

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

August 27, 2013
11:30 AM
Usher's House

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Approval of July 23, 2013 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Approval for Payment of Bills - Resolution 2013-22 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Board Approval of Resolution 2013-23 for 2013 Capital Improvement Grant Funding _____
 - B. Request Board Approval of Resolution 2013-24 for First Year of Second Increment Replacement Housing Factor Grant _____
 - C. Request Board approval to continue working with Imholte & Dahl, P.A. as the Fee Accountant Firm for the MPHA - Resolution 2013-25 _____
 - D. Health Insurance - Informational Only _____
 - E. 2013 REAC Inspection Score - Informational Only _____
- 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).

REGULAR MEETING

I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Regular Public Housing meeting to order at 11:32 AM.

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

Members Absent:

Others Present: Sally Roe, Executive Director; Toni Vondal, Rental Assistance Coordinator; Mick Foss, Martin Mechanical Design, Inc.

II. REQUEST APPROVAL OF JUNE 25, 2013 REGULAR MEETING MINUTES.

Roesch moved, seconded by Lemke to approve the Minutes of June 25, 2013. All votes were in favor. Motion carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2013-19

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

IV. AGENDA AMENDMENTS

Lock-Smith Education Training

Replacement Housing Property Purchase

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Backflow Restrictor Project for River View Heights – Informational

The agency has begun working with John & Mick Foss of Martin Mechanical Design, Inc. to put in place a back-flow system with an automatic alarm sensor.

A walk through for interested contractors is scheduled for August 6, 2013. The bids received will be opened on August 13, 2013.

B. Request to attend National Lock Smith Education Training – Resolution 2013-20

Board approved sending Maintenance Supervisor, Steve Miller.

Braun moved, seconded by Bowie to approve Lock Smith Training Education. All votes were in favor. Motion Carried.

C. Request to attend NAHRO Annual Conference – Resolution 2013-21

Board approved sending Office Specialist/FSS Coordinator, Marlene Ulschmid.

Lemke moved, seconded by Braun to approve attending the NAHRO Annual Conference. All votes were in favor. Motion Carried.

D. Request approval to purchase Replacement Housing Property – Resolution 2013-22

Board approved purchasing property located at 3823 and 3825 11th Avenue S., Moorhead, MN.

Braun moved, seconded by Bowie to approve purchasing Replacement Housing Property. All votes were in favor. Motion Carried.

E. Update on repairs in River View Heights Basement – Informational

On June 26th, 2013 the River View Heights basement received 28 inches of water due to very high inflow to the City of Moorhead's wastewater treatment plant during the downpour of rain. This water caused damage to many items in the basement, some of the significant damages were down to the motor for fire pump, controls for fire pump, compressor for pneumatic air, burners and controllers for boilers, heat pumps and gas burner on water heater.

VII. OTHER BUSINESS:

None

VIII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:22 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

Check Request Totals

Prepared: 08/22/2013

Paid in August, 2013

HA	Amhsip	Gen. Fund	ROSS Fund	Section 8	Capital Fund	Bridges	BCOW	ELHIF	Alerus	Computer
64.74	7,985.52	161.99	4,573.00	39,092.64	9,568.80	7,044.39	5,908.83	532.04		0
Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks	Hand Checks
19,567.46	0	0	0	0	0	0	0	0	-0-	-0-
TOTAL	187,799.41									

S Roe

Executive Director Approval

08/22/2013

Date

F:\s\F\ckttlPKT

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

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended June 30, 2013

	1 Month Ended				12 Months Ended			
	Jun. 30, 2013	Budget	Variance	Pct	Jun. 30, 2013	Budget	Variance	Pct
ADMINISTRATIVE EXPENSES								
Admin Salaries	11,617.12	10,239.00	1,378.12	13	141,420.91	122,870.00	18,550.91	15
Legal Expenses	0.00	25.00	(25.00)	(100)	0.00	300.00	(300.00)	(100)
Staff Training	675.00	667.00	8.00	1	8,422.70	8,000.00	422.70	5
Travel	82.15	1,450.00	(1,367.85)	(94)	7,755.27	17,400.00	(9,644.73)	(55)
Accounting Fees	(674.91)	800.00	(1,474.91)	(184)	6,820.36	9,600.00	(2,779.64)	(29)
Auditing	0.00	667.00	(667.00)	(100)	6,451.05	8,000.00	(1,548.95)	(19)
Sundry - Other Admin	55.50	83.00	(27.50)	(33)	596.00	1,000.00	(404.00)	(40)
Sundry Supplies	0.00	333.00	(333.00)	(100)	7,529.58	4,000.00	3,529.58	88
Sundry Professional Se	51.81	487.50	(435.69)	(89)	9,436.12	5,850.00	3,586.12	61
Sundry Communication	1,971.78	667.00	1,304.78	196	10,308.36	8,000.00	2,308.36	29
Sundry Advertising	0.00	0.00	0.00	0	258.30	0.00	258.30	0
TOTAL ADMINISTRA	13,778.45	15,418.50	(1,640.05)	(11)	198,998.65	185,020.00	13,978.65	8
UTILITIES								
Water	2,969.21	2,532.00	437.21	17	28,023.49	30,380.00	(2,356.51)	(8)
Electricity	4,839.87	5,062.50	(222.63)	(4)	71,773.87	60,750.00	11,023.87	18
Gas	826.34	3,333.00	(2,506.66)	(75)	26,707.56	40,000.00	(13,292.44)	(33)
Fuel	0.00	2,500.00	(2,500.00)	(100)	0.00	30,000.00	(30,000.00)	(100)
Other Utilities Expense	139.70	1,500.00	(1,360.30)	(91)	1,901.58	18,000.00	(16,098.42)	(89)
Garbage Removal	531.50	1,308.00	(776.50)	(59)	12,455.01	15,700.00	(3,244.99)	(21)
TOTAL UTILITIES EX	9,306.62	16,235.50	(6,928.88)	(43)	140,861.51	194,830.00	(53,968.49)	(28)
ORDINARY MAINT EXP.								
Salaries - Maintenance	3,625.12	8,327.50	(4,702.38)	(56)	61,077.70	99,930.00	(38,852.30)	(39)
Materials	1,313.03	2,900.00	(1,586.97)	(55)	19,325.10	34,800.00	(15,474.90)	(44)
Contract Costs	10,430.50	14,554.00	(4,123.50)	(28)	198,564.04	174,650.00	23,914.04	14
TOTAL ORDINARY M	15,368.65	25,781.50	(10,412.85)	(40)	278,966.84	309,380.00	(30,413.16)	(10)
GENERAL EXPENSES								
Insurance	18.00	3,035.00	(3,017.00)	(99)	29,761.01	36,420.00	(6,658.99)	(18)
Pmt In Lieu-Taxes (Exp)	17,107.46	3,078.00	14,029.46	456	36,735.46	36,940.00	(204.54)	(1)
Employ Benefit-Pensio	946.44	1,616.00	(669.56)	(41)	13,958.90	19,397.00	(5,438.10)	(28)
Employ Benefit-FICA	1,069.44	1,766.50	(697.06)	(39)	15,673.70	21,198.00	(5,524.30)	(26)
Employ Benefit -Health	3,782.06	3,693.00	89.06	2	46,575.97	44,314.00	2,261.97	5
Workers Compensation	(109.93)	0.00	(109.93)	0	1,727.30	0.00	1,727.30	0
Employ Benefit-Life Ins	261.74	125.00	136.74	109	0.00	1,500.00	(1,500.00)	(100)
Collection Losses	0.00	125.00	(125.00)	(100)	0.00	1,500.00	(1,500.00)	(100)
Other General Expense	7.00	0.00	7.00	0	350.35	0.00	350.35	0
TOTAL GENERAL EX	23,082.21	13,438.50	9,643.71	72	144,782.69	161,269.00	(16,486.31)	(10)
OTHER EXPENSES								
Extraordinary Mtce	0.00	2,750.00	(2,750.00)	(100)	0.00	33,000.00	(33,000.00)	(100)
Depreciation	29,712.93	1,730.00	27,982.93	999	227,998.93	20,760.00	207,238.93	998
Machinery & Equipmen	(29,997.49)	0.00	(29,997.49)	0	0.00	0.00	0.00	0
TOTAL OTHER EXPE	(284.56)	4,480.00	(4,764.56)	(106)	227,998.93	53,760.00	174,238.93	324
TOTAL EXPENS	61,251.37	75,354.00	(14,102.63)	(19)	991,608.62	904,259.00	87,349.62	10
REVENUE O	\$ (10,390.43)	\$ (5,340.00)	\$ (5,050.43)	95	\$ (366,934.42)	\$ (64,104.00)	\$ (302,830.42)	472

See Accountant's Compilation Report

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended June 30, 2013

	1 Month Ended				12 Months Ended			
	Jun. 30, 2013	Budget	Variance	Pct	Jun. 30, 2013	Budget	Variance	Pct
REVENUE								
Dwelling Rental	\$ 44,398.17	\$ 45,700.00	\$ (1,301.83)	(3)	\$ 509,185.98	\$ 548,400.00	\$ (39,214.02)	(7)
Exc Utilities - Freezers	12.00	9.58	2.42	25	136.00	115.00	21.00	18
Exc Utilities-Plug Ins	12.00	55.00	(43.00)	(78)	876.00	660.00	216.00	33
Exc Utilities-Air Cond	1,120.00	112.50	1,007.50	896	2,960.00	1,350.00	1,610.00	119
Non Dwelling Rental	0.00	1,170.00	(1,170.00)	(100)	0.00	14,040.00	(14,040.00)	(100)
TOTAL RENTAL	45,542.17	47,047.08	(1,504.91)	(3)	513,157.98	564,565.00	(51,407.02)	(9)
Int-Gen FD Investment	17.49	8.67	8.82	102	100.50	104.00	(3.50)	(3)
Late Charges	175.00	0.00	175.00	0	1,766.89	0.00	1,766.89	0
Other Income-Damage	487.07	0.00	487.07	0	4,182.86	0.00	4,182.86	0
Other Income-Keys	10.00	0.00	10.00	0	161.00	0.00	161.00	0
Other Income-Laundry	795.50	856.00	(60.50)	(7)	6,750.06	10,277.00	(3,526.94)	(34)
Other Income-Cleaning	105.00	0.00	105.00	0	4,573.26	0.00	4,573.26	0
Other Income - Pop	0.00	63.75	(63.75)	(100)	1,086.13	765.00	321.13	42
Other Income - Cable	2,171.00	799.00	1,372.00	172	25,703.00	9,584.00	16,119.00	168
Other Income - Antenas	1,557.71	1,557.50	0.21	0	18,692.52	18,690.00	2.52	0
TOTAL OPERATING	5,318.77	3,284.92	2,033.85	62	63,016.22	39,420.00	23,596.22	60
Operating Subsidy - P	0.00	19,682.00	(19,682.00)	(100)	48,500.00	236,170.00	(187,670.00)	(79)
TOTAL OTHER INCO	0.00	19,682.00	(19,682.00)	(100)	48,500.00	236,170.00	(187,670.00)	(79)
TOTAL REVEN	50,860.94	70,014.00	(19,153.06)	(27)	624,674.20	840,155.00	(215,480.80)	(26)

See Accountant's Compilation Report

MEMORANDUM

DATE: August 12, 2013
TO: PHA Board
FROM: Sally Roe
RE: Request Board approval of Resolution 2013-23 for 2013 Capital Improvement Grant Funding

MPHA was notified on August 9, 2013 that we would be granted \$169,802 for 2013 Capital Funding.

We will begin working toward hiring an Engineering Firm to put together plans for replacement of the boilers at River View Heights.

This amount is \$2,300 more than the 2012 Capital Fund Grant.

F:S/Memo/2013 CF

RESOLUTION NUMBER 2013-23

DATED August 27, 2013

**RESOLUTION TO APPROVE
MOORHEAD PUBLIC HOUSING AGENCY
CAPITAL FUND PROGRAM AMENDMENT # 38 TO ACC
FOR FISCAL YEAR 2013**

BE IT RESOLVED, by the Public Housing Agency of the City of Moorhead, Minnesota that the Capital Fund Annual Statement for the Fiscal Year 2013 has been approved by the Board of Commissioners, to be submitted to HUD for approval.

It is also Resolved that the Moorhead Public Housing Agency Executive Director is authorized to accept the funds, in the amount of \$169,802.00 and shall be authorized to use the funds for modernization of the River View Heights high rise.

DATED THIS 27th DAY OF August, 2013.

Donna McMaster - Chairperson

Terry Braun - PHA Secretary

Sally Roe
PHA Executive Director

S/Resolutions/res13-23Cap Fund

2013 Capital Fund

**Capital Fund Program
(CFP) Amendment**
To The Consolidated Annual Contributions
Contract (form HUD-53012)

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

Whereas, (Public Housing Authority) MOORHEAD PUBLIC HOUSING
AGENCY MN017 (herein called the "PHA")
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions
Contract(s) ACC(s) Numbers(s) C-4122 dated 11/6/1980

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ \$169,802.00 for Fiscal Year 2013 to be referred to under Capital Fund Grant Number MN46P01750113
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 38

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA developments. This amendment is a part of the ACC(s).

2. The capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program.

3. (Check one)

a. For Non-qualified PHAs:

(i) In accordance with the HUD regulations, the Annual PHA Plan has been adopted by the PHA and approved by HUD, and may be amended from time to time. The capital and management activities shall be carried out as described in the CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1).

OR

(ii) If the Annual PHA Plan has not been adopted by the PHA and approved by HUD, the PHA may use its CFP assistance under this contract for work items contained in its CFP-Five-Year Action Plan (HUD-50075.2), before the Annual PHA Plan is approved.

b. For Qualified PHAs:

(i) The CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1) has been adopted by the PHA and verified by HUD. The capital and management activities shall be carried out as described therein.

OR

(ii) If the CFP Annual Statement/Performance and Evaluation Report has not been adopted by the PHA and/or verified by HUD, the PHA may use its CFP assistance under this contract for work items contained in its approved CFP 5-Year Action Plan (HUD-50075.2), before the CFP Annual Statement/Performance and Evaluation Report is adopted by the PHA and verified by HUD.

For cases where HUD has approved a Capital Fund Financing Amendment to the ACC (CFF Amendment attached), HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization schedule will be made directly to a designated trustee (Trustee Agreement attached) within 3 days of the due date.

Regardless of the selection above, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the United States

The PHA acknowledges its responsibility for adherence to this amendment. The parties have executed this Amendment, and it will be effective 9/9/2013. This is the date on which CFP assistance becomes available to the PHA for obligation.

Housing Act of 1937, as amended, (the "Act") and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

4. Subject to the provisions of the ACC(s) and paragraph 3. and to assist in the capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

5. The PHA shall continue to operate each development as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for any public housing or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for any public housing and for a period of ten years following the last payment of assistance from the Operating Fund to the PHA. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any development(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any development covered by this amendment shall occur unless approved by HUD.

6. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

7. Implementation or use of funding assistance provided under this Amendment is subject to the attached corrective action order(s).

(mark one) : Yes No

8. At a public housing development level and in the format and frequency established by HUD, the PHA is required to report on all Capital Fund grants awarded that have not closed, including information on the installation of energy conservation measures.

U.S. Department of Housing and Urban Development

PHA Executive Director

By _____ Date: _____
Title _____

By _____ Date: _____
Title _____

MEMORANDUM

DATE: August 12, 2013
TO: PHA Board
FROM: Sally Roe
RE: Request Board approval of Resolution 2013-24 for First Year of Second Increment Replacement Housing Factor Grant

MPHA was notified on August 9, 2013 that we would be granted \$43,881.00 for 2013 Replacement Housing Factor funding.

This funding represents the first year of our Second Increment Funding for the Replacement Housing project. MPHA is eligible for Four more years of funding.

This first year of 2nd Increment funding is \$4,923.00 more than what had been estimated in our Second Increment RHF Plan.

F:S/Memo/2013 RHF 2nd Inc.

RESOLUTION NUMBER 2013-24

DATED August 27, 2013

**RESOLUTION TO APPROVE
MOORHEAD PUBLIC HOUSING AGENCY
SECOND INCREMENT REPLACEMENT HOUSING FACTOR GRANT
MN46R01750213**

BE IT RESOLVED, by the Public Housing Agency of the City of Moorhead, Minnesota that the Replacement Housing Factor Grant for Fiscal Year 2013 has been approved by the Board of Commissioners, to be submitted to HUD for approval.

Whereas, HUD and the MPHA are entering into the CFP Amendment Number 39 of ACC C-4122.

It is also Resolved that the Moorhead Public Housing Agency Executive Director is authorized to accept the funds, in the amount of \$43,881.00 and shall be authorized to use the funds for replacement public housing.

DATED THIS 27th DAY OF August, 2013.

Donna McMaster - Chairperson

Terry Braun - PHA Secretary

Sally Roe
PHA Executive Director

f/s/Resolutions/res13-24 rhf2

2013 Capital Fund

**Capital Fund Program
(CFP) Amendment
To The Consolidated Annual Contributions
Contract (form HUD-53012)**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Whereas, (Public Housing Authority) MOORHEAD PUBLIC HOUSING
AGENCY MN017 (herein called the "PHA")
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions
Contract(s) ACC(s) Numbers(s) C-4122 dated 11/6/1980

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ \$43,881.00 for Fiscal Year 2013 to be referred to under Capital Fund Grant Number MN46R01750213
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 39

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA developments. This amendment is a part of the ACC(s).

2. The capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program.

3. (Check one)

a. For Non-qualified PHAs:

(i) In accordance with the HUD regulations, the Annual PHA Plan has been adopted by the PHA and approved by HUD, and may be amended from time to time. The capital and management activities shall be carried out as described in the CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1).

OR

(ii) If the Annual PHA Plan has not been adopted by the PHA and approved by HUD, the PHA may use its CFP assistance under this contract for work items contained in its CFP-Five-Year Action Plan (HUD-50075.2), before the Annual PHA Plan is approved.

b. For Qualified PHAs:

(i) The CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1) has been adopted by the PHA and verified by HUD. The capital and management activities shall be carried out as described therein.

OR

(ii) If the CFP Annual Statement/Performance and Evaluation Report has not been adopted by the PHA and/or verified by HUD, the PHA may use its CFP assistance under this contract for work items contained in its approved CFP 5-Year Action Plan (HUD-50075.2), before the CFP Annual Statement/Performance and Evaluation Report is adopted by the PHA and verified by HUD.

For cases where HUD has approved a Capital Fund Financing Amendment to the ACC (CFP Amendment attached), HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization schedule will be made directly to a designated trustee (Trustee Agreement attached) within 3 days of the due date.

Regardless of the selection above, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the United States

The PHA acknowledges its responsibility for adherence to this amendment. The parties have executed this Amendment, and it will be effective 9/9/2013. This is the date on which CFP assistance becomes available to the PHA for obligation.

Housing Act of 1937, as amended, (the "Act") and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

4. Subject to the provisions of the ACC(s) and paragraph 3. and to assist in the capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

5. The PHA shall continue to operate each development as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for any public housing or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for any public housing and for a period of ten years following the last payment of assistance from the Operating Fund to the PHA. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any development(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any development covered by this amendment shall occur unless approved by HUD.

6. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

7. Implementation or use of funding assistance provided under this Amendment is subject to the attached corrective action order(s).

(mark one) : Yes No

8. At a public housing development level and in the format and frequency established by HUD, the PHA is required to report on all Capital Fund grants awarded that have not closed, including information on the installation of energy conservation measures.

U.S. Department of Housing and Urban Development

PHA Executive Director

By _____ Date: _____
Title _____

By _____ Date: _____
Title _____

Previous versions obsolete

form HUD-52840-A 03/04/2003

MEMORANDUM

DATE: August 14, 2013
TO: PHA Board of Commissioners
FROM: Sally Roe, Executive Director
RE: Fee Accountant Engagement Agreement

MPHA has used Imholte & Dahl, P.A. as our Fee Accountant for many years. They process all our Accounts Payable checks, Payroll, and complete the Monthly accounting for all our housing programs.

They have modified our chart of accounts to fall into line with the HUD / FDS reporting numbers. This was a major change that will hopefully make our Auditing process easier.

I had previously contacted another firm about Fee accounting, and their monthly cost would have been \$300.00 more each month.

I would like to ask Board permission to approve the continued engagement of Imholte & Dahl, P.A. as the MPHA Fee Accountant firm.

F/B/M/ RV Backflow bids

1215 Washington Avenue S
P.O. Box 663
Detroit Lakes, MN 56502-0663
Phone: (218) 847-4433
Fax: (218) 847-5059

825 28th Street SW
P.O. Box 9431
Fargo, ND 58106-9431
Phone: (701) 235-3703
Fax: (701) 235-3082

July 1, 2013

MOORHEAD PUBLIC HOUSING AGENCY
800 2nd Ave N
Moorhead, MN 56560

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will perform the following services:

1. We will compile, from information you provide, the monthly and year to date statements of financial position, and the related combined and departmental statements of revenues and expense of MOORHEAD PUBLIC HOUSING AGENCY for the fiscal year ending June 30, 2014; and issue an accountant's report thereon in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

The objective of a compilation is to assist you in presenting financial information in the form of financial statements. We will utilize information that is your representation without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with the income tax basis of accounting.

You are responsible for:

- a. The preparation and fair presentation of the financial statements in conformity with generally accepted accounting principles.
- b. Designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.
- c. Preventing and detecting fraud.
- d. Identifying and ensuring that the company complies with the laws and regulations applicable to its activities.

- e. The selection and application of accounting principles.
- f. Making all financial records and related information available to us and for the accuracy and completeness of that information.

We will conduct our compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation differs significantly from a review or an audit of financial statements. A compilation does not contemplate performing inquiry, analytical procedures, or other procedures performed in a review. Additionally, a compilation does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, the examination of source documents or other procedures ordinarily performed in an audit. Accordingly, we will not express an opinion or provide any assurance regarding the financial statements being compiled.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, we will inform the appropriate level of management of any material errors and of any evidence or information that comes to our attention during the performance of our compilation procedures, that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

2. We will also perform the following services:
 - Preparation of payroll checks, and related tax payments
 - Preparation of quarterly and year-end payroll reports
 - Monthly bookkeeping services
 - Monthly compilation of financial statements
 - Prepare and print accounts payable checks from the information which you provide
 - Track and record deposits/receivables
 - Bank reconciliation / updates

You are also responsible for making all management decisions and performing all management functions, and for designating an individual who possesses suitable skill, knowledge, or experience to oversee any bookkeeping services, tax services, or other services we provide. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our fees for these services will be billed monthly at a rate of \$1450.00 per month; additional fees may be required for special services not outlined above at a standard billing rate plus out-of-pocket expenses. All invoices are due and payable upon presentation.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Imholte & Dahl, P.A.

Acknowledged:
MOORHEAD PUBLIC HOUSING AGENCY

Officer

Date

MEMORANDUM

DATE: August 22, 2013
TO: PHA Board of Commissioners
FROM: Sally Roe
RE: INFORMATIONAL ONLY...Health Insurance information

MPHA was notified on August 15, 2013 that our health insurance renewal could be 19% higher for 2014.

MPHA has always paid the full premium (100%) for single individuals – current cost is \$503 and we pay 66% of the cost for family coverage [MPHA pays \$833.34 and employee pays \$424.66]. We may need to make budget revisions for the second ½ of our current budget.

I met with Bill Schultz, Health Quote Services, LLC today and he will be getting more specific information on 8/29/13 specific to our renewal costs. I am hoping to have further information to share with the Board at our September 24th Regular Meeting.

F:S/Memo/2014 Health Insurance Quote

MEMORANDUM

DATE: August 22, 2013
TO: PHA Board of Commissioners
FROM: Sally Roe
RE: INFORMATIONAL ONLY...2013 REAC Inspection Score

MPHA was notified on August 15, 2013 that our REAC Inspection Score was an 80.

MPHA had several sprinkler heads with bits of paint on them. We have exposed sprinkler pipes and heads at the High Rise, where the paint issue occurred. Although this is not a NEW issue, this is the first year we lost any points for it, and it was the first year we were informed it was a point decreasing issue.

So in summary, MPHA received 80 out of 100 points and our PHAS Indicator Maximum Score is 40, of which we received 32.

F:S/Memo/2013 REAC Score



Integrated Assessment Sub System

[REAC Home](#) [Systems Menu](#)

Individual Reports

PHA Score Report for Fiscal Year 2013

PHA Code: MN017
Fiscal Year: 2013

PHA Information

PHA Code:	MN017	PHA Name:	MOORHEAD PUBLIC HOUSING AGENCY	Fiscal Year End:	06/30
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Submit PHAS Score: **N/A** Designation Status: **N/A** PHAS Status: **N/A**

Select a PHAS indicator to view details relating to the composite score.

PHAS Indicator	Original Score	Maximum Score	Indicator/PHAS Explanation
Physical	32	40	Explanation
Financial	N/A	25	Explanation
Management Operations	N/A	25	Explanation
Capital Fund	N/A	10	Explanation
PHAS Total Score	N/A		

The scores in RED and ITALICS have been invalidated.

The sum of the indicators as displayed may not equal the composite PHAS score shown due to rounding.

Inspection Summary Report (POA) for Inspection #506767

Inspection Snapshot

Inspection ID:	506767	Inspection Time:	08:45 AM - 05:16 PM
Inspection Date:	08/08/2013	Property Type:	Public Housing
Property ID:	MN017000001	Score:	80c
Property Name:	Riverview Heights-Scattered		
Inspection State:	Successful		