

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

December 17, 2013
11:30 AM
Usher's House

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Approval of November 26, 2013 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval for Payment of Bills - Resolution 2013-39 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. 2013 Public Housing Assessment System Score Report _____
 - B. Fee Accountant Introductions _____
- VII. Other Business
- VIII. Attorney's Report
- IX. Adjournment

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REGULAR MEETING

I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Regular Public Housing meeting to order at 11:40 AM.

Members Present: Linda Bowie, Resident-Commissioner; Greg Lemke, Vice-Chairperson; Terry Braun, Secretary; Lisa Roesch, Commissioner

Members Absent: Heidi Durand, City Council Liaison;

Others Present: Sally Roe, Executive Director;
Toni Vondal, Rental Assistance Coordinator

II. REQUEST APPROVAL OF OCTOBER 22, 2013 REGULAR MEETING MINUTES.

Bowie moved, seconded by Braun to approve the Minutes of October 22, 2013. All votes were in favor. Motion carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2013-34

Lemke moved, seconded by Roesch 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 Engineer for Boiler Replacement at River View Heights – Resolution 2013-35.

Board approved hiring Martin Mechanical Design Inc. with John E. Foss acting as the engineering lead on the project.

Roesch moved, seconded by Bowie to approve of Engineer for Boiler Replacement. All votes were in favor. Motion Carried.

B. Request Board Approval for Budget Revision – Resolution 2013-36.

Lemke moved, seconded by Braun to approve the Budget Revision. All votes were in favor. Motion Carried.

C. Request Board Approval of Corrective Action Plan for SEMAP FSS – Resolution 2013-37.

HUD will be provided with documentation showing demographics of the Section 8 clients, specific mailers and hand-outs given to Section 8 clients.

Lemke moved, seconded by Braun to approve the Corrective Action Plan of SEMAP FSS. All votes were in favor. Motion Carried.

D. 2014 Annual Plan and Five Year Action Plan

The PHA Annual Plan for 2014 and Five Year Action Plan for the years 2015-2019. This plan will be made available to all Moorhead PHA clients.

The Tenant Advisory meeting will be held on December 12, 2013 at 3:00 PM at River View Heights.

Upgrade the Key Card System at River View Heights – Resolution 2013-38

Lemke moved, seconded by Braun to upgrade the key card system. All votes were in favor. Motion Carried.

E. Physical Needs Assessment Rule – Informational Only

The Physical Needs Assessment has been delayed until 2014. The Green PNA will be expensive to complete since it will need to be completed by an Engineering Firm familiar with HUD's GPNA Tool.

F. Compensation Plan Update

Information was provided again to Jill Wenger, HR Director with the City of Moorhead who indicated would be passed on for evaluation by the Springstead Company.

G. 2014 Board Meeting Dates

January 28, 2014	Public Meeting / City Hall chamber
February 25, 2014	Ushers – Lower Level
March 25, 2014	Ushers – Lower Level
April 22, 2014	Ushers – Lower Level
May 27, 2014	Sharp View – Community Room
June 24, 2014	Ushers – Lower Level
July 22, 2014	Ushers – Lower Level
August 26, 2014	Ushers – Lower Level
September 23, 2014	River View Heights - Community Rm.
October 28, 2014	Ushers – Lower Level
November 25, 2014	Ushers – Lower Level
December 23, 2014	Ushers – Lower Level

VII. OTHER BUSINESS:

None

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

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

Donna McMaster – Chairman

Terry Braun – Secretary

Check Request Totals

Prepared: December 12, 2013

Paid in: December, 2013

UPDATED LIST:

PROGRAM	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$27,493.08	17961 - 18002
GENERAL FUND	\$ 133.53	60244 - 60245
ROSS PROGRAM	\$	
CAPITAL FUND	\$	
SECTION 8	\$ 38,193.79	26335 - 26391
AMHSIP	\$ 7,838.38	42545 - 42563
BRIDGES	\$ 6,218.25	52060 - 52076
BCOW	\$ 6,244.39	71935 - 71955
ELHIF	\$ 554.06	80351 - 803553
TOTAL OF ALL CHECKS	\$86,675.48	

Bank Transfers made between funds:

Date of Transfer	From Account	To Receiving Account	Dollar Amount Transferred	Reason
12/06/13	9726 (ROSS)	8578 (PHA)	\$12,233.61	Reimburse PHA for ROSS expenses from Loccs requests 6 & 7

S Roe

Executive Director Approval

12/12/2013

Date

Note: The attached listing showing "budget" amounts spent, does not take into consideration the Budget Revision Approved in November, 2013.

F:\s\F\ckttl\PKT UPDATED

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended October 31, 2013

	1 Month Ended				4 Months Ended			
	Oct. 31, 2013	Budget	Variance	Pct	Oct. 31, 2013	Budget	Variance	Pct
REVENUE								
70300 Net Tenant Renta	\$ 42,095.21	\$ 43,794.00	\$ (1,698.79)	(4)	\$ 197,187.74	\$ 175,176.00	\$ 22,011.74	13
70400 Tenant Revenue	2,353.05	1,234.00	1,119.05	91	18,391.18	4,936.00	13,455.18	273
70600 HUD PHA Oper	20,000.00	16,648.00	3,352.00	20	110,000.00	66,592.00	43,408.00	65
71100 Investment Int-	22.25	83.00	(60.75)	(73)	82.76	332.00	(249.24)	(75)
71500 Other Revenue	0.00	4,438.00	(4,438.00)	(100)	0.00	17,752.00	(17,752.00)	(100)
TOTAL REVEN	64,470.51	66,197.00	(1,726.49)	(3)	325,661.68	264,788.00	60,873.68	23
EXPENSES								
91100 Administrative	13,720.97	11,616.00	2,104.97	18	58,186.72	46,464.00	11,722.72	25
91200 Auditing Fees	4,490.64	667.00	3,823.64	573	4,490.64	2,668.00	1,822.64	68
91310 Book-keeping F	775.09	800.00	(24.91)	(3)	3,775.27	3,200.00	575.27	18
91400 Advertising and	0.00	42.00	(42.00)	(100)	0.00	168.00	(168.00)	(100)
91500 Employee Ben Co	7,034.96	4,088.00	2,946.96	72	28,421.76	16,352.00	12,069.76	74
91600 Office Expenses	0.00	1,963.00	(1,963.00)	(100)	3,342.97	7,852.00	(4,509.03)	(57)
91700 Legal Expense	0.00	92.00	(92.00)	(100)	0.00	368.00	(368.00)	(100)
91800 Travel	368.45	2,117.00	(1,748.55)	(83)	875.24	8,468.00	(7,592.76)	(90)
91900 Other	1,401.06	0.00	1,401.06	0	10,293.28	0.00	10,293.28	0
93100 Water	2,744.91	1,667.00	1,077.91	65	11,196.87	6,668.00	4,528.87	68
93200 Electricity	7,058.10	6,900.00	158.10	2	26,648.36	27,600.00	(951.64)	(3)
93300 Gas	773.31	1,333.00	(559.69)	(42)	2,198.69	5,332.00	(3,133.31)	(59)
93400 Fuel	0.00	2,083.00	(2,083.00)	(100)	0.00	8,332.00	(8,332.00)	(100)
93600 Sewer	0.00	1,054.00	(1,054.00)	(100)	0.00	4,216.00	(4,216.00)	(100)
93800 Other Utilities	900.45	1,039.00	(138.55)	(13)	3,430.11	4,156.00	(725.89)	(17)
94100 Ord Mtce & Ope	3,664.44	9,126.00	(5,461.56)	(60)	17,219.88	36,504.00	(19,284.12)	(53)
94200 Ord Mtce & Oper	4,285.09	2,917.00	1,368.09	47	13,866.94	11,668.00	2,198.94	19
94300 Ord Mtce & Ope	22,531.12	12,404.00	10,127.12	82	104,763.31	49,616.00	55,147.31	111
94500 Employee Ben Co	0.00	2,687.00	(2,687.00)	(100)	0.00	10,748.00	(10,748.00)	(100)
96110 Property Insura	0.00	2,584.00	(2,584.00)	(100)	681.16	10,336.00	(9,654.84)	(93)
96120 Liability Insura	0.00	83.00	(83.00)	(100)	0.00	332.00	(332.00)	(100)
96130 Workmen's Com	0.00	340.00	(340.00)	(100)	905.57	1,360.00	(454.43)	(33)
96140 All Other Insura	0.00	108.00	(108.00)	(100)	0.00	432.00	(432.00)	(100)
96210 Compensated A	0.00	1,307.00	(1,307.00)	(100)	0.00	5,228.00	(5,228.00)	(100)
96300 Payments in Lie	640.30	5,897.00	(5,256.70)	(89)	10,619.32	23,588.00	(12,968.68)	(55)
96400 Bad Debt - Tena	0.00	125.00	(125.00)	(100)	0.00	500.00	(500.00)	(100)
97100 Extraordinary M	0.00	13,708.00	(13,708.00)	(100)	0.00	54,832.00	(54,832.00)	(100)
97400 Depreciation Ex	20,460.00	18,025.00	2,435.00	14	81,840.00	72,100.00	9,740.00	14
TOTAL EXPENS	90,848.89	104,772.00	(13,923.11)	(13)	382,756.09	419,088.00	(36,331.91)	(9)
REVENUE O	\$ (26,378.38)	\$ (38,575.00)	\$ 12,196.62	(32)	\$ (57,094.41)	\$ (154,300.00)	\$ 97,205.59	(63)

MEMORANDUM

DATE: December 6, 2013
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: 2013 Public Housing Assessment System (PHAS) Score Report

Attached is a copy of the Fiscal Year End 6/30/2013 PHAS Score for our Agency.

Even if we had not gotten 1 point deducted for un-audited audit being 1 day late, we would have still been deemed a STANDARD PERFORMER.

We MUST get the next Un-Audited Audit submitted prior to August 30, 2014 to avoid Late Penalty Points. This will be communicated to our Fee Accountant, who was new to the whole HUD FASS (Financial Assessment Sub-System) this year.

What really brought us down was the REAC inspector deducting points for paint on sprinkler heads. The REAC Inspector has never pointed out the severity of any paint on the sprinkler heads, nor had we ever lost points previously for this item. We have a REAC inspection done every two years, and have had the same inspector for the last three inspections.

Our Maintenance Staff is cleaning all sprinkler heads on every Move-out, and we will need to pay special attention during our Annual June inspections to document any other units with that issue.

Here is a historical record of our PHAS scores:

	Total Score	Financial	Capital Fund
2011 PHAs Score (01/17/2012)	71	25	5
2012 PHAs Score (11/17/2012)	80	25	10
PHAs Score (04/15/2013)	74	22	10
PHAs Score (12/5/2013)	88	25	10

f/s/bc/2013 PHAS Score



U. S. Department of Housing and Urban Development
OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Report Date: 12/5/2013

Public Housing Assessment System (PHAS) Score Report for Interim Rule

PHA Code:	MN017
PHA Name:	MOORHEAD PUBLIC HOUSING AGENCY
Fiscal Year End:	6/30/2013

PHAS Indicators	Score	Maximum Score
Physical	32	40
Financial	25	25
Management	22	25
Capital Fund	10	10
Late Penalty Points	-1	
PHAS Total Score	88	100
PHAS Designation	Standard Performer	

Initial PHAS score Issued date: 12/5/2013

Financial Score Details	Score	Maximum Score
Submission Type: Unaudited/A-133		
1. FASS Score before deductions	25.00	25.00
2. Audit Penalties		
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25.00

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	97.75	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See §§ 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund Scoring Notice.
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasintrule.cfm>



PHAS Designation Status (24 CFR 902.11)

PHAS Status Designation	Composite PHAS Score	Individual Indicator Score
High Performer	Overall PHAS score of 90% or higher	At least 60% of total points available in PASS(24), MASS(15), FASS(15) and 50% of the total points for CFP(5) and an overall score of 90% or greater
Standard Performer	Overall PHAS score of at least 60%	Not less than 60% of total points available in PASS(24), MASS(15), FASS(15) and 50% of the total points for CFP(5)
Substandard Performer	Overall PHAS score of at least 60%	Less than 60% in one or more of the PASS, FASS, or MASS indicators
Troubled	Less than 60% of the overall PHAS score	---
Capital Fund Program (CFP) Troubled	---	Less than 50% on CFP indicator