

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

August 23, 2016
11:30 AM
Usher's House

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of July 26, 2016 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval of August 2016 Bills - Resolution 2016-20 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Board Approval to Move Vacant Units to the Status Vacant Due to Modernization - Resolution 2016-21 _____
 - B. Request Board Approval of Bid for Canopy Repair - Resolution 2016-22 _____
- 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 Regular Public Housing meeting to order at 11:35 AM.

Members Present: Donna McMaster, Chairperson; Greg Lemke, Vice-Chairperson
Terry Braun, Secretary; Heidi Durand, City Council Liaison

Members Absent: Linda Bowie, Resident Commissioner

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

II. REQUEST APPROVAL OF JUNE 28, 2016 REGULAR MEETING MINUTES.

Lemke moved, seconded by Braun to approve the Minutes of June 28, 2016. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2016-18.

Braun moved, seconded by Lemke 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 of Bid for Sewer Work at Sharp View – Resolution 2016-19.

Lemke moved, seconded by Braun to approve the bid for sewer work. All votes were in favor. Motion Carried.

B. Commissioner and Staff Training Opportunity at MN NAHRO Annual Conference.

VII. OTHER BUSINESS:

None

VII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 11:50 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

CHECK REQUEST TOTALS

PREPARED August 18, 2016

PAID IN August, 2016

	TOTAL AMOUNT	CHECK NUMBERS
PHA	78,958.24	10447-10519
GENERAL FUND	0	
CAPITAL FUND	37,801.08	30292-30294
ROSS (Program not yet funded)		
SECTION 8	69,293.87	28509-28598
AMHSIP	12,140.93	43324-43351
BRIDGES	11,960.60	52695-52720
BCOW	11,063.43	72642-72667
TOTAL	\$221,218.15	

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO RECEIVING ACCOUNT	DOLLAR AMOUNT TRANSFERRED	REASON

D. Bacon

08/18/2016

Executive Director Approval

Date

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended June 30, 2016

DRAFT

	1 Month Ended				12 Months Ended			
	Jun. 30, 2016	Budget	Variance	Pct	Jun. 30, 2016	Budget	Variance	Pct
REVENUE								
70300 Net Tenant Renta	\$ 60,107.17	\$ 43,794.00	\$ 16,313.17	37	\$ 679,316.03	\$ 546,366.00	\$ 132,950.03	24
70400 Tenant Revenue	1,612.85	1,234.00	378.85	31	15,231.08	15,564.00	(332.92)	(2)
70600 HUD PHA Oper	0.00	16,648.00	(16,648.00)	(100)	230,685.00	207,390.00	23,295.00	11
71100 Investment Int-	21.06	83.00	(61.94)	(75)	254.99	624.00	(369.01)	(59)
71500 Other Revenue	<u>1,693.94</u>	<u>4,438.00</u>	<u>(2,744.06)</u>	<u>(62)</u>	<u>19,499.97</u>	<u>48,780.00</u>	<u>(29,280.03)</u>	<u>(60)</u>
TOTAL REVEN	63,435.02	66,197.00	(2,761.98)	(4)	944,987.07	818,724.00	126,263.07	15
EXPENSES								
91100 Administrative	16,645.70	11,616.00	5,029.70	43	211,183.48	145,044.00	66,139.48	46
91200 Auditing Fees	(68.89)	667.00	(735.89)	(110)	7,669.06	9,000.00	(1,330.94)	(15)
91310 Book-keeping F	962.16	800.00	162.16	20	13,846.90	10,800.00	3,046.90	28
91400 Advertising and	0.00	42.00	(42.00)	(100)	0.00	504.00	(504.00)	(100)
91500 Employee Ben Co	6,880.32	4,088.00	2,792.32	68	83,211.87	54,108.00	29,103.87	54
91600 Office Expenses	0.00	1,963.00	(1,963.00)	(100)	4,440.00	24,198.00	(19,758.00)	(82)
91700 Legal Expense	0.00	92.00	(92.00)	(100)	223.51	702.00	(478.49)	(68)
91800 Travel	0.00	2,117.00	(2,117.00)	(100)	8,975.38	23,580.00	(14,604.62)	(62)
91900 Other	3,684.11	2,237.50	1,446.61	65	62,952.71	26,850.00	36,102.71	134
93100 Water	1,738.29	1,667.00	71.29	4	17,891.89	17,682.00	209.89	1
93200 Electricity	7,117.29	6,900.00	217.29	3	86,562.80	78,678.00	7,884.80	10
93300 Gas	1,691.30	1,333.00	358.30	27	26,923.09	26,328.00	595.09	2
93400 Fuel	0.00	2,083.00	(2,083.00)	(100)	0.00	15,000.00	(15,000.00)	(100)
93600 Sewer	1,235.36	1,054.00	181.36	17	13,036.26	13,632.00	(595.74)	(4)
93800 Other Utilities	862.30	1,039.00	(176.70)	(17)	9,869.73	11,232.00	(1,362.27)	(12)
94100 Ord Mtee & Ope	3,000.00	9,126.00	(6,126.00)	(67)	39,244.96	101,478.00	(62,233.04)	(61)
94200 Ord Mtee & Oper-	2,190.36	2,917.00	(726.64)	(25)	64,404.01	37,500.00	26,904.01	72
94300 Ord Mtee & Ope	11,632.61	23,667.00	(12,034.39)	(51)	209,578.05	287,502.00	(77,923.95)	(27)
94500 Employee Ben Co	0.00	2,687.00	(2,687.00)	(100)	0.00	30,360.00	(30,360.00)	(100)
96110 Property Insura	1,827.71	2,584.00	(756.29)	(29)	43,746.56	31,278.00	12,468.56	40
96120 Liability Insura	0.00	83.00	(83.00)	(100)	0.00	1,134.00	(1,134.00)	(100)
96130 Workmen's Com	1,664.09	340.00	1,324.09	389	2,257.97	4,764.00	(2,506.03)	(53)
96140 All Other Insura	0.00	108.00	(108.00)	(100)	0.00	1,296.00	(1,296.00)	(100)
96200 Other General E	0.00	0.00	0.00	0	0.00	7,500.00	(7,500.00)	(100)
96210 Compensated A	0.00	1,307.00	(1,307.00)	(100)	0.00	7,842.00	(7,842.00)	(100)
96300 Payments in Lie	0.00	5,897.00	(5,897.00)	(100)	4,444.75	55,380.00	(50,935.25)	(92)
96400 Bad Debt - Tena	0.00	125.00	(125.00)	(100)	0.00	1,500.00	(1,500.00)	(100)
97100 Extraordinary M	0.00	13,708.00	(13,708.00)	(100)	0.00	179,226.00	(179,226.00)	(100)
97400 Depreciation Ex	<u>24,175.00</u>	<u>18,025.00</u>	<u>6,150.00</u>	<u>34</u>	<u>290,100.00</u>	<u>230,652.00</u>	<u>59,448.00</u>	<u>26</u>
TOTAL EXPENSES	85,237.71	118,272.50	(33,034.79)	(28)	1,200,562.98	1,434,750.00	(234,187.02)	(16)
REVENUE O	\$ (21,802.69)	\$ (52,075.50)	\$ 30,272.81	(58)	\$ (255,575.91)	\$ (616,026.00)	\$ 360,450.09	(59)

See Accountant's Compilation Report

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES-Combined
For the Period Ended June 30, 2016

DRAFT

	1 Month Ended Jun. 30, 2016	12 Months Ended Jun. 30, 2016
REVENUE		
70300 Net Tenant Rental Revenue	\$ 60,107.17	\$ 679,316.03
70400 Tenant Revenue - Other	1,612.85	15,231.08
70600 HUD PHA Operating Grants	31,812.00	801,275.37
70710 Management Fee	8,762.00	103,671.00
70750 Other Fees	1,490.24	13,735.43
70800 Other Government Grants	58,059.00	310,701.74
71100 Investment Int-Unrstrctd	109.84	458.50
71500 Other Revenue	25,092.94	226,061.61
TOTAL REVENUE	187,046.04	2,150,450.76
EXPENSES		
91100 Administrative Salaries	22,264.54	307,372.04
91200 Auditing Fees	0.00	14,182.40
91310 Book-keeping Fee	1,780.00	24,322.60
91500 Employee Ben Contrib-Admin	8,537.41	108,371.24
91600 Office Expenses	0.00	24,863.00
91700 Legal Expense	0.00	223.51
91800 Travel	0.00	9,092.38
91900 Other	5,439.22	103,668.34
93100 Water	1,738.29	17,891.89
93200 Electricity	7,117.29	86,562.80
93300 Gas	1,691.30	26,923.09
93600 Sewer	1,235.36	13,036.26
93800 Other Utilities Expense	862.30	10,436.14
94100 Ord Mtce & Oper-Labor	3,000.00	39,244.96
94200 Ord Mtce & Oper-Mirils & Other	2,190.36	64,404.01
94300 Ord Mtce & Oper Contract	12,072.61	285,927.41
96110 Property Insurance	2,052.93	44,312.67
96130 Workmen's Compensation	2,252.02	3,815.04
96300 Payments in Lieu of Taxes	0.00	4,444.75
97300 Housing Assistance Pymts	58,875.00	665,197.36
97350 Port IN HAP	23,399.00	206,561.64
97400 Depreciation Expense	24,175.00	290,100.00
TOTAL EXPENSES	178,682.63	2,350,953.53
REVENUE OVER(UNDER) EXP \$	8,363.41	\$ (200,502.77)

See Accountant's Compilation Report

MEMORANDUM

DATE: August 15, 2016

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: Request Permission to approve “Vacant due to Modernization” in HUD PIC system.

We have two units currently vacant, and another becoming vacant during the sewer replacement project at Sharp View Housing. We are requesting Board approval to approve the conversion of these units in PIC to the status of Vacant Due to Modernization, with an effective date of 8/1/16. If not converted in PIC, HUD will show them as vacant and it will impact our PHAS score, which will ultimately impact our Operating Subsidy funding.

f/s/memos/req permission to approve Vacant due to modernization

DATE: August 2, 2016

MEMO TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: Request approval of bid for Canopy Repair
At River View Heights

The bid opening for the Canopy Repair at River View Heights was at 2:00 PM on August 2, 2016. Only ONE Bid was received, and it was from **Gast Construction** for a sum of **\$40,841.00**. We are requesting approval of the bid from Gast Construction.

Here is an overview of funds available for upcoming projects:

2015 Cap Fund remaining:	\$ 60,642.58
2016 Cap Fund	\$168,134.00
Operating Funds:	<u>\$ 52,407.00</u>
Total available	\$281,183.58

Expenses/orContracts in Place:

Intercom Replacement HR	(\$ 15,142.00)
Engineering – Canopy Repair	(\$ 7,305.00)
Engineering – Sewer Project	(\$ 12,369.22) – 8.5% of construct. Cost
Sewer Replacement – SV	(\$148,579.00)
Canopy Repair (bid to approve)	(\$40,841.00)
Total Known Costs:	(\$224,236.22)

Amount available for Other projects:	\$ 56,947.36
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After consulting with HUD, it was determined that relocation funds associated with the Sewer Project (estimated at \$20,000) will come out of reserves, not capital funds. This is anticipated to leave enough money available to fund window replacement at Heather Wood Circle before the next round of capital funding.

g/d/boardmemos/awaridtobidgastAug2016

ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Sep 11 '16	Sep 16 '16	Sep 25 '16	T	T	T	W	M	F	S	S	S	W
1																			
2																			
3	Removals	2 days	Wed 9/14/16	Thu 9/15/16															
4	Helical Pier Installation	3 days	Fri 9/16/16	Tue 9/20/16	3														
5	Patch Concrete	2 days	Wed 9/21/16	Thu 9/22/16	4														
6	Install Glazing	2 days	Fri 9/23/16	Mon 9/26/16	5														
7	Caulking	1 day	Tue 9/27/16	Tue 9/27/16	6														
8	Final Cleaning	1 day	Tue 9/27/16	Tue 9/27/16	6														

Project: Schedule
Date: Tue 8/2/16

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline

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