

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

November 22, 2016
11:30 AM
Usher's House

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of October 25, 2017 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval of November 2016 Bills - Resolution 2016-29 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Board Approval of Clay County HRA Right of First Refusal to purchase Fieldcrest Townhomes - Resolution 2016-30 _____
 - B. Request Board Approval of Public Housing Utility Allowances for 2017 - Resolution 2016-31 _____
 - C. Request Board Approval of HCV 2017 Payment Standards & Utility Allowance - Resolution 2016-32 _____
 - D. Request Board Approval of 2017 Insurance Group Plans - Resolution 2016-33 _____
 - E. Request Board Approval of Upcoming Training/Conferences - Resolution 2016-34 _____
- VII. Other Business
 - A. Section 8 Update _____
 - B. 2017 Board Meeting Schedule _____
- VIII. Attorney's Report

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).

IX. Adjournment

I. CALL TO ORDER AND ROLL CALL

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

Members Present: Donna McMaster, Chairperson; Terry Braun, Secretary; Linda Bowie, Resident Commissioner; Greg Lemke, Vice-Chairperson

Members Absent: Heidi Durand, City Council Liaison; Michael Carbone, Commissioner

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager Erik Sell, Imholte & Dahl

II. REQUEST APPROVAL OF SEPTEMBER 27, 2016 REGULAR MEETING MINUTES.

Bowie moved, seconded by Lemke to approve the Minutes of September 27, 2016. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2016-27.

Lemke moved, seconded by Braun 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. Review of FYE 2016 Financial Statements.

B. Request Board Approval of the Canopy Project Modifications – Resolution 2016-28.

Braun moved, seconded by Lemke to approve canopy modifications. All votes were in favor. Motion Carried.

C. Scheduling of Informational Session for Prospective Resident Commissioners.

D. 2017 Health Insurance Premiums.

E. Section 8/Catalyst Grant Planning Update Discussion.

VII. OTHER BUSINESS:

Board Members will conduct an informational meeting for residents interested in becoming a Resident Commissioner

VII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:48 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

CHECK REQUEST TOTALS

PREPARED November 17, 2016

PAID IN November, 2016

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 80,240.13	10711-10778
GENERAL FUND	\$0	
CAPITAL FUND	\$ 19,383.84	30297-30298
SECTION 8	\$ 71,004.54	28688-28771
AMHSIP	\$ 10,689.56	43399-43421
BRIDGES	\$12,060.89	52771-52794
BCOW	\$ 11,789.89	72717-72742
TOTAL	\$205,168.85	

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO RECEIVING ACCOUNT	DOLLAR AMOUNT TRANSFERRED	REASON
11-1-16	Gate City (Laundry Account)	Wells Fargo Public Housing Checking Account	\$15,000	Gate City account for coin deposit for washer and dryers. Occasional transfer funds as laundry acct gets high.

D. Bacon

11/17/2016

Executive Director Approval

Date

DATE: November 16, 2016
TO: Moorhead Public Housing Board Members
FROM: Dawn Bacon, Executive Director
RE: Clay County HRA Right of First Refusal to purchase Fieldcrest Townhomes
RESOLUTION 2016-30

Fieldcrest Townhomes is a 40-unit multifamily rental development in Moorhead. Because an offer has been made by another company to purchase the property, it is subject to a Right of First Refusal by local governments and housing agencies in an effort to maintain rents affordable to low income persons.

Moorhead Public Housing Agency is not currently in a position to pursue this opportunity. However, Clay County Housing and Redevelopment Authority are moving to exercise the Right of First Refusal to purchase this property.

It is my recommendation that Moorhead Public Housing support Clay County HRA in moving forward with this purchase. They are the only local housing agency that has expressed an interest and the purchase would preserve the long term affordability of these rental housing units in Moorhead.

Clay County HRA
116 Center Avenue East
P.O. Box 99
Dilworth, Minnesota 56529



Phone: 218-233-8883
Toll Free: 1-877-460-5280
Fax: 218-233-9491
Email: claycohra@claycohra.com

November 14, 2016

Dawn Bacon, Executive Director
MPHA Board of Commissioners
800 Second Avenue North
Moorhead, MN 56560

RE: Fieldcrest Townhomes, 1828 34th Ave S, Moorhead, MN 56560

Dear Ms. Bacon and Moorhead Public Housing Agency Commission Members:

This letter is to inform you that the Housing & Redevelopment Authority of Clay County (Clay County HRA) intends to exercise the Right to First Refusal on the sale of the Fieldcrest Townhomes in order to preserve and improve 40 units of affordable, rent subsidized family housing for Moorhead residents. This development is a critical asset for the community, and it is imperative for low-income families that the subsidies associated with these units be preserved. It is one of only two of these types of developments for families with children located in Moorhead.

The current owner, Phoenix Housing Limited Partnership, has received a bona fide offer to purchase the property. Pursuant to the requirements contained in its current loan agreement with Minnesota Housing Finance Agency, the current owner was required to provide the City of Moorhead, Clay County, the Moorhead Public Housing Agency (MPHA), the Clay County HRA, and other non-profit housing organization the right of first refusal.

The Clay County HRA has consulted with staff of the City of Moorhead and Clay County regarding the sale of this property. Neither of these entities has expressed an interest in exercising the right to first refusal nor do either of them have experience in managing properties with this type of rental subsidy contract. The project-based Section 8 New Construction rental subsidy contract must be transferred as a condition of the purchase.

The Clay County HRA has a 38 year history of managing and rehabilitating properties with rental subsidies funded through the project-based Section 8 New Construction program. There are only two other entities operating in Clay County with experience with this type of rental subsidy program. Both of those entities are for-profit and are based out of St. Cloud and the Twin Cities. They do not have a right to first refusal on this property.

After purchasing the property, the Clay County HRA intends to pursue funding to complete a substantial rehabilitation of Fieldcrest Townhomes. The development was built in 1980 and rehabilitated in 2000. It is once again ready for a significant investment to be made in the property to improve its overall livability and its neighborhood presence.

I will be in attendance at the November 14, 2016, council meeting if any questions arise. Please feel free to contact me with any comments, questions or concerns prior to the meeting.

Sincerely,


Dara A. Lee
Executive Director



The mission of the Clay County HRA is to strengthen and revitalize communities by providing development opportunities, quality housing and services.

Date: November 17, 2016

Memo to: PHA Board of Commissioners

From: Dawn Bacon – Executive Director

Regarding: Request to approve Public Housing Utility Allowances for 2017
RESOLUTION 2016-31

Each year we must review the utility consumption and cost for all of our family housing units who are responsible for all or part of their utility costs.

Based on the average cost for each sized unit, we establish a utility allowance, which is deducted from their total tenant payment, thereby reducing their rent burden. Families who are at the Flat Rent do not receive a utility allowance.

The Utility allowances are as follows:

	2017 Proposed	2016	2015
Heatherwood Duplexes :			
3 BR	\$255	\$244	\$229
Scattered Site Units :			
3 BR	\$272	\$278	\$277
4 BR	\$361	\$384	\$365
2 Bdrm 9 th St. Units:	\$ 190	\$179	n/a

DATE: November 16, 2016

TO: Moorhead Public Housing Board Members

FROM: Dawn Bacon, Executive Director

RE: Housing Choice Voucher: 2017 Payment Standards & Utility Allowance

RESOLUTION 2016-32

BACKGROUND:

The payment standard is the maximum subsidy a housing authority can pay on behalf of a family. MPHA establishes payment standards based on HUD-established Fair Market Rent for the area. The payment standards must be within an established range (90-110%) of the FMR.

A utility allowance schedule is maintained for tenant-paid utilities. For example, if the family is expected to pay water and heat, the housing authority uses the schedule for the appropriate unit size and adds the amounts allowed on the utility schedule to determine the total utility allowance for the family. The schedule is to be based on rates and consumption estimates for the size and type of housing in the local community. Housing Authorities are to review the Utility Allowance annually and made needed adjustments. Adjustments must be made when there is a change of 10 percent or more in the rate for a utility since the last revision.

RECOMMENDATIONS:

Effective February 1, 2017:

1. Set Payment standards as shown below. The proposed standards are in line with payment standards used by other housing authorities in the area.

	OBR	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed
Payment Standard	\$530	\$650	\$800	\$1,120	\$1300	\$1467
Change?	Same	Same	Same	\$20 Increase	Same	\$28 decrease
% of FMR	108	108	104	101	102	

2. Adopt the Utility Allowance Schedule based on the study prepared by Housing Authority Services for Moorhead Public Housing.

DATE: November 17, 2016
TO: MPHA Board Members
FROM: Dawn Bacon, Executive Director
RE: 2017 Insurance Group Plans - RESOLUTION 2016-33

Employees of Moorhead Public Housing who are scheduled to work 32 hours a week or more are eligible for a group dental and health. MPHA covers a portion of health insurance premium costs. Employees cover 100% of their dental plan premiums.

2017 renewal rates for our current plans with Ameritas and Blue Cross Blue Shield will be increasing significantly, by 30% and 18% respectively. After reviewing alternatives in the market, it is my recommendation that Moorhead Public Housing elect coverage with Delta Dental and Medica for 2017.

Delta Dental offers a plan with comparable coverage to what employees currently receive but at less cost. Three options were explored with Medica. The most comparable plan to what employees have now (\$0 deductible plan) will result in an 11.6% increase in overall rates compared to 2016 rates. However, the amount in the FYE 17 budget exceeded expenses by \$3,766.01 in the first six months of the budget cycle. This savings will offset the additional costs incurred from January- June to keep overall costs within budget.

In summary, electing Delta Dental and the \$0 deductible plan with Medica provides the best value for our employees when weighing costs and benefits.

1. July- Dec budget= \$3,766.01 in savings

A. BUDGET: \$32,475 (Avg monthly cost per staff was \$649 but budgeted at \$679)

- 679/month or \$4074X6 staff= \$24,444
- ED= 999/month or \$5994
- Sally 3 mos= \$679/mo or \$2037

B. ACTUAL COSTS TO AGENCY: \$28,708.99

July	Aug	Sept	Oct	Nov	Dec
\$4,751.01	\$5740.55	\$5740.55	\$4158.96	\$4158.96	\$ 4158.96

2. Jan- June budget= Apply \$3,766.01 in savings to increased costs

A. BUDGET: The second six months of the budget is \$5,228/month or \$31,368 total.

- \$700/month or \$4200X6 staff= \$25,200
- ED= \$1028/month or \$6168

B. COSTS: Cost to agency for Medica is \$5,327.89/month. This is \$99.89/month or \$599.34 over what was budgeted for Jan- June. However, when savings is applied, we remain well within budget.

	Total Premium	Agency Cost = \$5327.89/Month (Employee Contributions of \$30 each. ED contributes 32%)
1	495.05	465.05
2	813.53	783.53
3	651.55	621.55
4	851.10	821.10
5	889.04	859.04
Dawn	1584.73	1077.62
Open Position	700	700

DATE: November 17, 2016
TO: Moorhead Public Housing Board Members
FROM: Dawn Bacon, Executive Director
RE: Approval of upcoming trainings/conferences
RESOLUTION 2016-34

I am recommending that staff attend the below conferences/seminars. The total cost of this proposal is estimated at \$8,345. We have adequate funds in our training budget to cover these expenses. We have received training from these sources in the past and they are well regarded.

Nan McKay Public Housing Management

Staff attending: Dawn Bacon and Toni Vondal

Content: This is a five day seminar that includes a certification exam. Dawn will attend February 13-17 in Tallahassee Florida. Toni would attend at a future date to be determined.

Cost: \$1,100 plus travel expenses for each person. Total estimated cost for both staff= \$5,345

17th Annual Nelrod Consortium Conference

Staff attending: Don Gibson and Carey Ulschmid

Content: The 2 ½ day conference has a maintenance track that covers a number of topics including: HUD requirements for REAC inspections, communicating with residents, processing work orders and a technical skills series on various repairs.

Cost: \$499 plus travel expenses for each person. Total estimated cost for both staff= \$3,000