

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

June 26, 2012
11:30 AM
Usher's House

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Approval of May 22, 2012 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Approval of Bills _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request to close Section 8 Rental Assistance Waiting List _____
 - B. Energy Performance Contracting _____
 - C. Update On HUD Site Visit _____
- 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 City Council 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

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

Members Present: Donna McMaster, Chairperson;
Greg Lemke, Vice-Chairman; Linda Bowie, Commissioner

Members Absent: Terry Braun, Secretary, Heidi Durand, City Council
Liaison, Becky Cusey, Commissioner

Others Present: Sally Roe, Executive Director;
Toni Vondal, Rental Assistance Coordinator; Sharpview
Residents: Mary Ann Lippert, Myrtle Cherry, Lucille
Hennemann, Gladys Bentz, Beverly Kirckhorn, Lon
Brown, Ronald Capistran, Rose LaRock, Kay Baker
Clay County Public Health; Keely Ihry, Arielle Hoff

II. REQUEST APPROVAL OF APRIL 24, 2012 REGULAR MEETING
MINUTES.

Lemke moved, seconded by Bowie to approve the Minutes of April 24, 2012. All votes were in favor. Motion carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS

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

IV. AGENDA AMENDMENTS

Smoke Free Policy

V. CITIZENS TO BE HEARD

Keely Ihry with Clay County Public Health stated that at the end of April she was able to do a presentation at Sharp View on some of the benefits on going smoke free. We had a good discussion and most of the people that came to the meeting were in support of going smoke free. We also provided cessation materials. We discussed doing a year out before going smoke free that way it would give everyone ample time to adjust.

Roe stated that she would like to have the smoke free policy in place by June of 2013.

Lou Hennemann stated that she would like to see a flag put up on the pole each day. Roe stated that Don can put the flag up each morning, but it needs to come down each night and we would need someone to volunteer to take it down each night.

Myrtle Cherry brought up regarding having a tornado meeting and what the Sharp View residents should do in case of severe weather. Roe stated that she has an email out to the Fire Chief about whether we should have that meeting with them or if we should get someone from Clay County Emergency Management to talk to us about bad weather.

Rose LaRock brought up regarding talking about the emergency cord. Roe stated that would be a good thing to be brought up at the meeting.

Lon Brown asked if a person was to travel should they let Don or someone know? Roe stated that it would be great if a quick note was provided as to how long a resident would be gone so that we have documentation and we worry about people if we don't see them.

Another suggestion was having a big sign put up by the office mail slot saying "Rent Drop Off".

VI. BUSINESS

A. Request to Hire Mechanical Engineer for HVAC Project at High Rise

Roe stated at the High Rise we are going to upgrade our heating and ventilation on first floor and take out the equipment that doesn't work very well. We would like to put in more air conditioning in more areas like the lobby and offices and take out the wall air conditioners that don't work very well. Roe put out proposals to hire a mechanical engineer, and got back two quotes. The company that gave the lower quote was ONE Building Systems Consultants. Roe recommended accepting their proposal.

Bowie moved, seconded by Lemke to approve hiring the ONE firm as mechanical engineering company for the HVAC project at high rise. All votes were in favor. Motion Carried.

B. Request to Approve Bid for Furnace Replacement

Roe stated that we have three scattered site home that currently have electric Forced air furnaces that are not very energy efficient, and we have funding in the budget to do 3 gas fire furnaces with central air conditioning. Roe recommended awarding the bid to Laney's. This equipment change will lower utility costs for these families.

Lemke moved, seconded by Bowie to approve the bid from Laney's for furnace replacement. All votes were in favor. Motion Carried.

C. Request Date Permission to send Staff to HQS Training

Roe stated that the Housing Choice Voucher Program has to have the units inspected annually. Steve Miller and Roe have been doing the inspections. Miller has been certified as an HQS Inspector, and now Roe is requesting to take the training and become certified.

Bowie moved, seconded by Lemke to approve sending Roe to HQS Training. All votes were in favor. Motion Carried.

D. Request Date Change for July Board Meeting to 7/31/2012

Roe stated that since approval was given to go to HQS Training, which occurs July 23rd through July 25th, Roe requested to move the July Board meeting to July 31, 2012 so that she will be able to attend.

After a brief discussion the Board Members agreed July 31, 2012 will be a workable date.

VII. OTHER BUSINESS:

Lemke stated that he thinks it's a good idea that we have been holding the Board meetings at the High Rise and Sharp View to give residents a chance to participate.

Roe stated that we are looking for a developer so that we can get begin working on using our Replacement Factor Grant money and develop new housing in Moorhead for low income residents.

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:08 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

Check Request Totals

Prepared: 06/25/12

Paid in June, 2012

PHA	Amhsip	Gen. Fund	Section 8	Capital Fund	Bridges	BCOW	ELHIF	Alerus	Computer
28,698.72	10,590.62		36,567.39		6,936.23	8,194.10	931.89	0	0
Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks			Hand Checks	Hand Checks
48,257.81	144.00	43.05	4,492.00	19,978.15	12.84		0	-0-	-0-
TOTAL	164,846.80								

S Roe
Executive Director Approval

06/25/2012
Date

F:\s\F\ckttls

Note: The Accountant format showing the "budget" amounts spent and remaining is attached.

MEMORANDUM

DATE: June 18, 2012

TO: PHA Board of Commissioners

FROM: Sally Roe, Executive Director

RE: Closing the Section 8 Waiting List

We currently have about 488 families on our Section 8 waiting list and the current wait time for receiving a Section 8 Voucher is running about 4 years long.

On June 7th, 2012 we were visited by HUD representatives from the Minneapolis field office and it was recommended that we close our Section 8 waiting list due to the length of time it will take to receive subsidy through the Section 8 Program.

We would like to close the Section 8 waiting list for a period of one year which would be until July 2013. Our goal is to shorten the waiting time down to two years or less.

**June 18, 2012
Meeting with
Thomas Timmins, COO
CTI Energy Services, LLC**

On Monday, June 18, 2012 Steve Miller, MPHA Maintenance Supervisor, Sally Roe, MPHA Executive Director and Mr. Thomas Timmins, COO of CTI Energy Services, LLC met at my office.

Mr. Timmins briefly explained how they could conduct a Feasibility Study for our Agency (at no cost) to see if we would want to pursue an Energy Performance Contract.

The Energy Performance Contract would help us plan, and pay for upgrades using the cost savings we would see in our utilities.

The EPC (Energy Performance Contracting) was started by U.S. government in 1992, and HUD is in favor of housing agencies pursuing ways to save energy. EPC promotes energy efficiency in federal properties using public-private partnerships.

First step is to decide to do a feasibility study. Mr. Timmins is also speaking to other housing agencies in our area, Cass County HRA and Fargo HRA were going to meet with him this week. If our agency did not have a "large enough" project, we could perhaps join with other agencies to create a larger project base.

Mr. Timmins is willing to meet with the Board in the future should you wish to pursue a feasibility Study.

f/s/EnergyPerformance/June18 CTI mtg

MEMORANDUM

DATE: June 18, 2012
TO: PHA Board
FROM: Sally Roe – Executive Director
RE: “Energy Performance Contracting” - Chicago Conference

I am requesting the PHA Board recommendation regarding the “Energy Performance Contracting” course being offered in Chicago on August 6 – 10, 2012.

This is a conference put on by HUD and was strongly recommended to me by Patricia Thorstad, our Facilities Manager with the Dept. of HUD in Minneapolis.

I have attached for your information what I received from HUD regarding the conference. I believe it would teach how to do this process, without an outside company (like CTI). However given our limited staffing, it may be easier / cheaper to use a company that specializes in Energy Performance Contracting.

Should you decide to have me attend this training, the anticipated cost is about \$2400.
[\$795 registration (if before 7/20/12)
\$493 air fare
\$175 food allowance
\$930 hotel]

The items we still need to address for energy conservation are:
Boiler Replacement – River View Heights
Lighting Replacement – exterior of River View
Possible Generator Replacement – River View Heights

F:S/Memo/EPCConference

Housing and Urban Development **ENERGY PERFORMANCE CONTRACTING**

Use Performance Contracting To Green Your Housing Authority



Instructors

David Anderson,
Enlightened Energy

David Birr,
Synchronous Energy
Solutions

Richard S.
Apollo Energy
Solutions

Under the Department of Housing and Urban Development's (HUD's) Operating Fund Program (24 CFR 990), public housing authorities can reduce utility costs through implementation of energy conservation measures and use these savings to pay for the capital improvements and for other needs within their authority.

Public Housing Authorities are interested in greening their physical plant and practices. In this workshop a mix of PHA, ESCo and HUD staff focus on how to integrate Performance Contracting with other funding mechanisms.

Participants will learn:

- How to follow HUD Operating Fund Program regulations to fund green capital projects with private financing
- How other public housing authorities have successfully implemented performance contracts in public housing with energy service companies (ESCO)
- How to implement the key elements of the performance contracting process through active learning exercises and simulations
- How to develop better working relationships with HUD staff and technical assistance providers

"Without a performance contract, I don't know how we would ever get the work done. We would not be able to manage the project, nor could we afford it."

David Kaufman, Executive Director, Monticello Housing Authority, NY

Co-Sponsors:



For more information regarding course registration, course agenda, or lodging, please visit: <http://www.cvent.com/d/wcqp3p/1Q>

Course Administration

Marilyn Bingham
School of Public
Health/GLC
University of Illinois at
Chicago
2121 Taylor St. M/C
922
Chicago, IL 60612

Phone: 312-996-6904
Fax: 312-413-7369
Email: syn@uic.edu

Course Location

Ralph Metcalf Building
77 West Jackson Blvd
Chicago, Illinois 60604

Dates

August 6 – 10, 2012

Time

8:00 am – 4:45 pm

Course Registration Costs

- Energy Service Company (ESCO): \$1,950.00
- Government (Public Housing Authority, HUD): \$895.00

*If registered by Friday, July 20, 2012, Government PHA participants receive a discounted price of \$795.00

Draft AGENDA 3/18/12
**Using Performance Contracting
to Green Your Housing Authority**
August 6-10, 2012 77 W. Jackson Blvd, Chicago, Illinois

Instructors: David Anderson, Enlightened Energy Consultants, David Birr, Synchronous Energy Solutions,
& Richard Santagelo, Apollo Energy Solutions

Public Housing Authorities are interested in greening their physical plant and practices. In this workshop a mix of PHA, ESCo and HUD staff focus on how to integrate Performance Contracting with other funding mechanisms. Participants will learn:

- How to follow HUD Performance Funding System regulations to fund green capital projects with private financing
- How other public housing authorities have successfully implemented performance contracts in public housing with energy service companies (ESCOs)
- How to implement the key elements of the performance contracting process through active learning exercises and simulations
- How to develop better working relationships with HUD staff and technical assistance providers

MONDAY — August 6, 2012 -

8:00 - 9:00	Welcome and Introductions	Eugene Goldfarb
9:00 - 9:30	Introduction to Performance Contracting	Dave Birr
9:45- 11:00	HUD's Energy Incentives Including stimulus package	
11:00-11:45	Case Study #1 on Incentives	
11:45 - 1:15	LUNCH w/ Speaker	
1:30 - 2:00	Utility Analysis in PC	
2:00 - 2:45	Energy & Water Savings Opportunities	Dave Anderson
3:00 – 3:45	Utility Analysis and Site Selection	Dave Birr
3:45 – 4:45	Exercise 1: Site Selection	

TUESDAY — August 7, 2012

8:00 - 8:20	Review	Dave Anderson
8:20 - 9:00	Group Presentation 1: Sites Selected and Why	
9:00 - 10:00	Developing and Issuing the RFP	Dave Birr
10:15 -11:00	Exercise 2: Developing the RFP and Performance Contracting Team	
11:00-11:45	Case Study #2	
11:45– 1:00	LUNCH w/ Green Speaker Green Maintenance	TBA
1:15 - 2:30	Selecting the ESCO, Part 1: Evaluating RFP Responses	Dave Birr
2:45 - 3:15	Group Presentation 3: ESCOs Short Listed and Why	
3:15 - 4:45	Ex 4: Selecting the ESCO, Part 2: Interviewing the ESCOs	

WEDNESDAY — August 8, 2012 -

8:00 - 8:30	Review	Dave Anderson
8:30 - 9:00	How EPC can Address Operations	Dave Anderson
9:00-9:30	Role of Resident Education in EPC	Dave Anderson
9:30-9:45	Energy Star Program	TBA, HUD
9:45 -10:15	Healthy Homes	
10:15-11:00	Case Study #3:	
11:00-11:45	Regulatory Update:	Dick Santangelo, HUD
11:45 - 1:00	LUNCH w/ Green Speaker Green Materials	
1:15 - 3:45	Field Trip	Dave Anderson, CHA
3:45 - 4:15	HUD-EPA-DOT Partnership	Jim Van der Kloot, USEPA
4:15 - 5:00	Case Study #4	
5:00 - 7:00	Mixer at Cavanaugh's	

THURSDAY — August 9, 2012

8:30 - 8:30	Review	Dave Anderson
8:30 - 9:30	Reviewing the Audit Results	Dave Birr
9:30-10:30	Exercise 5: Looking at Your Audit	
10:45-11:30	Measures Selected and Why	
11:30-1:00	LUNCH w/ Green Speaker	
1:00-1:30	Negotiating an Audit Agreement	Dave Birr
1:30-2:15	Negotiating an Energy and Water Services Agreement	
2:30 - 3:00	Project Financing	Dave Birr
3:00-3:45	Case Study # 5: Project Financing	
3:45-4:45	Exercise 6: Negotiating the Contract	

FRIDAY — August 10, 2012

8:00 - 8:30	Review	Dave Anderson
8:30 - 9:00	Contract Negotiations	Dave Birr
9:00 - 9:45	Implementing the Project	Dave Anderson
9:45- 10:30	Case Study #6 – Resident Education	
10:30-10:45	Break	
10:45 -11:15	Aggregation for Procurement	Dave Anderson
11:15-12:00	Measurement, Verification, and Commissioning	Dave Birr
12:00-1:15	LUNCH w/ Green Speaker	

MEMORANDUM

DATE: June 18, 2012
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: HUD On-Site Visit

On June 7, 2012 Ms. Deb Kravik, PIC Coach and Program Analyst, and Mr. Anthony Landecker, Portfolio Management Specialist from the Minneapolis HUD office conducted a two hour On-Site Visit at our Agency.

They met our Staff, took a quick tour of our garage, an un-occupied apartment and the roof at the high rise, and also took a quick tour of Sharp View and were allowed to view an occupied unit there.

We briefly discussed the Replacement Housing Factor grant, and the process to begin acquisition or new construction.

Ms. Kravik reviewed our waiting lists and suggested that we close our Section 8 list, since it is over 4.5 years wait. By closing the list we would decrease our staff time in inputting applications, and updating the list on an annual basis.

The On-site visit was positive. They both stated that our properties are well cared for.