

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO  
MINUTES OF THE REGULAR MEETING  
September 9, 2014**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held September 9, 2014 at 1:30 p.m. in the Administrative Office Main Conference Room, 325 Broadway, Fargo, North Dakota.

**COMMISSIONERS PRESENT**

Karen Moore                      Tonna Horsley  
Thomas Jefferson                Bryce Alme Johnson

**ABSENT**

Michael Leier  
Ken Krajsa

**FHRA STAFF PRESENT**

Lynn Fundingsland, Executive Director  
Jill Elliott, Deputy Director  
Steve Eickhoff, Capital Improvements Coordinator  
Michelle Greening, Finance Manager  
Debbie Sanden, HR/Executive Administrative Assistant  
Scott Noeske, Accountant & Yard Administrator  
Marguerite Ronsberg, Accountant  
Laurel Gess, Accountant  
Kayla Evenson, Office Specialist – Inspections

**ABSENT**

Bob Kuntz, Inspections  
Darla Belyea, Section 8 Manager  
Meliha Cavkusic, Project Manager/Safety  
Coordinator  
Roxanne Anderson, Accountant & Recovery  
Specialist

**BSI STAFF PRESENT**

None

**EIDE BAILLY STAFF PRESENT**

Zach Jastram, Auditor  
Reggie Wollin, Auditor

**PUBLIC GUESTS**

Jenn Lambert, Kilbourne Group

**ADDENDUM TO AGENDA**

None

**CONSENT AGENDA**

**RESOLUTION #21-2014**

M/S/P

Jefferson/Alme-Johnson

BE IT RESOLVED, the Consent Agenda is approved.

**REPORTS**

**2013 Audit Presentation by Eide Bailly**

Mr. Jastram from Eide Bailly presented the annual Auditor’s Report for year ending December 31, 2013 and 2012 including the auditor’s opinion. The audit consists of two parts, the financial statements and compliance. There was a common theme with HUD reducing funding across the board.

**Financials**

Ms. Greening presented the financial reports for the month of August 2014. Some set aside funding has been received for the Section 8 Program. Budgets are being prepared and will be presented in the month of November 2014. It was suggested to research the credit card account to determine if we receive points on charges.

**Capital Projects**

Mr Eickhoff reported on the capital projects in progress. The generator at New Horizons is now compliant with all EPA regulations. The planning for the New Horizon’s project continues to move forward. The cost estimate has not been received but the lines have been televised by camera. The main floor and common

areas have been completed at the High Rise. No word has been received from HUD on the 14-3 demo/dispo request.

**Deputy Director’s Report**

Ms. Elliott presented an update for the teams and projects in process. Discussion ensued on the Homeless Program changes. The goal is to house the most vulnerable homeless individuals quicker. It was suggested to circulate tenant news to the FHRA Board for information sharing.

**Workforce Safety Report**

Mr. Eickhoff reported the experience rating decreased to 6.1%. This new rating is a very good rating for FHRA.

**OLD BUSINESS**

**Cooper Gardens Update**

Mr. Fundingsland provided an update on the work done at Cooper Gardens, along with the future plans. Discussion ensued on a possible future green house.

**High Rise Floodwall/Bus-Service**

Mr. Fundingsland reported a tenant group from the High Rise attended the City Commission Meeting with regard to the MATBUS service, with a prepared presentation. Mr. Fundingsland and Mr. Eichkoff have prepared an alternate plan for presentation to the City that will allow the MATBUS service to continue. Discussion ensued on the city’s current proposed plan versus the new developed plan. The new alternate plan is configured so the MATBUS will continue service to the door at the High Rise.

An update on the High Rise Task Force was provided along with future plans for a meeting after the hired consultant has completed his report. A reminder was provided to invite the entire FHRA board to the meetings. Commissioner Alme-Johnson volunteered to be the backup for Commissioner Leier in the event he cannot attend.

**NEW BUSINESS**

**LIHTC Right of First Refusal**

Mr. Fundingsland presented the Low Income Housing Tax Credit Right of First Refusal document for the tax credit projects created in cooperation between FHRA and BSI. The document was reviewed and discussed. By approving this document FHRA will have the opportunity to add a portfolio of newer buildings and provide FHRA with a more reliable revenue stream.

RESOLUTION #22-2014

M/S/P

Jefferson/Alme-Johnson

BE IT RESOLVED, to approve the Low Income Housing Tax Credit Right of First Refusal as presented.

**Approve ADMIN Plan Chapter 11 and Chapters 10 & 11 of the ACOP Plan**

Ms. Elliott presented Chapter 11 of the Admin Plan and Chapters 10 & 11 of the ACOP Plan for approval. 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. The RAB Advisory Committee has already reviewed and approved the chapters as presented.

RESOLUTION # 23-2014

M/S/P

Alme-Johnson/Jefferson

BE IT RESOLVED, to approve Chapter 11 of the Admin Plan and Chapters 10 & 11 of the ACOP Plan as presented.

**Request to Project Base Vouchers for North Sky III – 6 Vouchers**

Mr. Fundingsland reported on the North Sky III project where BSI is working on putting up a senior building that they would like to include project based vouchers. Committing to this project will help with the accumulation of points for the project in the competition for tax credits.

RESOLUTION #24-2014

MSP

Jefferson/Horsley

BE IT RESOLVED, the City of Fargo Housing and Redevelopment Authority agrees to work toward project basing 6 Housing Choice Vouchers to the North Sky III Project.

**Re-appointment of Director’s to the Board**

Mr. Fundingsland reported at the last meeting the Commissioner’s terms were mixed up due to a list that was not updated properly. At the last meeting, it was reported Commissioner Leier and Horsley were up for re-appointment. That was incorrect; Commissioners Moore and Krajsa are up for re-appointment. The City of Fargo approved the re-appointments for the Commissioners at the last City Commission meeting.

**Consider Approval of Capital Improvements Plan**

Mr. Eickhoff presented the Capital Improvements Plan to include the Annual, 5-year and 20-year Capital Improvement plans. Information was provided as to the new calculation in determining the Capital Improvement Plans. The Resident Advisory Board has approved the plans.

RESOLUTION #25-2014

MSP

Jefferson/Horsley

BE IT RESOLVED, to approve the 2014 Annual Capital Improvements Plan, the Capital Improvements 5 Year Plan and the Capital Improvements 20 year Plan as presented.

**Consider Adopting Flat Rents Schedule**

Ms. Elliott presented the new Public Housing Flat Rent schedule that will be rolled out over a three-year period. The Resident Advisory Board has reviewed and approved the schedule as presented.

RESOLUTION #26-2014

MSP

Alme-Johnson/Jefferson

BE IT RESOLVED, to approve the Public Housing Flat Rent Schedule as presented.

**Adjourn**

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held October 13, 2014 at 11:30 AM, with the Public Hearing scheduled at 12:30 PM.

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Karen Moore  
Chairperson

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Lynn Fundingsland  
Secretary