

I. CALL TO ORDER AND ROLL CALL

Chairperson Lemke called the Public Housing meeting to order at 11:41 AM.

Members Present: Greg Lemke, Chair; Michael Carbone, Vice Chairperson; Terry Braun, Secretary and Shelly Dahlquist, Moorhead City Council Liaison; Mary Beth Kalvik, Resident Commissioner

Members Absent: Donna McMaster, Commissioner

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager

II. REQUEST APPROVAL OF FEBRUARY 26, 2019 REGULAR MEETING MINUTES.

Braun moved, seconded by Kalvik to approve the Minutes of February 26, 2019. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2019-11.

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

IV. AGENDA AMENDMENTS

None

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Request Board Approval for Vacant Due to Modernization– Resolution 2019-12.

Carbone moved, seconded by Kalvik to approve for vacant due to modernization. All votes were in favor. Motion Carried.

B. Request Board Approval of Increased Purchase Limits – Resolution 2019-13.

Braun moved, seconded by Kalvik to approve increase purchase limits with the Executive Director approval. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

A. Strategic Planning Options – Discussion Only

Discussion with Clay County Housing on working with Big River, LLC on strategic planning. Big River, LLC is affordable and would work on 2-3 strategic plans: priorities, goals and detail work plan. Board members had some questions about the self-guided aspects of the planning and how that would work. Dawn will obtain some more clarification/information and follow-up with the board.

B. Executive Director Updates:

1. Physical Needs Assessment – FOSS was the top scoring proposal following committee review. Per our procurement policy, committee only scores on qualifications for this service and then we talk with the top scoring proposal about budget. The proposed costs are significantly more than what we budgeted. The budget didn't adequately factor in the costs of doing each of the scattered site locations. This is very time consuming and all of the locations need to be done as they are not uniform. One option considered was to have MPHA maintenance staff do more data collection with the scattered sites and report to FOSS to save time and costs. After reviewing a reduced quote for this scenario, board feedback was that this didn't provide enough savings given the loss an outside entity inspecting the property with fresh eyes. Another option would be to talk to the next proposal that was the runner up. However, the quote they provided in the proposal was only for 22 units total and didn't factor in the scattered sites. When looking at the hourly rate quoted, costs would increase significantly. Board then discussed moving forward with FOSS for the two apartment buildings and getting quotes from some home inspection companies in the area for all of the other locations. This would still result in us being over budget but would bring overall costs down. The costs for just the two apartment buildings would be 20,220. Currently we have 41K in our Capital Funding Grant as "transfer to operations" Dawn recommended we move dollars from that item to cover the excess cost of the PNA. The transfer to operations dollars were there to assist the agency with covering budget deficit due to lack of full funding from the operating subsidy

grant. However, the benefit of the PNA is significant to our work towards long term financial sustainability. Board agreed that next step will be for Dawn to consult with HUD rep about the budget issue and what the board is considering to move forward.

2. Other Updates:

- Toni is celebrating 12 years with the agency as of today. The board and ED thanked her for her work and contributions to the agency mission.
- We recently learned that the company will be honoring the warranty for the heat exchanger that went out on our boilers. Dawn is getting confirmation that the insurance company will cover the labor costs.
- At our next board meeting, we should have word about recommendations for awards for our Bridges Application as well as our POHP Application for the Sharp View elevator.
- Abatement proposals for asbestos work as part of the elevator modernization at River View Heights are due this Thursday. Construction timeline has been extended to fall.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:37 PM.

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Greg Lemke – Chair

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Terry Braun – Secretary