

HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO
MINUTES OF THE REGULAR MEETING
June 11, 2013

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held June 11, 2013 at 1:30 p.m. in the Administrative Office Conference Room, 325 Broadway, Fargo, North Dakota.

COMMISSIONERS PRESENT

Karen Moore Tonna Horsley
Ken Krajsa Thomas Jefferson
Bryce Alme Johnson

ABSENT

Michael Leier

FHRA STAFF PRESENT

Lynn Fundingsland, Executive Director
Steve Eickhoff, Capital Improve. Coordinator
Michelle Greening, Finance Manager
Jill Elliott, Deputy Director
Meliha Cavkusic, Project Manager/Safety Coordinator
Debbie Sanden, HR/Executive Administrative Assistant
Joni Larson, Building Maintenance
Susan Rostvedt-Johnson, Ross Coordinator

ABSENT

David Novotny, Maintenance
Darcy Cohrs, Property Manager

BSI STAFF PRESENT

Dan Madler, COO

ADDENDUM TO AGENDA

New Business Agenda Items

- a. Madison School
- b. BSI Project Urban Plains – North Sky I

CONSENT AGENDA

RESOLUTION # 19-2013

M/S/P

Jefferson/Horsley

BE IT RESOLVED, the Consent Agenda is approved.

REPORTS

Workforce Safety Update

The Workforce Safety report was included in the board packet for review. No questions were presented.

Financials

Ms. Greening presented the financial reports for the month of May 2013. The main building sign and server were purchased in the month of May 2013. Discussion ensued on the financials for the month.

Capital Projects

Mr. Eickhoff reported the projects at the High Rise are completed and the maintenance building is being used. The elevators are in the process of repair at Pioneer. The camera projects are completed in the buildings. A walk-through will be scheduled for the FHRA Board on the sites to view the updates and repairs. Quotes have been received from TruelT and MARCO for the phone system upgrade. The 2011 capital funds have been utilized and FHRA is now in compliance with HUD requirements.

OLD BUSINESS

REAC Inspection at High Rise

The REAC inspection occurred last Monday and the High Rise scored an 84. The score will allow us to restore our high performer status if the financial audit findings are returned favorably. The points that were lost surrounded old paint on the sprinkler heads. Discussion ensued on the REAC Inspection and the point system. It was decided to challenge this rule for future scores by using photo documentation and a plea to NAHRO in assistance with changing the rule.

Review & Recommendation regarding cost of living (COLA) for Full-Time Employees

Mr. Fundingsland presented the findings of the 1% COLA increase review. It is management's recommendation not to recommend the increase due to the need to utilize reserves to continue current operations.

RESOLUTION #20-2013

M/S/P

Jefferson/Krajsa

BE IT RESOLVED, not to increase the COLA by 1% for the year 2013 for full-time employees.

Flood Insurance

Quotes on flood insurance have been received from FHRA's vendor. There are approximately 400 properties in all and we received quotes on approximately 10 of them. Discussion ensued on the flood insurance and property review. It was requested to provide the board with a list and map of the properties where flood insurance is required or recommended.

Cooper Gardens

River Keepers is providing rain barrels. However, the Food Pantry has agreed to allow us to use their water if the rain barrels are empty. In addition, there may be a garden shed that is available through FHRA. A fence and a sign are in the plans for the future. An e-mail request for start-up funds was previously requested and approved by the FHRA Board for Cooper Gardens.

RESOLUTION #21-2013

M/S/P

Krajsa/Johnson

BE IT RESOLVED, to ratify the e-mail request to provide \$5,000 in start-up funds for Cooper Gardens

IT & Phone System

The server change-over is scheduled to occur for Yardi this week. The phone system is stable currently but the goal is to obtain phone messages through e-mail.

High Rise Updates & Options

Mr. Fundingsland met with the Engineers and found that a portion of the High Rise parking lot in addition to the apartment building to the east is being considered for a future dike. Additional parking could become available in the future. Discussion ensued on options and issues regarding the High Rise repairs and updates. Commissioner Johnson suggested forming a community task force to examine options.

NEW BUSINESS

Consider Joint HRA/BSI Meeting

A joint FHRA and BSI meeting was proposed for the purpose of developing an MOU detailing the future for the properties that were developed jointly. There are 8 projects that need to be reviewed. A September or October meeting date was suggested and could be scheduled for an hour during breakfast or lunch. Calendars will be circulated to find a date.

ACOP & ADMIN Plan Review & Approval (3 Chapters)

Ms. Elliott presented the first three chapters of the newly revised and updated ACOP and ADMIN plans. These documents are used to provide guidance for staff on what may or must be done. Once all chapters are completed the final document will need to be reviewed and approved yearly by the FHRA Board. The RAB Advisory Committee has reviewed and approved the first three chapters.

RESOLUTION #22-2013

M/S/P

Krajsa/Horsley

BE IT RESOLVED, to approve and adopt the first three chapters of the ACOP and ADMIN plan as presented.

HUD Temporary Compliance Plan

Ms. Elliott reviewed the HUD notice that allows FHRA to streamline the rent review process. This streamlining compliance plan will be included in the Annual Plan and in each rent review that is completed. Discussion of the streamlining process ensued.

RESOLUTION #23-2013

M/S/P

Krajsa/Horsley

BE IT RESOLVED, to adopt the HUD temporary compliance plan streamlining the process for rent reviews.

Request for Benefits Review Committee

Mr. Fundingsland requested the appointment of a review committee that would include a board member or two for the purpose of reviewing FHRA benefits. Commissioner Moore and Commissioner Johnson volunteered to take part on the review committee. The meetings will be set for a lunch hour.

Changes to Section 8 Admin Budget

A new Section 8 budget has been prepared that accounts for HUD reduced funding and sequestration. The Bookkeeping and Property Management fees were lowered to assist the Voucher Program temporarily to allow continued full staffing in the Section 8 program. Discussion ensued on future processes and budget planning.

RESOLUTION #24-2013

M/S/P

Jefferson/Johnson

BE IT RESOLVED, to adopt the amended Section 8 budget as presented.

Madison School

Mr. Fundingsland reported on a rumor that the Fargo School District may be considering closure of Madison School. There is a high degree of new Americans in the neighborhood, many children with special needs. The school is the main focus in the neighborhood. Discussion ensued on supporting Madison School.

RESOLUTION #25-2013

M/S/P

Jefferson/Krajsa

BE IT RESOLVED, Mr. Fundingsland will prepare a letter from the FHRA board to the Superintendent of Fargo Public Schools in support of keeping the Madison School open and operational.

BSI Project Urban Plains

Mr. Fundingsland provided an overview on the Urban Plains BSI Project. The project is a senior building with 24 units. An additional 60 units will be developed in the future. The first phase of the project will not have any tax credits. A request for project basing up to 5 vouchers was presented and discussed.

RESOLUTION #26-2013

MSP

Jefferson/Johnson

AUTHORIZING the Housing and Redevelopment Authority of the City of Fargo (the "Authority") to work with Beyond Shelter, Inc. in completing an Application for 2013 Housing Incentive Funds for the proposed North Sky I affordable senior rental housing project to be located in Fargo, ND (the "Project")

BE IT RESOLVED, that the Authority agrees to work towards project-basing 5 of its Housing Choice Vouchers to the project.

Adjourn

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held July 9, 2013.

Karen Moore
Chairperson

Lynn Fundingsland
Secretary