

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

July 29, 2019
11:30 AM

River View Heights 800 2nd Avenue N.

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of June 21, 2019 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval for Payment of Bills - Resolution 2019-29 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Board Approval of Strategic Planning Process and Cost - Resolution 2019-31 _____
 - B. Request Board Approval for Sharp View Elevator Modernization Bid Selection - Resolution 2019-32 _____
- VII. Other Business
 - A. MN NAHRO Fall Conference _____
 - B. Executive Director Updates
 - 1. Commissioner Vacancies
 - 2. LIHTC Training
 - 3. Other Updates _____
- 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 Lemke called the Public Housing meeting to order at 10:31 AM.

Members Present: Greg Lemke, Chair; Michael Carbone, Vice Chairperson; Donna McMaster, Secretary and Shelly Dahlquist, Moorhead City Council Liaison

Members Absent:

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager, Robert Anderson

II. REQUEST APPROVAL OF MAY 28, 2019 REGULAR MEETING MINUTES.

McMaster moved, seconded by Carbone to approve the Minutes of May 28, 2019. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2019-27.

Carbone moved, seconded by McMaster 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 for Training – Resolution 2019-28.

Carbone moved, seconded by McMaster to approve training. All votes were in favor. Motion Carried.

B. Repositioning Options – Overview and Board Discussion.

Dawn shared two power-point slides with the board. The first was developed by Minneapolis HUD staff. The second was developed by Dawn with information from a number of presentations she has attended and more customized for MPHA.

Repositioning is 100% voluntary for public housing agencies. Overall, it is about options under the Section 8 voucher platform in order to preserve affordable housing options for people by easing regulatory and funding challenges that exist in the public housing program. MPHA could look at this for none, all or only some properties. To date, this has been discussed for properties that are not apartment buildings (single family homes, duplexes, town homes). If MPHA wanted to pursue this option, it would require partnering with another housing authority for the voucher administration. MPHA would continue to be a landlord.

The options Dawn reviewed included the following:

1. Rental Assistance Demonstration
2. Section 18 Demolition or Disposition
3. RAD/Section 18 Blend
4. Voluntary Conversion

The goal of this presentation is to start getting the board acquainted with some of the options. Decisions will take time. The current Physical Needs Assessment underway will also be a critical piece of information in strategic planning and reviewing options.

Board members commented on the importance of including resident input at all stages of the process.

VII. OTHER BUSINESS:

- A. Review Performance Evaluation Document – Executive Session will be held in July 2019 for the Executive Director’s Evaluation. Both board and Dawn are comfortable with using the same evaluation document as last year.
- B. Strategic Planning – Review proposal and finalize next steps – Due to unforeseen circumstances with some employee Clay HRA is on hold for strategic planning. MPHA will proceed but a month later, in October, to allow more time to fill board vacancies.
- C. Commissioner Vacancies – Dawn was in touch with the City of Moorhead Mayor and memos were posted for the resident commissioner vacancy.
- D. Executive Director Updates
 - 1. Maple Court – Dawn met with the City Manager and staff – would like to get a physical needs of the property.
 - 2. PATH Services – Lakeland Mental Health’s PATH grant was not renewed as of July 1 and it appears that no other provider in our region received the grant. This impacts our transitional apartment program and the rental assistance programs because many people MPHA serves would get support services via PATH. Dawn has communicated with State elected officials about negative impact of losing this grant. Dawn is talking with the BCOW Adult Mental Health Initiative about possibly reallocating some rental assistance grant dollars to Lakeland Mental Health to fund some PATH like services.
 - 3. Other Updates – Loan for elevator at River View Heights closed and contract is signed. Sharp View elevator project is out for bid. MPHA staff will proceed with bid selection per our policy and update board at the next meeting.

VIII. ATTORNEY’S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 11:17 AM.

Greg Lemke – Chair

Donna McMaster – Secretary

CHECK REQUEST TOTALS

PREPARED: July 19, 2019

PAID IN: June and July 2019

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 63,262.38	12780-12863
Payroll- Direct Deposit	\$27,237.65 (2 payrolls)	505-511
Capital Fund	\$13,637.82	30315-30316
AMHSIP	\$13,045.94	44105-44132
BRIDGES	\$12,005.42	53625-53653
BCOW	\$8,143.21	73332-73348
ROSS	\$6,196.69	60027-60029
TOTAL	\$143,529.11	

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO ACCOUNT	AMOUNT	REASON
7/17/2019	Capital Funding Checking	Public Housing Operating	20,000	Draw down from Capital Funding Grant. 20,000 approved this fiscal year to cover PHA operations, per 5 year plan and agency budget.

D. Bacon

Executive Director Approval

MEMORANDUM

DATE: July 19, 2019
TO: Moorhead Public Housing Board Members
FROM: Dawn Bacon, Executive Director
RE: Request board approval for Strategic Planning Process & Cost- Resolution 2019-31

Big River Group has submitted a revised proposal for strategic planning specific to Moorhead Public Housing. I am including that proposal with this along with this memo. The total proposed cost is \$6,520. The following timeline and process was developed during a recent phone conference with Big River:

August- September

- Big River Group will develop and deliver three survey links. One link for staff, one for collaborators and one for residents.
- MPHA will disseminate the survey links and Big River will receive the results.
- Hard copies of the survey will be available to residents. MPHA ROSS Coordinator will also be available to provide individual assistance to residents to fill out the survey.

October 22

- 9:00-11:30- Employees and Collaborator session (Big River Facilitated)
- 11:30-12:30- Lunch with Board, Employees and Collaborators
- 12:30-3:30- Strategic Planning Session with Board (Big River Facilitated)
- 3:30-4- Board time to attend to any regular business

Post Meeting

- Big River Group will prepare and email final products from the sessions.
- Follow-up videos will be sent out multiple times throughout the first year. Big River is available for Skype and follow-up as needed.



Moorhead Public Housing Agency • 2019 Planning Project Proposal & Costs • (draft v2)

Purpose

The purpose of this proposal text is to describe a process designed to guide and assist the Moorhead Public Housing Agency through the planning and problem-solving necessary to build on current successes, refine vision, identify priorities & district goals.

Proposal Design & Plan

This proposal has been developed to provide a systematic method for the Moorhead Public Housing Agency through the refinement of the organizational focus, vision, and development of priorities with specific, detailed workplans for each new goal.

The planning system proposed has been used extensively with service and educational organizations; including schools and school districts, interagency collaboratives, colleges and universities, educational service cooperatives, and other non-profit organizations. This planning system will allow participants to quickly refine the organizational vision, mission, priorities and develop workplans where needed.

Development & Delivery of Planning Project

I) Preplanning Activities

- A) e-mail survey links developed & delivered
- B) Draft agenda developed & presented for edits and/or approval prior to sessions

II) Planning Sessions

- 1) Employee & Collaborator Sessions (90 mins each - facilitated by Big River)
 - A) Review project scope & events
 - B) Review survey summaries
 - C) Identify District successes, issues
 - D) ID vision for the future
 - E) Identify District Priorities
 - F) Evaluate the session

2) Final Boards & Admin Session (3.0 hours - *facilitated by Big River Group*)

- A) Review & affirm results from prior meetings
- B) Select final vision
- C) Select final priorities
- D) Identify benchmarks for new priorities
- E) ID roles & responsibilities for next steps
- F) Evaluate the session

- Total list of work to be completed within the planning project:
 - 1) Complete an Outcome Diagnosis (past successes & history)
 - 2) Refine/develop new vision
 - 3) Identify organizational priorities
 - 4) Develop benchmarks for new priorities
 - 5) ID roles & responsibilities for next steps
 - 6) Evaluate the planning sessions

III) Post-Session Work

- A) We prepare & e-mail all final products from the sessions
- B) We send followup videos at one week, one month, two months, three months, six months, & one year
- C) Skype & phone followup as needed

Outcomes/Products

It is anticipated that all work will be completed and that the work products will include e-mailed copies of:

- 1) Consensus re: past successes and history to date
- 2) A refined vision
- 3) A list of organizational priorities
- 4) New goals aligned within each organizational priority
- 5) Detailed benchmarks for each priority
- 6) Identified roles & responsibilities
- 7) All session evaluations

About the Proposer

Dr. Bruce Miles is the owner & CEO of the Big River Group, LLC. He has been a paraprofessional, a regular education & special education teacher, and a school administrator. For five years, he was an Assistant Professor at St. Cloud State University & taught Graduate & Doctoral coursework in the areas of Educational Administration leadership, planning, finance & personnel. He is a national-level facilitator, presenter and trainer in the areas of strategic planning, school improvement, organizational conflict, & difficult employees. Bruce has worked as a consultant for the

past thirty-six years and works with more than 8,000 participants / 110 organizations each year in the areas of:

- Strategic "Chainsaw" planning
- Executive Searches
- Leadership training
- Workplace climate issues
- Personnel issues & decisions
- Resistant employees
- Organizational effectiveness
- Data-based decision-making
- Followership training
- Reducing organizational conflict
- Hiring & firing
- Increased accountability

Recent clients & organizations include:

- Schools & school districts
- Nonprofit agencies & service providers
- Interagency family service and mental health collaboratives
- Colleges and universities
- Educational Service Cooperatives & CESAs
- Regional & city governments
- Medical practices, hospitals and related organizations
- Businesses, legal practices & financial organizations
- Hockey teams
- Monks

Bruce can be reached @ (800) 500-7017 (office) 320-260-2612 (cell), by e-mail at bruce@bigrivergroup.com, or on his website at www.bigrivergroup.com.

Project Tasks & Costs

I) Preplanning Activities

- Tasks A, B

II) Planning Sessions

- Final Boards & Admin Session - Tasks A, B, C, D, E, F

III) Post-Session Work

- Tasks A, B, C

\$6520.00

MEMORANDUM

DATE: July 23, 2019
TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
RE: Request Approval for Sharp View Elevator Modernization Bid Selection:
Resolution 2019- 32

The bid opening for the elevator modernization at Sharp View was at 11:00AM on July 18, 2019. The original bid opening was scheduled for July 8th but had to be extended as we were informed we would have only received one bid. Two bids were received, one from IES and the second from Larson elevator.

The lowest responsible and responsive bidder was IES elevator. The bid has been reviewed by our elevator consultant who is recommending that MPHA proceed with IES. IES also received the bid for the River View Heights project.

Funding from this project will come from three sources, Community Development Block Grant (CDBG), Publically Owned Housing Program (POHP) and Capital Funding Grant. The majority of the funding will come from the POHP program.

Background Info on POHP

POHP grants are a zero-interest, forgivable loan with a term of 20 years and a compliance period of 35 years. The source of the funding is from geo bonds and properties must remain for public ownership/use/benefit. The agency is currently working on a 2017 POHP award for the River View Heights elevators in the amount of \$390,000 and was recently awarded up to \$84,816 for elevator modernization at Sharp View. General information about POHP can be found at the following link:

<http://www.mnhousing.gov/sites/Satellite?c=Page&cid=1403296151009&d=Touch&pagename=External%2FPage%2FEXTStandardLayout>



July 19, 2019

Dawn Bacon
 Executive Director
 Moorhead Public Housing
 800 Second Avenue North
 Moorhead MN 56560

Re.: Bid Outcome Sharpview Elevator Modernization

Dawn,
 Below are the bid outcomes for the Sharpview elevator modernization, the apparent low bidder is IES Elevator company. I have called and interviewed Tony and Wolfe of IES, they stand behind there bid and have no exceptions to the bid. With that being said we are recommending IES to be awarded the Sharpview elevator modernization project.

	Base Bid	8 hour # Days	Alt. 12 hour # days with weekends	Alt New Cab
IES Elevator Service	<u>\$61,410.00</u>	10 no weekends	<u>\$7,200.00 7 Days</u>	<u>\$13,972.00</u>
IES totals including all alternates	<u>\$82,582.00</u>			
Larson Elevator	<u>\$100,336.74</u>	6 no weekends	<u>\$10,368.00 5 days</u>	<u>\$26,326.79</u>
Larson Elevator totals including all alternates	<u>\$137,031.53</u>			

Sincerely

Darren DeJoy
 Inspector/Consultant
 Elevator Technical Consulting, INC.

MEMORANDUM

DATE: July 19, 2019
TO: Moorhead Public Housing Board Members
FROM: Dawn Bacon, Executive Director
RE: MN NAHRO Fall Conference

MN NAHRO's fall conference will be in Duluth on September 11, 12 and 13th. The conference will highlight a number of sessions on repositioning. The session descriptions are below. I think it would be very valuable for all MPHA board members to read through these session descriptions and, if possible, for one board member to attend the training with me.

The cost to the agency for one board member to attend is estimated at \$725 + travel expenses (mileage and any meals not covered by the conference)

Early bird registration rates are available until August 8th, 2019.

WEDNESDAY SEPTEMBER 11

1:30-3:00PM

HUD's Repositioning Overview: HUD staff will present their Public Housing Repositioning Overview, as presented in their Spring session for those who need a repeat of the basic overview of all repositioning options. If you need the basic overview to get the best understanding of all options on the table, this session will present all options in an introductory level discussion. If you need more information and have questions like: What and Why are PHA's talking about repositioning? Do I have to Repositioning my Public Housing? What is Section 18? What does Streamline Voluntary Conversion mean for me? If you have asked yourself that questions, then this session is for you!

Encumbrance Considerations in Asset Repositioning: Come learn about the many considerations to take into account if you opt to re-position your public housing. Led by the

legal counsel for the St Paul Public Housing Authority, this session will cover encumbrances and many other issues a change would impact. Encumbrances include POHP, PILOT, lease agreements, cell tower contracts plus many more. Find out how asset repositioning might impact the various encumbrances attached to your public housing and whether it is a big deal or not.

3:15-4:45PM

Streamlined Voluntary Conversions: HUD recognizes that many small PHAs (those with 250 or fewer public housing units) have limited options to preserve their housing and are burdened by federal reporting and compliance requirements, creating challenges in maintaining and operating financially and physically healthy properties. The Streamline Voluntary Conversion provides small PHAs with a streamlined procedure to make repositioning decisions to preserve affordable housing assets and better meet the unique needs of their local community while closing out their Public Housing Annual Contributions Contracts (ACC) and reducing their reporting burden. HUD staff will outline the notice, the purpose of this repositioning strategy, and next steps for PHA's who are considering this opportunity.

Legal Entities & Contracts Once You Reposition: Understanding the type of legal entities available once you reposition your public housing will help you prepare for what comes next. Provided by legal experts, this session will walk you through various legal entities and how they differ from public housing and how they stay the same. The session will also explore the contracting options and other program approaches you can consider once you are no longer subject to public housing requirements.

THURSDAY SEPTEMBER 12

8:30-10:00AM

Are Your Policies Ready to Reposition? (Repeats Friday) This session will save you time and headaches if you plan to reposition your public housing assets. Before you begin, ensure you have the policies in place that will support your next steps. This session will address the many policies you need to review and update to ensure a smooth transition.

HR Issues When Undergoing Organizational Change With so much happening at your agency, don't forget that your staff need to be brought along with the transition. Staff are impacted if you are merging with another agency or if you are transitioning your HUD assets to other HUD programs. This session will explore the issues that may arise as well as your legal obligations related to your staff throughout the process.

10:15-11:45AM

Section 18 Repositioning from A to Z During this session HUD staff will outline the basics of Section 18 Demolition and Disposition options and reviews PIH notice 2018-04 in detail. Section 18 Enhancements will be shared with specifics to Scattered Sites, PHA with 50 or fewer units, RAD/Section 18 Blend options, and why many PHA's are engaging in this opportunity.

Understand the impacts of this option as it relates to Tenant protection vouchers, physical obsolescence, ARF and DDTF funding and more!

HUD Review of Legal Issues HUD Office of Legal Counsel will review the many issues that should be considered in the repositioning process. From tenant protections, to lease agreements, fair housing considerations, the declaration of trust, plus many other program requirements as you assess your options.

Managing Organizational Change With everything happening at your agency and in the affordable housing industry, change is inevitable. This session will provide tools and techniques to help you lead your agency, staff and board through the organizational changes needed. Don't miss this opportunity to hone your leadership skills.

3:30-5:00 pm

Communicating with Stakeholders about Asset Management & Repositioning

Keeping stakeholders informed about Asset Management & Repositioning is an important component of the process. This session will help you identify key messages to help you communicate with residents, help your community understand the value of public housing and the importance of preserving this community asset.

FRIDAY SEPTEMBER 13

8:30 to 10AM

Are you Ready to RAD? (Rental Assistance Demonstration) This session will outline the benefits of RAD, the Rental Assistance Demonstration program. You will learn that RAD allows PHAs to convert their existing public housing subsidy into a project-based Section 8 subsidy – either Section 8 Project Based Voucher (PBV) or Project Based Rental Assistance (PBRA). You will learn how to identify if RAD will work with your properties and community. You will understand: how to evaluate if RAD will work with your portfolio to enhance and stabilize your revenue options, what specific steps a PHA is needing to take in order to submit a RAD application, what will a RAD conversion mean to your resident population, and how to combine RAD with other repositioning opportunities if necessary.

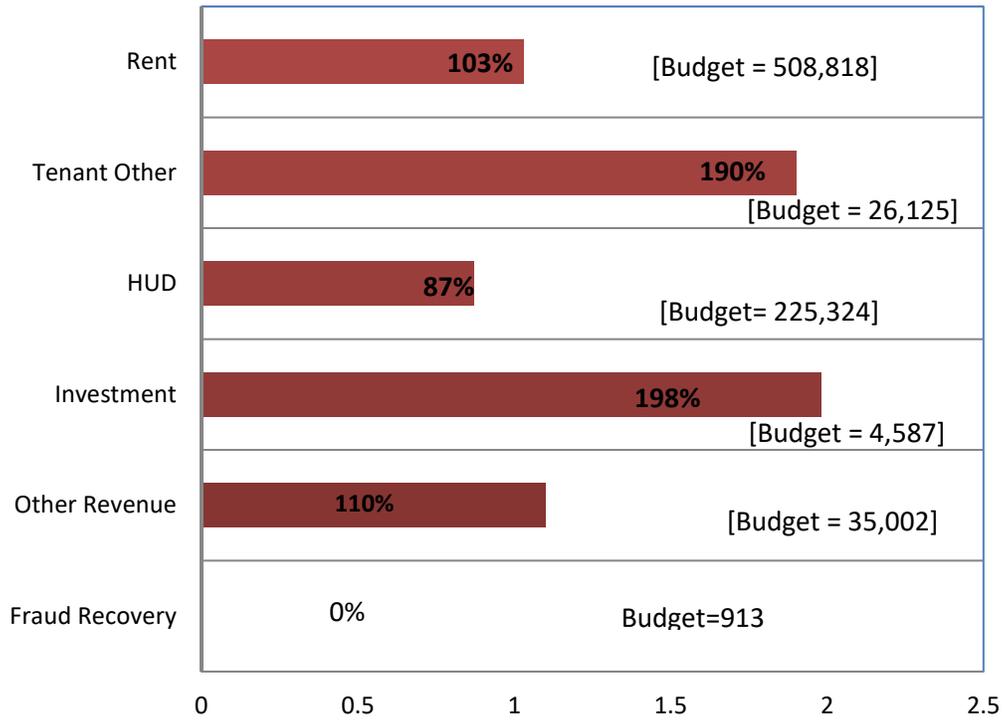
10:30-12PM

RAD Options for PBV OR RAD PBRA? When you read this, are you thinking great, more HUD Acronyms! Yes, these are HUD acronyms for: The Project Base Voucher and Project Based Rental Assistance programs. If you are working to understand the difference between these two programs and how it connects with your repositioning options, you will learn it in this session. You will also learn how HOTMA allows PHAs to use Project Based Vouchers in former public housing properties. The session will outline each program and all its special options so you can feel informed in bringing this to your board of commissioners!

Are Your Policies Ready to Reposition? (Repeat of Thursday session)

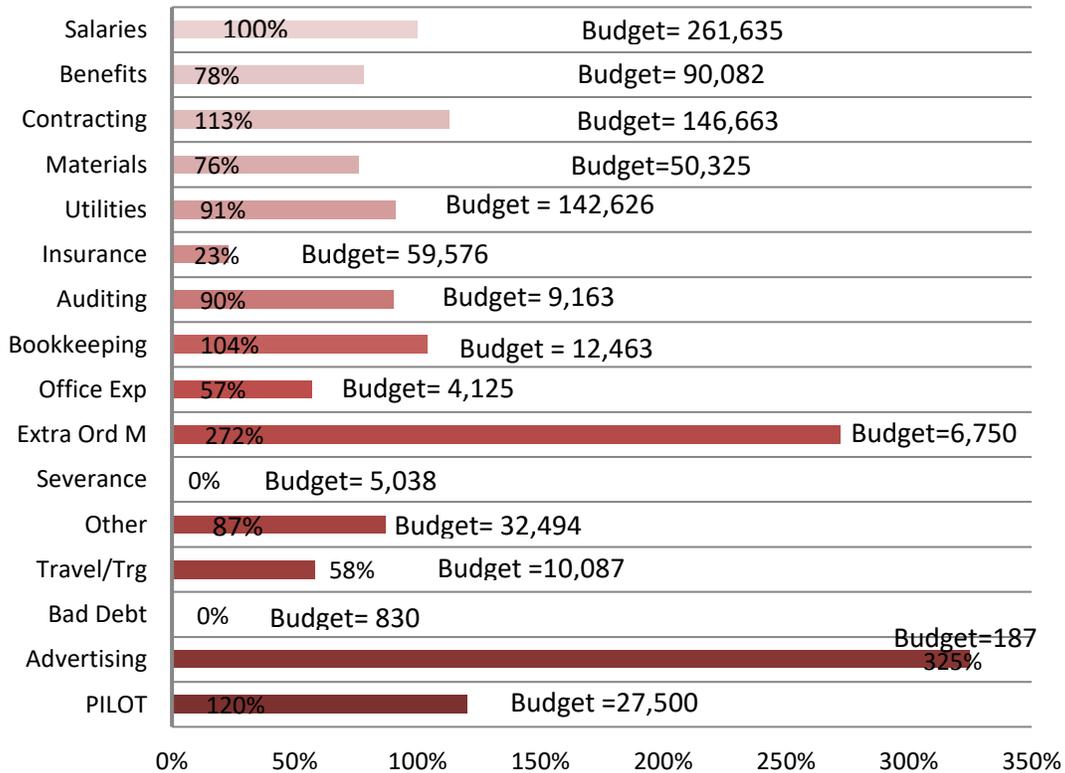
FYE 2019

MPHA Revenue: 11 Mth ended May 31, 2019



FYE 2019

MPHA Expenses: 11 Month ended May 31, 2019



ABOUT THIS DOCUMENT- This is Public Housing program only. 11 month budget compared to 11 month revenue and expenses. Categories were combined from financial statement for easier viewing. For example, utilities is a summation of multiple FDS line items (sewer, water, gas, etc)

OVERALL SUMMARY:

- Year to Date revenue total \$813,847.16. Without factoring in depreciation, YTD expenses were \$789,680.30

NOTEWORTHY:

- Revenue is running \$13,080 over budget. Rent collection and occupancy continue to be strong. Interest income has increased with banking change.
- Insurance shows that it is significantly under budget. This is not due to cost savings but rather timing of payment moving from one lump sum per year to quarterly payments.
- Extra Ordinary Maintenance is significantly over budget due to the \$18,000 repair for the elevator power unit at Sharp View.
- Advertising is over budget due to a one-time expense for advertising the Maintenance Supervisor position. The monthly budget is only \$17.