

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

December 23, 2014
11:30 AM
Usher's House

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of November 25, 2014 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval for December Bills - Resolution 2014-45 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Board Approval for Utility Allowances 2015 - Resolution 2014-46 _____
 - B. Informational 2014 Public Housing Assessment System Score Report _____
 - C. Reassignment or Reappointment of Commissioners Terms and Offices Held _____
 - D. 2015 Proposed Board Meeting Dates and Sites _____
- 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).

Visit our website at www.cityofmoorhead.com

I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Regular Public Housing meeting to order at 11:33 AM.

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

Members Absent: Heidi Durand, City Council Liaison

Others Present: Sally Roe, Executive Director;
Toni Vondal, Public Housing Manager; Sharp View Residents,
Lon Brown, Gladys Bentz, Lucille Henneman, Sandy Johnson,
Marlene La Rock, Elsie Olson, Gordon Olson, Petra Roquet,
John Johnson, Leonard Arneson, Del Rae Williams, City of
Moorhead Mayor; Shaundra Rosdahl, Moorhead Resident.

II. REQUEST APPROVAL OF OCTOBER 28, 2014 REGULAR MEETING
MINUTES.

Bowie moved, seconded by Braun to approve the Minutes of October 28, 2014. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2014-43.

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

IV. AGENDA AMENDMENTS

None

V. CITIZENS TO BE HEARD

Sharp View residents expressed their concerns' on what was being done with the bed bug infestation in the building. The MPHA explained that there is a process that needed to be followed and that we have been diligently working with Johnson's Pest Control. The whole building and each unit was chemically sprayed and heat treatment had been done to a few units. The MPHA will continue to do what is necessary to eliminate the bed bugs.

VI. BUSINESS

A. Request Board Approval for Fair Market Rates 2015 – Resolution 2014-44.

Braun moved, seconded by Bowie to approve Fair Market Rates 2015. All votes were in favor. Motion Carried.

B. Invitation for Commissioners Meeting.

Lemke and McMaster will attend the HRA Commissioners Meeting in Fergus Falls on December 17, 2014.

C. Discuss Audit Review

Discussion postponed, will ask auditor to attend December Board Meeting.

VII. OTHER BUSINESS:

Commissioners Terms

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:58 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

Check Request Totals

Prepared: December 19, 2014

Paid in: December, 2014

| PROGRAM | TOTAL AMOUNT | CHECK NUMBERS |
|---|--|--|
| PHA | \$107,021.45 | 18904 - 18962 |
| GENERAL FUND | \$ 0 | |
| ROSS PROGRAM | \$ 0 | 60254 last ck |
| COMPUTER FUND | \$ 0 | 90009 last ck |
| CAPITAL FUND | \$ 24,508.80 | 30257 - 30258 |
| SECTION 8 | \$ 44,903.66 | 27046 - 27110 |
| AMHSIP | \$ 9,881.74 | 42851 - 42873 |
| BRIDGES | \$ 8,702.00 | 52303 - 52323 |
| BCOW | \$ 6,626.20 | 72199- 72220 |
| ELHIF <small>Clients on this program were placed on the Bridges program effective June 1, 2014</small> | \$ 0 <small>This Account CLOSED. Balance was put into Bridges Checking Account 12/11/14</small> | 80374 - <small>This program's clients now on Bridges. EHLIF funding was not renewed effective July 1, 2014.</small> |
| TOTAL OF ALL CHECKS | \$201,643.85 | |

Bank Transfers made between funds:

| Date of Transfer | From Account | To Receiving Account | Dollar Amount Transferred | Reason |
|------------------|--------------|----------------------|---------------------------|--------|
| | | | | |
| | | | | |
| | | | | |

S Roe
Executive Director Approval

12/19/14
Date

MEMORANDUM

Date: November 26, 2014

Memo to: PHA Board of Commissioners

From: Sally Roe – Executive Director

Regarding: Request to approve Utility Allowances for 2015

Each year we must review the utility consumption and cost for all of our family housing units who are responsible for all or part of their utility costs.

Based on the average cost for each sized unit, we establish a utility allowance, which is deducted from their total tenant payment, thereby reducing their rent burden. Families who are at the Flat Rent do not receive a utility allowance.

The Utility allowances are as follows:

| | 2015 Proposed | 2014 | 2013 |
|------------------------|--------------------------|-------|-------|
| Heatherwood Duplexes : | | | |
| 3 BR | \$229 | \$229 | \$232 |
| Scattered Site Units : | | | |
| 3 BR | \$277 | \$268 | \$264 |
| 4 BR | \$365 | \$337 | \$291 |

f/b/memo/utility allow

11-25-14

AVERAGE UTILITY CONSUMPTION COST FOR ALL UTILITIES

Provided by Moorhead Public Service & Xcel figures
For Village Green Heatherwood Circle Family Housing
and Scattered Site Family Housing per month consumption costs

Scattered Site 3 Bedroom (gas heat)

| <i>Gas</i> | <i>Elec.</i> | <i>Total</i> |
|------------|--------------|--------------|
| 54 | 183 | 240 |
| 27 | 319 | 346 |
| 42 | 263 | 305 |
| 88 | 104 | 192 |
| 87 | 197 | 284 |
| 44 | 274 | 318 |
| 84 | 165 | 249 |
| 58 | 205 | 263 |
| 76 | 249 | 325 |
| 64 | 222 | 286 |
| 64 | 154 | 218 |
| 56 | 224 | <u>280</u> |
| | | \$ 2768 |

Scattered Site 4 Bedroom (gas heat)

| <i>Gas</i> | <i>Elec.</i> | <i>Total</i> |
|------------|--------------|--------------|
| 72 | 293 | 365 |
| 104 | 301 | 405 |
| 47 | 239 | <u>286</u> |
| | \$365 / 1 = | \$365.00 |

$\$2768 / 10 = \277.00

Heatherwood Circle (gas heat)

| <i>Gas</i> | <i>Elec.</i> | <i>Total</i> |
|------------|--------------|--------------|
| 39 | 189 | 228 |
| 45 | 178 | 223 |
| 53 | 178 | 231 |
| 46 | 187 | 233 |
| 37 | 155 | 192 |
| 40 | 200 | 240 |
| 41 | 204 | 245 |
| 42 | 220 | 262 |
| 42 | 149 | 191 |
| 40 | 180 | 220 |
| 26 | 175 | 213 |
| 26 | 286 | <u>312</u> |
| | | \$ 2287 |

$\$2287 / 10 = \229.00

Bold = High & low figures not used in average calculation totals.

F:\Robin/forms/utilbackup14

MEMORANDUM

DATE: December 18, 2014
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: 2014 Public Housing Assessment System (PHAS) Score Report

Attached is a copy of the Fiscal Year End 6/30/2014 PHAS Score for our Agency. Because we are a small Housing Authority (HA), we are assessed only every other year.

I will be sending an e-mail to PHAS to inquire about the 0 score on Capital Fund. They are stating N/A, which may be why it is scored at 0. We have obligated and expended our Capital funds well in advance of due dates, with the exception of Replacement Housing Funds, that are not yet expired.

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 |
| PHAs Score (12/18/2014) | 89 | 25 | N/A - 0 |

f/s/bc/2014 PHAS Score

Sally Roe

From: phas@hud.gov
Sent: Thursday, December 18, 2014 8:34 AM
To: Sally Roe
Cc: deborah.kravik@hud.gov; Robert.A.LeMonds@hud.gov; Lucia.M.Clausen@hud.gov; roberta.edstrom@hud.gov; Kevin.Laviano@hud.gov; Dana.M.Kitchen@hud.gov
Subject: Small PHA Designation Notification - MN017 06/30 2014
Attachments: PHAPostingReport_MN017_2014.pdf

Dear Executive Director:

Based on your housing authoritys (HA) Public Housing Assessment System (PHAS) score from the previous fiscal year your HA is not being assessed under PHAS this fiscal year.

However, for information purposes we are sending you the attached PHAS Score Report. This report shows what your HA would have scored this year were it not for your Small PHA Deregulation status. The overall PHAS score and four indicator scores in this report are based on your HAs financial submission for this fiscal year, data from IMS/PIC, and your prior year PASS score.

Again, this is being sent to you as a reference tool; no PHAS score has or will be issued this fiscal year. Should you have any questions about this, please send an email to PHAS@hud.gov or contact the PIH-Real Estate Assessment Center (REAC) Technical Assistance Center (TAC) at 1-888-245-4860 from 7:00am to 8:30pm Eastern Time , Monday through Friday.

JUDY WOJCIECHOWSKI
PROGRAM MANAGER, INTEGRATED ASSESSMENT SUBSYSTEM



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: 12/18/2014

| | |
|------------------|--------------------------------|
| PHA Code: | MN017 |
| PHA Name: | MOORHEAD PUBLIC HOUSING AGENCY |
| Fiscal Year End: | 06/30/2014 |

| PHAS Indicators | Score | Maximum Score |
|----------------------------|-------------------------------|---------------|
| Physical | 32 | 40 |
| Financial | 25 | 25 |
| Management | 22 | 25 |
| Capital Fund | 10 | 10 |
| Late Penalty Points | 0 | |
| PHAS Total Score | 89 | 100 |
| Designation Status: | Small PHA Deregulation | |
| Published N/A | Initial published | N/A |

| Financial Score Details | Score | Maximum Score |
|--|-------|---------------|
| 1. FASS Score before deductions | 25.00 | 25.00 |
| 2. Audit Penalties | 0.00 | |
| 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 % | N/A | |
| 2. Timeliness of Fund Obligation Points | | 5 |
| Occupancy Rate: | | |
| 3. Occupancy Rate % | | |
| 4. Occupancy Rate Points | | 5 |
| Total Capital Fund Score (Fund Obligation + Occupancy Rate): | 0 | 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
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasintrule.cfm>

MEMORANDUM

DATE: December 16, 2014
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Vote for Reassignment or Reappointment of Commissioners
Terms and Offices Held

Term Length for Commissioners is 5 years. (Per PHA By-Laws)
Term Limit is 2 Terms.

Donna McMaster – Chairperson- will be concluding Term 1 on 1/31/2015

Linda Bowie – Resident Commissioner – will be concluding Term 1 on 1/31/2016

Greg Lemke – Vice-Chairman – will be concluding Term 1 on 1/31/2017

Lisa Roesch – Commissioner – will be concluding Term 1 on 1/31/2018

Terry Braun – Secretary – will be concluding Term 2 on 1/31/2019

The City of Moorhead Mayor appoints Board members.

Board should also decide if they wish to appoint or reappoint the Chairperson, Vice-Chairperson and Secretary Positions. Roe will ask IT staff to help post this new information on the Web page listing for the City.