

**The mission of the Moorhead Public Housing Agency is to provide quality, affordable Housing to low income households and, as a strong partner, promote positive outcomes for residents and the community we serve.**

**MOORHEAD PUBLIC HOUSING AGENCY  
PUBLIC MEETING AGENDA**

**February 27, 2018  
11:30 AM**

**City Hall Council Chambers**

- I. Call to Order and Roll Call
- II. Public Hearing
- III. Agenda Amendments
- IV. Citizens to be Heard
- V. Approval of Minutes
  - A. Request Board Approval of January 23, 2018 Meeting Minutes \_\_\_\_\_
- VI. Request Approval for Payment of Bills
  - A. Request Board Approval of February Bills-Resolution 2018-3 \_\_\_\_\_
- VII. Business
  - A. Request Board Approval of Proposed Changes to Public Housing Policies:  
Admissions and Occupancy Policy, Lease and House Rules-Resolution 2018-4 \_\_\_\_\_
  - B. Request Board Approval for Fence Installation at 9th Street Townhomes-Resolution 2018-5 \_\_\_\_\_
- VIII. Other Business
  - A. 2018 Operating Subsidy Submission-Informational \_\_\_\_\_
  - B. MPHA PHAS Score Rating - Informational \_\_\_\_\_
  - C. Other Updates \_\_\_\_\_
- IX. Attorney's Report
- X. 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).

Visit our website at [www.cityofmoorhead.com](http://www.cityofmoorhead.com)



# MEMORANDUM

DATE: February 21, 2018

MEMO TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: Handout for Use in Public Hearing

## 1. Proposed policy changes for Public Housing program

*\*notice of public hearing was published in the newspaper and proposed policy has been available for public review and 45 day comment period.*

**ADMISSIONS AND OCCUPANCY POLICY (ACOP):** The ACOP is the policies to be used in the administration of the public housing program in accordance with HUD requirements.

**LEASE AGREEMENT:** The signed lease outlines the responsibilities that you have as a resident and the responsibilities that MPHA has as a landlord.

**HOUSE RULES:** The House Rules provide a more detailed list of rules and expectations for tenants. The lease will reference the house rules.

| TOPIC                             | SUMMARY OF CHANGE  | ACOP | Lease | House Rules |
|-----------------------------------|--|------|-------|-------------|
| Violence Against Women Act (VAWA) | Remove Section 8 references<br>Update language to comply with VAWA final rule-certification process and emergency transfer for victims               | X    |       |             |
| Homelessness Preference           | Proposal to give homeless households top preference/priority on wait list.   | X    |       |             |
| No-Smoking Policy                 | No smoking will apply to all scattered sites.<br>Changes per Final Rule- no smoking 25 feet from the unit or building.                               |      | X     | X           |
| Occupancy Clarification           | There are 4 different size one bedroom units at the high rise. Noting in policy that some smaller one bedroom units can only accommodate one person. | X    |       | X           |
| Security Deposit                  | Currently \$300 for all unit types. Proposing 2 bedroom units go up to \$400. 3 and 4 bedroom units go up to \$500.                                  | X    | X     |             |
| Cat Declawing                     | Eliminate requirement for declawing cats. HUD  | X    |       | X           |

|  |   |  |  |  |
|--|---|--|--|--|
|  | letter in Sept- declawing is not a requirement or condition of pet ownership in public housing. |  |  |  |
|--|---|--|--|--|

## 2. Capital Needs Planning

| PROJECT                    | LOCATION                          | TARGET DATE | FUNDING SOURCE  | HAS FUNDING BEEN AWARDED YET? |
|----------------------------|-----------------------------------|-------------|---|-------------------------------|
| Window replacement         | 12 townhome units                 | Spring 2018 | 2016 Capital Funding Grant and PHA Reserves           | YES                           |
| Tractor Replacement        | High Rise and Sharp View          | 2018        | 2017 Capital Funding Grant                            | YES                           |
| Fence installation         | 9 <sup>th</sup> Street Townhomes  | 2018        | Replacement Housing Factor Grant                      | YES                           |
| Elevator Upgrades          | High Rise and Sharp View          | 2019        | 2017 Capital Funding Grant<br><br>Possibly POHP Grant | Partial                       |
| Furnace and AC replacement | Scattered Site Single Family Home | TBD         | 2018 Capital Funding Grant                            | NO                            |
| Air Handler Unit           | High Rise                         | TBD         | 2018 Capital Funding Grant                            | NO                            |
| Kitchen Upgrades           | High Rise                         | TBD         | 2019 Capital Funding Grant                            | NO                            |
| Roof replacement           | Sharp View                        | TBD         | 2020 Capital Funding Grant                            | NO                            |

I. CALL TO ORDER AND ROLL CALL

Chairperson Lemke called the Public Housing meeting to order at 11:34 AM.

Members Present: Greg Lemke, Chairperson; Terry Braun, Secretary; Donna McMaster, Commissioner; Michael Carbone, Vice-Chairperson

Members Absent: Daryl Moede, Resident Commissioner; Melissa Fabian, City Council Liaison

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager; Dan Mahli, Moorhead City Manager's Office; Rebecca Flores, High Rise Resident

II. REQUEST APPROVAL OF DECEMBER 19, 2017 REGULAR MEETING MINUTES.

McMaster moved, seconded by Carbone approve the Minutes of December 19, 2017. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2018-1.

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

IV. AGENDA AMENDMENTS

Dan Mahli, Assistant City Manager

V. CITIZENS TO BE HEARD

Rebecca Flores

1. Dumpster Diving
2. Returning mail and residents' should tear up their mail they discard
  - MPHA staff will post a sign near the mail boxes
3. Throwing furniture out with bed bugs right before trash is to be picked up, that way people don't drag it back in the building.
  - MPHA will add garbage pick-up days to their list of things to cover with residents being treated

VI. BUSINESS

A. Request Board Approval for Amendment to Credit Card Policy-Resolution 2018-2.

Braun moved, seconded by Carbone to amend credit card policy. All votes were in favor. Motion Carried.

B. Operating Subsidy Formula Calculation – Discussion Only.

The Operating Subsidy is funding we receive from HUD intended to bridge the gap between low rents and costs of operations. There is a fairly complex methodology and extensive submission process each year to determine how much money the agency will receive. ED is working with HUD and our accountant to rectify some errors in reporting going forward in order to ensure we receive the maximum amount of funding available to us. This will involve providing detailed and extensive background information in the current 2018 submission as well as the 2019 submission as those subsidies are based on the FYE 2016 and 2017 audits (respectively). Corrections are being made in addition to improving our system ongoing. One potential improvement discussed includes accounting services that include expertise in HUD systems.

C. Policy Changes Under Review – Informational Only.

Violence Against Women Act (VAWA), Homelessness Preference, No Smoking Policy, Occupancy Clarification, Security Deposits, Cat Declawing.

VII. OTHER BUSINESS:

A. Discussion with Dan Mahli

Dan is the new Assistant City Manager with the City of Moorhead. He brings to Moorhead a strong background of working on affordable housing issues with the City of Fargo. Board members talked with Dan about where MPHA is at, where we heading and interest in working more with the City and other community partners. The recently developed vision, mission and core values were also shared with Mr. Mahli.

Executive Director Updates

A. Maintenance Technician Position- Currently interviewing candidates.

B. POHP Grant- Statewide there were 38 applications asking for 19 million dollars in funding. Available funding this round is 12 million. MPHA submitted 2 applications asking for a total of 587K. Decisions will be made at the April 26 MN Housing Finance Agency Board meeting.

C. Collaboration with Clay HRA- Lots of work went in to planning for and implementing the Section 8/Housing Choice program transfer. What's next? Given that MPHA's identity and focus is centered around Moorhead, taking on public housing units in other communities does not seem to be a fit at this time. Starting in

February, EDs of the two agencies have set aside time once per month to brain storm opportunities and also team on building strategic connections within the community. ED will keep MPHA board members apprised of this work and both agencies will be thinking about timing of when it will be most relevant to bring the two boards back together again.

VII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:31 PM.

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Greg Lemke – Chairman

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Terry Braun – Secretary

**CHECK REQUEST TOTALS**

**PREPARED: February 21, 2018 PAID IN: Jan and February 2018**

|                     | TOTAL AMOUNT                | CHECK NUMBERS |
|---------------------|-----------------------------|---------------|
| PHA                 | \$ 62,526.01                | 11631-11704   |
| PHA- Direct Deposit | \$27,898.19<br>(3 payrolls) | 269-283       |
| Capital Fund        | \$1,059.46                  | 30305         |
| AMHSIP/BCOW Bridges | \$11,075.38                 | 43756-43778   |
| BRIDGES             | \$13,064.82                 | 53188-53213   |
| BCOW                | \$8,136.95                  | 73037-73053   |
| <b>TOTAL</b>        | <b>\$123,760.81</b>         |               |

**BANK TRANSFERS made between funds:**

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

    **D. Bacon**    

Executive Director Approval



RESOLUTION NUMBER 2018-4

RESOLUTION TO APPROVE

BE IT RESOLVED, the Moorhead Public Housing Agency approves revisions to the following documents:

- Admissions and Continued Occupancy Policy
- Public Housing Lease Agreement
- House Rules

Public notice of the changes were provided, available for review and discussed in the public hearing.

Changes pertaining to the Violence Against Women Act are effective immediately. All other changes are to take effect on June 1, 2018.

DATED THIS 27<sup>th</sup> DAY OF February 2018.

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Greg Lemke– Chairperson

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Terry Braun – PHA Secretary

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Dawn Bacon  
PHA Executive Director

# MEMORANDUM

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**DATE:** February 21, 2018

**TO:** PHA Board of Commissioners

**FROM:** Dawn Bacon, Executive Director

**RE:** Request Board Approval for Fence Installation at 9<sup>th</sup> Street Townhomes:  
Resolution 2018-5

MPHA released a request for bids to install a fence at the 9<sup>th</sup> Street Townhomes. The three Townhomes are located very close the River View Heights High Rise parking lot and occupants include young children.

Our procurement policy specifies that awards shall be made the responsive and responsible vendor that submits the lowest cost to the agency. Dakota Fence came in as the lowest bid, at \$19,782. This would be funded through the Replacement Housing Factor Grant. This is a grant that MPHA obtained after demolishing 46 units of housing in 2006 and can only be used for replacement housing. We have \$66,314 remaining in funding for replacement housing from a 2016 and 2017 grant.

# MEMORANDUM

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DATE: February 21, 2018  
MEMO TO: PHA Board of Commissioners  
FROM: Dawn Bacon, Executive Director  
REGARDING: 2018 Operating Subsidy- Informational Only

At the last board meeting I shared some corrections that needed to be made to our Operating Subsidy submission based on recent trainings that I have attended.

I completed the 2018 submission to HUD. MPHA can expect our funding level to be at \$225,941. The subsidy is on a calendar year cycle.

The 2018 subsidy amount is substantially more than what was awarded in 2017. The 2017 amount of \$112,288 is in our current operating budget. This increase in funding will reduce our current deficit by \$56,827. It will also alleviate some of the fiscal pressures in our next budget cycle, which will begin on July 1, 2018.

# MEMORANDUM

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DATE: February 21, 2018

MEMO TO: PHA Board of Commissioners

FROM: Dawn Bacon, Executive Director

REGARDING: Public Housing Assessment System (PHAS) Score- Informational Only

The Public Housing Assessment System (PHAS) is a system of accountability to assist HUD in monitoring and evaluating the performance of public housing agencies. Agencies receive a grade for each of the four performance indicators, then one overall score.

Housing agencies with fewer than 250 units will be assessed under PHAS every third year if they are high performers, every other year if they are standard or substandard performer, and every year if they are designated as overall troubled or troubled under the capital fund indicator.

MPHA has been a standard performer, thus we have received a score every other year. **Our latest score was recently announced as 88. This is still in the standard performer designation.**

To get to High Performer of 90 or above, the two areas that MPHA needs to improve on is our physical score (REAC inspection) as well as our Management Score. Attached is the Score Report recently issued to Moorhead Public Housing.



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

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

Report Date: 02/08/2018

|                  |                                |
|------------------|--------------------------------|
| PHA Code:        | MN017                          |
| PHA Name:        | MOORHEAD PUBLIC HOUSING AGENCY |
| Fiscal Year End: | 06/30/2017                     |

| PHAS Indicators            | Score                     | Maximum Score |
|----------------------------|---------------------------|---------------|
| Physical                   | 32                        | 40            |
| Financial                  | 25                        | 25            |
| Management                 | 21                        | 25            |
| Capital Fund               | 10                        | 10            |
| Late Penalty Points        | 0                         |               |
| <b>PHAS Total Score</b>    | <b>88</b>                 | <b>100</b>    |
| <b>Designation Status:</b> | <b>Standard Performer</b> |               |

Published 02/08/2018

Initial published 02/08/2018

| Financial Score Details  | Score | Maximum Score |
|--|-------|---------------|
| Audited/Single Audit   |       |               |
| 1. FASS Score before deductions                                | 25.00 | 25            |
| 2. Audit Penalties   | 0.00  |               |
| Total Financial Score Unrounded (FASS Score - Audit Penalties) | 25.00 | 25            |

| Capital Fund Score Details                                   | Score | Maximum Score |
|--|-------|---------------|
| Timeliness of Fund Obligation:                               |       |               |
| 1. Timeliness of Fund Obligation %                           | N/A   |               |
| 2. Timeliness of Fund Obligation Points                      |       | 5             |
| Occupancy Rate:  |       |               |
| 3. Occupancy Rate %  | 98.90 |               |
| 4. Occupancy Rate Points                                     |       | 5             |
| Total Capital Fund Score (Fund Obligation + Occupancy Rate): | 10    | 10            |

Notes:

- 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.
- Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
- "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
- "0" Total Capital Fund Score is due to score of "0" for Timel<sup>-11-</sup> of Fund Obligation. See the Capital Fund Score Report. **Agenda Item #VIII.B.**
- PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasintrule.cfm>