

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO
MINUTES OF THE REGULAR MEETING
November 12, 2014**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held November 12, 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
Michael Leier

ABSENT

Ken Krajsa

FHRA STAFF PRESENT

Lynn Fundingsland, Executive Director
Jill Elliott, Deputy Director
Steve Eickhoff, Capital Improve. Coordinator
Michelle Greening, Finance Manager
Debbie Sanden, Paralegal, HR Manager, Executive Administrative Assistant
Stacie Johnson, FSS Coordinator
Sheree Spear, Homeless Program Manager

ABSENT

BSI STAFF PRESENT

N/A

PUBLIC GUESTS

Jenn Lambert, Kilbourne Group

ADDENDUM TO AGENDA

N/A

CONSENT AGENDA

RESOLUTION #33-2014

M/S/P

Alme-Johnson/Horsley

BE IT RESOLVED, the Consent Agenda is approved.

REPORTS

Financials

Ms. Greening presented the financial reports for the month of October 2014. The HAP reserves continue to be spent down as planned. Discussion ensued on the financials as presented.

Capital Projects

Mr. Eickhoff reported on the capital projects in progress. The demolition of the house has been approved and we are currently waiting for the execution letter from HUD. Remodeling is planned for the High Rise main office. The annual plan submitted to HUD has been approved for the year. USIG was here last week performing inspections at the FHRA sites. The inspection reports are currently being reviewed. Discussion ensued on the inspection process and reporting.

WSI Report

Mr. Fundingsland reported there were no new injuries for the last month.

Deputy Director's Report

Ms. Elliott presented an update for the teams and projects in process. There have been many staffing changes occurring recently. Ms. Cohrs has retired from her position as Property Manager. Ms. Holmstrom has resigned from her position at Compliance Officer. Invitations have been mailed out for the Housing America Event scheduled for November 21st. The event will honor the super heroes of Affordable housing to

include Senator Mathern, Senator Heitkamp and Mayor Walaker along with the 11 children who have won in the "What Home Means to Me" poster contest. North Sky hosted a dusty shoe open house. A recap of the National NAHRO conference was presented and discussed. It was reported that FHRA was asked to speak at the Homeless Symposium after the conference. Discussion ensued on the non-smoking symposium attended at the NAHRO conference.

The awards of merit can be applied for and are due in December 2014. It was suggested to nominate Cooper Gardens for an award of merit.

Ms. Elliott provided an explanation of the Public Housing Assessment System (PHAS) that is used as a scoring system for FHRA. This past year we became Standard Performers due to the vacancy rate that ended up being subtracted in two areas rather than one area. We are requesting the return of those points from HUD. Ms. Greening provided an explanation on the financial portion of PHAS and what is monitored on a monthly basis. Ms. Elliott reviewed SEMAP.

NEW BUSINESS

Cost of Living Adjustment (COLA) for 2015

Mr. Fundingsland requested approval of a 2% COLA for 2015. Discussion ensued on the COLA. Commissioner Leier requested an analysis be completed in June 2015 for a potential of increase in COLA of 1% provided retroactively to January to equal a total of a 3% COLA for 2015.

RESOLUTION #34-2014

M/S/P

Alme --Johnson/Jefferson

BE IT RESOLVED, to approve a 2% COLA for the year 2015 with a mid-year review possibly increasing the COLA by 1% retroactive to January 2015 for a total of 3% COLA for 2015.

Annual Christmas Party

Mr. Fundingsland reported the annual Christmas party is scheduled for Friday, December 12th at the Bowler in South Fargo at 11:30 AM. There will be pizza and bowling until 1:30 PM. It is requested that the afternoon be provided as time off with pay for those attending the party.

RESOLUTION #35-2014

M/S/P

Leier/Jefferson

BE IT RESOLVED, to approve the afternoon of the Christmas party off with pay for all employees who attend the Christmas party at the Bowler.

Consideration of Staff Incentive for WSI Achievement

Mr. Fundingsland explained the request for the staff incentive for the WSI achievement. The combination of training and the lowering of accident incidence has allowed for tremendous savings on the FHRA premium. The experience rating has been continually improving. A \$10.00 gift card to Pizza Ranch for each FHRA employee was requested.

RESOLUTION #36-2014

M/S/P

Leier/Alme-Johnson

BE IT RESOLVED, to approve the \$10 gift card for each FHRA employee to Pizza Ranch as a staff incentive for WSI achievement.

2015 Budget

Mr. Fundingsland presented the 2015 budget. Many of the expenses and income are related to the properties. The funding numbers follow 85%. The operating subsidy is 1.1 million. Ms. Greening provided an overview of the process used for budgeting every year. Discussion ensued on the 2015 budget as presented.

RESOLUTION #37-2014

M/S/P

Jefferson/Horsley

BE IT RESOLVED, to approve the 2015 budget as presented.

Consider Authorizing RAD Applications

Mr. Fundingsland provided an explanation on the new RAD program. The RAD program converts a public housing property to private sector. A consultant is needed for the RAD application process due to its complicated nature. The program runs on a first come first serve basis. There is a \$21,000 fee for the RAD applications and this fee has been included in the budget. There is no money attached to RAD. Tom Davis from Recap Advisors located in Boston is the consultant.

RESOLUTION #38-2014

M/S/P

Alme-Johnson/Jefferson

BE IT RESOLVED, to approve entering into a contract with the consultant, Tom Davis from Recap Advisors to prepare the five RAD applications.

OLD BUSINESS

High Rise Task Force Update

The High Rise Task Force meeting is scheduled for Friday, November 14th. We are working on gaining community buy-in for what we are proposing. The cost to repair the building is nearing the cost to replace the building. The meeting will cover replacement versus restoring the building, expense versus income. Commissioner Alme-Johnson suggested outlining what has been done to date. Feedback from the meeting has been requested from the Commissioners.

New Horizon's Project Update

Mr. Eickhoff has obtained numbers back from the pipe relining company. The price that was returned was higher than we thought. There is a \$90,000 difference between replacing the lines entirely and the reliniment project. The reliniment will last for maybe 5 years and the PVC will last for 50 years. There is a relocation cost for both projects but it is days versus weeks. The cost escalates due to the process of getting to the plumbing by opening up the walls. Either way the money must be borrowed against future capital funds to complete the project. The project must be done all at once but the entire amount will not be financed. The project start should begin this Spring or Summer 2015.

Adjourn

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held December 8, 2014.

Karen Moore
Chairperson

Lynn Fundingsland
Secretary