

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

July 26, 2016
11:30 AM
Usher's House

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of June 28, 2016 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval of July 2016 Bills - Resolution 2016-18 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Board Approval of Bid for Sewer Work at Sharp View - Resolution 2016-19 _____
 - B. Commissioner and Staff Training Opportunity at MN NAHRO Annual Conference _____
- 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 11:30 AM.

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

Members Absent: None

Others Present: Sally Roe, Executive Director; Toni Vondal, Housing Manager;
Jill Wenger, HR Director – City of Moorhead
Sharp View Residents; Mary Beth Kalvik, Petra Roquet, Bill
Beck, Kurt Emanuel

II. REQUEST APPROVAL OF MAY 24, 2016 REGULAR MEETING
MINUTES.

Lemke moved, seconded by Braun to approve the Minutes of May 24, 2016. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL OF SPECIAL MEETING MINUTES JUNE 9TH, 2016.

Braun moved, seconded by Lemke to approve the Special meeting minutes of June 9, 2016. All votes were in favor. Motion Carried.

IV. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2016-15.

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

V. AGENDA AMENDMENTS

HR Director – City of Moorhead

VI. CITIZENS TO BE HEARD

Continued smoking in the building

Concerns for a tenant

On Call for Maintenance

VII. BUSINESS

A. Request Board Approval of Operating Budget – Resolution 2016-16.

Bowie moved, seconded by Braun to approve operating budgets. All votes were in favor. Motion Carried.

B. Request Board Approval to Complete a HCV Utility Update – Resolution 2016-17.

Braun moved, seconded by Bowie to complete the HCV Utility Update. All votes were in favor. Motion Carried.

C. Information Regarding Final Eligibility for 2016 Operating Subsidy.

VIII. OTHER BUSINESS:

None

IX. ATTORNEY'S REPORT

None

X. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:32 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

CHECK REQUEST TOTALS

PREPARED July 22, 2016

PAID IN July, 2016

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 76,601.77	10377-10446
GENERAL FUND	0	
CAPITAL FUND	\$ 730.50	30291
ROSS (Program not yet funded)	\$ 0	60264 last ck.
SECTION 8	\$ 64,142.25	28426-28508
AMHSIP	\$ 10,595.12	43301-43323
BRIDGES	\$ 12,474.57	52671-52694
BCOW	\$ 9,675.91	72618-72641
TOTAL	\$ 174,220.12	

BANK TRANSFERS made between funds:

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

D. Bacon

07/22/2016

Executive Director Approval

Date

DATE: July 19, 2016

MEMO TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: Request approval of bid for sewer work
At Sharp View

The bid opening for the Sanitary Sewer Replacement at Sharp View was at 2:00 PM on July 19, 2016. Only ONE Bid was received, and it was from **Laney's Inc.** for a sum of **\$162,759.00**.

If the Board approves this bid, it will be unlikely that we can begin window replacement at Heather wood Circle in the near future.

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	(\$ 13,834.52) – 8.5% of construct. Cost
Sewer Replacement – SV	(\$162,759.00)
Resident Relocation costs est.	(\$ 20,000.00)
Total Known Costs:	(\$219,040.52)

Amount available for Other projects:	\$ 62,143.06
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We are hopeful that the amount remaining will be more than adequate for the Canopy Repair. If the Board wants to proceed with window replacement at Heather Wood Circle, before the next round of Capital Funding, you will need to use reserve funds of the agency.

h/s/pha packets/award bid to Laney's

MEMORANDUM

DATE: July 26, 2016
TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
REGARDING: Commissioner Training Opportunity at
MN NAHRO Annual Conference

There will be a Commissioner training opportunity at the MN NAHRO Annual Conference – September 14- 16 th, 2016 in Duluth, MN.

Early Bird rate discounts are available through August 8, 2016.

An estimated cost to send a Commissioner to this training is \$1,250.00.
Our travel budget has a balance of over \$23,500 remaining for the 2016-17 year.

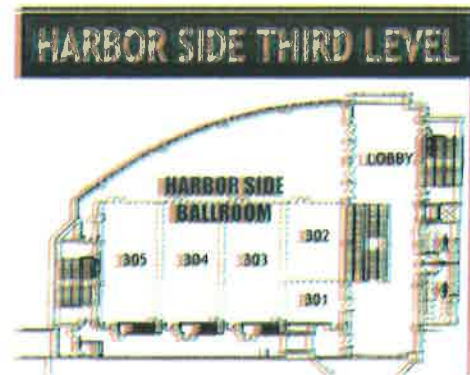
Attached is conference information.

2016 Annual Conference Schedule At A Glance

Tuesday, September 13, 2016		
3:30 pm	Minnesota NAHRO Professional Development Committee Meeting	DECC Harborside Lower Level
7:00 pm	Minnesota NAHRO Board of Directors Meeting	DECC Board Room
Wednesday, September 14, 2016		
8:00am	Registration Open until 4:00 pm	DECC Harborside Lower Level
9:00am	NATIONAL TRAININGS: (advanced registration required) <ul style="list-style-type: none"> • Assisted Housing Manager & HUD 4350 Handbook Two Day Training (exam Friday) • Hands On Heating & Ventilation For Maintenance Staff Two Day Training 	DECC Harborside
10:30am	Executive Directors & Upper Management Meeting	DECC Harborside
11:30am	First Time Attendees Meet and Greet	DECC Harborside
12:00pm	Welcome Lunch, Conference Kick-Off & Presentation Outstanding Achievement Award	DECC Harborside Ballroom Upper Level
1:00pm	Plenary Speaker – AFFH & Your Agency Featuring HUD WDC Office	DECC Harborside Ballroom Upper Level
2:15pm	Break	
2:30pm	Session Breakouts (choose one) <ul style="list-style-type: none"> • AFFH Nuts and Bolts – Minnesota Perspective • Housing Preservation in the Headlines 	DECC Harborside
4:00pm-7:00pm	Product & Service Exhibition Reception – One Night Only!	DECC Harborside Upper Level
Thursday, September 15, 2016		
7:30am	Registration Open until 4:30 pm	DECC Harborside Lower Level
8:30am	Session Breakouts (choose one) <ul style="list-style-type: none"> • Vulnerable Populations & the Sex Trade in Minnesota • AFFH Workshop Part 1 of 2 (advanced registration required) National Trainings Continue <ul style="list-style-type: none"> • Assisted Housing Manager & HUD 4350 Handbook Day Two (exam Friday) • Hands On Heating & Ventilation For Maintenance Staff Day Two 	DECC Harborside
10:00am	Extended Break & POHP Showcase	DECC Harborside Upper Level
10:30am	Session Breakouts (choose one) <ul style="list-style-type: none"> • Why Doesn't She Leave Him? • Micro Housing: A Positive Alternative to House the Homeless? • AFFH Workshop Part 2 of 2 (advanced registration required) <i>National Trainings continue</i>	DECC Harborside

12:00pm	Lunch, Presentation of Dedicated Service Award for Commissioners & Annual Meeting	DECC Harborside Ballroom Upper Level
1:20pm	Session Breakouts (choose one) <ul style="list-style-type: none"> • Legal Issues on VAWA, Criminal Background Checks & More • When Your Section 8 Goes Up Market • Build Up Duluth! <i>National Trainings continue</i> Charter Fishing Scholarship Event (boats return by 5pm - \$75 per person, see registration desk for details)	DECC Harborside
2:50pm	Break	
3:00pm	Session Breakouts (choose one) <ul style="list-style-type: none"> • How To Decipher A Criminal Background Check • Drugs in Subsidized Housing – Current Issues in Prescription Drugs • CR&D Tour Pier B (trolley departs/returns at Vista Fleet dock) <i>National Trainings continue</i>	DECC Harborside
4:30pm-6:30pm	Happy Hour at Endion Station – Scholarship Fundraising Event hosted by the Emerging Leaders (relax & network while enjoying a tasting of Minnesota Mead)	Endion Station on Canal Park
Friday, September 16, 2016		
8:00 am	Registration Open until 10:00 am	DECC Harborside Lower Level
8:30 am	HUD Public Housing Roundtable Update from Washington DC for HCV/Section 8 Assisted Housing Manager & HUD 4350 Handbook Exam	DECC Harborside
10:00 am	HUD Section 8/HCV Roundtable Update from Washington DC for Public Housing Assisted Housing Manager & HUD 4350 Handbook Exam continues	DECC Harborside
11:30 am	Closing Brunch, Scholarship Raffle & Fishing Awards (adjourn by 1:00 pm)	DECC Harborside Ballroom Upper Level

* Endion Station Public House is located at 200 Lake Place Drive in Canal Park



[Register Now](#)

Welcome to the 2016 Minnesota NAHRO Annual Conference Registration page.

We look forward to another successful conference in Duluth. Here are a few details you should know before registering:

- **EARLY BIRD RATE:** The fees below reflect the Early Bird Rate which expire August 8th so register early and SAVE!
- **MEALS:** Full conference fee includes the following meals: Wednesday lunch and Vendor reception, Thursday lunch and Friday brunch. Dinner is on your own.
- **TRAININGS:** If you are planning on attending the AFFH Workshop, Quadel AHM Training or the Heating/Ventilation Training, the full conference fee is **included** in the price.
- **MEMBERSHIP:** You may **only** register as an individual if BOTH your agency are members and you have paid to become a member of Minnesota NAHRO for 2016. If you would like to become a member of Minnesota NAHRO, please visit:

<http://mnnahro.org/membership>

When

September 14th, 2016 8:00 AM through September 16th, 2016 1:00 PM

Location

DECC

350 Harbor Drive

Duluth, MN 55802

UNITED STATES

Contact

Phone: 651-925-4070

Email: info@mnnahro.org

Event Fee(s)

MN NAHRO Individual Member	\$ 425.00
MN NAHRO Agency Member	\$ 445.00
Regular	\$ 465.00
AFFH Workshop (includes full conference)	\$ 525.00
Quadel AHM Training (HUD 4350 Handbook) (2 day)	\$ 695.00
Quadel AHM Training with Friday Exam (3 day)	\$ 920.00
Maintenance Heating/Ventilation Training (2 day)	\$ 695.00
Wednesday or Friday ONLY (1 day)	\$ 175.00
Thursday ONLY (1 day)	\$ 275.00

[Register Now](#)



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