

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

July 28, 2015
11:30 AM
Usher's House

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of June 23, 2015 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval of July 2015 Bills - Resolution 2015-24 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Board Approval for Commissioner Training - Resolution 2015-25 _____
 - B. Informational Updates _____
- 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 11:31 AM.

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

Members Absent: Terry Braun, Secretary

Others Present: Sally Roe, Executive Director;
Toni Vondal, Public Housing Manager; Les Woinarowicz, Ross Coordinator

II. REQUEST APPROVAL OF MAY 26, 2015 REGULAR MEETING MINUTES.

Bowie moved, seconded by Lemke to approve the Minutes of May 26, 2015. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2015-18.

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

IV. AGENDA AMENDMENTS

Imholte-Dahl Contract

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Request Board Approval of MHFA Grant – Resolution 2015-19.

Lemke moved, seconded by Roesch to approve MHFA grant. All votes were in favor. Motion Carried.

B. Request Board Approval to Award Laney’s Inc. Isolation Valve Project – Resolution 2015-20.

Bowie moved, seconded by Lemke to approve awarding Laney’s Inc. the Isolation Valve Project. All votes were in favor. Motion Carried.

C. Request Board Approval to Purchase HDS Entry Software – Resolution 2015-21.

Tabled until next month.

D. Request Board Approval to Attend MN NAHRO Leadership Retreat – Resolution 2015-22.

Roesch moved, seconded by Bowie to approve attending MN NAHRO Leadership Retreat. All votes were in favor. Motion Carried.

E. Request Board Approval to continue working with Imholte Dahl Certified Public Accountants – Resolution 2015-23.

Lemke moved, seconded by Roesch to approve working with Imholte Dahl. All votes were in favor. Motion Carried.

F. Bullying Behavior Memo – Informational

Woinarowicz updated the Board on the Bullying Webinar

G. Updates – Informational

Sewer re-work at River View, 9th Street Townhomes, Boiler Replacement at Sharp View and the Audit.

VII. OTHER BUSINESS:

None

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:09 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

CHECK REQUEST TOTALS

PREPARED: JULY 21, 2015

PAID IN: JULY, 2015

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 71,786.89	19414 - 19513
GENERAL FUND	0	
CAPITAL FUND	\$228,283.03	30269 - 30273
ROSS	\$ 736.48	60258 - 60259
SECTION 8	\$ 49,287.06	27511 - 27580
AMHSIP	\$ 12,327.82	43005 - 43030
BRIDGES	\$ 7,279.13	52448 - 52465
BCOW	\$ 6,807.05	72351 - 72371

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO RECEIVING ACCOUNT	DOLLAR AMOUNT TRANSFERRED	REASON
6/22/15	9726	8578	\$7,000.00	ROSS reimburse PHA
6/24/15	9726	8578	\$ 372.43	Gen. Fund reimburse 2 nd Qtr meeting expense to PHA

S. ROE

07/21/2015

Executive Director Approval

Date

h/s/PHAFORMS/CKTTIPKT

MEMORANDUM

DATE: July 23, 2015
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
REGARDING: Commissioner Training Opportunity at
MN NAHRO Annual Conference

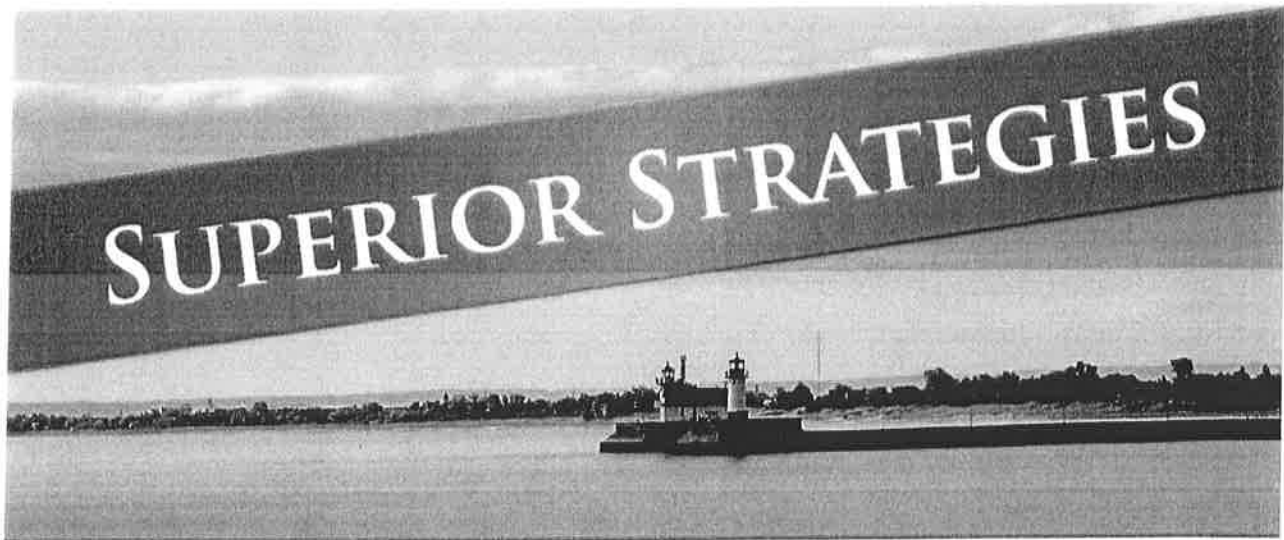
There will be a Commissioner training opportunity at the MN NAHRO Annual Conference – September 23 – 25th, 2015 in Duluth, MN.

Early Bird rate discounts are available through August 7, 2015.

An *estimated cost* to send a Commissioner to this training is \$1,070.00.
Our travel budget has a balance of over \$19,000 remaining for the 2015-16 year.

Attached is conference information.

Register Now



Minnesota NAHRO Annual Conference

September 23rd-25th, DECC

Harborside Convention Center, Duluth, MN

Attendee
Registration

Conference
Sessions

Meals &
Lodging

Exhibitor
List

Sponsor
List

Become an
Exhibitor

Become a
Sponsor

Five Specialized Tracks

HCV/Section 8 • Public Housing • Commissioners • Management • CR&D

National Training

"Improving Vacancy Turnarounds"

Registration

Registration for the conference with Minnesota NAHRO is required. Please register on-line and complete a separate registration form for each person attending from your organization.

Early Bird Rates Available thru August 7th

Register for the conference by August 7th and save \$50 or more per person on

conference registrations. Minnesota NAHRO members save even more. *Late Fees apply for late registrations after September 4th.*

Lodging & Meals

Lodging and meals are available at numerous locations near the Convention Center at a special conference rate. Simply click on the Meals & Lodging Button above for a list of hotel locations and information on each property. Please ask for the "*Minnesota NAHRO Rate*" when booking your reservation. **The deadline for guaranteed reservations is September 4th, 2015.** Make your reservations early to secure your space.

Annual Conference Event Schedule

Tuesday September 22nd	
3:30	MN NAHRO Professional Development Committee Meeting
6:30	MN NAHRO Board of Directors Meeting
Wednesday September 23rd	
8:00	Registration Open until 4:30pm
10:30	Executive Directors & Upper Management Meeting
11:30	First Time Attendees meet and greet
12:00	Welcome Lunch & Conference Kick-Off
1:00	<i>Plenary Speaker - Manage Your Time, Manage Your Work and Manage Yourself - Kit Welchlin</i>
2:30	Break
2:45	<ul style="list-style-type: none"> • Leading Through Adversity • Cell Tower Contracts & Other Revenue Sources • Utilizing Workforce Housing as a Component of Economic Development • HUD "New" Executive Director Training begins (ends Thurs at 5pm)
4:30	Product & Services Exhibition Reception
6:30	Head to the Boat Cruise & Pizza Dinner on Lake Superior
Thursday September 24th	
7:30	Registration Open until 4:00pm
8:30	

	<ul style="list-style-type: none"> • Grievance Procedures-Tips & Tools from a Hearing Officer • HUD "New" Executive Director Training • <i>Commissioner Training - Strategic Planning & Development*</i> • <i>National Training begins - Improving Vacancy Turnarounds (ends Fri @ 11:30)*</i>
10:00	Break
10:15	<ul style="list-style-type: none"> • Fraud Prevention • Responding to a Death of a Resident
11:45	Lunch, Awards and Annual Meeting
1:30	<ul style="list-style-type: none"> • Project Based Vouchers • Bed Bug Infestations
3:00	Break
3:15	<ul style="list-style-type: none"> • Best Mistakes I Ever Made • NAHRO Reads
5:00	Product & Services Exhibition Reception
7:00	Dinner on your own. Emerging Leaders Scholarship Event
Friday September 25th	
8:00	Registration Open until 10:00
8:30	<ul style="list-style-type: none"> • Update from Washington DC for HCV/Section 8 • HUD Roundtable - Public Housing • <i>Commissioner Training day 2- Strategic Planning & Development*</i> • <i>National Training day 2 - Improving Vacancy Turnarounds* (ends Fri @ 11:30)*</i>
10:00	<ul style="list-style-type: none"> • Update from Washington DC for Public Housing • HUD Roundtable - HCV/Section 8
11:30	Closing Brunch & Scholarship Awards (adjourn by 1:00pm)
	* Advance Registration Required

When September 23rd, 2015 8:00 AM through September 25th, 2015 1:00 PM

Contact Phone: 651-925-4070
Email: info@mnnahro.org

Event Fee(s) Full 3-Day Conference Early Bird Rates*

*MN NAHRO Individual Member \$ 425.00

*MN NAHRO Agency Member \$ 445.00

*Non Member	\$ 465.00
*Commissioner Training - Strat Planning & Devel 2-Day	\$ 325.00
*Commissioner Training - 3 Day Option (incl Conf & meals)	\$ 425.00
*National Training - Improving Vacancy Turnarounds	\$ 695.00
Single Day Conference Early Bird Rates*	
*Wednesday Only	\$ 150.00
*Thursday Only	\$ 250.00
*Friday Only	\$ 150.00
Single Session	\$ 75.00
Charter Fishing Scholarship Event	\$ 75.00
Credit Card Processing Option	
Payment by Check	\$ 0.00
Payment by Credit Card	\$ 10.00

Register Now



ICAL

Help spread the word

Please help us and let your friends, colleagues and followers know about our page: 2015 Annual Conference

Tweet < 0

+1 0

Like Sign Up to see what your friends like.



You can also share the below link in an email or on your website.

<http://www.mnnahro.com/civicrm/event/info?id=49&reset=1>

OTHER INFORMATION FOR July 28, 2015 MEETING

SEWER RE-WORK – RIVER VIEW HEIGHTS

Key contracting is complete with the City's Flood Mitigation project moving the sewer line from West of high rise to East of high rise. Laney's has ready to connected the sewer piping to outside sewer line. I am happy to report that with the heavy rain on 7/15/15 our high rise basement remained dry! There was a change order on this project in an amount over \$6,000.00, for the addition of a ceiling in the basement (which involved moving a light fixture and sprinkler head and additional 'trenching' for piping in the basement) when Laney's pay request is received, we will request reimbursement from the City.

9TH STREET TOWNHOME APARTMENTS

KBW has framed in the walls, and installed the roof trusses on the Townhomes. MPHA Staff has met with Architects from EAPC to choose exterior siding, trim, shingles and interior cabinets, flooring, paint and trim colors and furnace/AC equipment.

BOILER REPLACEMENT AT SHARP VIEW

Laney's Inc. is nearly complete with the boiler replacement at Sharp View. The project is proceeding on time at this point.

DOMESTIC WATER ISOLATION VALVE PROJECT – SHARP VIEW

Laney's has started on the isolation valve project, and it seems to be proceeding at a good pace.

AUDIT

Brady Martz CPA Firm will begin our 2015 AUDIT on September 21– 25, 2015. Imholte Dahl Accountants is working on our year end paperwork, but as of today's date (7/24/15), we have not received year end financial statements. Imholte Dahl Accountants will need to submit the "Un-audited" Audit to FAS (HUD financial system) before 8/15/15.