

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO
MINUTES OF THE REGULAR MEETING
September 10, 2013**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held September 10, 2013 at 1:30 p.m. in the Administrative Office Conference Room, 325 Broadway, Fargo, North Dakota.

COMMISSIONERS PRESENT

Karen Moore Tonna Horsley
Michael Leier Thomas Jefferson
Bryce Alme Johnson

ABSENT

Ken Krajsa

FHRA STAFF PRESENT

Lynn Fundingsland, Executive Director
Steve Eickhoff, Capital Improve. Coordinator
Michelle Greening, Finance Manager
Meliha Cavkusic, Project Manager/Safety Coordinator
Debbie Sanden, HR/Executive Administrative Assistant
Scott Wolsky, Maintenance
Kasye Sherva, Assistant Project Manager
Gwen McIntyre, Project Manager
Kayla Evenson, Office Specialist
Darla Beylea, Section 8 Program Manager
Rachel Anderson-Peterson, ROSS Coordinator

ABSENT

Jill Elliott, Deputy Director
Jim Rogge, Maintenance
Bob Kuntz, HQS Inspector

BSI STAFF PRESENT

Dan Madler, COO

EIDE BAILLY STAFF PRESENT

Aaron Ness, Auditor

ADDENDUM TO AGENDA

Resolution for North Sky II
Wilder Foundation Luncheon
14-3 Demo/Dispo

CONSENT AGENDA

RESOLUTION #27-2013

M/S/P

Jefferson/Alme-Johnson

BE IT RESOLVED, the Consent Agenda is approved.

REPORTS

Auditors Report

Aaron Ness from Eide Bailly presented the annual Auditor's Report for year ending December 31, 2012, including the auditor's opinion. The audit consists of two parts, the financial statements and compliance. Discussion ensued on the auditor's report and findings. Funding available and received for FHRA operations has decreased due to both HUD reductions and federal sequestration.

Workforce Safety Update

Ms. Cavkusic presented the Workforce Safety report for July and August 2013. Discussion ensued on the proper implementation of the safety plan moving forward focusing on a safe work environment including corrective action as required. The money from the ergonomic grant has been spent in full. There is an opportunity to apply for the second phase grant in 2014. The amount qualified for will be based on FHRA premium. WSI will be auditing FHRA on Friday, September 13, 2013.

RESOLUTION #28-2013

MSP

Jefferson/Alme-Johnson

BE IT RESOLVED, to approve the

continued safety training for FHRA staff and implement corrective action and procedures as presented with regard to reported injuries and investigation.

Financials

Ms. Greening presented the financial reports for the month of August 2013. Financial reports for the months of June, July and August were included in the board packet for review. Discussion ensued on the financial reports as presented. FHRA is required to use section 8 reserves for administrative costs prior to receiving a new subsidy from HUD.

Capital Projects

Mr. Eickhoff reported on items found during the REAC inspection at the High Rise that were corrected. The new domestic hot water systems at New Horizons Manor have been installed and were brought on line. Scattered sites are currently replacing kitchens and bathrooms.

OLD BUSINESS

Phone System Update

Mr. Eickhoff stated TrueIT has received the new phones and are pre-programming them before installation. The server and switch are programmed and ready. The new equipment is not designed for faxing and TrueIT is working on integrating the fax feature.

Flood Insurance

Mr. Fundingsland reported a review has been completed of all FHRA properties to see which are at the highest flood risk. A reminder has been placed in the system to purchase the insurance in January for the identified properties.

Rental Assistance Demonstration (RAD)

Mr. Fundingsland reported the RAD program was researched for two of the Public Housing buildings. The program would allow the properties to be taken out of public housing and converted into multi-family housing. The buildings require too many dollars for rehabilitation before the conversion and the cash flow for debt service for the properties was not enough to move forward with the program. In addition, 9% tax credits are not available for the Fargo area as they are being utilized in Western North Dakota due to the oil boom. Discussion on future plans for FHRA property and HUD programs ensued.

High Rise Dike

Mr. Fundingsland stated there has been no additional information with regard to the permanent dike that is planned to be constructed near the Lashkowitz High Rise.

Streamlining Process from Rent Reviews

It was reported the streamlining process for rent reviews has saved staff time in the Section 8 program.

Benefits Review Committee

Commissioner Moore reported the Benefits Review Committee met Monday, September 9th and will continue to meet to develop a proposal for updated policies.

NEW BUSINESS

BSI Project Urban Plains

Mr. Fundingsland reported on the North Sky II project where BSI is working on putting up a senior building and where they would like to include project based vouchers. Committing project based vouchers to this project will allow the accumulation of needed points in the competition for funding for the project.

RESOLUTION #29-2013

MSP

Leier/Jefferson

BE IT RESOLVED, the City of Fargo Housing and Redeveloping Authority to work with Beyond Shelter, Inc. (BSI) in completing the application for 2013 Housing Incentive Funds and 2014 Low Income Housing Tax Credits for the proposed North

Sky II affordable senior housing project to be located in Fargo, North Dakota ("the Project").

BE IT RESOLVED, The Authority agrees to work towards project basing 6 Housing Choice Vouchers to the project.

ACOP & ADMIN Plan Review & Approval (Chapters 4-7)

Mr. Fundingsland presented chapters 4-7 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 annually. The RAB Advisory Committee has reviewed and approved chapters 4-7.

RESOLUTION #30-2013

M/S/P

Alme-Johnson/Jefferson

BE IT RESOLVED, to approve chapters 4-7 of the ACOP and ADMIN plan as presented.

Special Use Units – Respite

Mr. Fundingsland and Ms. Sherva reported on the respite care special use units where homeless individuals who are recovering from an injury or illness are able to obtain care after their hospital stay. Discussion ensued on possible location funding sources which included Dakota Medical Foundation.

ND/SD Regional NAHRO – Aberdeen, SD (September 18-19)

Mr. Fundingsland reported that Regional NAHRO is being held in Aberdeen September 18th to the 19th.

National NAHRO – Cleveland, OH (October 24-26)

National NAHRO is being held in Cleveland, OH on October 24th to the 26th.

Capital Funds 2013

Mr. Eickhoff presented the 2013 Capital Fund Report submitted to HUD. The numbers have been readjusted based on a 26% reduction in funding. The 5 year plan has been readjusted to account for the reduction in funding.

RESOLUTION #31-2013

MSP

Jefferson/Leier

BE IT RESOLVED, to approve the 2013 Capital Funds and the Capital Fund Five Year Plan as presented.

Vacancy Rate

Mr. Fundingsland reported that the vacancy rate currently in the metro area is at 2.56% which is the lowest in 20 years. There are many buildings under construction to offset this need for additional rental housing.

Wilder Foundation Luncheon

Mr. Fundingsland informed the board the Ms. Elliott has been nominated and selected for an award for community collaboration which she will receive at the Wilder Foundation Luncheon on Friday, September 13, 2013.

14-3 Demo/Dispo

Mr. Fundingsland reported on a single family home in the scattered sites where the foundation has cracked to the point where it is not cost effective to repair. Staff is working with HUD towards a demolition of the building and disposition of the land.

Art Exhibit

Commissioner Jefferson reported he will have an art exhibit beginning next month showing at Salon 222 and, invited all to the opening.

Adjourn

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

Karen Moore
Chairperson

Lynn Fundingsland
Secretary