

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

May 22, 2012
11:30 AM

Sharp View - Community Room

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Approval of April 24, 2012 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Approval of Bills _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request to Hire Mechanical Engineer for HVAC Project at High Rise _____
 - B. Request to Approve Bid for Furnace Replacement _____
 - C. Request Permission to send Staff to HQS Training _____
 - D. Request Date Change for July Board Meeting to 7/31/2012 _____
- VII. Other Business
- VIII. Attorney's Report
- IX. Adjournment

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I. CALL TO ORDER AND ROLL CALL

Chairman McMaster called the Regular Public Housing meeting to order at 11:32 AM.

Members Present: Donna McMaster, Chairperson; Becky Cusey, Commissioner; Heidi Durand, City Council Liaison
Greg Lemke, Vice-Chairman; Linda Bowie, Commissioner

Members Absent: Terry Braun, Secretary

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

II. REQUEST APPROVAL OF MARCH 27, 2012 REGULAR MEETING MINUTES.

Cusey moved, seconded by Bowie to approve the Minutes of March 27, 2012. All votes were in favor. Motion carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS

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

IV. AGENDA AMENDMENTS

Roe stated that she is looking to purchase some plates and cups for the Community Room at Sharp view.

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Request Approval to write off uncollectible accounts

Roe stated that HUD is saying that we have \$2, 721.84 in debts owed by reported families and the families that are on the list have not been in housing in excess of 2 years. McMaster asked if the families go on a list so that they can't obtain housing until it's paid? Roe stated that there is a list that HUD provides and we also have Happy Software to keep track of debts.

Becky moved, seconded by Lemke to approve writing off uncollectible accounts. All votes were in favor. Motion Carried.

B. Request Approval of FSS Action Plan

Roe stated that the FSS (Family Self Sufficiency Plan) should be part of our Section 8 Program. RoeI thought we had an exemption from HUD, but in looking at the correspondence back and forth between Byron and HUD, they gave a temporary exemption but they never gave a permanent exemption. Roe has been working with Dara Lee, Clay County Housing and they have a FSS program. Dara Lee wrote the grant for MPHA, and if MPHA does get the funding Roe is proposing that the MPHA would work with Clay County Housing. The CCHRA FSS coordinators would contact our Section 8 clients, and if we do have families that qualify for the FSS program they would work with CCHRA for the FSS program, and with MPHA for the rental assistance.

Bowie moved, seconded by Lemke to approve the FSS Action Plan with changing the Aakers Business College to Rasmussen College. All votes were in favor. Motion Carried.

C. Request Approval to seek bids to replace three furnaces in scattered site homes

Roe stated that we would like to replace three scattered site electric forced air furnaces with energy efficient gas furnaces.

Cusey moved, seconded by Bowie to approve to move forward with replacing the three furnaces that are already in the budget. All votes were in favor. Motion Carried.

D. Request Approval of Capitalization Policy

Roe stated that the Capitalization Policy is how we keep track of equipment that the MPHA buys.

Lemke moved, seconded by Bowie to approve the Capitalization Policy. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

None

VIII. ATTORNEY'S REPORT

None

Roe stated that at the last meeting we were talking about special assessments and I have had some correspondence with the City Attorney who is also the PHA attorney and I have received information from Jeff Gaffney with Fergus Falls. We have a cooperation agreement that dates back to 1979 with the City and it specifically says that the Moorhead Public Housing Agency would not be assessed special assessments.

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:26 PM.

Donna McMaster - Chairman

Terry Braun – Secretary

HA	Amhsip	Gen. Fund	Section 8	Capital Fund	Bridges	BCCOW	ELHIF	Alerus	Computer
297.21	9,275.22	138.10	39,956.05	21,167.00	5,963.55	8,404.99	1,106.96	0	0
Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks			Hand Checks	Hand Checks
20,776.66	0	0	1,038.29	29,190			0	-0-	-0-
TOTAL	142,124.03								

† S Roe
Executive Director Approval
05/15/2012
Date

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

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended April 30, 2012

	1 Month Ended				10 Months Ended			
	Apr. 30, 2012	Budget	Variance	Pct	Apr. 30, 2012	Budget	Variance	Pct
ADMINISTRATIVE EXPENSES								
Admin Salaries	9,726.89	13,125.00	(3,398.11)	(26)	93,441.43	131,250.00	(37,808.57)	(29)
Legal Expenses	0.00	0.00	0.00	0	148.27	0.00	148.27	0
Staff Training	975.00	175.00	800.00	457	4,202.66	1,750.00	2,452.66	140
Travel	938.39	825.00	113.39	14	3,533.30	8,250.00	(4,716.70)	(57)
Accounting Fees	1,450.00	729.00	721.00	99	(11,741.74)	7,292.00	(19,033.74)	(261)
Sundry - Other Admin	80.00	1,525.00	(1,445.00)	(95)	525.49	15,250.00	(14,724.51)	(97)
Sundry Supplies	370.71	0.00	370.71	0	3,812.95	0.00	3,812.95	0
Sundry Professional Se	2,294.67	0.00	2,294.67	0	6,145.98	0.00	6,145.98	0
Sundry Communication	1,507.02	0.00	1,507.02	0	8,129.03	0.00	8,129.03	0
TOTAL ADMINISTRA	17,342.68	16,379.00	963.68	6	108,197.37	163,792.00	(55,594.63)	(34)
UTILITIES								
Water	2,337.23	2,267.00	70.23	3	23,682.81	22,666.00	1,016.81	4
Electricity	5,392.62	4,608.00	784.62	17	52,505.51	46,084.00	6,421.51	14
Gas	2,942.82	5,967.00	(3,024.18)	(51)	28,566.25	59,666.00	(31,099.75)	(52)
Other Utilities Expense	207.79	0.00	207.79	0	1,983.23	0.00	1,983.23	0
Garbage Removal	6,488.51	1,308.00	5,180.51	396	13,598.41	13,084.00	514.41	4
TOTAL UTILITIES EX	17,368.97	14,150.00	3,218.97	23	120,336.21	141,500.00	(21,163.79)	(15)
ORDINARY MAINT EXP.								
Salaries - Maintenance	6,598.40	8,109.00	(1,510.60)	(19)	70,142.31	81,092.00	(10,949.69)	(14)
Materials	1,932.03	2,900.00	(967.97)	(33)	13,237.04	29,000.00	(15,762.96)	(54)
Contract Costs	9,829.77	11,758.00	(1,928.23)	(16)	153,213.05	117,584.00	35,629.05	30
TOTAL ORDINARY	18,360.20	22,767.00	(4,406.80)	(19)	236,592.40	227,676.00	8,916.40	4
GENERAL EXPENSES								
Insurance	(2,744.40)	3,115.00	(5,859.40)	(188)	28,636.94	31,155.00	(2,518.06)	(8)
Pmt In Lieu-Taxes (Exp	2,453.50	2,497.50	(44.00)	(2)	25,684.36	24,975.00	709.36	3
Employ Benefit-Pensio	1,041.13	0.00	1,041.13	0	11,624.28	0.00	11,624.28	0
Employ Benefit-FICA	0.00	0.00	0.00	0	10,168.70	0.00	10,168.70	0
Employ Benefit-Health	3,752.54	6,690.00	(2,937.46)	(44)	28,050.12	66,895.00	(38,844.88)	(58)
Workers Compensation	0.00	0.00	0.00	0	1,698.19	0.00	1,698.19	0
Employ Benefit-Life Ins	(76.04)	125.00	(201.04)	(161)	(405.54)	1,250.00	(1,655.54)	(132)
Other General Expense	75.25	0.00	75.25	0	488.09	0.00	488.09	0
TOTAL GENERAL EX	4,501.98	12,427.50	(7,925.52)	(64)	105,945.14	124,275.00	(18,329.86)	(15)
OTHER EXPENSES								
Depreciation	17,003.89	0.00	17,003.89	0	170,038.90	0.00	170,038.90	0
Machinery & Equipmen	2,743.48	0.00	2,743.48	0	14,488.62	0.00	14,488.62	0
TOTAL OTHER EXPE	19,747.37	0.00	19,747.37	0	184,527.52	0.00	184,527.52	0
TOTAL EXPENS	77,321.20	65,723.50	11,597.70	18	755,598.64	657,243.00	98,355.64	15
REVENUE O	\$ (30,718.83)	\$ (6,153.00)	\$ (24,565.83)	399	\$ (171,782.76)	\$ (63,214.00)	\$ (108,568.76)	172

	1 Month Ended				10 Months Ended			
	Apr. 30, 2012	Budget	Variance	Pct	Apr. 30, 2012	Budget	Variance	Pct
REVENUE								
Dwelling Rental	\$ 41,549.68	\$ 35,254.00	\$ 6,295.68	18	\$ 378,971.18	\$ 352,542.00	\$ 26,429.18	7
Exc Utilities - Freezers	10.00	73.00	(63.00)	(86)	99.00	734.00	(635.00)	(87)
Exc Utilities-Plug Ins	0.00	0.00	0.00	0	817.00	0.00	817.00	0
Exc Utilities-Air Cond	40.00	73.00	(33.00)	(45)	1,420.00	734.00	686.00	93
TOTAL RENTAL	41,599.68	35,400.00	6,199.68	18	381,307.18	354,010.00	27,297.18	8
Int-Gen FD Investment	0.00	10.00	(10.00)	(100)	81.68	105.00	(23.32)	(22)
Late Charges	67.36	0.00	67.36	0	864.53	0.00	864.53	0
Other Income-Damage	81.66	0.00	81.66	0	685.33	0.00	685.33	0
Other Income-Keys	34.00	0.00	34.00	0	201.00	0.00	201.00	0
Other Income-Laundry	753.51	1,143.00	(389.49)	(34)	7,769.86	11,424.00	(3,654.14)	(32)
Other Income-Cleaning	160.15	0.00	160.15	0	2,573.73	0.00	2,573.73	0
Other Income - Pop	237.30	83.00	154.30	186	1,223.47	834.00	389.47	47
Other Income - Cable	2,111.00	1,697.00	414.00	24	20,353.00	15,273.00	5,080.00	33
Other Income - Antenas	1,557.71	1,557.50	0.21	0	15,577.10	15,575.00	2.10	0
Admin Fee Earned	0.00	0.00	0.00	0	40,637.00	0.00	40,637.00	0
TOTAL OPERATING	5,002.69	4,490.50	512.19	11	89,966.70	43,211.00	46,755.70	108
Operating Subsidy - P	0.00	19,680.00	(19,680.00)	(100)	112,542.00	196,808.00	(84,266.00)	(43)
TOTAL OTHER INCO	0.00	19,680.00	(19,680.00)	-5-00	112,542.00	196,808.00	(84,266.00)	(43)
TOTAL REVEN	46,602.37	59,570.50	(12,968.13)	(22)	583,815.88	594,029.00	(10,213.12)	(2)

Agenda Item #III.A.

**MECHANICAL ENGINEERING BIDS FOR HVAC on
First floor of River View Heights**

MAY 1, 2012

Mechanical Engineer	Base Bid	Reimbursables	TOTAL
Martin Mechanical Design	\$16,200	\$350.00	\$16,550
ONE Building Systems Consultants	\$14,500	\$1,200.00	\$15,700

f/s/Bids FOR Gas Furn Replacement.docx

**BIDS FOR GAS FURNACE REPLACEMENT
AT 675 APPLETREE LANE, 3604/3606 SOUTH 7TH STREET**

MAY 8, 2012

CONTRACTOR	Furnace Brand	Efficiency Rating	A/C Brand	TOTAL
Home Heating & Plumbing	Trane – TUH1B060	95%	Trane – 4TTB3024E100A	\$15,018.00
Laney's	Bryant – 9155A3006S14	95%	Bryant – 13 Seer-113ANNA024	\$ 11,406.00
Comfort Masters	Carrier – 59SC5A060S14-10	95%	Carrier – 24ABB324A003- 13 Seer	\$20,361
Robert Gibb & Sons, Inc.	Goodman – model GKS or Goodman Model GMH95	92% Or 95%	Goodman – GSX- 2 ton-13 Seer or Goodman – GSX-2ton-13 Seer	\$15,768 Or \$15,867

MEMORANDUM

DATE: May 14, 2012
TO: PHA Board of Commissioners
FROM: Sally Roe, MPHA Executive Director
REGARDING: **HCV Housing Quality Standards Training**

I would like to request Board permission to send one (1) Staff member to the NanMcKay Housing Choice Voucher Housing Quality Standards training and Certification on July 23-25, 2010 being held in Minneapolis, MN.

Attached is a copy of the NanMckay Agenda for a two day training event on HCV Housing Quality Standards. Our Maintenance Supervisor recently attended training in Wisconsin that was by this training group and he was pleased with the format and quality of training.

The estimated Total Cost for this travel and training is \$1,797.50, if registered before June 8, 2012.

f/b/memo/training

AGENDA

HOUSING QUALITY STANDARDS INSPECTOR TRAINING

DAY ONE

- 8:00** **Registration**
- 8:30** **Welcome and Introductions**
- 8:45** **Course Overview**
Learning Objectives
Introduction to the Course
- What HUD Expects
- 10:30** **Break**
- 10:45** **Introduction to the Course (continued)**
- Developing Local Standards
 - Responsibilities of the Inspector
- HUD's Requirements for Inspections**
- Electricity and Security
- 12:00** **Lunch (on your own)**
- 1:00** **Windows, Walls, Ceilings, Floors, Interior, Kitchen**
- 2:45** **Break**
- 3:00** **Windows, Walls, Ceilings, Floors, Interior, Kitchen**
(continued)
- 5:00** **End of Day One**

AGENDA

HOUSING QUALITY STANDARDS INSPECTOR TRAINING

DAY TWO

- 8:00** **Bathrooms**
Building Exterior
- 10:30** **Break**
- 10:45** **Heating and Plumbing Part I and Part II**
- 12:00** **Lunch (on your own)**
- 1:00** **Heating and Plumbing (continued)**
- 2:30** **General Health & Safety**
Lead Based Paint Regulations
- 3:30** **Break**
- 3:45** **SEMAP Performance Indicators for HQS**
- 5:00** **End of Day Two**

DAY THREE

- 8:00** **On-site Inspection**
- 10:30** **Return from Inspection**
- 10:45** **Review Inspection Results**
Q & A
Certificates of Participation Awarded
End of Session
- 12:00** **Lunch (on your own)**
- 1:00** **Review of class**
- 1:30** **Housing Inspector Certification Exam**
(Optional: Extra exam fee required)
- 3:30** **End of Examination**