

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO
MINUTES OF THE REGULAR MEETING
February 24, 2014**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held February 24, 2014 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

ABSENT

Ken Krajsa
Bryce Alme Johnson

FHRA STAFF PRESENT

Lynn Fundingsland, Executive Director
Jill Elliott, Deputy Director
Steve Eickhoff, Capital Improve. Coordinator
Michelle Greening, Finance Manager
Debbie Sanden, HR/Executive Administrative Assistant
Meliha Cavkusic, Project Manager/Safety Coordinator
Ashley Reinke, Section 8 Coordinator
Katie Blue, Assistant Property Manager

ABSENT

Ebonee Ronningen, Service Coordinator

BSI STAFF PRESENT

Dan Madler, Chief Operating Officer

ADDENDUM TO AGENDA

Document with required signature
Update on Progress of Infestation at the High Rise.

CONSENT AGENDA

RESOLUTION #01-2014

M/S/P Leier/Jefferson

BE IT RESOLVED, the Consent Agenda is approved.

REPORTS

Workforce Safety Update

Ms. Cavkusic presented the WSI update for January and February 2014. Safety glasses and shields have been distributed. All ergonomic grant money has been spent to include the tables in the conference room. There were no injuries in January 2014 and one injury in February 2014 that resulted from a slip and fall on the ice. The Safety Committee has viewed the new SDS training video as required by OSHA.

Financials

Ms. Greening presented the financial reports for the months of December 2013 and January 2014. FHRA continues to spend down reserves as required. Prepaid insurances and elevator contracts have been paid for the year. Revenue is coming in better than projected. Flood insurance has been purchased for designated FHRA properties. Discussion ensued on the financial reports as presented.

Capital Projects

Mr Eickhoff reported on the capital projects in progress. Scattered sites continue focus on kitchens and bathrooms. There have been no updates on the GPNA process yet and we are waiting to hear from HUD on how to proceed. Meetings continue regarding the waste stack replacement at New Horizons focusing on cost and how the project will be done.

OLD BUSINESS

Ratify BSI Performance Bonus Distribution

Mr. Fundingsland reported that the BSI performance incentive distribution was requested for approval and approved by the FHRA Board through e-mail due to the meeting in January 2014 being cancelled. Ratification of the decision was requested.

RESOLUTION #02-2014

M/S/P

Leier/Jefferson

BE IT RESOLVED, to approve the distribution of the BSI Performance incentive.

Ratify Write-Offs 2013

Mr. Fundingsland stated all documents for the write-off's for 2013 were presented and requested for approval in an e-mail to the board. The 2013 write-off's were approved at that time. Ratification of the decision was requested.

RESOLUTION #03-2014

M/S/P

Jefferson/Horsley

BE IT RESOLVED, to approve the 2013 write-offs as presented.

Ratify Letters Regarding Section 8 Program Reduction

The Section 8 Program Reduction letters were presented to the board and requested for approval in a previous e-mail. The letters were approved and ratification of the decision was requested.

RESOLUTION #04-2014

M/S/P

Jefferson/Horsley

BE IT RESOLVED, to approve the letters as presented with regard to the Section 8 Program reduction.

NEW BUSINESS

Resolution for Skid Steer Lease

Mr. Eickhoff reported FHRA is working to lease a skid steer. The finance company is requesting a resolution from the FHRA Board on approving the lease agreement and the finance agreement. At the end of the lease agreement there is a \$1.00 buyout option. Discussion ensued on the skid steer and the lease agreement.

RESOLUTION #05-2014

M/S/P

Leier/Jefferson

BE IT RESOLVED, to approve the skid steer lease agreement and finance agreement as presented.

REAC Inspection

Ms. Elliott reported that the REAC inspection is set for all of the scattered sites properties in March 2014. Mr. Eickhoff will accompany the REAC inspector during the inspections. New Horizons, Pioneer and the High Rise are not being inspected this year.

New Horizons Waste Line Project

Mr. Eickhoff stated we are working on the scope of work and budget for the New Horizons waste line project. A meeting is scheduled next week with the architect to review the project. Discussion ensued on the process of how to proceed. A meeting will be scheduled in the near future to inform tenants of the project at New Horizons.

High Rise Fire & Repairs

Mr. Fundingsland reported the tenant who caused the previous fire at the High Rise caused the fire alarm to go off again this past weekend. Discussion ensued on the issue surrounding the situation and safety at the High Rise. The list of repairs, damages and costs associated with the repairs at the High Rise from the fire were reviewed. The FHRA deductible will be charged back to the tenant that caused the fire. HUD does not allow FHRA to require tenants to purchase renter's insurance.

High Rise Extermination

Ms. Cavkusic reported in the month of December the treatment for roaches began and has been completed. The second issue is bed bugs and there are around 50 units that have been treated. Prior to any treatment the extermination company does complete an inspection and confirm the infestation. Discussion ensued on the cost and extermination process. Notable improvements have been reported at the High Rise. This topic will be revisited for updates at future FHRA board meetings.

High Rise Housekeeping

Ms. Cavkusic reported on the housekeeping clean-up project that included more than 20 units. FHRA has been working very closely with social services and case workers who were involved and assisted in the project's success. Discussion ensued on the steps put in place for the tenants and the process in cleaning up the units.

NAHRO Regional Meeting Update

Mr. Fundingsland provided an update on the NAHRO Regional Meeting update. It was determined that changes with this legislation have not been successful. Discussion ensued on how to proceed in the future beginning with the new legislators that will be in place in the year 2015. It is vital the legislators are informed on how the programs have an economic impact in our communities. A post card will be prepared for a leave behind at the legislative conference in Washington D.C.

Regional Conference Update

The draft regional conference agenda scheduled to be held in Deadwood, SD was reviewed and discussed.

Adjourn

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held March 19, 2014.

Karen Moore
Chairperson

Lynn Fundingsland
Secretary