

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

October 28, 2014
11:30 AM
Usher's House

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of September 23, 2014 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval for October Bills - Resolution 2014-41 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. River View Heights Sanitary Sewer Relocation/Flood Mitigation - Informational _____
 - B. Replacement Housing Update _____
 - C. Request Board Approval for Cable One Bulk Rate - Resolution 2014-42 _____
 - D. Overview of completed Green Physical Needs Assessment & Energy Audit _____
- 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 Public Hearing and Regular Public Housing meeting to order at 11:35 AM.

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

Members Absent: Heidi Durand, City Council Liaison; Terry Braun, Secretary

Others Present: Sally Roe, Executive Director;
Toni Vondal, Public Housing Manager; Diane Carlson, resident;
Kent Hines, Resident; Rose LaRock, Resident; Lucille
Hennemann, Resident

II. REQUEST APPROVAL OF AUGUST 26, 2014 REGULAR MEETING
MINUTES.

Lemke moved, seconded by Roesch to approve the Minutes of August 26, 2014. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2014-38

Lemke moved, seconded by Bowie 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 Concerns:

1. Curb in front of the building has not been painted yellow for no parking.
2. Tenants are still smoking.
3. Guest staying to long.

VI. BUSINESS

A. Request Board Approval to Write Off Uncollectible Accounts – Resolution 2014-39

Lemke moved, seconded by Roesch to approve writing off Uncollectible Accounts. All votes were in favor. Motion Carried.

B. Request Board Approval to Attend Nelrod Conference – Resolution 2014-40

Roesch moved, seconded by Bowie to approve up to 3 staff attending the Nelrod Conference. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:10 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

Check Request Totals

Prepared: October 23, 2014

Paid in: October, 2014

PROGRAM	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$134,086.29	18749 - 18843
GENERAL FUND	\$ 0	
ROSS PROGRAM	\$ 0	60254 last ck
COMPUTER FUND	\$ 0	90009 last ck
CAPITAL FUND	\$ 20,310.30	30254
SECTION 8	\$ 45,747.61	26916 – 26980
AMHSIP	\$ 11,134.55	42800 - 42823
BRIDGES	\$ 8,802.06	52261 - 52280
BCOW	\$ 7,552.69	72153- 72176
ELHIF <small>Clients on this program were placed on the Bridges program effective June 1, 2014</small>	\$ 26.48	80374 – <small>This program's clients now on Bridges. EHLIF funding was not renewed effective July 1, 2014.</small>
TOTAL OF ALL CHECKS	\$227,348.98	

Bank Transfers made between funds:

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

S Roe
Executive Director Approval

10/23/14
Date

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES-Combined
For the Period Ended September 30, 2014

	1 Month Ended Sep. 30, 2014	Pct	3 Months Ended Sep. 30, 2014	Pct
REVENUE				
70300 Net Tenant Rental Revenue	\$ 45,213.43	31.57	\$ 191,760.67	33.42
70400 Tenant Revenue - Other	2,036.50	1.42	4,166.84	0.73
70600 HUD PHA Operating Grants	62,683.00	43.77	238,377.00	41.54
70710 Management Fee	7,767.00	5.42	23,915.00	4.17
70750 Other Fees	1,897.67	1.32	573.77	0.10
70800 Other Government Grants	15,208.19	10.62	90,751.90	15.82
71100 Investment Int-Unrstrectd	28.97	0.02	89.60	0.02
71500 Other Revenue	<u>8,389.71</u>	<u>5.86</u>	<u>24,199.13</u>	<u>4.22</u>
TOTAL REVENUE	143,224.47	100.00	573,833.91	100.00
EXPENSES				
91100 Administrative Salaries	23,859.14	16.66	83,733.72	14.59
91200 Auditing Fees	815.00	0.57	815.00	0.14
91310 Book-keeping Fee	1,700.00	1.19	4,850.00	0.85
91500 Employee Ben Contrib-Admin	11,707.92	8.17	28,823.48	5.02
91700 Legal Expense	0.00	0.00	(377.46)	(0.07)
91800 Travel	0.00	0.00	2,359.64	0.41
91900 Other	3,585.67	2.50	13,447.07	2.34
93100 Water	1,709.88	1.19	4,711.36	0.82
93200 Electricity	8,197.64	5.72	24,007.00	4.18
93300 Gas	407.55	0.28	2,490.97	0.43
93600 Sewer	1,287.70	0.90	3,559.14	0.62
93800 Other Utilities Expense	968.73	0.68	2,881.76	0.50
94100 Ord Mtce & Oper-Labor	3,214.65	2.24	8,769.45	1.53
94200 Ord Mtce & Oper-Mtrls & Other	3,196.43	2.23	11,805.12	2.06
94300 Ord Mtce & Oper Contract	43,648.71	30.48	234,134.14	40.80
96110 Property Insurance	194.25	0.14	777.00	0.14
96130 Workmen's Compensation	1,363.12	0.95	2,726.24	0.48
96300 Payments in Lieu of Taxes	3,655.83	2.55	10,170.49	1.77
97300 Housing Assistance Pymts	51,732.00	36.12	151,152.05	26.34
97350 Port IN HAP	6,832.00	4.77	19,526.00	3.40
97400 Depreciation Expense	<u>20,385.00</u>	<u>14.23</u>	<u>61,155.00</u>	<u>10.66</u>
TOTAL EXPENSES	188,461.22	131.58	671,517.17	117.02
REVENUE OVER(UNDER) E	\$ (45,236.75)	(31.58)	\$ (97,683.26)	(17.02)

See Accountant's Compilation Report

**MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended September 30, 2014**

	1 Month Ended Sep. 30, 2014	Pct	3 Months Ended Sep. 30, 2014	Pct
REVENUE				
70300 Net Tenant Rental Revenue	\$ 45,213.43	92.59	\$ 191,760.67	95.56
70400 Tenant Revenue - Other	2,036.50	4.17	4,166.84	2.08
71100 Investment Int-Unrstretcd	22.87	0.05	70.23	0.03
71500 Other Revenue	<u>1,557.71</u>	<u>3.19</u>	<u>4,673.13</u>	<u>2.33</u>
TOTAL REVENUE	48,830.51	100.00	200,670.87	100.00
EXPENSES				
91100 Administrative Salaries	15,567.88	31.88	53,777.17	26.80
91200 Auditing Fees	428.75	0.88	428.75	0.21
91310 Book-keeping Fee	918.92	1.88	2,612.93	1.30
91500 Employee Ben Contrib-Admin	9,799.60	20.07	22,382.54	11.15
91700 Legal Expense	0.00	0.00	(377.46)	(0.19)
91800 Travel	0.00	0.00	2,096.13	1.04
91900 Other	3,221.91	6.60	10,040.33	5.00
93100 Water	1,709.88	3.50	4,711.36	2.35
93200 Electricity	8,197.64	16.79	24,007.00	11.96
93300 Gas	407.55	0.83	2,490.97	1.24
93600 Sewer	1,287.70	2.64	3,559.14	1.77
93800 Other Utilities Expense	968.73	1.98	2,881.76	1.44
94100 Ord Mtce & Oper-Labor	3,214.65	6.58	8,769.45	4.37
94200 Ord Mtce & Oper-Mtrls & Other	3,196.43	6.55	11,805.12	5.88
94300 Ord Mtce & Oper Contract	7,138.71	14.62	58,739.57	29.27
96110 Property Insurance	134.03	0.27	536.12	0.27
96130 Workmen's Compensation	940.55	1.93	1,881.10	0.94
96300 Payments in Lieu of Taxes	3,655.83	7.49	10,170.49	5.07
97400 Depreciation Expense	<u>20,385.00</u>	<u>41.75</u>	<u>61,155.00</u>	<u>30.48</u>
TOTAL EXPENSES	81,173.76	166.24	281,667.47	140.36
REVENUE OVER(UNDER) E	\$ (32,343.25)	(66.24)	\$ (80,996.60)	(40.36)

See Accountant's Compilation Report

MEMORANDUM

DATE: October 23, 2014
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: River View Heights Sanitary sewer relocation/flood mitigation
INFORMATIONAL ONLY

Attached for your review is a preliminary cost estimate for the sanitary sewer relocation within the basement of the high rise, to work in conjunction with sanitary sewer main relocation project being proposed by City Engineering department.

Once Houston Engineering can give the City Engineering department an estimate of the sanitary sewer main relocation cost, an easement agreement will be provided (by City Attorney) to the MPHA for approval and City Council approval.

This re-location will provide flood protection for the sewer system by the high rise, as well as create an easier access to the sanitary sewer for our 9th Street Townhome Apartment construction.

The MPHA Staff will keep you informed of progress on this project.

f/s/bc/RVHTS sewer flood mitigation



October 6, 2014

Basement Sewer Relocation
Moorhead HI-Rise
Moorhead, MN
MMD 2013-123

Cost estimate: (Preliminary)

Piping & labor	\$16,200
Floor cutting & patching	6,000
Backwater valve (Installed)	3,000
Relocate condensate receiver	7,300
Core drilling (walls)	3,000
Bathrooms (tie-in)	3,100
Sink (tie-in)	1,900
Sump pump – sprinkler drain (includes electrical)	5,700
System shut down – tie-in(s)	3,500
General conditions	<u>20,000</u>
(P, O.H., Ins., Contingency)	\$69,700
Design fee -	\$8,000

Submitted by:
John E. Foss

702 28th Avenue North
Fargo, North Dakota 58102

Phone 701-293-7957
Fax 701-293-7381

MEMORANDUM

DATE: October 23, 2014
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Replacement Housing Update

The final plans for the 9th Street Townhome Apartments have been sent to our HUD representative, we have advertised for construction bids, and have submitted our preliminary survey costs to HUD for reimbursement, as well as obligated our funds for construction.

I will bring a set of “blue prints” to the October 28, 2014 Meeting for your review.

The bid opening is set for 4:00 on November 6, 2014.

MEMORANDUM

DATE: October 24, 2014
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Cable ONE bulk cable service

Cable ONE notified MPHA at River View Heights that their technology is being converted to an All-Digital format, which will require a digital device for each TV with cable connected. Each device will cost \$1.00 per month, and the basic bulk rate is doubling. CableONE is asking for a three year contract with the cost at \$1,404 + tax + Fees + cost for digital devices needed = apx. \$1,591 per month.

I have requested that the City Attorney review the contract, but as of today have not heard any response from him.

If we decide not to provide bulk cable service going forward, CableONE indicates they will work with us to de-bulk so the tenants can subscribe directly to their services. The individual cost for any cable provider will be at least \$60.00 per month, most likely more.

If MPHA continues with CableONE bulk cable service, the cost to tenants will increase to about \$20.00 - \$25.00 per month. (River View Heights tenants currently pay \$15/month for cable.)

I did an informal survey of all residents and of 104 units, 46 returned their surveys. 39 want to remain with Bulk Cable, and 7 requested to de-bulk service. 2 of the responses requested MidContinent as a provider.

A year ago I checked with MidContinent for bulk cable service in the high rise, and their cost at that time was nearly what CableONE is proposing now. They wanted \$1,560 per month in 2013, \$1,664 per month in 2014, and \$1,768 in the third year through fifth year of a contract.

MEMORANDUM

DATE: October 14, 2014

TO: PHA Board of Commissioners

FROM: Sally Roe, Executive Director

RE: Overview of completed Green Physical Needs Assessment & Energy Audit

The Nelrod Company completed our Green Physical Needs Assessment and Energy Audit in September.

A very brief overview of recommendations:

- Replace all old thermostats with Energy Star programmable set back thermostats.
- Replace remaining 2.5 gallon per min shower heads with efficient 1.5 gallon per minute shower heads.
- Continue to replace incandescent lights with compact fluorescent bulbs.
- At high rise – move fire sprinkler control panel (to main level)
- At sharp view – replace boilers
- At high rise – begin plan to upgrade kitchen cabinets, countertops, appliances.
- Upgrade/replace Elevators (both high rise and Sharp View)

F/s/board corresp/GPNA EA