

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

May 27, 2014
11:30 AM
Sharp View

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of April 22, 2014 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval for Payment of Bills - Resolution 2014-24 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Board Approval to Attend National Locksmithing Education - Resolution 2014-25 _____
 - B. Request Board Approval to Accept Bid for Security System at River View Heights Office - Resolution 2014-26 _____
 - C. Request Board Approval to Accept Electrical Bid - Resolution 2014-27 _____
- 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 11:30 AM.

Members Present: Donna McMaster, Chairperson; Heidi Durand, City Council Liaison; Lisa Roesch, Commissioner
Linda Bowie, Resident-Commissioner; Greg Lemke, Vice-Chairperson;

Members Absent: Terry Braun, Secretary

Others Present: Sally Roe, Executive Director;
Toni Vondal, Public Housing Manager

II. REQUEST APPROVAL OF MARCH 25, 2014 REGULAR MEETING MINUTES.

Bowie moved, seconded by Lemke to approve the Minutes of March 25, 2014. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2014-18

Lemke moved, seconded by Bowie 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 of Proposed Budgets – Resolution 2014-19

Bowie moved, seconded by Lemke to approve proposed budgets. All votes were in favor. Motion Carried.

B. Request Board Approval to hire Electrical Engineer for Sharp View Main Electrical Panel – Resolution 2014-20.

Roesch moved, seconded by Bowie to approve hiring MBN Engineering. All votes were in favor. Motion Carried.

C. Request Board Approval to attend Fair Housing & Reasonable Accommodation Training – Resolution 2014-21.

Lemke moved, seconded by Roesch to approve Fair Housing Training. All votes were in favor. Motion Carried.

D. Request Board Approval to attend the UPCS Training – Resolution 2014-22.

Bowie moved, seconded by Lemke to approve attending the UPCS Training. All votes were in favor. Motion Carried.

E. Request Board Approval to Negotiate Roof Rent with Verizon – Resolution 2014-23.

Roesch moved, seconded by Bowie to approve negotiating with Verizon. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

- A. Sharp View –fiber optic line to the building is not financially feasible.
- B. Personnel Policy
- C. Security Cameras for office.

VIII. ATTORNEY’S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:22 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

UPDATED

Check Request Totals

Prepared: May 16, 2014

Paid in: May, 2014

PROGRAM	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$74,403.47	18355 - 18438
GENERAL FUND	\$ 0	
ROSS PROGRAM	\$ 1,070.00	60253
CAPITAL FUND	\$ 24,739.20	30246 -
SECTION 8	\$ 36,012.26	26623 - 26667
AMHSIP	\$ 10,294.56	42665 - 42690
BRIDGES	\$ 7,389.53	52150 - 52169
BCOW	\$ 5,988.84	72043 - 72064
ELHIF	\$ 596.13	80367 - 80370
TOTAL OF ALL CHECKS	\$160,493.99	

Bank Transfers made between funds:

Date of Transfer	From Account	To Receiving Account	Dollar Amount Transferred	Reason
05/16/2014	9726 - ROSS	8578 - PHA	\$14,622.71	Reimburse PHA from ROSS for Req. 8 & 9

S Roe
Executive Director Approval

04/21/14
Date

MEMORANDUM

DATE: May 6, 2014
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Request to attend National Locksmithing Institute Education training

There is a certified Locksmith Education and Security training being held September 8-12, 2014 in Eagan, MN that we would like to have our Maintenance Supervisor, Don Gibson attend.

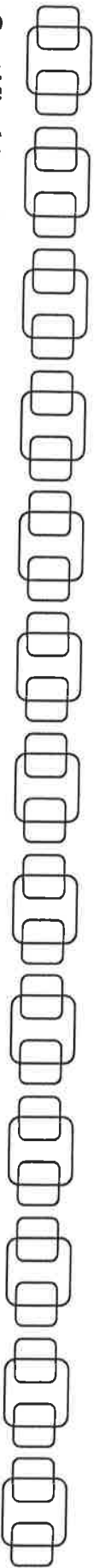
We need to reserve training as soon as possible, and hotel reservation must be made prior to August 11, 2014.

We previously (August, 2013) sent S. Miller to this training, and he resigned from MPHA recently.

With the age of all of our locks, we may be able to save money over the long term by having a certified locksmith on staff.

The overall cost for this training will be approximately \$1,683.00.

We have funds remaining in our 2013-14 travel budget, and if approved I would suggest the registration be paid with this year's funds - \$975.00 and the Hotel and food advance - apx. \$708.00 be paid with the 2014-15 travel budget funding.



Certified Facility Locksmith

This 5-day hands-on course provides you with a comprehensive knowledge of locksmithing to handle large facilities with multiple buildings. This is done by providing a fundamental base that builds upon existing foundations to become a professional locksmith.

Bringing your locksmithing in-house will save you time, money and provide better security while ensuring compliance with new National Fire Door Assembly Inspections and Life Safety Inspections regarding egress doors.

The training in this course will provide you with the skills necessary to become a more efficient and competent technician who can service, install, troubleshoot and masterkey institutional, industrial and commercial key lock systems and door openings.

This program gives you the opportunity to have professionally trained Locksmiths on your property daily to resolve security issues and provides a first line defense that improves your facility management. This program is designed for the beginner as well as the experienced locksmith. We take you from the first steps in locksmithing to advanced locksmithing by using a proven well-structured program that has been successful for the past 14 years.



Hands-on evaluations, course instruction and study materials are designed to help attendees to get the most out of this course. Students must pass the exam to complete the course and become a Certified Facility Locksmith.

The following subjects covered in detail:

- **Hands on Understanding of Mechanical Locks**
 - ↳ Warded Lock
 - ↳ Bit Tumbler Lock
 - ↳ Lever Tumbler and Paracentric Locks
 - ↳ Wafer (Disc) Tumbler Lock
 - ↳ Pin Tumbler and Mogul Locks
 - ↳ Wheel Combination Locks
- **Key Blank Identification**
- **Key Generation**
 - ↳ Researching Lock Codes
 - ↳ Key Duplication
 - ↳ Code Cutting
- **Lock Identification, Installation and Service**
 - ↳ Rim Style Locks/Rim Cylinders
 - ↳ Mortise Locks/Mortise Cylinders
 - ↳ Cylindrical Lock – KIK/KIL Cylinders
- **ANSI and BHMA standards**
 - ↳ Lock Hardware Functions
 - ↳ Hardware Finishes
 - ↳ Hardware Grades
- **Exit Hardware**
 - ↳ Panic vs. Fire Exit Hardware
 - ↳ Rim, Mortise, SVR, CVR, CVC
 - ↳ Alarm Exit Hardware
 - ↳ Delayed Egress Hardware
- **Broken Key Extraction Techniques**
- **Masterkeying**
 - ↳ Master Key Levels
 - ↳ Building MK Systems
 - ↳ Decoding Existing Systems
- **Pinning Pin Tumbler Locks**
 - ↳ Understanding TFC, BCC, & MACS
 - ↳ Understanding Effective Diameter
 - ↳ Calculating Pin Segments
 - ↳ Follower vs Top Loading
 - ↳ Pinning Different Cylinders
- **Picking Wafer and Pin Tumbler Locks**
- **Interchangeable Cores LFC and SFC**
 - ↳ Schlage, Sargent & Corbin LFC
 - ↳ Pinning/Service BEST cores
- **Pinning/Service BEST Interchangeable Cores**
- **Mortise Lockset Servicing**
 - ↳ Old Style vs. New Style
 - ↳ Change Handing/Bevel
- **Bypass techniques (force, covert, surreptitious)**
- **Understanding Sidebar Locks**
 - ↳ Primus®, Medeco®, ASSA®
- **Combination Locks**
 - ↳ Combination Padlocks
 - ↳ Changing Combinations
- **Reading Wafer (Disc) Locks**
- **Impressioning Keys for Existing Locks**
- **Total Opening Repair**
 - ↳ Doors and Frames
 - ↳ Door Swing vs. Door Handing
 - ↳ Understanding hinges and shimming
 - ↳ Door/Frame Installation overview
 - ↳ How to order replacement doors
- **Auxiliary door hardware**
 - ↳ Door Coordinators
 - ↳ Manual and Automatic Flush Bolts
 - ↳ Astragals, Mullions and Flat Goods
- **Fire Door Assembly Inspections (NFPA 80, 2013)**
- **Life Safety Code (NFPA 101, 2012) Route of Egress**
- **Americans with Disabilities Act (ADA 2010) Door Closers**
 - ↳ Adjusting Hydraulic Door Closers
 - ↳ Overview of Low-Energy Door Operators
- **Exam (must pass for certification)**

Tuition: \$975 includes 5 days of hands on training, course manuals and reference material software with pin segment calculator. Certification and ID are provided if the attendee successfully passes.

How to enroll:

- ↳ Download the registration form at natlock.com
- ↳ Fill out the form and fax it to (602) 391-2120 or email enroll@natlock.com

A confirmation will be emailed or faxed to you within 24 hours. Classes run from 8 a.m.-5 p.m. Monday through Friday. Meals and accommodations are not included. Group rates for many of the hotels are at natlock.com If you have any questions you can call us at 888-682-0522 or email help@natlock.com



National Locksmithing Institute
 2820 N. Pinal Ave., Ste. 12
 Casa Grande, AZ 85130
 Phone: 888.682.0522 Fax: 602.391.2120

MEMORANDUM

DATE: May 6, 2014
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Request Board permission to accept bid for Security Cameras/door lock system in office at River View Heights

MPHA has two proposals to install a security camera and door lock system at our River View Heights site.

Protection Systems bid : \$4,775.00

Arvig: Option 1 (same system type as above): \$4,092.79

Option 2 (desk intercom systems have Video so there would not be monitors Installed in each office, and has the Capability of more doors being added To the system.) \$5,753.64

These bids are in accordance with Davis Bacon Wage Rate.

If The Board decides to proceed with this work, it will be paid with Operating Reserves.

F/s/board corresp/Camera door system RV

MEMORANDUM

DATE: May 19, 2014
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Request permission to accept electrical bid

Don Gibson, Maintenance Supervisor and I have met with Mike Berger, Electrical Engineer of MBN Engineering and reviewed the preliminary plans for the electrical upgrade needed at Sharp View.

The bids will be requested in early June, and in an effort to get this project going as soon as possible, I am asking permission to accept the lowest acceptable (per Davis Bacon regs) bid.

F/s/board corresp/Elec Upgrade SV.doc