

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO  
MINUTES OF THE REGULAR MEETING  
December 11, 2012**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held December 11, 2012 at 1:30 p.m. in the Administrative Office Conference Room, 325 Broadway, Fargo, North Dakota.

**COMMISSIONERS PRESENT**

Karen Moore                      Tonna Horsley  
Thomas Jefferson                Ken Krajsa  
Michael Leier

**ABSENT**

Bryce Johnson

**FHRA STAFF PRESENT**

Lynn Fundingsland, Executive Director  
Jill Elliott, Deputy Director  
Steve Eickhoff, Capital Improve. Coord.  
Michelle Greening, Finance Manager  
Debbie Sanden, HR/Executive Administrative Assistant  
Meliha Cavkusic, Project Manager/Safety Coord.

**ABSENT**

**ADDENDUM TO AGENDA**

Write-Offs 2012 – Tabled until January 2013 Meeting

**CONSENT AGENDA**

M/S/P                                      Krajsa/Leier                                      To approve consent agenda

**REPORTS**

**Workforce Safety Update**

The WSI audit conducted in October 2012 resulted in a 25% discount on our premium that will go into effect November 1, 2012. The ergonomic grant information was compiled and submitted. Discussion ensued on the positive results received from WSI.

M/S/P                                      Leier/Jefferson                                      For Lynn to create a letter to the staff from the board in appreciation recognizing their hard work and dedication in promoting our safety policies/procedures thereby reducing injuries.

**Financial Statements**

Ms. Greening reported on the November Financials and budgets. On the Operating Statement under Low Rent, the budget income loss year-to-date was \$131,120 our actual is \$749,769. On the General Funds, the budget income was \$10,593 our actual is \$268,956 minus the interest on loans that will not be paid this year which leaves \$90,497. In Business Activities we have a budget income of \$36,328, actual is \$123,034. The year-to-date debt principal payments are \$76,335. Section 8 had budgeted -\$4200 and actual income is -\$36,428. The less interest on the loans is the interest that FHRA would not be receiving from BSI on the soft loans to the projects that will not be paid to FHRA. The payments are not fixed; if the cash is available they are paid. On the Balance Sheet; under Low Rent; Cash and Checking there is \$395,927. There is a change in the general fund of \$18,406.71.

**2011 FHRA Audit**

Mr. Fundingsland reported there were no findings from the audit presented in October and offered to have the auditor return to review the findings of the audit for the board. It was decided not to have Eide Bailly present the audit again.

M/S/P                                      Leier/Jefferson                                      To accept the 2011 Audit as presented by Eide Bailly.

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**OLD BUSINESS**

**Capital Improvements Progress/Lashkowitz High Rise**

Mr. Eickhoff reported on the progress of the boiler, generator and concrete projects at the High Rise. The generator is able to run at full power for up to 12 hours before it needs to be refueled with diesel and for almost a month before the oil requires changing.

**PHAS Score**

Ms. Elliott informed the board that Public Housing lost the status of High Performer after 11 years of reaching the status consistently.

**Strategic Planning**

The strategic planning session report has not been received. The report will include models and templates that may be used for monitoring activities and progress. Discussed ensued on succession planning and progress reports. Strategic planning progress reports will be a regular agenda item for future FHRA board meetings.

**Discrimination Complaint**

The discrimination complaints were dismissed without prejudice. Ms. Elliott reported the clients are not living in the buildings; they were not evicted but chose to move out. The clients were given the choice of a voucher but moved out without it. The Department of Labor conducted a thorough investigation and interviewed staff.

**NEW BUSINESS**

**Staffing**

Ms. Sanden reported that Mike Peters accepted the full-time maintenance position at New Horizons. Rachel Andersen-Peterson accepted the full-time Ross Coordinator position. There is one full-time position open at scattered sites in Maintenance and interviews will begin this week.

**2013 Budget**

Mr. Fundingsland reported that the 2013 proposed budget is balanced without any funds from reserves. The budget allows for a 2% COLA, an 8-10% increase in health insurance and a 10% reduction from HUD. The fiscal cliff numbers are 8.5% cut across the board. The health insurance increase will occur in August 2013. The increased cost for utilities was increased by 5% above the budget number used for last year. We will be contributing to reserves for the year 2013. Discussion ensued on a fiscal review conducted on or around June 1<sup>st</sup> that will analyze what is happening with HUD, a review of the utilities and staff salaries.

M/S/P	Leier/Jefferson	To approve the 2% COLA for 2013.
M/S/P	Krajsa/Jefferson	To approve the 2013 budget as presented.
M/S/P	Leier/Jefferson	At mid-year, June 1 <sup>st</sup> , a fiscal review of the budget will be completed. If there are sufficient funds and with board approval an additional 1% COLA increase retroactive to January 1, 2013 will commence for full-time employees.
M/S/P	Jefferson/Krasa	To approve the WSI incentive bonus to Pizza Ranch for recognition of employees.

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**Realtor Inquiry**

Mr. Fundingsland reported some interest in the FHRA main office building on Broadway from a Park Company Realtor.

**Lynn's Contract Review**

The contract review meeting is scheduled for January 16<sup>th</sup> at the Radisson beginning at 7:15 AM in the Passages Café.

**Adjourn**

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held January 8, 2013.

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Karen Moore  
Chairperson

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Lynn Fundingsland  
Secretary