00	(3,066.55)	(70)
Accounting Fees	779.00	800.00	(21.00)	(3)	2,337.00	2,400.00	(63.00)	(3)
Auditing	0.00	666.00	(666.00)	(100)	0.00	2,000.00	(2,000.00)	(100)
Sundry - Other Admin	49.00	84.00	(35.00)	(42)	164.00	250.00	(86.00)	(34)
Sundry Supplies	448.34	334.00	114.34	34	2,359.32	1,000.00	1,359.32	136
Sundry Professional Se	509.25	487.50	21.75	4	1,227.92	1,462.50	(234.58)	(16)
Sundry Communication	843.64	666.00	177.64	27	2,137.20	2,000.00	137.20	7
Sundry Advertising	0.00	0.00	0.00	0	151.00	0.00	151.00	0
<b>TOTAL ADMINISTRA</b>	<b>14,278.79</b>	<b>15,418.50</b>	<b>(1,139.71)</b>	<b>(7)</b>	<b>46,434.27</b>	<b>46,255.50</b>	<b>178.77</b>	<b>0</b>
<b>UTILITIES</b>								
Water	2,768.18	2,532.00	236.18	9	8,225.29	7,596.00	629.29	8
Electricity	6,248.84	5,062.50	1,186.34	23	18,950.01	15,187.50	3,762.51	25
Gas	190.77	3,334.00	(3,143.23)	(94)	915.95	10,000.00	(9,084.05)	(91)
Fuel	0.00	2,500.00	(2,500.00)	(100)	0.00	7,500.00	(7,500.00)	(100)
Other Utilities Expense	193.15	1,500.00	(1,306.85)	(87)	576.08	4,500.00	(3,923.92)	(87)
Garbage Removal	804.35	1,309.00	(504.65)	(39)	2,052.12	3,925.00	(1,872.88)	(48)
<b>TOTAL UTILITIES EX</b>	<b>10,205.29</b>	<b>16,237.50</b>	<b>(6,032.21)</b>	<b>(37)</b>	<b>30,719.45</b>	<b>48,708.50</b>	<b>(17,989.05)</b>	<b>(37)</b>
<b>ORDINARY MAINT EXP.</b>								
Salaries - Maintenance	6,874.49	8,327.50	(1,453.01)	(17)	23,692.69	24,982.50	(1,289.81)	(5)
Materials	2,067.49	2,900.00	(832.51)	(29)	3,542.74	8,700.00	(5,157.26)	(59)
Contract Costs	16,069.31	14,554.00	1,515.31	10	39,663.00	43,662.00	(3,999.00)	(9)
<b>TOTAL ORDINARY</b>	<b>25,011.29</b>	<b>25,781.50</b>	<b>(770.21)</b>	<b>(3)</b>	<b>66,898.43</b>	<b>77,344.50</b>	<b>(10,446.07)</b>	<b>(14)</b>
<b>GENERAL EXPENSES</b>								
Insurance	0.00	3,035.00	(3,035.00)	(100)	(1,100.46)	9,105.00	(10,205.46)	(112)
Pmt In Lieu-Taxes (Exp	2,453.50	3,079.00	(625.50)	(20)	7,360.50	9,235.00	(1,874.50)	(20)
Employ Benefit-Pensio	1,066.81	1,617.00	(550.19)	(34)	3,710.81	4,850.00	(1,139.19)	(23)
Employ Benefit-FICA	(477.69)	1,766.50	(2,244.19)	(127)	2,456.39	5,299.50	(2,843.11)	(54)
Employ Benefit-Health	3,362.40	3,693.00	(330.60)	(9)	6,233.88	11,079.00	(4,845.12)	(44)
Employ Benefit-Life Ins	(76.04)	125.00	(201.04)	(161)	(228.12)	375.00	(603.12)	(161)
Collection Losses	0.00	125.00	(125.00)	(100)	0.00	375.00	(375.00)	(100)
Other General Expense	0.00	0.00	0.00	0	113.97	0.00	113.97	0
<b>TOTAL GENERAL EX</b>	<b>6,328.98</b>	<b>13,440.50</b>	<b>(7,111.52)</b>	<b>(53)</b>	<b>18,546.97</b>	<b>40,318.50</b>	<b>(21,771.53)</b>	<b>(54)</b>
<b>OTHER EXPENSES</b>								
Extraordinary Mtce	0.00	2,750.00	(2,750.00)	(100)	0.00	8,250.00	(8,250.00)	(100)
Depreciation	18,026.00	1,730.00	16,296.00	942	54,078.00	5,190.00	48,888.00	942
Machinery & Equipmen	1,972.48	0.00	1,972.48	0	16,131.35	0.00	16,131.35	0
<b>TOTAL OTHER EXPE</b>	<b>19,998.48</b>	<b>4,480.00</b>	<b>15,518.48</b>	<b>346</b>	<b>70,209.35</b>	<b>13,440.00</b>	<b>56,769.35</b>	<b>422</b>
<b>TOTAL EXPENSES</b>	<b>75,822.83</b>	<b>75,358.00</b>	<b>464.83</b>	<b>1</b>	<b>232,808.47</b>	<b>226,067.00</b>	<b>6,741.47</b>	<b>3</b>
<b>REVENUE O</b>	<b>\$ (64,607.39)</b>	<b>\$ (5,344.00)</b>	<b>\$ (59,263.39)</b>	<b>999</b>	<b>\$ (114,458.78)</b>	<b>\$ (16,023.00)</b>	<b>\$ (98,435.78)</b>	<b>614</b>

# MEMORANDUM

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**DATE:** October 9, 2012  
**TO:** PHA Board of Commissioners  
**FROM:** Sally Roe, Executive Director  
**RE:** Preliminary Energy Use & Savings Analysis from CTI

Steve Miller, Maintenance Supervisor and I met with Mr. Tom Timmans of CTI Energy Services, LLC to discuss the Preliminary Energy Use and Savings Analysis their company did for Moorhead PHA.

Our energy consumption is moderate, and our annual cost per unit is lower than their low example. (Our Annual cost per unit = \$1199, their low comparison = \$1204).

With a preliminary estimated project cost of \$750,000 - \$830,000, this may not be exceptionally beneficial to our Agency.

I think that we have made strides toward energy conservation by replacing toilets, faucets and shower heads in the high rise bathroom remodeling project, replacing old refrigerators and stoves at Sharp View, and working toward replacing the HVAC on the main floor of the high rise and boiler replacement being our next big project at the high rise.

In the future we should budget to replace windows at Heatherwood Circle (12 family units), and begin assessing how many more appliances we need to replace.

Mr. Timmans has stated that he would be happy to meet with our Board at the December 27, 2012 meeting if you want additional information.

Development		ECM Type		AMP		Energy Conservation Measures				Energy Audit					
Moorhead Housing Authority		Description of ECM		Yearly Energy Savings (kWh)		Yearly Energy Savings (\$Elec)		Yearly Energy Savings (MMBtu)		Yearly Energy Savings (\$Fuel)		Yearly Energy Savings (\$Wtr)		Yearly Energy Savings (\$)	
Install Cost (Audit)		Hard Costs		Yearly Energy Savings (kWh)		Yearly Energy Savings (\$Elec)		Yearly Energy Savings (MMBtu)		Yearly Energy Savings (\$Fuel)		Yearly Energy Savings (\$Wtr)		Yearly Energy Savings (\$)	
Simple Payback		Guaranteed Savings		Guaranteed Savings		Guaranteed Savings		Guaranteed Savings		Guaranteed Savings		Guaranteed Savings		Simple Payback	
85%		85%		85%		85%		85%		85%		85%		85%	
90%		90%		90%		90%		90%		90%		90%		90%	
Total Yearly Savings		Total Yearly Savings		Total Yearly Savings		Total Yearly Savings		Total Yearly Savings		Total Yearly Savings		Total Yearly Savings		Total Yearly Savings	
(\$)		(\$)		(\$)		(\$)		(\$)		(\$)		(\$)		(\$)	
(years)		(years)		(years)		(years)		(years)		(years)		(years)		(years)	
River View Heights	H2o	Water Conservation (toilets, faucets & shower)	AMP			0	0	98	902	1,274	6,876	7,778	6,611	7,000	9.36
River View Heights	Elec	Lighting & Controls		86,663	5,909	0	0	0	0	0	0	5,908	5,023	5,318	4.40
River View Heights	Mech	HE Condensing Boilers		10,526	933	484	4,530	0	0	0	0	5,463	4,644	4,917	20.14
River View Heights	Mech	Common Areas AC Rx and Controls		14,034	1,244	27	252	0	0	0	0	1,486	1,271	1,346	10.03
River View Heights	Elec	New ES Refrigerators		15,340	1,360	0	0	0	0	0	0	1,360	1,156	1,224	16.25
River View Heights	Elec	Pole Lighting & Wallpacks		4,510	400	0	0	0	0	0	0	400	340	360	31.27
River View Heights	Mech	Limiting Thermostats		0	0	0	0	185	1,510	0	0	1,510	1,284	1,359	8.61
Sharp View Elementary	H2o	Water Conservation (toilets, faucets & shower)		28,330	2,511	0	0	44	408	576	3,107	3,515	2,988	3,164	9.36
Sharp View Elementary	Elec	Lighting & Controls		3,608	320	0	0	0	0	0	0	2,511	2,135	2,260	4.68
Sharp View Elementary	Elec	Pole Lighting & Wallpacks		4,473	397	389	3,570	0	0	0	0	320	272	288	31.27
River View Heights	Mech	HE Condensing Boilers		5,984	529	22	198	0	0	0	0	3,966	3,371	3,570	18.91
Sharp View Elementary	Mech	Common Areas AC Rx and Controls		0	0	130	1,190	0	0	0	0	727	618	654	13.75
Sharp View Elementary	Mech	Limiting Thermostats		6,933	615	0	0	0	0	0	0	615	522	553	4.94
Sharp View Elementary	Elec	New ES Refrigerators		0	0	0	0	0	0	0	0	733	623	659	5.73
Heatherwood Circle	H2o	Water Conservation (toilets, faucets & shower) TPU		0	0	0	0	0	0	136	733	733	623	659	5.73
Heatherwood Circle	H2o	Water Conservation (faucets & shower) TPU		0	0	11	97	0	0	0	0	97	83	87	0.00
Heatherwood Circle	Elec	Lighting & Controls TPU		3,837	340	0	0	0	0	0	0	340	289	306	4.41
Heatherwood Circle	Elec	Pole Lighting & Wallpacks		1,804	160	0	0	0	0	0	0	160	136	144	31.27
Heatherwood Circle	Mech	Limiting Thermostats/OAT Lockout TPU		3,256	289	63	577	0	0	0	0	865	736	779	2.80
Heatherwood Circle	Elec	New ES Refrigerators TPU		885	78	0	0	0	0	0	0	78	67	71	16.25
Scattered Site	H2o	Water Conservation (toilets, faucets & shower) TPU		0	0	0	0	0	0	339	1,832	1,832	1,557	1,648	5.73
Scattered Site	H2o	Water Conservation (faucets & shower) TPU		0	0	26	243	0	0	0	0	243	206	219	0.00
Scattered Site	Elec	Lighting & Controls TPU		23,167	2,054	0	0	0	0	0	0	2,054	1,746	1,848	1.83
Scattered Site	Elec	Pole Lighting & Wallpacks		1,804	160	0	0	0	0	0	0	160	136	144	31.27
Scattered Site	Elec	New ES Refrigerators TPU		2,213	196	0	0	0	0	0	0	196	167	177	16.25
Scattered Site	Mech	Limiting Thermostats/OAT Lockout TPU		1,350	120	71	656	0	0	0	0	775	659	698	7.26
Sites	H2o	Plumbing Repairs		0	0	46	420	0	0	718	3,876	4,286	3,652	3,866	7.22
<b>TOTALS</b>				<b>198,697</b>	<b>17,614</b>	<b>1,599</b>	<b>14,131</b>	<b>2,325</b>	<b>12,548</b>	<b>44,293</b>	<b>37,649</b>	<b>39,863</b>	<b>10.59</b>		

