

**MOORHEAD PUBLIC HOUSING AGENCY**  
**REGULAR MEETING AGENDA**

**July 24, 2018**  
**11:30 AM**

**1st Floor Board Room 500 Center Avenue**

- I. Call to Order and Roll Call
- II. Approval of Minutes
  - A. Request Board Approval of June 19th, 2018 Meeting Minutes \_\_\_\_\_
- III. Request Approval for Payment of Bills
  - A. Request Board Approval for Payment of Bills - Resolution 2018-19 \_\_\_\_\_
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
  - A. Request Board Approval for Audit Proposal Selection - Resolution 2018-20 \_\_\_\_\_
  - B. Request Board Approval for Elevator Consultant Proposal - Resolution 2018-21 \_\_\_\_\_
  - C. Request Board Approval to obtain Public Comment for Revisions to 5 Year Plan - Resolution 2018-22 \_\_\_\_\_
- VII. Other Business
  - A. A. Executive Director Updates
  - B. Executive Session - Executive Director Performance Review \_\_\_\_\_
- 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).

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I. CALL TO ORDER AND ROLL CALL

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

Members Present: Donna McMaster, Commissioner; Mary Beth Kalvik, Resident Commissioner; Terry Braun, Secretary

Members Absent: Michael Carbone, Vice Chairperson

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager  
Lisa Leclerc, Sharp View Resident

II. REQUEST APPROVAL OF MAY 22, 2018 REGULAR MEETING MINUTES.

McMaster moved, seconded by Braun approve the Minutes of May 22, 2018. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2018-18.

Braun 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

Second-hand smoke coming in through the vents at Sharp View

VI. BUSINESS  
None

VII. OTHER BUSINESS:

A. Executive Director Updates –

1. 2018 Capital Funding Grant – For each grant, we have 2 years to obligate, 4 years to spend so we are always managing more than one grant at a time and as part of our overall 5 year plan. MPHA was awarded \$85,000 more than expected for 2018. Dawn is reviewing need to add projects and will bring more info to our next meeting.
2. ROSS and POHP Grant Implementation Update – In the process of making an offer for the ROSS position. MPHA has also issued a Request for Qualifications to select an elevator consultant to work with us on the POHP project.
3. Maintenance Position Vacancy – talked with Goldmark and Fargo Housing and we appear to be within the pay range for the position.
4. Property Purchase- We haven't heard any updates on the potential for property purchase (price offer). Since the last meeting, Dawn has had additional correspondence with the current property management company to obtain as much information as possible about the property.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:13 PM.

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Greg Lemke – Chairman

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Terry Braun – Secretary

**CHECK REQUEST TOTALS**

**PREPARED: July 17, 2018**

**PAID IN: June and July 2018**

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 40,204.59	11961-12026
PHA- Direct Deposit	\$19,839.19 (2 payrolls)	330-334
Capital Fund	\$25,686.63	30309-30310
AMHSIP	\$10,540.30	43864-43886
BRIDGES	\$11,563.89	53321-53349
BCOW	\$8,052.32	73119-73137
<b>TOTAL</b>	<b>\$115,886.92</b>	

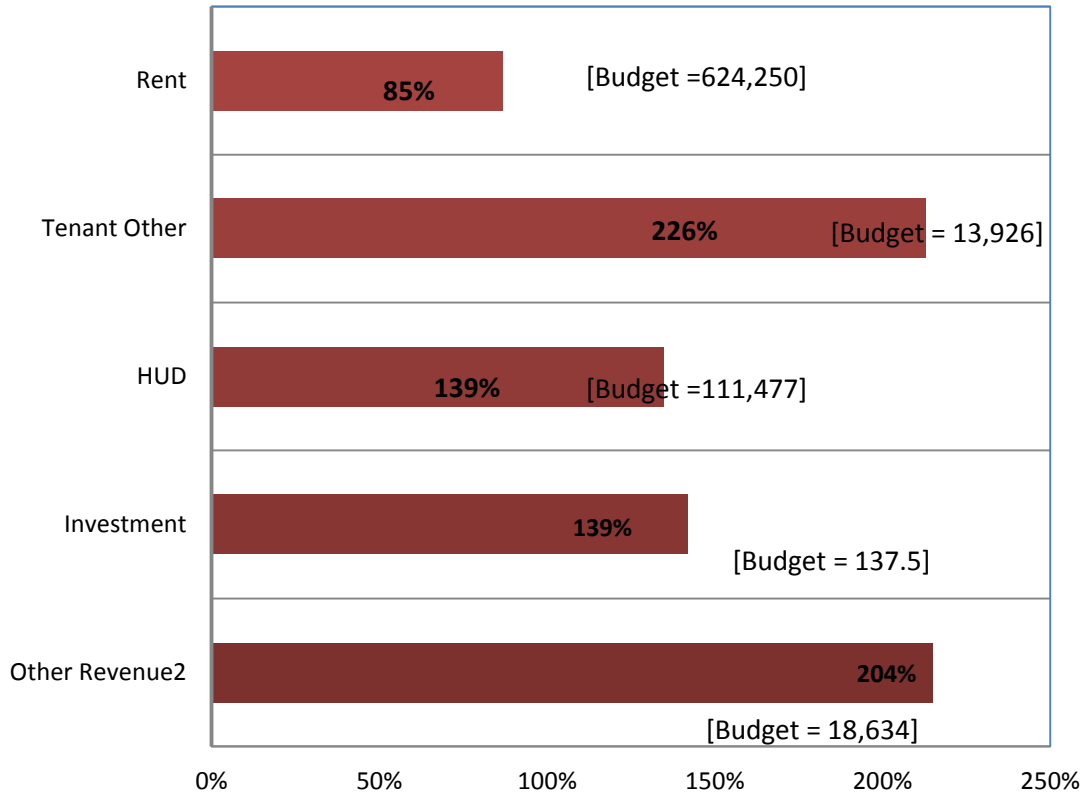
**BANK TRANSFERS made between funds:** Numerous transfers were made to transition 7 accounts from Wells Fargo to Bremer. Three accounts with Wells Fargo have been closed and two are pending. The remaining two should be closed by the end of August.

DATE OF TRANSFER	FROM ACCOUNT	TO ACCOUNT	AMOUNT	REASON
6/7/18	Wells F-AMHSIP Checking	Bremer AMHSIP Checking	\$10,000	Moving to Bremer
6/14/18	Wells F- ROSS Checking	Bremer ROSS Checking	\$3,000.80	Final transfer to Bremer for ROSS account. Account closed.
6/15/18	Wells F-Cap Fund Checking	Bremer Cap Fund Checking	\$3,000	Final transfer to Bremer for Cap Fund account. Account closed.
6/18/18	Wells F- PHA Savings	Bremer PHA Savings	\$518,826.45	Final transfer to Bremer for PHA Savings. Account closed.
6/19/18	Bremer-ROSS Checking	Bremer PHA Checking	\$1,000	Reimburse PHA for ROSS Training expenses
6/22/18	Wells F- PHA Checking	Bremer PHA Checking	\$20,000	Moving to Bremer
7/2/18	Bremer- PHA Checking	Bremer Cap Fund Checking	\$300	lawn&snow tractor for what was not covered by Cap Fund Grant. Total cost was \$25, 300
7/3/18	Bremer- PHA Checking	Bremer Cap Fund Checking	\$386.63	Reserves for window replacement not covered by Cap Fund Grant
7/16/18	Wells F- Bridges Checking	Bremer Bridges Checking	\$15,000	Moving to Bremer
7/17/18	Wells Fargo AMHSIP Checking	Bremer AMSHIP Checking	\$5,106.23	Final transfer to Bremer for AMSHIP checking. Account in process of closing.
7/17/18	Wells Fargo BCOW Checking	Bremer BCOW Checking	\$3,302.50	Final transfer to Bremer for AMHSIP checking. Account in process of closing.

**D. Bacon**

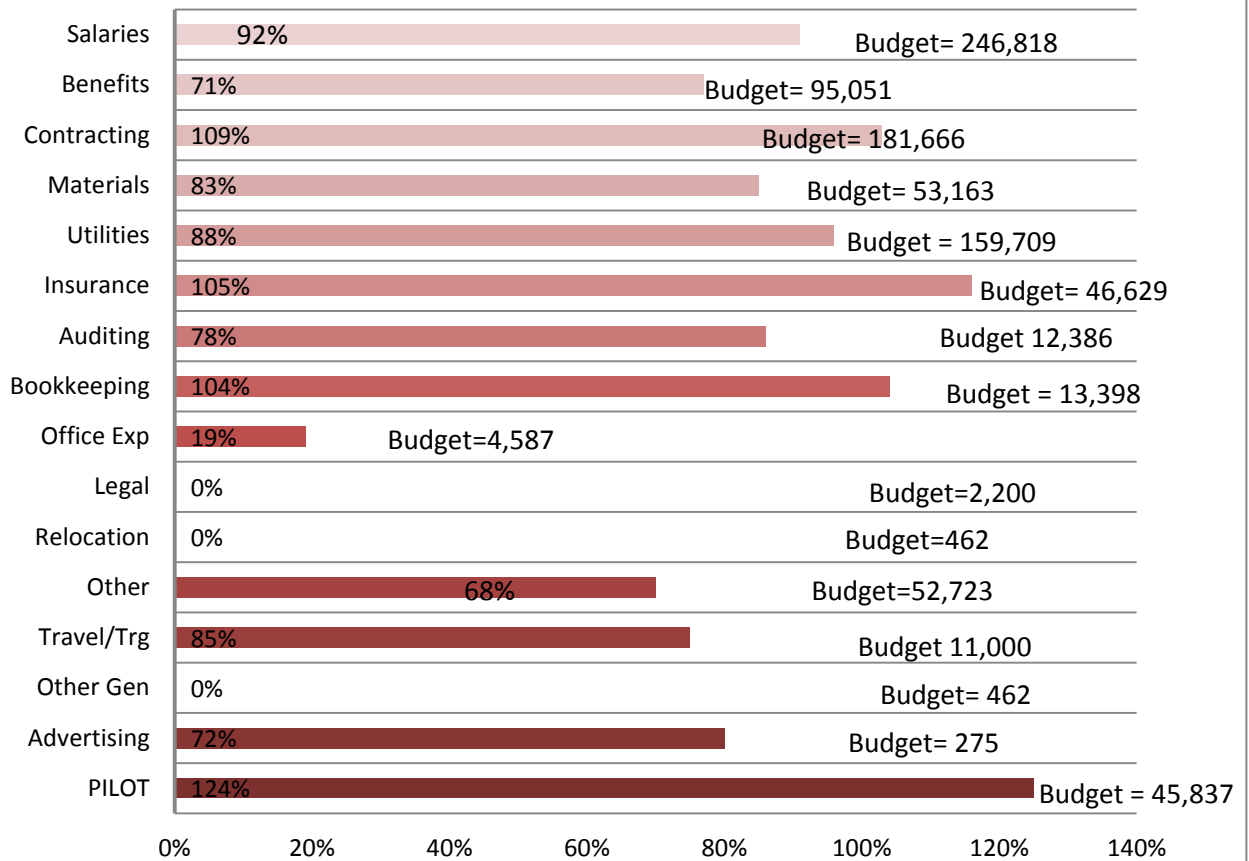
Executive Director Approval

**FYE 2018 MPHA Revenue: 11 Month ended May 31, 2018**



## MPHA Expenses: 11 Month ended May 31, 2018

FYE 2018



**ABOUT THIS DOCUMENT-** This is public housing program only. 11 months revenue compared to 11 months 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:**

- YTD revenue was 760,113.57. Without factoring in depreciation, YTD total expenses were 851,930.70. Average per monthly operations deficit at (\$7,651)
- YTD revenue is 8,310 less than what was budgeted. YTD expenses were \$80,970 less than budgeted (not factoring in depreciation expenses)

**NOTEWORTHY:**

- Rent Revenue is \$88,385 under budget. Projected rent revenue is changing with corrections made to how rent revenue is reported. Rent for transitional units and tenant charges no longer reported as rent revenue.
- Pest control costs for the month was under \$100 and all preventative. Since the start of the fiscal year, MPHA has spent \$31,585.04 for bed bug treatment at an average of \$3,129.08 per month.
- We are running under budget on overall utilities but over budgeted expenses on gas, water and sewer.

# MEMORANDUM

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DATE: July 17, 2018  
MEMO TO: PHA Board of Commissioners  
FROM: Dawn Bacon, Executive Director  
REGARDING: Audit Proposal Selection: RESOLUTION 2018-20

MPHA received four proposals to perform our annual independent financial audit. The proposals are for a one year agreement with the option to extend up to 5 years. I would like the board to make a selection from the top two scoring proposals. Both companies are qualified, have audited Moorhead Public Housing Agency in the past and are experienced with government entities, including housing authorities.

Brady Martz and Associates:

- Completed our audit for the last 5 years.
- Examples of agencies they have worked with include: Clay County HRA, Northwest Minnesota Multi-County HRA and Cass County Housing Authority
- Proposed fee for 2018 is \$9,200 with a \$110 increase for each additional year.

Eide Bailly:

- Conducted our audit for at least the 10 years prior to our last RFP in 2013.
- Examples of agencies they have worked with include: Fargo HRA, Detroit Lakes HRA, Beyond Shelter, and City of Moorhead.
- Proposed fee for 2018 is \$10,875 with a \$325 increase for each additional year.

There is a benefit to changing auditors in the interest of obtaining some variation in reviews. Conversely, there is also a benefit to an auditor getting to know an agency over time. If MPHA selects Eide Bailly, it would come at a cost of \$1,675 more for the upcoming audit and an additional \$215 more per year for subsequent audits.



# MEMORANDUM

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DATE: July 17, 2018

MEMO TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: Elevator Consultant Selection: RESOLUTION 2018-21

MPHA released a Request for Qualifications for an independent consultant to develop construction plans, technical specifications and provide contract administration services for elevator modernization work at River View Heights and Sharp View. Funding for these services will be covered under the Publically Owned Housing Project (POHP) grant.

MPHA received 3 proposals in response to the RFQ. After reviewing and scoring the proposals, I am recommending that we select Elevator Technical Consulting Inc. This was the highest scoring proposal when considering qualifications, past performance and cost of services.

# MEMORANDUM

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**DATE:** July 17, 2018  
**TO:** PHA Board of Commissioners  
**FROM:** Dawn Bacon, Executive Director  
**RE:** Public Comment Period for revisions to 5 year plan: RESOLUTION 2018-22

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. Given this increase, I am recommending that we make revisions to our current 5 year plan in order to add more projects.

Expenditures for funds out of the Capital Funding Grant are determined through a five year plan. This planning process includes consultation with residents, a public comment period followed by a public hearing and board resolution.

Some draft changes that I would like to solicit public comments on are included below. Most noteworthy is a Physical Needs Assessment. This would allow us to better assess the capital needs over the next 5-10 years. The Physical Needs Assessment would include a comprehensive look at our needs and review our priorities for funding. The assessment would also provide independent cost estimates to assist us with any further revisions to the current 5 year plan (to 2020) as well as the formation of the next 5 year plan which will span from 2020-2025.

The proposed resolution this meeting is to initiate a public comment process to consider revisions to the current 5 year plan. If approved, the public hearing and vote to change our current plan would occur on September 25, 2018.

## 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

<b>2017 (Year 2) Total of \$175,269</b>	
Elevators	
Tractor	\$25,000 –DONE!
Tenant Damages	\$1.00
<b>2018 (Year 3) Total of \$260,970</b>	
Furnace and AC 1020 14 <sup>th</sup> Street	\$16,000
Air Handler Unit (2)	\$159,268
Tenant Damage	\$1.00
<b>2019 (Year 4) - Not yet awarded.</b>	
Kitchen Upgrades	\$210,322
Tenant Damage	\$1.00
<b>2020 (Year 5)– Not yet awarded</b>	
Sharp View Roof	\$210,321.00
Tenant Damage	\$1.00

**PROPOSAL FOR REVISED 5 YEAR ACTION PLAN (NOT YET APPROVED)**

**\*Newly proposed items in green highlight**

<b>2018 (Year 3) \$260,970</b>	
Physical Needs Assessment	\$15,000
New Tires on Chevy Pick Up	\$1,000
Reducing valves (42 or 3 per floor)	\$2,500
Replace door closures at Sharp View (materials only)	\$5,000
Transfer to Operations	\$1.00
Furnace and AC 1020 14 <sup>th</sup> Street	\$16,000
Air Handler Unit (2)	\$159,268
Tenant Damage	\$1.00
<b>2019 (Year 4)</b>	
Kitchen Upgrades	\$210,321
Tenant Damage	\$1.00
<b>2020 (Year 5)</b>	
Sharp View Roof	\$210,321.00
Tenant Damage	\$1.00