

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO
MINUTES OF THE REGULAR MEETING
February 12, 2013**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held February 12, 2013 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 Alme Johnson

FHRA STAFF PRESENT

Lynn Fundingsland, Executive Director
Steve Eickhoff, Capital Improve. Coordinator
Michelle Greening, Finance Manager
Jill Elliott, Deputy Director
Debbie Sanden, HR/Executive Administrative Assistant
Kari Holmstrom, Property Manager
Kathleen Stieg, Project Manager

ABSENT

Meliha Cavkusic, Project Manager/Safety
Coordinator

BSI STAFF PRESENT

None

ADDENDUM TO AGENDA

No Changes.

CONSENT AGENDA

RESOLUTION #08-2013

M/S/P

Krajsa/Horlsey

BE IT RESOLVED, the Consent Agenda is approved.

REPORTS

Workforce Safety Update

Mr. Fundingsland reported half of the chairs will be delivered Wednesday morning with the other half scheduled for delivery a week later. The chairs were ordered from 2 different companies. There were no injury claims for the past month. Ms. Greening reported there is a WSI audit being conducted tomorrow afternoon.

Financial Statements/Yearend Financials

Ms. Greening reported on the final numbers for December 2012 yearend. Operating statement low rent line 25 budgeted income was \$143,040 and actual \$733,355. Utilities expenses were under budget and the overall operating expense was under budget by \$216,989. General Fund income was projected at \$11,556, and actual was \$339,900 minus the soft loans for interest for Sister's Path, Bluestem Phase 2, Sunrise and Cooper leaving \$161,441. Revenue was over budget by \$442,458. Business Activities budget was \$39,630, actual was \$127,177 minus principle payments of \$51,030 leaving \$76,147. Total Tenant Revenue was over budget by \$8,534. Section 8 budget was -\$4,582 and actual was -\$22,617 and the end of the year for Section 8 management and bookkeeping fees were collected for VASH, VASH 2 and VASH 3 that were not collected through the year as they did not have the funds; however, they were collected at the end of year as the funds were available and the funds were paid out so they would not be subject to recapture. A total of approximately \$26,000 went to the COCC. On the Balance Sheet low rent had a change in checking of \$52,840 reflecting the final payments for High Rise projects that occurred in 2012. General Fund, BSI incentive payments and loan interests were received, resulting in a change of \$134,854 with \$30,000 taken from savings as a down payment on the Graver Parking Lot. Business Activities, Vouchers and Grants were quiet. The expenses at the High Rise should be completed.

At the March Board meeting January and February financials will be presented.

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OLD BUSINESS

Ratify E.D. Contract

RESOLUTION #09-2013

MSP

Leier/Jefferson

BE IT RESOLVED, to approve the Executive Director contract as written.

Succession Planning

Mr. Fundingsland reported on the process of succession planning with components that include short term coverage, long term coverage, planned retirements and unexpected loss. The plan will define the types of issues that are critical to company function and identify staff that can assume temporary responsibilities. The plan will be updated, reviewed and ratified by the board annually.

Community Garden Update

Mr. Fundingsland informed the board that the land slated for the community garden is not tax exempt as originally thought. Discussion ensued on the future plans/options for this property. Mr. Fundingsland will check into the cost of carrying the taxes on the property.

NEW BUSINESS

Strategic Planning Progress

Mr. Fundingsland reviewed the goals from the strategic planning session held last November. An invitation was extended for management staff to go down to the St. Paul Housing Authority for a day with the purpose of gathering new operational methods that will streamline workload and internal reporting procedures.

Re-Cap NDHFA Conference Highlights

Commissioner Moore, Commissioner Jefferson, Ms. Elliott and Mr. Fundingsland attended the NAHRO Conference in Bismarck. The presentation on Fair Housing Laws was outstanding.

Federal Sequestration

Mr. Fundingsland reported on the potential sequestration effect on the budget and how it could affect FHRA operations. The Section 8 Program could experience a reduction in 170 families that would be taken off of assistance. In addition, one staff position may be lost.

Refinance of Burrel and Colonial

Mr. Fundingsland requested to look into refinancing the Burrel and Colonial loans to acquire better interest rates.

RESOLUTION #10-2013

MSP

Leier/Jefferson

BE IT RESOLVED, Mr. Fundingsland will initiate the process of refinancing the Burrel and Colonial Apartments.

Legislative Issues

Mr. Fundingsland identified key legislation for the 2013 state legislative session: HB1213, HB1029, HB1079 and SB 2338. Extensive discussion ensued regarding the current legislative issues and the possible effects on the housing authority.

RESOLUTION #11-2013

MSP

Jefferson/Horsley

BE IT RESOLVED, Mr. Fundingsland will create a letter of testimony from the board in support of SB2338.

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Update of Building Signage

Mr. Fundingsland presented a new sign design for the building. The sign incorporates the 'new' version of the FHRA logo and, includes a BSI logo that will be removable.

RESOLUTION #12-2013

MSP

Jefferson/Krajsa

BE IT RESOLVED to approve and replace the FHRA building sign

Adjourn

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held March 12, 2013.

Karen Moore
Chairperson

Lynn Fundingsland
Secretary