

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

September 24, 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 August 27, 2019 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval for Payment of Bills - Resolution 2019-37 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Board Approval of COLA to 2016 Wage Scale - Resolution 2019-38 _____
 - B. Request Board Approval of Engineer for Air Handler Unit Project - Resolution 2019-39 _____
- VII. Other Business
 - A. MN NAHRO Conference Summary _____
 - B. Executive Director Updates
 - 1. Clay HRA Levy Funding
 - 2. Strategic Planning
 - 3. Boiler Repair_____
 - C. Presentation on MPHA Physical Needs Assessment _____
- VIII. Attorney's Report
- IX. Adjournment

Upon request, accommodations for individuals with disabilities, language barriers, or other needs to allow participation in Moorhead Public Housing Agency meetings will be provided. To arrange assistance, call the City Clerk's office at 218.299.5166 (voice) or 711 (TDD/TTY).

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; Alexa Dixon

Members Absent: Donna McMaster, Secretary, Shelly Dahlquist, Moorhead City Council Liaison

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager, Charlene Rude, Marlys Winter, Lucille Hennemann, Linda Dick, VonDell Malmskog, Petra Roquet, Tarryl Joyce

II. REQUEST APPROVAL OF JULY 29, 2019 REGULAR MEETING MINUTES.

Carbone moved, seconded by Dixon to approve the Minutes of July 29, 2019. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2019-34.

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

IV. AGENDA AMENDMENTS

POHP loan for Sharp View

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. ED Performance Review Summary and Approval – Resolution 2019-35.

Dixson moved, seconded by Carbone to approve ED Performance review summary. All votes were in favor. Motion Carried.

B. Clay County HRA Levy – Resolution 2019-36

Carbone moved, seconded by Lemke. Dixson abstained. All votes were in favor. Motion Carried.

C. Request Board Approval for Early start on POHP loan for Sharp View Elevator – Resolution 2019-37.

Carbone moved, seconded by Dixson to approve early start on POHP loan. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

A. Public Housing Data/Trends – Information and Discussion Only

MPHA serves a total of 383 people across public housing and rental assistance programs. 100 of those are kids under the age of 18.

267 people are on our public housing waiting list and length of time waiting for a unit depends on the household composition.

Board reviewed and discussed demographic information for persons served across all programs.

B. Executive Director Updates

1. End of year budget report – June budget summary provides end of year narrative. This is pre-audit so numbers will still be finalized. Last year the board passed a deficit budget of (58,000) but actual performance came out to be (2,000). Audit is scheduled for late October.
2. PNA Report Presentation will be in September.
3. Technical Assistance Grant Application had 14 apply and they will only pick 6 of the applications to receive grants. September 30, 2019 is when they announce.
4. NAHRO Conference – Dawn, Toni, Brent and Greg will be attending.
5. Current Projects (Cap Funding and other)-Purchased truck for plowing during the snow season, RFQ's for a consultant on the air handler unit, High Rise elevators to start Oct./Nov., concrete patching at Sharp View and High Rise. Still have not received notification on dates of REAC inspection. Agency is very close to releasing call for bids for modifications to piping systems around boiler as well as replacement of heat exchanger. Piping and venting modifications to avoid any future issues with heat exchangers freezing up. This work will be paid for with a combination of insurance coverage and agency funds.
6. Strategic planning surveys to go out the end of September.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:25 PM.

Greg Lemke – Chair

Donna McMaster – Secretary

CHECK REQUEST TOTALS

PREPARED: September 19, 2019

PAID IN: Aug and Sept 2019

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 77,618.53	12934-13018
Payroll- Direct Deposit	\$28,111.23 (2 payrolls)	540-553
Capital Fund	\$15,702.75	30318-30319
AMHSIP	\$12,630	44160-44183
BRIDGES	\$13,292.34	53674-53697
BCOW	\$9,829	73365-73382
ROSS	\$13,740.28	60031
TOTAL	\$170,924.13	

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO ACCOUNT	AMOUNT	REASON
8/26/2019	Public Housing Operating	Capital Funding	172.75	Vehicle purchase over grant amount
9/4/2019	Public Housing Savings	Security Deposit Public Housing	54,800	Account specific for security deposits
9/16/2019	Security Deposit Public Housing	Public Housing Operating	250.00	Update to security deposit account amount

D. Bacon

Executive Director Approval

MEMORANDUM

DATE: September 19, 2019

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

RE: RESOLUTION 2019-38 Request Board Approval for COLA to Wage Scale

The current MPHA operating budget has funding set aside to conduct a salary survey. The last survey and subsequent wage scale for staff was in developed in 2016 and the original plan was to do a new one around every three years. After consulting with the City of Moorhead HR and other sources, I have obtained more information about common practices with respect to wage and salary surveys. Based on what I have learned, I am suggesting that the board proceed with a different plan.

My recommendation is that MPHA not contract for a new wage study this year and instead apply a 2% COLA to the wage scale. The cost to the agency for this budget cycle would be \$8,000.16. There is \$5,000 built in to the current budget for a new wage study. If that \$5,000 was redirected to a COLA, the cost to the agency above current budget would be approximately \$2,500. Going forward, I also recommend that the board consider COLA amounts on an annual basis during the budget process.

Key Findings that support the recommendation include the following:

- Most wage studies are conducted every 10 years, not every 3.
- Because a wage scale is only as current as the year the wage study was developed, a Cost of Living Adjustment (COLA) can be applied to keep the scale current with the market. If a COLA is adopted, wage scales would be adjusted accordingly. Staff eligible for step increases would see a 3% step increase in addition to the COLA increase.
- COLAs are 100% at the discretion of the board and can be different from year to year. Determining factors for COLAs include: job market, the economy and state of the agency budget. COLA's typically vary between 0 and 3%. Some Housing Authorities regularly pass COLA's on top of step increases. Others do not implement COLA's and ONLY do a wage increase.

MEMORANDUM

DATE: September 19, 2019

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

RE: RESOLUTION 2019-39 Request Board Approval for Mechanical Engineering Services for Air Handler Project

MPHA recently released a Request for Qualifications to Mechanical Engineering firms for replacement of the Air Handler Unit in the basement of the High Rise. The AHU is original to the building and is in our approved Capital Funding 5 Year plan with HUD. Funding designated for the AHU needs to be obligated (contract signed) no later than May of 2020.

MPHA received three proposals which are currently under review by staff. At the September board meeting, staff will bring forward their recommendation for board approval.

Generally speaking, the firm would assist MPHA with the following services:

- Provide MPHA with an independent cost estimate of work to be bid
- Complete specifications, plans and bid documents
- Assist with notifying potential responders about the opportunity to bid
- Oversee the bidding process and on-going contract requirements. Review work and invoicing prior to MPHA issuing payments. make payments for completed work

MOORHEAD PUBLIC HOUSING AGENCY

PHA Code: MN017
 County: Clay County
 Units: 181
 Months Expendable Net Asset Ratio (MENAR) (Adequacy of Reserves): 7.59

MN017
Clay County
181
7.59

****This Data is Informational Purposes Only****

This financial estimate is not all inclusive. PHAs should look at their own variables and see what other factors could impact them (i.e. vacancy payments, rent reasonableness, taxes, etc.)

Annual Public Housing Funding (Approximate)

Operating Fund (2018)	\$232,113
Capital Fund (2018)	\$263,330
Tenant Rents (2018)	\$696,036
Annual Total	\$1,191,479
Average rent per unit:	\$ 549 / PUM

Bedroom Distribution

	0 Bdr	1 Bdr	2 Bdr	3 Bdr	4 Bdr	5+ Bdr	Total
Total Units:	0	148	6	24	3	0	181

2019 Fair Market Rents (FMRs)

Bedroom Size	0 Bdr	1 Bdr	2 Bdr	3 Bdr	4 Bdr	5+ Bdr	Total
90% of FMR	\$505	\$622	\$774	\$1,118	\$1,359	\$2,038	
90% of FMR Totals	\$0	\$1,104,672	\$55,728	\$321,984	\$48,924	\$0	\$1,531,308
100% of FMR	\$561	\$691	\$859	\$1,242	\$1,509	\$2,264	
100% of FMR Totals	\$0	\$1,227,216	\$61,848	\$357,696	\$54,324	\$0	\$1,701,084
110% of FMR	\$617	\$760	\$944	\$1,366	\$1,659	\$2,489	
110% of FMR Totals	\$0	\$1,349,760	\$67,968	\$393,408	\$59,724	\$0	\$1,870,860

RAD Rents for 2019

Bedroom Size	0 Bdr	1 Bdr	2 Bdr	3 Bdr	4 Bdr	5+ Bdr	Total
RAD Rents (Including 2019 OCAF - 3.0%)	\$0	\$499	\$546	\$913	\$1,094	\$0	
Totals	\$0	\$885,449	\$39,333	\$263,056	\$39,386	\$0	\$1,227,223

Financial Impact of Repositioning

	PBV Funding (90% FMR)	PBV Funding (100% FMR)	PBV Funding (110% FMR)	RAD
Funding	\$1,531,308	\$1,701,084	\$1,870,860	\$1,227,223
Annual Utility Allowance	MINUS \$103,748	MINUS \$103,748	MINUS \$103,748	N/A
2018 Total PH Funding	MINUS \$1,191,479	MINUS \$1,191,479	MINUS \$1,191,479	MINUS \$1,191,479
Potential Increase of Annual Cashflow	EQUALS \$236,081	EQUALS \$405,857	EQUALS \$575,633	EQUALS \$35,744

Estimated Cashflows

	98% MASS Occupancy Rate	98% Projected Occupancy Rate Based On MASS Occupancy			97% Occupancy Rate		
	2018 PH Funding	2019 PBV Funding (100% FMR)	2019 PBV Funding (110% FMR)	2019 RAD	2019 PBV Funding (100% FMR)	2019 PBV Funding (110% FMR)	2019 RAD
Funding	\$1,191,479	\$1,701,084	\$1,870,860	\$1,227,223	\$1,701,084	\$1,870,860	\$1,227,223
Less: Annual Utility Allowance	N/A	(\$103,748)	(\$103,748)	N/A	(\$103,748)	(\$103,748)	N/A
Less: Vacancy	N/A	(\$28,670)	(\$31,531)	(\$20,684)	(\$51,033)	(\$56,126)	(\$36,817)
Less: 2% Bad Debt	\$0	(\$34,022)	(\$37,417)	(\$24,544)	(\$34,022)	(\$37,417)	(\$24,544)
Less: Operating Expenses (*Current FY Level*)	(\$855,859)	(\$855,859)	(\$855,859)	(\$855,859)	(\$855,859)	(\$855,859)	(\$855,859)
Total Excess Revenue	\$335,620	\$678,785	\$842,304	\$326,136	\$656,423	\$817,710	\$310,003

NOTES:

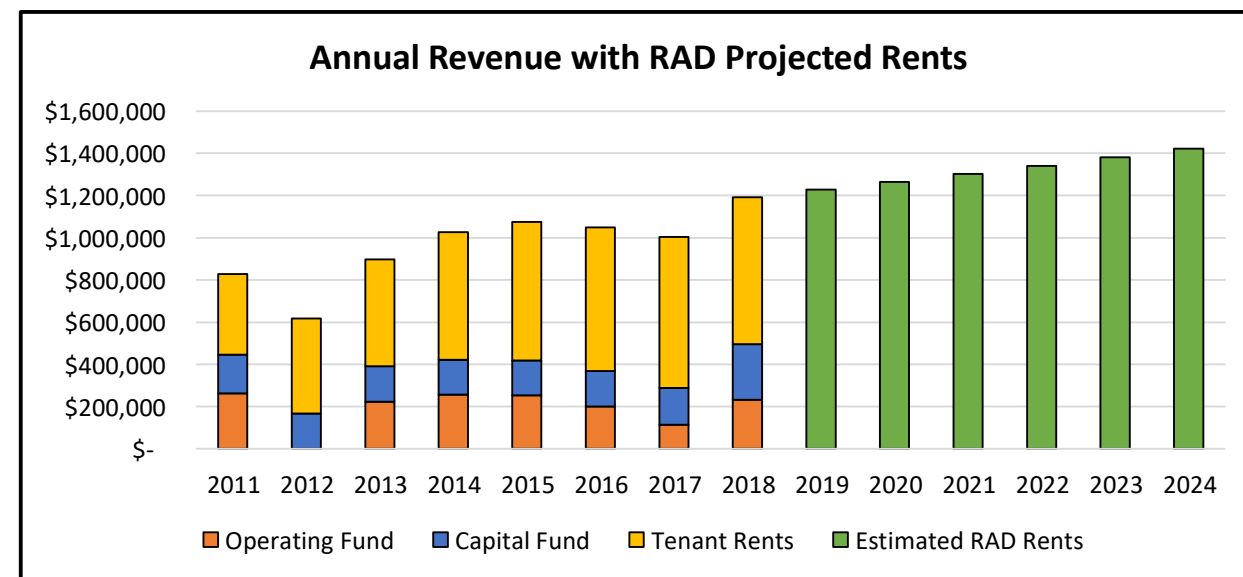
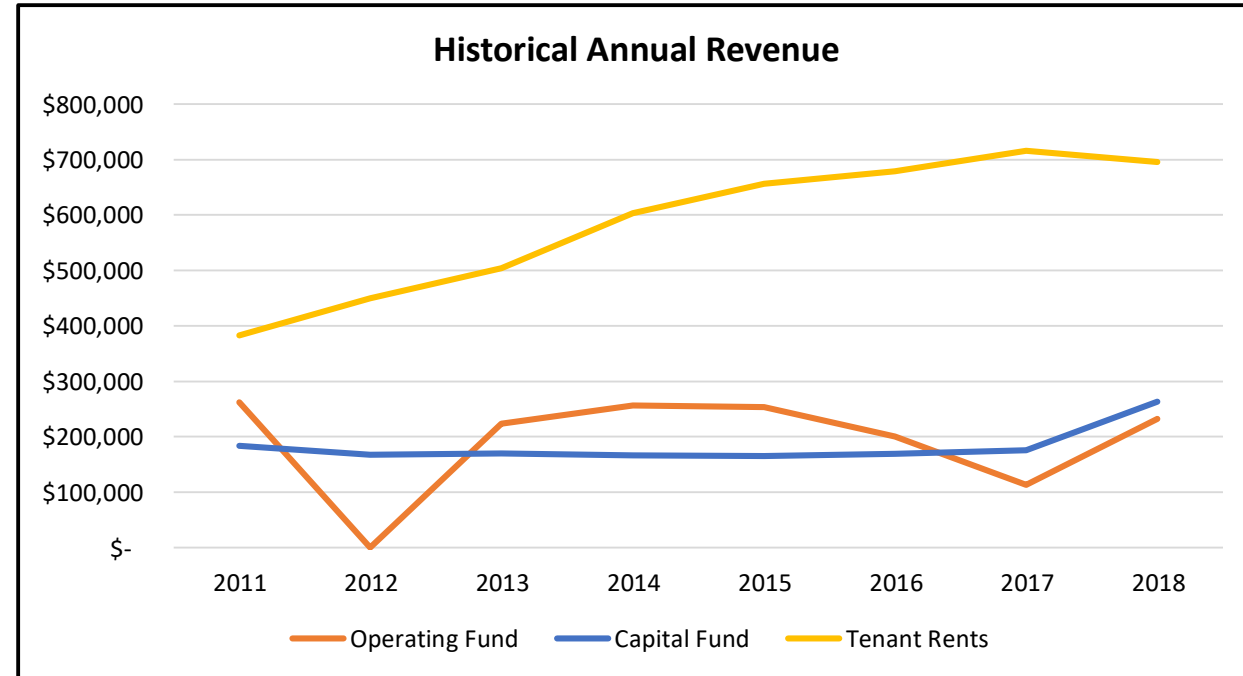
MOORHEAD PUBLIC HOUSING AGENCY

PUBLIC HOUSING GRANT FUNDING HISTORY

OFND and CFP amounts are pulled from LOCCS, except in year 2018. This is keep consistency with Estimated RAD Rents.

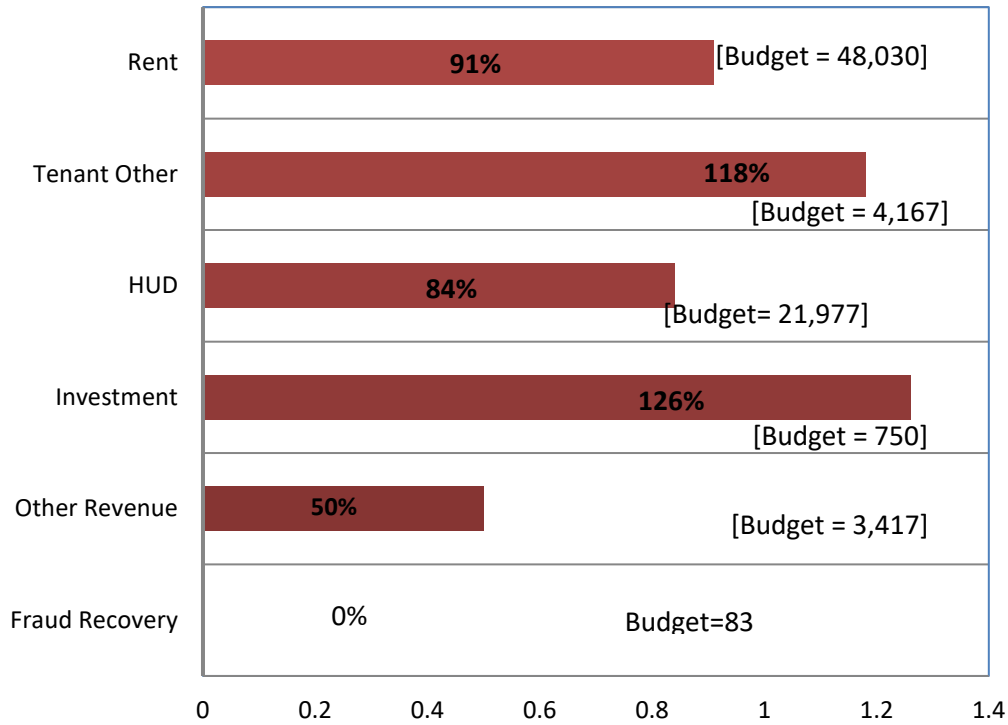
Estimated RAD Rents are based on the published 2018 RAD Rents and include an estimated OCAF Adjustment. The estimate assumes the 2019 OCAF Adjustment for all years.

Grant Year	Operating Fund	Capital Fund	Tenant Rents	Estimated RAD Rents
2000	\$ -	\$ 341,102	\$ -	
2001	\$ -	\$ 346,643	\$ -	
2002	\$ -	\$ 329,998	\$ -	
2003	\$ -	\$ 310,314	\$ -	
2004	\$ -	\$ 299,803	\$ -	
2005	\$ -	\$ 287,556	\$ -	
2006	\$ -	\$ 277,593	\$ -	
2007	\$ -	\$ 284,145	\$ -	
2008	\$ 235,221	\$ 220,811	\$ -	
2009	\$ 276,957	\$ 219,907	\$ -	
2010	\$ 243,471	\$ 219,167	\$ -	
2011	\$ 261,996	\$ 184,104	\$ 383,150	
2012	\$ -	\$ 167,502	\$ 449,278	
2013	\$ 223,549	\$ 169,802	\$ 504,127	
2014	\$ 256,179	\$ 167,001	\$ 603,800	
2015	\$ 253,582	\$ 165,134	\$ 656,247	
2016	\$ 200,366	\$ 168,955	\$ 679,316	
2017	\$ 113,134	\$ 175,269	\$ 715,901	
2018	\$ 232,113	\$ 263,330	\$ 696,036	
2019	\$ 166,344	\$ 273,799	\$ -	\$ 1,227,223
2020				\$ 1,264,040
2021				\$ 1,301,961
2022				\$ 1,341,020
2023				\$ 1,381,250
2024				\$ 1,422,688



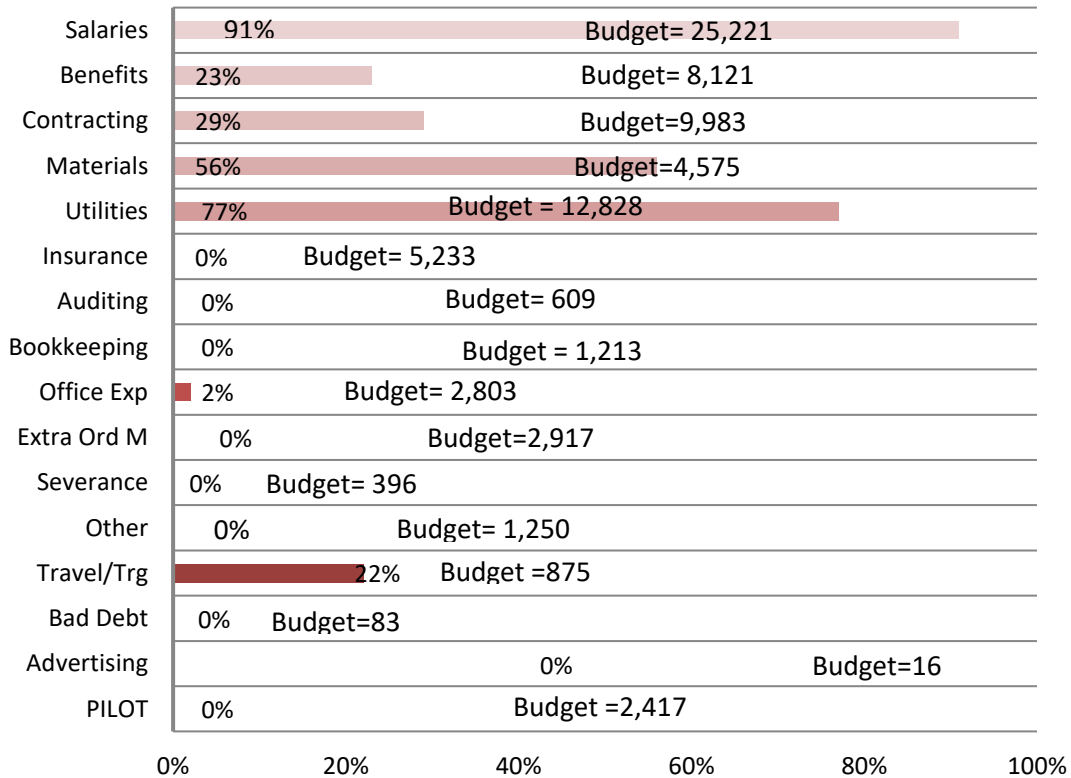
FYE 2020

MPHA Revenue: 1 Mth ended July 31, 2019



FYE 2020

MPHA Expenses: 1 Month ended July 31, 2019



ABOUT THIS DOCUMENT- This is Public Housing program only. 1 month budget compared to 1 month revenue and expenses. Categories were combined from financial statement for easier viewing. For example, utilities is a summation of multiple FDS line items (sewer, water, gas, etc)

OVERALL SUMMARY:

- Year to date revenue total \$69,829.89. Without factoring in depreciation, YTD expenses were \$39,858.51.

NOTEWORTHY:

- This is the first month of the fiscal year. One time or more periodic expenses are budgeted across all months but won't be reflected until incurred. Examples are PILOT, Insurance and Audit.
- Because this is the first month of the fiscal year, even more routine expenses may be underreported due to timing of invoicing and therefore payments. This especially pertains to utilities bookkeeping. The August budget summary will show a more accurate picture for these areas as it will capture 2 months of performance instead of just one.