

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

September 24, 2013
11:30 AM

River View Heights - Community Room

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of August 27, 2013 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval of Bills-Resolution 2013-28 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Informational Update on Audit & Unaudited Submission _____
 - B. HVAC Update _____
 - C. Update on Nan McKay Training _____
- 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 11:32 AM.

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

Members Absent: Heidi Durand, City Council Liaison;

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

II. REQUEST APPROVAL OF JULY 23, 2013 REGULAR MEETING MINUTES.

Lemke moved, seconded by Bowie to approve the Minutes of July 23, 2013. All votes were in favor. Motion carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2013-22

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

IV. AGENDA AMENDMENTS

Request Board Approval of Back Flow Restrictor Project Bids

Brady Martz letter sent to Board Chair

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Request Board Approval of Resolution 2013-23 for 2013 Capital Improvement Grant Funding.

Board approved 2013 Capital Improvement Grant Funding.

Lemke moved, seconded by Braun to approve 2013 Improvement Grant Funding. All votes were in favor. Motion Carried.

B. Request Board Approval of Resolution 2013-24 for First Year of Second Increment Replacement Housing Factor Grant.

Board approved First Year of Second Increment Replacement Housing Factor Grant.

Lemke moved, seconded by Roesch to approve First Year of Second Increment Replacement Housing Factor Grant. All votes were in favor. Motion Carried.

C. Request Board Approval to continue working with Imholte & Dahl, P.A. as the Fee Accountant Firm for the MPHA-Resolution 2013-25

Board approved the continued engagement with Imholte & Dahl, P.A. Accountant Firm.

Braun moved, seconded by Bowie to approve continued work with Imholte & Dahl P.A. as the Fee Accountant Firm. All votes were in favor. Motion Carried.

D. Request Board Approval to Revise Employee Health Insurance Premiums-Resolution 2013-26.

Single individuals will pay out of pocket \$20 per month and family rates will stay the same.

Braun moved, seconded by Bowie to approve purchasing Replacement Housing Property. All votes were in favor. Motion Carried.

E. 2013 REAC Inspection Score – Informational

In summary, the MPHA received 80 out of 100 points.

F. Request Board Approval of Back Flow Bids-Resolution 2013-27

Lemke moved, seconded by Roesch to approve awarding Back Flow Bid Project to Laney's Inc. All votes were in favor. Motion Carried.

G. Review letter sent to Board Chair by Brady Martz Auditors.

VII. OTHER BUSINESS:

None

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:29 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

Check Request Totals

Prepared: 09/20/2013

Paid in: September, 2013

PROGRAM	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$66,439.82	17710 - 17791
GENERAL FUND	\$136.44	60238 - 60239
ROSS PROGRAM	-(included in PHA wages)-	-
CAPITAL FUND	\$2,833.20	30237
SECTION 8	\$34,129.30	26151 - 26211
AMHSIP	\$6,832.19	42481 - 42498
BRIDGES	\$6,393.19	52000 - 52019
BCOW	\$5,023.39	71882 - 71897
ELHIF	\$491.68	80341 - 80343
TOTAL OF ALL CHECKS	\$122,279.21	

Bank Transfers made between funds:

Date of Transfer	From Account	To Receiving Account	Dollar Amount Transferred	Reason
08/29/2013	ROSS	PHA	\$12,138.62	Reimburse PHA for ROSS expenses

S Roe
Executive Director Approval

09/20/2013
Date

Note: The August Accountant format showing the "budget" amounts spent has not yet been prepared.

MEMORANDUM

DATE: September 20, 2013
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Informational Update on Audit and Unaudited Submission

The Brady Martz auditors were at our office Monday, 9/16/13 through Wednesday, 9/18/13. I was given a couple of suggestions to make information clearer to the Board and Auditors. One was to list check numbers in our Minutes, so that when Auditors are reviewing Minutes they can track to see that no check numbers are missing. I have updated the Check Request totals sheet and the Minutes will reflect the same information.

Secondly we were instructed to set up a HCV Quality Compliance inspection folder, so that when Quality Compliance inspections are completed, they are easier to track rather than just putting the additional inspection sheet into the tenant files.

I think they may have other recommendations which will be outlined in their management letter to the Board. They will also present the Draft Audit to the Board at a later date, should you wish.

The Fee Accountant did not complete their information until 9/9/13, and due to my flight being cancelled on Wednesday, September 11, 2013, I did not get back to Fargo until Thursday night 9/12/13 and did not begin submitting the Unaudited Audit to HUD/REAC until 9/13/13. Usually I have Mr. Kuntz assist in that process, but he was unavailable on Friday. HUD has changed a few items in the submission process and ultimately I did not complete the Un-audited submission until Tuesday, September 17, which HUD indicated in correspondence to me that it was a day late. I had inputted the late submission reason, but that must not have been adequate.

MEMORANDUM

DATE: September 20, 2013
TO: PHA Board of Commissioners
FROM: Sally Roe
RE: INFORMATIONAL ONLY...HVAC Update

We are nearing the completion of the HVAC project at River View Heights. Only a few "punch list" items remain to be completed.

This was a difficult week, since our fire alarm system was not working properly due to a bad sensor within the HVAC system. As of today, after Grant's sent over a Simplex representative, it seems the trouble has been fixed.

F:S/Memo/HVAC update0913

MEMORANDUM

DATE: September 20, 2013
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Update on Nan McKay Training

The Nan McKay training recently attended was very good.

The Executive Leadership track touched on how to begin Strategy planning, and how to stay resilient in the current financial constraints.

I think we need to begin a concerted effort to put a Strategic plan into place, and possibly send out RFQ's to hire a consultant to meet with the Board and Staff to begin a plan.

Another informational track was GoSection 8. They are a company from Florida who uses web based information to create Rent Reasonableness forms for the Section 8 voucher files. (This was another item the Auditors indicated we may want to change). I plan to contact the other Directors in our area and see if they would be interested in getting additional information/costs from GoSection 8 to use in our area for the voucher program.