

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

September 26, 2017
11:30 AM

River View Heights Community Room 800 2nd Ave. N.

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of August 22, 2017 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval for Payment of Bills - Resolution 2017-28 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Annual Board Election of Officers - Resolution 2017-29 _____
 - B. Request Board Approval for Flat Rent Revisions - Resolution 2017-30 _____
 - C. Request Board Approval for Van Purchase - Resolution 2017-31 _____
 - D. Request Board Approval for Transitional Apartment Rental Rates - Resolution 2017-32 _____
 - E. Request Board Approval for Write Off of Debts Owed - Resolution 2017-33 _____
 - F. Request Board Approval for Application to HUD for ROSS Grant - Resolution 2017-34 _____
- VII. Other Business
 - A. Monthly Budget Summary _____
 - B. Executive Director Updates (Informational Only)
 - 1. REAC Inspection
 - 2. Maintenance Technician Position
 - 3. Reminder of October Core Values Sessions _____

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).

VIII. Attorney's Report

IX. Adjournment

I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Public Housing meeting to order at 11:32 AM.

Members Present: Donna McMaster, Chairperson; Daryl Moede, Resident
Commissioner; Terry Braun, Secretary

Members Absent: Greg Lemke, Vice-Chairperson; Michael Carbone, Commissioner;
Melissa Fabian, City Council Liaison

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager
Don Gibson, Maintenance Supervisor; Ken Foster, Concordia
College

II. REQUEST APPROVAL OF JULY 25, 2017 REGULAR MEETING
MINUTES.

Braun moved, seconded by Moede to approve the Minutes of July 25, 2017. All votes
were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2017-27.

Braun moved, seconded by Moede 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. Energy Sustainability Discussion

Guest speaker Ken Foster discussed possible ways for promoting sustainable energy and steps to achieving them working with Concordia students. Dawn will follow up with Ken to discuss next steps.

B. Summary of Executive Session – Executive Director’s Performance Review

Board member Terry Braun read the Summary of the Executive Session.

VII. OTHER BUSINESS:

A. Elevator

B. Core Values

C. Other Updates

MPHA has an audit and REAC inspection scheduled in September.

Dawn shared about a recent staff appreciation day and that MPHA currently serves 260 households comprised of 394 people which 104 of them are children. The work of our staff and board makes a big difference for a lot of people in Moorhead.

MPHA is gathering interest in starting a community garden. We have also connected with someone who has a grant to provide farmer training. One tenant will be attending a farm tour this evening.

D. Resident Board Member Daryl Moede reported that the East door at the High Rise was not always locking.

VII. ATTORNEY’S REPORT

None

IX. ADJOURNMENT:

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

Donna McMaster – Chairman

Terry Braun – Secretary

CHECK REQUEST TOTALS

PREPARED: September 20, 2017

PAID IN: August and September 2017

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 73,114.03	11323-11395
PHA- Direct Deposit	\$30,395.40 (3 payrolls)	211-216
CAPITAL FUND	\$0	
AMHSIP	\$11,831.31	43639-43666
BRIDGES	\$ 14,846.09	53048-53079
BCOW	\$7,987.97	72946-72963
TOTAL	\$138,174.80	

BANK TRANSFERS made between funds:

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

 D. Bacon

Executive Director Approval

b) Future Regular Terms. All future regular terms of office for Commissioners shall be for a term of five (5) years commencing on February 1 of the first year of the term except as otherwise may be provided for Commissioners appointed as City Council members. No Commissioner shall serve more than two complete terms except for a Commissioner who is appointed to fill a vacancy in an unexpired term of a Commissioner.

c) Terms of Commissioners Appointed as City Council Members. The City Council may set the terms of office of any member of the City Council appointed as Commissioner to coincide with his or her term of office.

d) Holding of Office as Commissioner. Commissioners shall hold office until their successors have been appointed and qualified.

e) Vacancy Within Term. Any vacancy in an unexpired term of a Commissioner shall be filled by appointment by the Mayor with the approval and consent of the City Council. Appointees filling a vacancy will serve for the unexpired portion of the term and will be eligible to be appointed for two full terms in addition to serving the unexpired term.

f) Residency of Commissioners. Each Commissioner shall be a resident of the City of Moorhead.

g) Compensation and Reimbursement of Commissioners. No Commissioner shall receive compensation for his or her services, but shall be entitled to be reimbursed for necessary expenses incurred as approved by the Commissioners.

ARTICLE IV.

OFFICERS AND THEIR ELECTION AND DUTIES

Section 1. Election of Officers. The Commissioners of the Agency shall elect from their members the officers of Chair, Vice Chair, and Secretary at their first meeting. Thereafter, officers shall be elected for one year terms at the Commissioner's regular September meeting of each year. In the event of a vacancy in any office, the Commissioners of the Agency shall elect from their members an officer to fill the unexpired term of the office at the earliest possible regular meeting subsequent to the occurrence of the vacancy.

Section 2. Chair. The Chair shall have the duties and powers usually attendant upon the office of Chair, and such

other duties and powers as may be prescribed by statute or ordinance and as may be provided from time to time by the Commissioners. The Chair shall preside at all meetings of the Commissioners if the Chair is present. At each meeting, the Chair shall make such reports as the Chair may deem necessary or may be required of the Chair and perform such other duties as are incident to the Chair's office or as are required of the Chair by the Commissioners.

Section 3. Vice Chair. The Vice Chair shall perform the duties of the Chair in the Chair's absence or incapacity and/or because of the resignation of the Chair, until a new Chair is elected.

Section 4. Secretary. The Secretary shall review the minutes of all meetings of the Agency and shall make such reports at each meeting as may be deemed necessary or may be required of the Secretary, and perform such other duties as are incident to the Secretary's office or as are required of the Secretary by the Commissioners.

ARTICLE V. COMMISSIONERS' MEETINGS

Section 1. Regular Meetings. Regular meetings of the Commissioners of the Agency shall be held on the third Wednesday of each month at the hour of 12:00 noon at Sharpview Community Room, 920 Fifth Avenue South, Moorhead, Minnesota or such other places in the City of Moorhead as designated by the Board from time to time.

Section 2. Special Meetings. Special meetings of the Agency may be called by the Chair at such times and places as the Chair may direct. Notice of special meetings shall be given each commissioner at least 24 hours in advance of such meeting.

Section 3. Quorum. The presence of a majority of the Commissioners at any meeting shall constitute a quorum for doing business, and the act of a majority of Commissioners present at the meeting in which there is a quorum shall be the act of the Board. A lesser number of the Commissioners may adjourn a meeting until a quorum is obtained. The presence of a quorum at the call to order of a Commissioner's meeting shall constitute a quorum for doing business throughout the meeting until its adjournment.

Section 4. Order of Business. At the regular meetings of the Commissioners, the following shall be the order of business:

MEMORANDUM

DATE: September 21, 2017
TO: MPHA Board Members
FROM: Dawn Bacon, Executive Director
RE: 2018 Revision of HUD Mandated Flat Rent Requirement
Resolution 2017- 30

Every year, tenants in public housing get a choice between income-based rent and flat rent. Public Housing Agencies are required to establish flat rents at no less than 80% of the fair market rent (FMR). Furthermore, the MPHA Admissions and Occupancy Policy states that our agency establish flat rent at 80% FMR for each type of public housing unit.

The new flat rent amounts would be effective 1/1/2018. Per our policy, families must be given a minimum notice of 30 days regarding any rent change.

I am requesting a revision in the MPHA's Flat rents to reflect 80% of the 2018 Published FMRs.

See information below:

Bedroom Size	Current Flat Rent Amount	2018 HUD FMR Rates	NEW 2018 FLAT RENT RATES	Note- increase is in line with regulation that it not exceed 35% increase of current Flat Rent Rate. Maximum rent under this provision shown below.
1	\$482	\$643	\$514	168 + 482 = \$650 max
2	\$614	\$810	\$648	215+ 614= \$829 max
3	\$894	\$1178	\$942	313+894= \$1207 max
4	\$1021	\$1411	\$1129	357+1021= \$1378 max

MEMORANDUM

DATE: September 21, 2017

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

RE: Van purchase and close out of Section 8 Program RESOLUTION 2017-31

When a public housing authority completes a voluntary transfer of its Housing Choice Voucher program, all assets must be transferred from the divesting PHA to the receiving PHA.

There is one capital asset associated with the HCV/Section 8 program. That asset is a 2011 Chevrolet cargo van purchased for \$21,136 in March of 2016. Factoring in depreciation, the current value of this asset is \$15,900.

I am requesting board approval to transfer \$15,900 from the Bremer savings account to the HCV program account prior to transferring all HCV funding to Clay County HRA.

MEMORANDUM

DATE: September 21, 2017

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

RE: Request to Update TRANSITIONAL UNIT RENT AMOUNTS
RESOLUTION 2017- 32

Since 2002, MPHA has worked in cooperation with Lakeland Mental Health and the BCOW area counties to provide Transitional Rental Apartments for people transitioning from a group setting or homeless shelter into traditional public housing or rental assistance programs.

I am proposing that we maintain the same rate for calendar year 2018. The BCOW committee has approved increases for the last four years. Due to budget constraints, they would have to cut another program if they approved an increase to MPHA program. Maintaining the same rate would put our rate from 80% of current Fair Market Rent to 75% of the 2018 FMR for a one bedroom.

Year	Number of Units	Monthly Rent	Annual Rent	Annual A/C	Cleaning charge (annual fee)	Annual Cable	Annual TOTAL
2002	2	\$288	\$ 6,912				\$ 6,912.00
2003	2	\$288	\$ 6,912				\$ 6,912.00
2004	2	\$302	\$ 7,248	\$ 60		\$192	\$ 7,500.00
2005	3	\$307	\$ 11,052	\$ 90		\$288	\$11,520.00
2006	3	\$316	\$ 11060	\$ 90		\$350	\$11,590.00
2007	3	\$360	\$12,960	\$ 90		\$360	\$13,410.00
2008	3	\$370	\$13,320	\$ 90		\$360	\$13,770.00
2009	3	\$382.50	\$13,770	\$ 90		\$540	\$14,400.00
2010	3	\$390	\$14,040	\$ 90		\$540	\$14,670.00
2011	3	\$390	\$14,040	\$ 90		\$540	\$14,670.00
2012	3	\$390	\$14,040	\$ 90		\$540	\$14,670.00
2013	3	\$390	\$14,040	\$120		\$540	\$14,700.00
2014	3	\$410	\$14,760	\$120		\$540	\$15,420.00
2015	3	\$423	\$15,228	\$120		\$540	\$15,888.00
2016	3	\$442	\$15,912	\$120		\$540	\$16,572.00
2017	3	\$480	\$17,280	\$120	\$1200	\$540	\$19,140.00
2018 Proposed	3	\$480	\$17,280	\$120	\$1200	\$540	\$19,140.00

MEMORANDUM

DATE: September 21, 2017

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

RE: Write off of debts owed - RESOLUTION 2017-33

I am requesting board approval to write off the following resident accounts to clean up our accounts receivable line item.

It has been our practice to write off any debts owed to MPHA from residents that are more than two years old or in cases where a tenant is deceased.

Details are provided below. The amount being requested for write-off totals \$3,931.63

Initial	Amount owed	Date	
LC	\$1,914.01	10/31/15	
JA	\$358.11	11/08/12	
AM	\$1,337.32	6/30/14	
AJ	\$28.69	11/11/2009	
KL	\$133.50	10/20/16	
KE	\$160.00	5/31/17	
TOTAL	\$3,931.63		

MEMORANDUM

DATE: September 21, 2017

TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

RE: Application for ROSS Grant RESOLUTION 2017-34

I am requesting that Moorhead Public Housing Agency submit an application to receive funding through the Resident Opportunity and Self-Sufficiency (ROSS) grant program. HUD recently released a Notice of Funding Availability (NOFA) and applications are due October 23, 2017.

The ROSS grant provides funding to a hire Service Coordinator to assess the needs of residents and link them to supportive services that enable them to increase earned income, reduce or eliminate the need for welfare assistance, and make progress toward achieving economic independence and housing self-sufficiency.

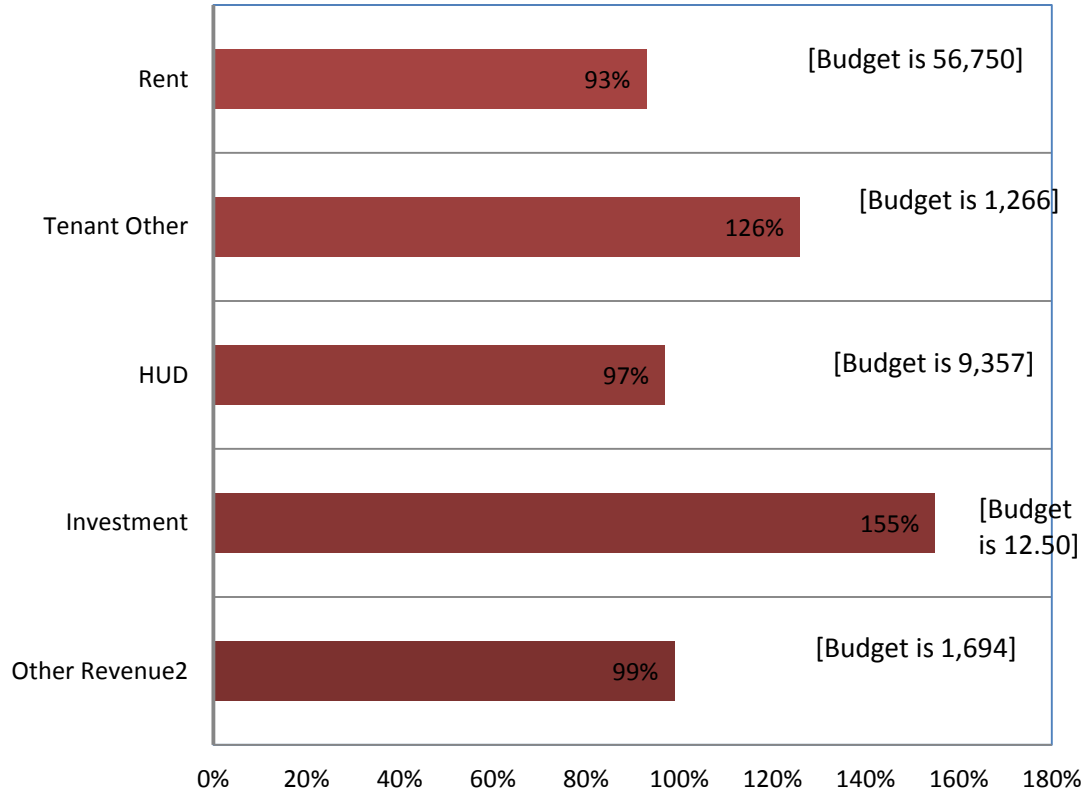
Moorhead Public Housing previously held this grant from 2013-2015 but it was not renewed in 2015. If our application is selected, we would be notified in December and the grant would run from March of 2018 to February of 2021.

I believe that this grant would provide an excellent resource to our agency as we seek to connect tenants with resources to help them meet their goals and increase quality of life outcomes. The maximum amount of funding that our agency could receive from this grant is 246,000.

FYE 2018

MPHA Revenue: 1 Month ended July 31, 2017

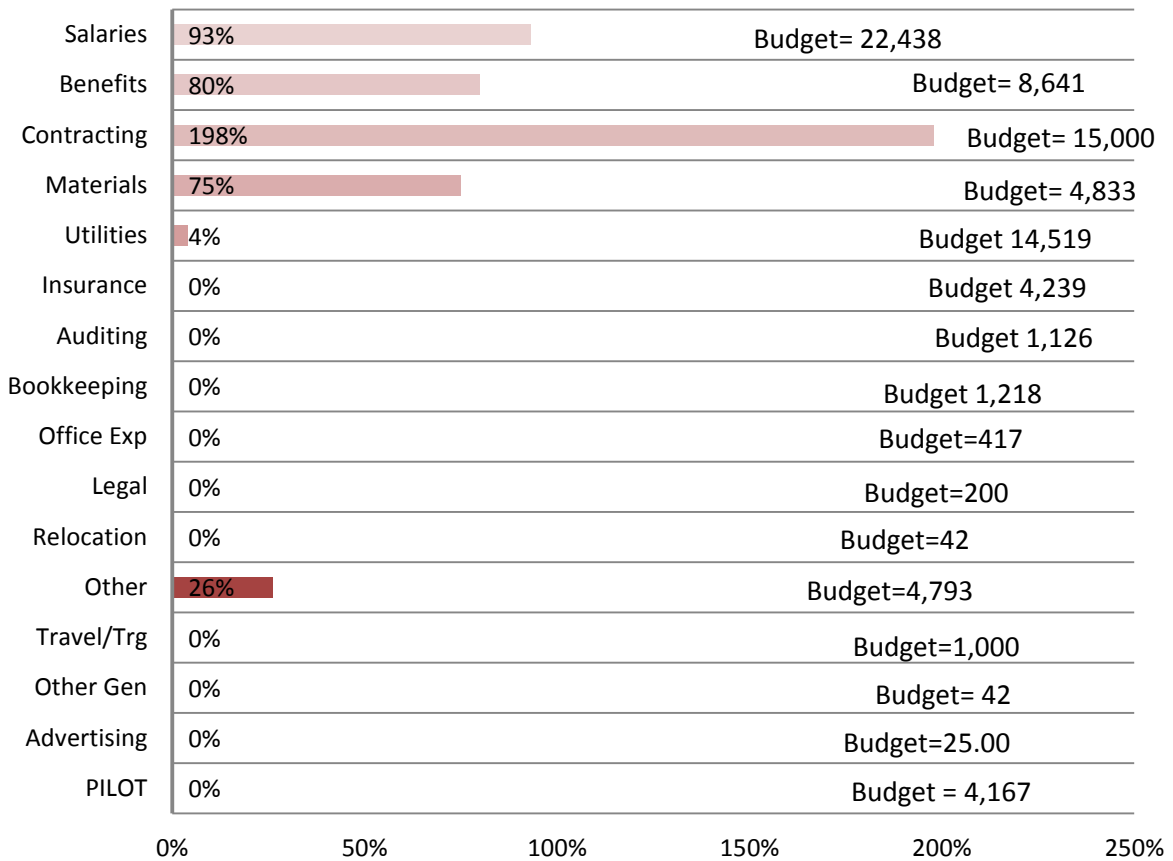
*Based on monthly budget



MPHA Expenses: 1 Month ended July 31, 2017

FYE 2018

* Based on monthly budget



OVERALL SUMMARY:

- This is looking at public housing program only. Our monthly budget is at 69,080 for revenue and 82,467 for expense. Monthly deficit of (13,387).
- Not factoring in depreciation, revenue exceeded expenses by 2,660.05. Revenue was 65,279.85 and expenses at 62,619.80
- Overall expenses were 20,080.20 less than what was budgeted for the month. This is partly due to items which are budgeted throughout the year but are not paid out monthly. PILOT is an example. We are early in the year.

NOTEWORTHY:

- Contracting was significantly over budget. This was due to a payment of 24,000 to fix a boiler. Funding was received in previous fiscal year from insurance company claim.
- Utility bills had a credit on them to start which reduced cost significantly. Due to separation of fiscal years.
- Categories were combined from financial statement for easier viewing. For example, utilities is a summation of multiple FDS line items (sewer, water, gas, etc..)