

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

November 25, 2014
11:30 AM
Usher's House

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of October 28, 2014 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval for November Bills - Resolution 2014-43 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Board Approval for Fair Market Rates 2015 - Resolution 2014-44 _____
 - B. Invitation for Commissioners Meeting _____
 - C. Discuss Audit Review _____
- VII. Other Business
- VIII. Attorney's Report
- IX. Adjournment

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).

I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Public Hearing and Regular Public Housing meeting to order at 11:33 AM.

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

Members Absent: Heidi Durand, City Council Liaison

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

II. REQUEST APPROVAL OF SEPTEMBER 23, 2014 REGULAR MEETING MINUTES.

Bowie moved, seconded by Lemke to approve the Minutes of September 23, 2014. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2014-41

Lemke 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. River View Heights Sanitary Sewer Relocation/Flood Mitigation Informational

The sanitary sewer relocation will provide flood protection for the sewer system by the high rise as well as create an easier access to the sanitary sewer for our 9th Street Townhome Apartment construction.

B. Replacement Housing Update

The final plans for the 9th Street Townhome Apartments have been sent to our HUD representative, we have advertised for construction bids, and have submitted our preliminary survey costs to HUD for reimbursement as well as obligated our funds for construction.

C. Request Board Approval for Cable One Bulk Rate – Resolution 2014-42

Braun moved, seconded by Lemke to approve Cable One Bulk Rate. All votes were in favor. Motion Carried.

D. Overview of completed Green Physical Needs Assessment & Energy Audit

The Nelrod Company completed our Green Physical Needs Assessment and Energy Audit in September.

VII. OTHER BUSINESS:

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:01 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

Check Request Totals

Prepared: November 20, 2014

Paid in: November, 2014

PROGRAM	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$77,375.75	18844 - 18903
GENERAL FUND	\$ 0	
ROSS PROGRAM	\$ 0	60254 last ck
COMPUTER FUND	\$ 0	90009 last ck
CAPITAL FUND	\$ 31,834.46	30255 - 30256
SECTION 8	\$ 45,857.62	26981 - 27045
AMHSIP	\$ 10,545.02	42824 - 42850
BRIDGES	\$ 8,874.40	52281 - 52302
BCOW	\$ 6,855.14	72177- 72198
ELHIF	\$ 0	80374 -
<small>Clients on this program were placed on the Bridges program effective June 1, 2014</small>		<small>This program's clients now on Bridges. EHLIF funding was not renewed effective July 1, 2014.</small>
TOTAL OF ALL CHECKS	\$181,342.39	

Bank Transfers made between funds:

Date of Transfer	From Account	To Receiving Account	Dollar Amount Transferred	Reason
10/27/14	8578	0985	599.00	Nelrod Registration placed on card
10/28/14	9808	8578	251.50	Reimburse July-Sept. Mtg. costs

S Roe

 Executive Director Approval

11/20/14

 Date

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended October 31, 2014

	1 Month Ended				4 Months Ended			
	Oct. 31, 2014	Budget	Variance	Pct	Oct. 31, 2014	Budget	Variance	Pct
REVENUE								
70300 Net Tenant Rents	\$ 48,423.78	\$ 47,267.00	\$ 1,156.78	2	\$ 240,184.45	\$ 189,068.00	\$ 51,116.45	27
70400 Tenant Revenue	1,254.96	1,360.00	(105.04)	(8)	5,421.80	5,440.00	(18.20)	(0)
70600 HUD PHA Oper	69,500.00	17,917.00	51,583.00	288	69,500.00	71,668.00	(2,168.00)	(3)
71100 Investment Int-	23.58	21.00	2.58	12	93.81	84.00	9.81	12
71500 Other Revenue	<u>1,557.71</u>	<u>3,692.00</u>	<u>(2,134.29)</u>	<u>(58)</u>	<u>6,230.84</u>	<u>14,768.00</u>	<u>(8,537.16)</u>	<u>(58)</u>
TOTAL REVEN	120,760.03	70,257.00	50,503.03	72	321,430.90	281,028.00	40,402.90	14
EXPENSES								
91100 Administrative	14,590.11	12,558.00	2,032.11	16	68,367.28	50,232.00	18,135.28	36
91200 Auditing Fees	3,364.84	833.00	2,531.84	304	3,793.59	3,332.00	461.59	14
91310 Book-keeping F	2,418.92	1,000.00	1,418.92	142	5,031.85	4,000.00	1,031.85	26
91400 Advertising and	0.00	42.00	(42.00)	(100)	0.00	168.00	(168.00)	(100)
91500 Employee Ben Co	6,308.09	4,930.00	1,378.09	28	28,690.63	19,720.00	8,970.63	45
91600 Office Expenses	0.00	2,070.00	(2,070.00)	(100)	0.00	8,280.00	(8,280.00)	(100)
91700 Legal Expense	296.00	25.00	271.00	999	(81.46)	100.00	(181.46)	(181)
91800 Travel	1,161.11	1,813.00	(651.89)	(36)	3,257.24	7,252.00	(3,994.76)	(55)
91900 Other	8,379.46	0.00	8,379.46	0	18,419.79	0.00	18,419.79	0
93100 Water	1,903.37	1,280.00	623.37	49	6,614.73	5,120.00	1,494.73	29
93200 Electricity	6,716.30	6,213.00	503.30	8	30,723.30	24,852.00	5,871.30	24
93300 Gas	2,340.49	3,055.00	(714.51)	(23)	4,831.46	12,220.00	(7,388.54)	(60)
93400 Fuel	0.00	417.00	(417.00)	(100)	0.00	1,668.00	(1,668.00)	(100)
93600 Sewer	1,424.13	1,218.00	206.13	17	4,983.27	4,872.00	111.27	2
93800 Other Utilities	901.25	833.00	68.25	8	3,783.01	3,332.00	451.01	14
94100 Ord Mntce & Ope	2,852.30	7,787.00	(4,934.70)	(63)	11,621.75	31,148.00	(19,526.25)	(63)
94200 Ord Mntce & Oper	4,548.79	3,333.00	1,215.79	36	16,353.91	13,332.00	3,021.91	23
94300 Ord Mntce & Ope	46,964.18	24,250.00	22,714.18	94	105,703.75	97,000.00	8,703.75	9
94500 Employee Ben Co	0.00	2,373.00	(2,373.00)	(100)	0.00	9,492.00	(9,492.00)	(100)
96110 Property Insura	48.00	2,629.00	(2,581.00)	(98)	584.12	10,516.00	(9,931.88)	(94)
96120 Liability Insura	0.00	106.00	(106.00)	(100)	0.00	424.00	(424.00)	(100)
96130 Workmen's Com	0.00	454.00	(454.00)	(100)	1,881.10	1,816.00	65.10	4
96140 All Other Insura	371.00	108.00	263.00	244	371.00	432.00	(61.00)	(14)
96200 Other General E	0.00	1,250.00	(1,250.00)	(100)	0.00	3,000.00	(3,000.00)	(100)
96300 Payments in Lie	3,655.83	3,333.00	322.83	10	13,826.32	13,332.00	494.32	4
96400 Bad Debt - Tena	0.00	125.00	(125.00)	(100)	0.00	500.00	(500.00)	(100)
97100 Extraordinary M	0.00	16,163.00	(16,163.00)	(100)	0.00	64,652.00	(64,652.00)	(100)
97400 Depreciation Ex	<u>20,385.00</u>	<u>20,417.00</u>	<u>(32.00)</u>	<u>(0)</u>	<u>81,540.00</u>	<u>81,668.00</u>	<u>(128.00)</u>	<u>(0)</u>
TOTAL EXPENS	128,629.17	118,615.00	10,014.17	8	410,296.64	474,460.00	(64,163.36)	(14)
REVENUE O	\$ (7,869.14)	\$ (48,358.00)	\$ 40,488.86	(84)	\$ (88,865.74)	\$ (193,432.00)	\$ 104,566.26	(54)

See Accountant's Compilation Report

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES-Combined
For the Period Ended October 31, 2014

	<u>1 Month Ended</u> <u>Oct. 31, 2014</u>	<u>4 Months Ended</u> <u>Oct. 31, 2014</u>
REVENUE		
70300 Net Tenant Rental Revenue	\$ 48,423.78	\$ 240,184.45
70400 Tenant Revenue - Other	1,254.96	5,421.80
70600 HUD PHA Operating Grants	140,110.94	378,487.94
70710 Management Fee	8,105.00	32,020.00
70750 Other Fees	(142.00)	431.77
70800 Other Government Grants	71,431.74	162,183.64
71100 Investment Int-Unrstrctd	29.89	119.49
71500 Other Revenue	<u>8,022.71</u>	<u>32,221.84</u>
TOTAL REVENUE	277,237.02	851,070.93
EXPENSES		
91100 Administrative Salaries	23,488.11	107,221.83
91200 Auditing Fees	7,500.00	8,315.00
91310 Book-keeping Fee	3,200.00	8,050.00
91500 Employee Ben Contrib-Admin	8,372.60	37,196.08
91700 Legal Expense	296.00	(81.46)
91800 Travel	1,161.11	3,520.75
91900 Other	8,960.42	22,407.49
93100 Water	1,903.37	6,614.73
93200 Electricity	6,716.30	30,723.30
93300 Gas	2,340.49	4,831.46
93600 Sewer	1,424.13	4,983.27
93800 Other Utilities Expense	901.25	3,783.01
94100 Ord Mtce & Oper-Labor	2,852.30	11,621.75
94200 Ord Mtce & Oper-Mtrls & Other	4,548.79	16,353.91
94300 Ord Mtce & Oper Contract	67,274.48	301,408.62
96110 Property Insurance	48.00	825.00
96130 Workmen's Compensation	0.00	2,726.24
96140 All Other Insurance	371.00	371.00
96300 Payments in Lieu of Taxes	3,655.83	13,826.32
97300 Housing Assistance Pymts	50,214.00	201,366.05
97350 Port IN HAP	6,465.00	25,991.00
97400 Depreciation Expense	<u>20,385.00</u>	<u>81,540.00</u>
TOTAL EXPENSES	<u>222,078.18</u>	<u>893,595.35</u>
REVENUE OVER(UNDER) EXP \$	<u>55,158.84</u>	<u>\$ (42,524.42)</u>

See Accountant's Compilation Report

MEMORANDUM

DATE: November 17, 2014
TO: Moorhead Public Housing Board Members
FROM: Sally Roe, Executive Director
REGARDING: Proposed 2015 FMR (Fair Market Rates)

HUD has released the 2015 FMR standards for our area. We can use a rate between 90 – 110% of the HUD payment standards when approving FMR's for our rental assistance programs.

This year we would like to follow HUD standards with an exception on 1 Bedroom.

	0 BR	1BR	2BR	3BR	4 BR	5BR
HUD - FMR	456	553	715	1054	1246	
2015 Proposed Payment Standards:						
Fargo	475	600	715	1025	1225	1410
Mhd PHA	456	600	715	1054	1246	1400
Clay HRA	500	570	715	1000	1250	

We are requesting Board Approval to set our payment standards as shown above, with an effective date of January 1, 2015.

F/s/pktMemos/2015FMR

Fellow HRA Director's,

As a follow up of our monthly HRA Director's meeting today I was asked to forward 2 documents out to everyone;

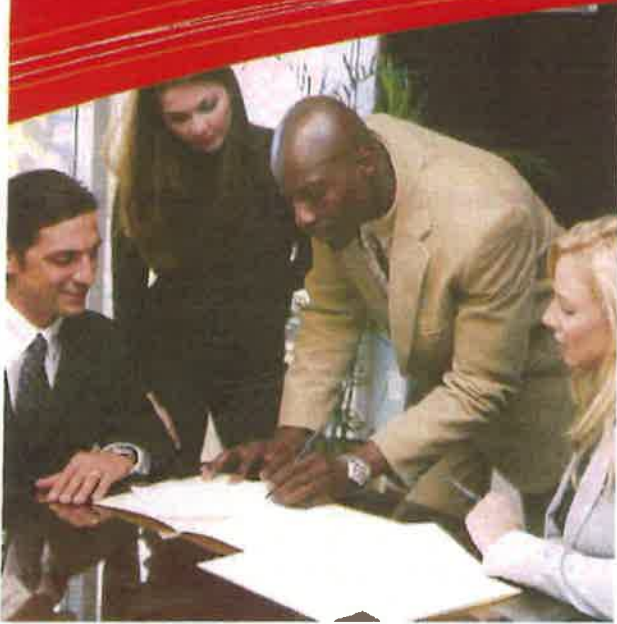
The 1st being a 0 income questionnaire sheet.....and the 2nd a flyer promoting the HRA Commissioner Training/Roundtable session the West Central Director group is hosting here in Fergus Falls on Wednesday, December 17thplease forward/distribute to your HRA commissioners as we feel this will be a very informative session for all commissioners regardless of the length of time they have served on your Boards. Any specific questions regarding this training please call Jim Standish at 218-685-8243 or myself at 218-739-3249.

We will be having our regular monthly HRA Director's meeting that same morning here at the Fergus Falls HRA and hopefully in the afternoon you can join your commissioners at the training roundtable session.

Thanks much,

Jeff

HRA Commissioners Meeting FOR WEST CENTRAL MINNESOTA



You are invited to attend
the HRA Commissioners Meeting
for West Central Minnesota.

1:00—4:30pm

Wednesday, December 17, 2014

Otter Tail Power Community Rooms

216 South Cascade Street
Fergus Falls, MN 56537

TOPICS

- Ⓢ HRA Minnesota Statutes
- Ⓢ Commissioners Handbook
- Ⓢ Landlord and Tenants Rights & Responsibilities
- Ⓢ HRA Commissioners Appointments
- Ⓢ MN NAHRO Commissioners Effective Service
- Ⓢ HRA Code of Conduct
- Ⓢ HRA Conflicts of Interest
- Ⓢ HRA Ethics
- Ⓢ Commissioner/Executive Director Relationship
- Ⓢ HUD Relationship
- Ⓢ Round Table Discussion
—Question & Answer

Hosted by: West Central Minnesota Regional HRA Directors Association