

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

May 28, 2013
11:30 AM

Sharp View - Community Room

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Approval of April 23, 2013 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Approval of Payment of Bills - Resolution 2013-14 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Approval to Enter Grant Agreement with MHFA for Bridges Program - Resolution 2013-15 _____
 - B. Request Approval to allow staff to work from home during a HTVN TeleVideo Network Training - Resolution 2013-16 _____
- VII. Other Business
- VIII. Attorney's Report
- IX. Adjournment

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REGULAR MEETING

I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Regular Public Housing meeting to order at 11:34 AM.

Members Present: Donna McMaster, Chairperson Linda Bowie, Resident-Commissioner; Heidi Durand, City Council Liaison; ; Lisa Roesch, Commissioner; Terry Braun, Secretary

Members Absent: Greg Lemke, Vice-Chairperson

Others Present: Sally Roe, Executive Director;
Toni Vondal, Rental Assistance Coordinator

II. REQUEST APPROVAL OF MARCH 26, 2013 REGULAR MEETING MINUTES.

Bowie moved, seconded by Roesch to approve the Minutes of March 26, 2013. All votes were in favor. Motion carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2013-11

Bowie moved, seconded by Roesch 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 Approval of Budgets for PHA Public Housing & Rental Assistance Programs – Resolution 2013-12

Braun moved, seconded by Roesch, to approve Public Housing & Rental Assistance Program Budgets. All votes were in favor. Motion Carried.

B. Request Approval to subscribe to HTVN Tele Video Network – Resolution 2013-13

Roesch moved, seconded by Braun to approve subscribing to HTVN Tele Video Network. All votes were in favor. Motion Carried.

C. Informational Update on Water Heater Replacement for Sharp View

The water heaters at Sharp View needed to be replaced. Jeff's Plumbing came in with the lowest bid.

D. PHAs Score Report

This is informational only since we are not assessed on an annual basis. MPHA's score is lower due to occupancy status.

VII. OTHER BUSINESS:

Replacement Housing Update – it may be possible to use CDBG Funds through the City to help purchase the property or pay specials.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:20 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

Check Request Totals

Prepared: 05/24/13

Paid in May, 2013

| PHA | Amhsip | Gen. Fund | ROSS Fund | Section 8 | Capital Fund | Bridges | BCOW | ELHIF | Alerus | Computer |
|--------------|-------------------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|
| 42,978.35 | 9,284.12 | 141.64 | 4,547.06 | 39,145.64 | 40,838.40 | 7,318.92 | 6,537.23 | 553.28 | | 2,026.30 |
| Hand Checks | Hand Checks | Hand Checks | Hand Checks | Hand Checks | Hand Checks | Hand Checks | Hand Checks | Hand Checks | Hand Checks | Hand Checks |
| 40,845.86 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -0- | -0- |
| TOTAL | 193,761.80 | | | | | | | | | |

S Roe

Executive Director Approval

05/24/2013

Date

F:\s\F\cktl\PKT

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

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended April 30, 2013

| | 1 Month Ended | | | | 10 Months Ended | | | |
|--------------------------|------------------|------------------|--------------------|--------------|-------------------|-------------------|---------------------|-------------|
| | Apr. 30, 2013 | Budget | Variance | Pct | Apr. 30, 2013 | Budget | Variance | Pct |
| REVENUE | | | | | | | | |
| Dwelling Rental | \$ 38,872.36 | \$ 45,700.00 | \$ (6,827.64) | (15) | \$ 418,927.67 | \$ 457,000.00 | \$ (38,072.33) | (8) |
| Exc Utilities - Freezers | 12.00 | 9.58 | 2.42 | 25 | 112.00 | 95.84 | 16.16 | 17 |
| Exc Utilities-Plug Ins | 60.00 | 55.00 | 5.00 | 9 | 864.00 | 550.00 | 314.00 | 57 |
| Exc Utilities-Air Cond | 40.00 | 112.50 | (72.50) | (64) | 1,720.00 | 1,125.00 | 595.00 | 53 |
| Non Dwelling Rental | 0.00 | 1,170.00 | (1,170.00) | (100) | 0.00 | 11,700.00 | (11,700.00) | (100) |
| TOTAL RENTAL | 38,984.36 | 47,047.08 | (8,062.72) | (17) | 421,623.67 | 470,470.84 | (48,847.17) | (10) |
| Int-Gen FD Investment | 0.00 | 8.67 | (8.67) | (100) | 48.26 | 86.66 | (38.40) | (44) |
| Late Charges | 125.00 | 0.00 | 125.00 | 0 | 1,516.89 | 0.00 | 1,516.89 | 0 |
| Other Income-Damage | 1,195.38 | 0.00 | 1,195.38 | 0 | 3,217.50 | 0.00 | 3,217.50 | 0 |
| Other Income-Keys | 0.00 | 0.00 | 0.00 | 0 | 134.00 | 0.00 | 134.00 | 0 |
| Other Income-Laundry | 950.25 | 856.00 | 94.25 | 11 | 5,082.81 | 8,565.00 | (3,482.19) | (41) |
| Other Income-Cleaning | 160.00 | 0.00 | 160.00 | 0 | 4,018.26 | 0.00 | 4,018.26 | 0 |
| Other Income - Pop | 214.29 | 63.75 | 150.54 | 236 | 846.80 | 637.50 | 209.30 | 33 |
| Other Income - Cable | 2,127.00 | 799.00 | 1,328.00 | 166 | 21,348.00 | 7,986.00 | 13,362.00 | 167 |
| Other Income - Antenas | 1,557.71 | 1,557.50 | 0.21 | 0 | 15,577.10 | 15,575.00 | 2.10 | 0 |
| TOTAL OPERATING | 6,329.63 | 3,284.92 | 3,044.71 | 93 | 51,789.62 | 32,850.16 | 18,939.46 | 58 |
| Operating Subsidy - P | 0.00 | 19,680.00 | (19,680.00) | (100) | 20,000.00 | 196,808.00 | (176,808.00) | (90) |
| TOTAL OTHER INCO | 0.00 | 19,680.00 | (19,680.00) | (100) | 20,000.00 | 196,808.00 | (176,808.00) | (90) |
| TOTAL REVEN | 45,313.99 | 70,012.00 | (24,698.01) | (35) | 493,413.29 | 700,129.00 | (206,715.71) | (30) |

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended April 30, 2013

| | 1 Month Ended Apr. 30, 2013 | Budget | Variance | Pct | 10 Months Ended Apr. 30, 2013 | Budget | Variance | Pct |
|--------------------------------|--------------------------------|----------------------|-----------------------|-------------|----------------------------------|-----------------------|------------------------|-------------|
| ADMINISTRATIVE EXPENSES | | | | | | | | |
| Admin Salaries | 12,788.90 | 10,239.00 | 2,549.90 | 25 | 118,454.24 | 102,392.00 | 16,062.24 | 16 |
| Legal Expenses | 0.00 | 25.00 | (25.00) | (100) | 0.00 | 250.00 | (250.00) | (100) |
| Staff Training | 811.06 | 666.00 | 145.06 | 22 | 7,747.70 | 6,666.00 | 1,081.70 | 16 |
| Travel | 1,166.68 | 1,450.00 | (283.32) | (20) | 7,473.12 | 14,500.00 | (7,026.88) | (48) |
| Accounting Fees | (283.00) | 800.00 | (1,083.00) | (135) | 16,918.18 | 8,000.00 | 8,918.18 | 111 |
| Auditing | 0.00 | 667.00 | (667.00) | (100) | (5,196.95) | 6,666.00 | (11,862.95) | (178) |
| Sundry - Other Admin | 57.00 | 83.00 | (26.00) | (31) | 478.50 | 834.00 | (355.50) | (43) |
| Sundry Supplies | 383.44 | 333.00 | 50.44 | 15 | 6,795.02 | 3,334.00 | 3,461.02 | 104 |
| Sundry Professional Se | 368.13 | 487.50 | (119.37) | (24) | 9,384.31 | 4,875.00 | 4,509.31 | 92 |
| Sundry Communication | 856.38 | 667.00 | 189.38 | 28 | 7,203.67 | 6,666.00 | 537.67 | 8 |
| Sundry Advertising | 0.00 | 0.00 | 0.00 | 0 | 258.30 | 0.00 | 258.30 | 0 |
| TOTAL ADMINISTRA | 16,148.59 | 15,417.50 | 731.09 | 5 | 169,516.09 | 154,183.00 | 15,333.09 | 10 |
| UTILITIES | | | | | | | | |
| Water | 2,520.87 | 2,531.00 | (10.13) | (0) | 25,018.24 | 25,316.00 | (297.76) | (1) |
| Electricity | 5,856.89 | 5,062.50 | 794.39 | 16 | 58,165.68 | 50,625.00 | 7,540.68 | 15 |
| Gas | 2,166.19 | 3,333.00 | (1,166.81) | (35) | 19,248.39 | 33,334.00 | (14,085.61) | (42) |
| Fuel | 0.00 | 2,500.00 | (2,500.00) | (100) | 0.00 | 25,000.00 | (25,000.00) | (100) |
| Other Utilities Expense | 139.70 | 1,500.00 | (1,360.30) | (91) | 1,753.23 | 15,000.00 | (13,246.77) | (88) |
| Garbage Removal | 6,324.71 | 1,308.00 | 5,016.71 | 384 | 11,902.42 | 13,084.00 | (1,181.58) | (9) |
| TOTAL UTILITIES EX | 17,008.36 | 16,234.50 | 773.86 | 5 | 116,087.96 | 162,359.00 | (46,271.04) | (28) |
| ORDINARY MAINT EXP | | | | | | | | |
| Salaries - Maintenance | 3,641.80 | 8,327.50 | (4,685.70) | (56) | 53,844.14 | 83,275.00 | (29,430.86) | (35) |
| Materials | 1,258.05 | 2,900.00 | (1,641.95) | (57) | 16,655.30 | 29,000.00 | (12,344.70) | (43) |
| Contract Costs | 11,770.13 | 14,554.00 | (2,783.87) | (19) | 169,336.42 | 145,542.00 | 23,794.42 | 16 |
| TOTAL ORDINARY M | 16,669.98 | 25,781.50 | (9,111.52) | (35) | 239,835.86 | 257,817.00 | (17,981.14) | (7) |
| GENERAL EXPENSES | | | | | | | | |
| Insurance | 29,766.00 | 3,035.00 | 26,731.00 | 881 | 29,264.84 | 30,350.00 | (1,085.16) | (4) |
| Pmt In Lieu-Taxes (Exp) | (1,495.00) | 3,078.00 | (4,573.00) | (149) | 56,554.00 | 30,784.00 | 25,770.00 | 84 |
| Employ Benefit-Pensio | 1,042.81 | 1,616.00 | (573.19) | (35) | 12,075.74 | 16,165.00 | (4,089.26) | (25) |
| Employ Benefit-FICA | 1,150.58 | 1,766.50 | (615.92) | (35) | 13,554.95 | 17,665.00 | (4,110.05) | (23) |
| Employ Benefit -Health | 2,608.90 | 3,693.00 | (1,084.10) | (29) | 38,675.22 | 36,928.00 | 1,747.22 | 5 |
| Workers Compensation | (800.39) | 0.00 | (800.39) | 0 | 1,820.23 | 0.00 | 1,820.23 | 0 |
| Employ Benefit-Life Ins | 398.65 | 125.00 | 273.65 | 219 | (261.74) | 1,250.00 | (1,511.74) | (121) |
| Collection Losses | 0.00 | 125.00 | (125.00) | (100) | 0.00 | 1,250.00 | (1,250.00) | (100) |
| Other General Expense | 128.72 | 0.00 | 128.72 | 0 | 321.60 | 0.00 | 321.60 | 0 |
| TOTAL GENERAL EX | 32,800.27 | 13,438.50 | 19,361.77 | 144 | 152,004.84 | 134,392.00 | 17,612.84 | 13 |
| OTHER EXPENSES | | | | | | | | |
| Extraordinary Mtce | 0.00 | 2,750.00 | (2,750.00) | (100) | 0.00 | 27,500.00 | (27,500.00) | (100) |
| Depreciation | 18,026.00 | 1,730.00 | 16,296.00 | 942 | 180,260.00 | 17,300.00 | 162,960.00 | 942 |
| Machinery & Equipmen | 2,082.00 | 0.00 | 2,082.00 | 0 | 29,997.49 | 0.00 | 29,997.49 | 0 |
| TOTAL OIHER EXPE | 20,108.00 | 4,480.00 | 15,628.00 | 349 | 210,257.49 | 44,800.00 | 165,457.49 | 369 |
| TOTAL EXPENS | 102,735.20 | 75,352.00 | 27,383.20 | 36 | 887,702.24 | 753,551.00 | 134,151.24 | 18 |
| REVENUE O | \$ (57,421.21) | \$ (5,340.00) | \$ (52,081.21) | .975 | \$ (394,288.95) | \$ (53,422.00) | \$ (340,866.95) | .638 |



400 Sibley Street | Suite 300 | Saint Paul, MN 55101-1998 | 651.296.7608
800.657.3769 | fax: 651.296.8139 | tty: 651.297.2361 | www.mnhousing.gov
Equal Opportunity Housing and Equal Opportunity Employment

May 2, 2013

Moorhead Public Housing Agency
800 Second Avenue North
Moorhead, MN 56560

**Re: Bridges and Ending Long-Term Homelessness Initiative Fund
Rental Assistance
Requests for Extension of Funding**

Dear Ms. Vondal:

I am pleased to inform you that your proposal was approved for funding by the Minnesota Housing Board of Directors on April 25, 2013. Your proposal was among a group of rental assistance programs selected to receive a total of \$5,912,000 to meet the housing needs of Minnesotans.

The sources of funding being made available are Bridges, supported by state appropriations and the Ending Long-Term Homelessness Initiative Fund, supported by Agency resources, which together will provide twenty four months of rental subsidy expenses for more than 497 households statewide. Your award is contingent on appropriations made by the Minnesota State Legislature, anticipated prior to June 1, 2013. You will be notified if there are any changes to your award.

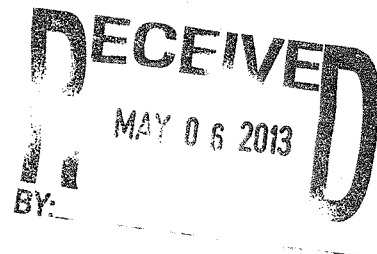
The enclosed Project Selection Summary identifies your estimated funding award, source of funds and term. Information about the next steps for processing your grant is also included. You may contact Carrie Marsh with any questions at (651) 215-6236 or carrie.marsh@state.mn.us.

Thank you for your continued commitment toward operating a successful rental assistance program and for being a partner with Minnesota Housing as we work to affordably house Minnesotans.

Sincerely,

Mary Tingerthal
Commissioner

Enclosure



Project Selection Summary

| Bridges Grantee | D Number | MRA Number | Award | Grant term |
|-----------------------------------|----------|------------|------------|------------------------------|
| Moorhead Public Housing Authority | D3828 | MRA16445 | \$ 184,000 | July 1, 2013 – June 30, 2015 |

Bridges Rental Assistance Due Diligence Checklist 2013

Please submit all items prior to June 20, 2013. Contact Laird Sourdif at 651-296-9795 with any questions.

1. Sign and return two (2) copies of Bridges RA Grant Agreement
2. Cooperative Agreement submitted with proposal is dated July 1, 2013 and signed. It becomes Exhibit C to the Grant Agreements.
3. Provide evidence of **Fidelity Bond, Forgery Bond, Crime Coverage Insurance or other similar coverage.** Any employee of the Administrator authorized to sign or countersign MHFA checks or drafts or to certify rental assistance payments shall be covered by a fidelity and forgery bond in an amount at least equal to the lesser of \$25,000 or one-third of the total amount of the Grant. In lieu of a bond, the Administrator may provide other similar coverage.
4. Submit a signed original, or signed and certified, Board Resolution specific to the grants, designating authorized signatories and authority to enter into grant agreements. The resolution must reference the amount of both of the awards.

RESOLUTION NUMBER 2013-15

DATED MAY 28, 2013

RESOLUTION TO APPROVE
MOORHEAD PUBLIC HOUSING AGENCY
GRANT AGREEMENT WITH
MINNESOTA HOUSING FINANCE AGENCY
FOR July 1, 2013 – June 30, 2015

BE IT RESOLVED, by the Public Housing Agency of the City of Moorhead, Minnesota that the Grant Agreement provided by Minnesota Housing Finance Agency for the Bridges Ending Long-term Homelessness Initiative Fund Rental Assistance Program has been approved by the Board of Commissioners, to be submitted to MHFA for further processing and approval.

It is also Resolved that the Moorhead Public Housing Agency Executive Director is authorized to accept the funds, which shall be used for Rental subsidies, security deposits, crisis funding and administrative fees.

DATED THIS 28TH DAY OF MAY, 2013.

Donna McMaster – Chairperson

Terry Braun – PHA Secretary

Sally Roe
PHA Interim Executive Director

MEMORANDUM

DATE: May 23, 2013

TO: PHA Board of Commissioners

FROM: Sally Roe, Executive Director

RE: Request Board approval to allow Staff Work at Home time to view HTVN TeleVideo Network training

I have completed one course on the HTVN Housing TeleVideo Network, and found that with the distractions that are in the office, the course took about 3 times longer than it was projected to take.

While attending "Rethinking the Organization" training last week at the MN NAHRO/NCRC conference in St. Paul, I was thinking of ways to work on Continuous Improvement of the MPHA. I formulated an idea of allowing Staff time to work at home.

I am requesting Board approval to allow MPHA Staff to SCHEDULE time into their work weeks to complete HTVN training at home. Staff would need to give one to two weeks notice via e-mail as to which days they plan to work at home so that we can maintain appropriate Staffing in the office.

I have the capability of monitoring progress on the training and could verify that the person did in fact use their time to complete training.

F/s/bc/Staff Time for HTVN training