

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

September 25, 2018
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 August 28, 2018 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval for Payment of Bills - Resolution 2018-26 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Board Approval for Revision of 5 Year Plan - Resolution 2018-27 _____
 - B. Request Board Approval for 2018-2019 Revised Budget for Public Housing Program - Resolution 2018-28 _____
 - C. Request Board Approval for Annual Board Election of Officers - Resolution 2018-29 _____
 - D. Request Board Approval of 2019 Board Meeting Schedule - Resolution 2018-30 _____
- VII. Other Business
 - A. 2019 Flat Rent Amounts - Information Only _____
 - B. Executive Director Updates
 - 1. 2019 Clay HRA Levy
 - 2. Asset Repositioning Opportunity
 - 3. Introduce New Maintenance Staff _____
- VIII. Attorney's Report

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).

IX. Adjournment

I. CALL TO ORDER AND ROLL CALL

Chairperson Lemke called the Public Housing meeting to order at 11:30 AM.

Members Present: Greg Lemke, Chair; Donna McMaster, Commissioner; Mary Beth Kalvik, Resident Commissioner; Michael Carbone, Vice Chairperson; Terry Braun, Secretary and Brenda Elmer, Moorhead City Council Liaison

Members Absent:

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager; Tanya Kunza, Service Coordinator; Dara Lee, Clay County Housing; Brenda Elmer, City of Moorhead, Sharp View Resident's Lisa Leclerc, Jim and Marlys Winter, Charlene Rude, Petra Roquet, Priscilla Rustad, Lucille Hennemann, Terry Ann Hopkins, Mary McComas, Bill Beck, Linda Dick, Gary Porter, Vondell Malmskog, John Radniecki, Tarryl Joyce, Lorraine Ochsner, Gladys Bentz

II. REQUEST APPROVAL OF JULY 24, 2018 REGULAR MEETING MINUTES.

McMaster moved, seconded by Kalvik approve the Minutes of July 24, 2018. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2018-23.

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

IV. AGENDA AMENDMENTS

Removed Item C. under Business – Litigation Update

V. CITIZENS TO BE HEARD

- Concerns were brought forward about resident visitors and safety. MPHA staff reviewed steps that residents can take with concerns as well how the lease specifies that tenants are responsible for their guests per their lease.
- Secondhand smoke reports have improved but still some issues with coming up through closets and heating vents in #204. Maintenance Supervisor will be meeting with tenant to review the unit and issues.
- Concern about religious signs/symbols in common areas. MPHA staff will review and address this.

VI. BUSINESS

A. Request Board Approval of Performance Evaluation of Executive Director – Resolution 2018-24.

The Moorhead Public Housing Agency conducted a review of its Executive Director, Dawn Bacon in Executive Session on July 24, 2018 for a performance review which covered the time period of July 12, 2017 to July 11, 2018.

Collective comments of the Board indicate that the Executive Director is meeting or exceeding performance expectations.

Based upon the results of her performance evaluation, Ms. Bacon will receive a salary adjustment per the conditions set forth in the Board's Employment Agreement, upon approval of the Board.

McMaster moved, seconded by Kalvik to approve performance evaluation of Executive Director. All votes were in favor. Motion Carried.

B. Request Board Approval for Collaboration with Clay County Housing and Redevelopment Authority – Resolution 2018-21.

Kalvik moved, seconded by Carbone to approve collaboration with Clay County Housing. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

A. Executive Director Updates –

1. Maintenance Supervisor Position – Jim Hager starts September 4th, 2018.
2. ROSS Grant – welcome Tanya Kunza, she will be doing meet and greets with High Rise and Sharp View tenants and can help with things like fall prevention, fraud scam, health insurance, food programs, etc.
3. 2018 Audit will be on October 24th and 25th.
4. Informational memo on 2012 Operating Subsidy provided in board packet

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:19 PM.

Greg Lemke – Chairman

T. Braun – Secretary

CHECK REQUEST TOTALS

PREPARED: September 21, 2018

PAID IN: Aug and September 2018

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 58,101.94	12103-12117
PHA- Direct Deposit	\$25,913.70 (2 payrolls)	358-370
Capital Fund	\$0	N/A
AMHSIP	\$9,778.55	43910-43931
BRIDGES	\$11,449.10	53378-53404
BCOW	\$6,992.94	73158-73173
ROSS	\$1,286.34	60002-60004
TOTAL	\$113,522.57	

BANK TRANSFERS made between funds:

To date, MPHA has one accounts remaining with Wells Fargo. This is the PHA Checking account. This account can be closed after we change the direct deposit for Sprint for roof rent.

DATE OF TRANSFER	FROM ACCOUNT	TO ACCOUNT	AMOUNT	REASON
9/5/18	Wells Fargo Bridges Checking	Bremer Bridges Checking	4,548.11	Closed Wells Fargo Bridges Account. Move to Bremer.
9/5/18	Bremer PHA Checking	Bremer ROSS Checking	1,709.35	Transferred funding back to ROSS after clarification with HUD about reimbursement under grant.

D. Bacon

Executive Director Approval

MEMORANDUM

DATE: September 21, 2018
TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
RE: Revisions to 5 year plan: RESOLUTION 2018-27

We have concluded the 45 Day Public Comment Period for revisions to our 5 year Capital Funding Grant. A tenant advisory meeting was held on September 21, 2018.

Moorhead Public Housing was awarded \$260, 970 for our 2018 Capital Funding Program (CFP) grant award. This was more than projected and \$85,000 more than what was received for 2017. A Physical Needs Assessment would provide MPHA with better information which will assist us with planning for the next plan (2021-2025) and may result in another revision for the current 5 year plan (2016-2020).

Additional items are also being proposed for the 2018 Grant include:

- Truck and Plow- MPHA could trade our two trucks and purchase one 4 wheel drive truck with a plow. We also have a cargo van so a third vehicle is not necessary.
- Reducing Valves at River View Height High Rise
- Door closures at Sharp View
- Operations- Transfer of dollars to fund basic PHA operations.

The planning process must include consultation with residents, a public comment period followed by a public hearing and board resolution.

CURRENT 5 YEAR ACTION PLAN

2016 (Year 1) Total of \$168,955	
Sewer Project and Sharp View- COMPLETE	\$108,313.34
Canopy Project at High Rise- COMPLETE	\$48,631
Window Replacement at Heatherwood - COMPLETE	\$12,010.66
2017 (Year 2) Total of \$175,269	

Elevators	\$150,268
Tractor	\$25,000 –DONE!
Tenant Damages	\$1.00
2018 (Year 3) Total of \$260,970	
Furnace and AC 1020 14 th Street	\$16,000
Air Handler Unit (2)	\$159,268
Tenant Damage	\$1.00
2019 (Year 4) - Not yet awarded.	
Kitchen Upgrades	\$210,322
Tenant Damage	\$1.00
2020 (Year 5)– Not yet awarded	
Sharp View Roof	\$210,321.00
Tenant Damage	\$1.00

REVISED ITEMS BEING PROPOSED

2018 (Year 3) Total of \$260,970	
Physical Needs Assessment	\$15,000
New Maintenance Truck with Plow	
	\$12,000
Reducing valves (42 or 3 per floor)	
	\$2,500
Replace door closures at Sharp View	
	\$5,000
Furnace and AC 1020 14 th Street	
	\$16,000
Air Handler Unit (2)	
	\$159,268
Operations	
	\$51,202
Tenant Damage	
	\$1.00

MEMORANDUM

DATE: September 21, 2018
TO: MPHA Board Members
FROM: Dawn Bacon, Executive Director
RE: Revised Budget for Public Housing Program- Resolution 2018-28

MPHA board passed its 2019 FYE budget on May 22, 2018. I am submitting a revised budget for board review and approval.

The changes impact the Public Housing Program budget as well as the ROSS Grant and are two-fold:

1. ROSS Grant-

- I recently obtained some clarification on the ROSS grant that impacts how that grant was budgeted.
- We had not hired a ROSS Coordinator when the last budget was passed so expenses and categories were more estimates.

2. Leverage for Elevator Upgrade

- I did not include the \$7,500 in leverage dollars for the Sharp View elevator project. This was done in error.
- The board passed a resolution on November 28, 2018 meeting agreeing to this and it was included in the POHP grant application to MN Housing Finance Agency. That application was selected. Therefore, the leverage will apply when elevator modernization is underway.
- This was added to FDS Line 97100 Extraordinary Maintenance.

The revisions result in an increase of our budgeted deficit of \$8,129.

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Moorhead Public Housing Agency

PHA Code: MN017

PHA Fiscal Year Beginning: July 1, 2018

Board Resolution Number: 2018-28

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: _____
- Operating Budget submitted to HUD, if applicable, on: _____
- Operating Budget revision approved by Board resolution on: 9-25-2018
- Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:

2018-19 MPHA Budget: REVENUE

A	B	C	D	E	F	G	H	I
		BCOW	AMHSIP	Bridges	ROSS	Public Housing	Combined	
1								
2	70300 Net Tenant Rental Revenue	0	0	0	0	555,066	555,066	
3								
4	Tenant Revenue- Other (Charges)	0	0	0	0	28,500.00	28,500	
5								
6	70600 HUD PHA Operating Grant	0	0	0	0	245,815	245,815	
7								
8	71100 Investment Int-Unstrctd	0	0	0	0	5,000	5,000	
9								
10	71500 Other Revenue	0	0	0	0	38,180	38,180	
11								
12	128 Fraud Recovery	0	0	0	0	1,000	1,000	
13								
14	Other Grants	100,497	116,041	143,788	76,550	0	436,876	
15								
16		100,497	116,041	143,788	76,550	873,561	1,310,437	
17								

2018-19 MPHA Budget: Expenses

A	B	C	D	E	F	G	H	J
		BCOW	AMHSIP	Bridges	ROSS	Public Housing	Combined	
1								
2	91100 Administrative Salaries	9,023.00	5,112	12,485	58,286	245,414	330,320	
3								
4	91200 Auditing Fees	1,044	600	1044	232	10,000	12,920	
5								
6	91310 Bookkeeping	1,240	1,300	1300	900	13,600	18,340	
7								
8	91400 Advertising	0	0	0	0	200	200	
9								
10	91500 Employee Benefit Co	2,703	3,097	3,624	6,988	67,629	84041	
11								
12	91600 Office Expenses	300	300	300	2,000	4,500	7400	
13								
14	91700 Legal Expenses	0	0	0	0	0	0	
15								
16	91800 Travel (training budget)	120	250	0	2,000	11,000	13370	
17								
18	91900 Other	1080	2196	1236	5,517	35,446	45475	
19								
20	92200 Relocation Cost	0	0	0	0	0	0	
21								
22	93100 Water	0	0	0	0	20,000	20000	
23								
24	93200 Electricity	0	0	0	0	85,000	85000	
25								
26	93300 Gas	0	0	0	0	30,500	30500	
27								
28	93400 Fuel	0	0	0	0	0	0	
29								
30	93600 Sewer	0	0	0	0	14,800	14800	
31								

2018-19 MPHA Budget: Expenses

	A	B	C	D	E	F	G	H
32	93800	Other Utilities	0	0	0		300	300
33								
34	94100	Ord Mtc & Ope- Labor	0	0	0		40,000	40,000
35								
36	94200	Ord Mtc& Ope	0	0	0		54,900	54,900
37								
38	94300	Ord Mtc& Ope	550	550	750		160,000	161850
39								
40	94500	Employe Ben Co- ord maintenance	0	0	0		31,047	31,047
41								
42	96110	Property Insurance	0	0	0		55,000	55,000
43								
44	96120	Liability Insurance	430	574	430		5735	7169
45								
46	96130	Workers Comp	263	395	263	627	2875	4423
47								
48	96140	All other insurance	0	0	0		0.00	0
49								
50	96200	Other General E	0	0	0		0	0
51								
52	96210	Compensated A	0	0	0		0	0
53								
54	96300	Payment in Leiu	0	0	0		30,000	30,000
55								
56	96400	Bad Debt-Tenant	0	0	0		1,000	1000
57								
58	96800	Severance Expense	0	0	0		5,500	5500
59								
60	97100	Extraordinary Maintenance	0	0	0		7,500	7500
61								
62	97300	HAP	82,800	99,000	126,000		0	307,800
63								
64	4341	Security Deposits	240	600	600		0	1,440

2018-19 MPHA Budget: Expenses

	A	B	C	D	E	F	G	H
66								
67								
68		TOTAL without depreciation	99,793.00	113,974	148,032		931,946	1,293,745
69								
70								
71		Notes:						
72								
73		97400 Depreciation Expense					290,000	
74								
75		Total with Depreciation					1,221,946	
76								
77								
78								
79								

Moorhead Public Housing- 2019 Board Meetings

Date	Time	Location
January 22	11:30	River View Heights 800 2 nd Avenue N.
February 26	11:30	Public Meeting / City Hall chamber
March 26	11:30	River View Heights 800 2 nd Avenue N.
April 23	11:30	Sharp View 920 5 th Avenue S.
May 28	11:30	River View Heights 800 2 nd Avenue N.
June 18	11:30	River View Heights 800 2 nd Avenue N.
**Date is a week earlier than usual.		
July 23	11:30	1 st Floor Boardroom/City Hall <i>500 Center Avenue</i>
August 27	11:30	Sharp View 920 5 th Avenue S.
September 24	11:30	River View Heights <i>800 2nd Ave N</i>
October 22	11:30	River View Heights <i>800 2nd Ave N</i>
November 26	11:30	Sharp View 920 5 th Avenue S.
December 17	11:30	River View Heights <i>800 2nd Ave N</i>
*Date is a week earlier than usual.		

MEMORANDUM

DATE: September 21, 2018
TO: MPHA Board Members
FROM: Dawn Bacon, Executive Director
RE: 2019 Revision of Flat Rent Requirement- Information Only

Every year, tenants in public housing get a choice between income-based rent and flat rent. Public Housing Agencies are required to establish flat rents at no less than 80% of the Fair Market Rent (FMR). HUD recently published the 2019 FMR amounts.

The MPHA Admissions and Occupancy Policy (ACOP) states that our agency establish flat rent at 80% FMR for each type of public housing unit. Because this is stipulated in policy, the board does not need to approve flat rent amount changes each year. However, it is important for the board to be aware of how rents are changing from year to year. If the board ever wanted to go above the 80% amount, changes to the ACOP would need to be voted on following on a 45 day Public Notice and hearing.

The new flat rent amounts are included below and will be effective 1/1/2019. Per our policy, residents must be given a minimum notice of 30 days regarding any rent change and adjustments are applied on the anniversary date for each affected family. This year, rents will increase between 5 and 8% depending on the size of the unit. This is in line with the regulation that increases not exceed 35%.

Bedroom Size	2018 Flat Rent Amount	2019 HUD FMR Rates	NEW 2019 FLAT RENT RATES
1	\$514	\$691	\$553
2	\$648	\$859	\$687
3	\$942	\$1242	\$993
4	\$1129	\$1509	\$1207