

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

April 24, 2018
11:30 AM

Riverview Heights 800 2nd Avenue N.

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of March 27, 2018 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval for Payment of Bills - Resolution 2018-10 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Board Approval for Budget Revision - Resolution 2018-11 _____
 - B. Request Board Approval for Banking Services - Resolution 2018-12 _____
 - C. Request Board Approval for Out of State Training - Resolution 2018-13 _____
- VII. Other Business
 - A. A. Resident Board Member Position
 - B. Executive Director Updates -Informational Only
 - 1. Lease Agreement with Sprint
 - 2. ROSS and POHP Grants _____
- 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

Vice-Chairperson Carbone called the Public Housing meeting to order at 11:30 AM.

Members Present: Terry Braun, Secretary; Donna McMaster, Commissioner;
Melissa Fabian, City Council Liaison

Members Absent: Greg Lemke, Chairperson

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager
MPHA Residents; Jim & Marlys Winter, Charlene Rude, Gladys
Bentz, Lorraine Ochsner, Winnie Eklund, Vondell Malmskog,
Terry Ann Hopkins, Petra Roquet, Mary Beth Kalvik, Elsie Olson,
Lucille Hennemann, Linda Bowie, Jason Rousseau

II. REQUEST APPROVAL OF FEBRUARY 27, 2018 REGULAR MEETING MINUTES.

Braun moved, seconded by McMaster approve the Minutes of February 27, 2018. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2018-6.

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

IV. AGENDA AMENDMENTS

Michael Carbone to report on the National Low Income Conference in Washington, DC

V. CITIZENS TO BE HEARD

Smoking in the building- Residents from Sharp View expressed concerns about people smoking in their units as well as smoking too close to the building when going outside. MPHA staff said that it is important for residents to report this to staff and that MPHA will follow-up. It is a lease violation. MPHA staff agreed to update the signage at Sharp View that says “no smoking in the hallways and common areas” to be more clear that the entire building is smoke-free.

VI. BUSINESS

A. Request Board Approval to Write Off/Debts Owed-Resolution 2018-7.

McMaster moved, seconded by Braun to approve write off/debts owed. All votes were in favor. Motion Carried.

B. Budget Committee Appointment-Resolution 2018-8.

Braun moved, seconded by McMaster to approve budget committee. All votes were in favor. Motion Carried.

Michael Carbone and Greg Lemke were nominated with Melissa Fabian as an alternate.

C. Proposed Policies (Hazardous Materials and Collateralization of Assets) – Resolution 2018-9.

McMaster moved, seconded by Braun to approve the above policies. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

A. Resident Commissioner Recruitment (update and discussion)

B. Executive Director Updates

- Banking RFP- MPHA released an RFP to change banking services. A recommendation will be brought to the April board meeting
- Pest Control Services- MPHA recently conducted an RFP for pest control services. A new vendor was selected for the River View Heights High Rise which has had issues with bed bugs. The vendor is going to conduct a thorough inspection of all 104 units and work with MPHA staff to better address the problem.
- Maintenance Tech Position- MPHA hired a new Maintenance Tech on 3/26/18.
- Community Garden- Dawn is connecting with master gardeners and people connected to the Growing Together garden to launch a community garden at the High Rise this spring. An intro to the garden coupled with a presentation by a nutrition expert will be held on April 22 (Earth Day). MPHA is also conducting a tool drive for supplies.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:36 PM.

Greg Lemke – Chairman

Terry Braun – Secretary

CHECK REQUEST TOTALS

PREPARED: April 18, 2018

PAID IN: March and April 2018

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 136,922.37	11770-11778
PHA- Direct Deposit	\$21,318.29 (2 payrolls)	294-305
Capital Fund	\$0	
AMHSIP	\$9,663.14	43799-43819
BRIDGES	\$11,459.47	53239-53264
BCOW	\$6,342.73	73069-73085
TOTAL	\$185,706.00	

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO RECEIVING ACCOUNT	DOLLAR AMOUNT TRANSFERRED	REASON
4/8/18	PHA Savings	PHA Checking	100,000	To cover \$51,233 for Payment in Lieu of Taxes as well as \$49,016 for Property and Liability Insurance

D. Bacon

Executive Director Approval

MEMORANDUM

DATE: April 19, 2018
MEMO TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
REGARDING: Revised Budget for FYE2017- RESOLUTION 2018-11

PHAs submit revised budgets to HUD when substantial modifications occur.

I am submitting a revised budget for the fiscal year of July 1 2017- June 30 2018 for two reasons:

1. In December of 2017 the board approved the use of PHA reserves to pay for window replacement at Heatherwood Circle. Therefore, \$100,000 of expenses is being added to FDS Line 94300.
2. Operating Subsidy Grant funding is on a Calendar Year cycle. We have seen a significant increase in Operating Subsidy from 2017 to 2018. We were conservative in only putting our budget at the 2017 level. Therefore, our monthly budgeted revenue for this line has gone from \$9,357 to \$17,906. Therefore, \$51,294 of revenue is being added to FDS Line 70600.

With the revised budget, our budgeted revenue goes up to \$880,889 and budgeted expenses up to 1,089,606 (not factoring in depreciation). This increases the deficit by \$48,706 than what was previously budgeted, from (160,641) to (209,347).

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, 2017 Board Resolution Number: 2018-11

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: April 24, 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:
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Revised 4/24/18

	A	B	C
1			17-2018 Budget
2	70300	Net Tenant Rental Revenue	681,000
3			
4	70400	Tenant Revenue- Other (Laundry and tenant charges)	15,200.08
5			
6	70600	HUD PHA Operating Grants	163,582
7			
8	71100	Investment Int-Unstrctd	150
9			
10	71500	Other Revenue	20,327

Revised 4/12/18

	A	B	C	D
1			Public Housing Agency Wide	
2	91100	Administrative Salaries	236,494	236,494
3				
4	91200	Auditing Fees	13,512	13,512
5				
6	91310	Bookkeeping	14,616	14,616
7				
8	91400	Advertising	300	300
9				
10	91500	Employee Benefit Co	69,539	69,539
11				
12	91600	Office Expenses	5,000	5,000
13				
14	91700	Legal Expenses	2,400	2,400
15				
16	91800	Travel	12,000	12,000
17				
18	91900	Other	57,520	57,520
19				
20	92200	Relocation Cost	500	500
21				
22	93100	Water	18,800	18,800
23				
24	93200	Electricity	95,000	95,000
25				
26	93300	Gas	31,000	31,000
27				
28	93400	Fuel	0	0
29				
30	93600	Sewer	14,000	14,000
31				
32	93800	Other Utilities	10,410	10,410

MPHA Budget: Expenses

	A	B	C	D
33				
34	94100	Ord Mtr & Ope- Labor	32,764	32,764
35				
36	94200	Ord Mtr& Ope	58,000	58,000
37				
38	94300	Ord Mtr& Ope	280,000	280,000
39				
40	94500	Employee Ben Co-ordinary maintenance	34,151	34,151
41				
42	96110	Property Insurance	42,468	42,468
43				
44	96120	Liability Insurance	5735	5735
45				
46	96130	Workers Comp	3506.25	3506.25
47				
48	96140	All other insurance	1,390.00	1,390
49				
50	96200	Other General E	500	500
51				
52	96210	Compensated A	0	0
53				
54	96300	Payment in Leiu	50,000	50,000
55				
56	96400	Bad Debt-Tenant	0	0
57				
58	96800	Severance Expense	0	0
59				
60	97100	Extraordinary Maintenance	0	0
61				
62	97300	HAP	0	0
63				
64	4341	Security Deposits	0	0

MPHA Budget: Expenses

	A	B	C	D
65				
66				
67				
68		TOTAL without depreciation	1,089,606	1,089,606
69				
70				
71	Notes:			
72				
73	97400	Depreciation Expense	290,000	
74				
75		Total with Depreciation	1,379,606	

MEMORANDUM

DATE: April 19, 2018
MEMO TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
REGARDING: Banking Services RESOLUTION 2018-12

MPHA released a Request for Proposals in March to look at services from different banks. Two proposals were received. After reviewing the proposals, I am recommending that MPHA move its accounts to Bremer Bank.

Fees and Charges

Savings of approximately \$400 per year on fees and charges than what we are currently paying.

Interest on Savings Account

1.29% compared to current rate of .03. Estimated savings is over \$6,000 per year.

Community Impact

Bremer operates locally in MN, ND and Wisconsin. It is owned by Otto Bremer Trust and Bremer employees. Otto Bremer supports communities in the form of grants and program related investments.

Online Banking

I reviewed the online banking platform with Bremer to ensure that it will meet our needs as an agency.

Pledged Collateral

Bremer provides a Federal Home Loan Bank Letter of Credit at 110% of deposits not covered by FDIC Insurance. Bremer monitors all accounts daily to ensure compliance with MN Statute section 118A.03

MEMORANDUM

DATE: April 19, 2018

TO: Moorhead Public Housing Board Members

FROM: Dawn Bacon, Executive Director

RE: Approval of out of state travel for ROSS Training

RESOLUTION 2018-13

It has been our practice to seek board approval for any out of state trainings. In order to get the ROSS grant off to a strong start, I am recommending that myself and the ROSS Service Coordinator attend training on the ROSS program.

I estimate the total cost of such a training to be about \$3,500. The ROSS grant provides \$2,000 per year for training costs. The public housing training budget would need to cover the remainder of the cost.

Nan McKay and Associates will be providing training on the ROSS grant June 11 and 12 in Chesapeake, VA. A description of this training is included below. I am currently reviewing this and any other training opportunities while working to hire the position.

I am requesting board approval for out of state travel for ROSS training with flexibility to select the training that will be best based on training content, costs and the timing of hiring the new position.

PURPOSE

Provide Resident Opportunity and Self-Sufficiency (ROSS) staff and managers with the tools to understand just what it takes to assist a family in moving to economic stability or helping elderly persons and persons with disabilities to maintain their housing assistance as long as needed. This 2-day training can teach you the ROSS basics, including a variety of topics such as essential steps in creating ROSS policies, coordinating with housing management, making ROSS cost effective for the PHA, key self-sufficiency strategies, community collaboration, resources and referrals, creative FSS programs, program assessment, and case studies.

Please note: While HUD stated that they don't endorse this training, they cannot endorse any particular training. If you have any questions or concerns, please [contact us](#).

LEARNING OUTCOMES

Upon completion of **Resident Opportunity and Self-Sufficiency**, you should be able to explain and apply HUD regulations and guidance in order to successfully design and manage a ROSS program.

Day One

- Know key steps in starting a ROSS program
- Identify essential behaviors necessary to establish trust within the PHA, with residents in housing, and with service partners in their community
- Develop a basic action plan for starting a new or current ROSS program
- Evaluate housing authority, ROSS program, and community needs
- Map their current and future network within the PHA, the resident groups, and their community
- Form future ROSS support groups for feedback, best practices, and technical assistance

Day Two

- Understand critical stages of collaboration and team building that lead to effective partnerships
- Describe community service provider networks
- Identify and coordinate resources and referrals
- Understand basic details needed to track and report to the PHA and HUD on their service activities and outcomes
- Describe best practices in ROSS program evaluation and cost containment