

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO
MINUTES OF THE REGULAR MEETING
January 13, 2015**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held January 15, 2015 at 1:30 p.m. in the Administrative Office Main Conference Room, 325 Broadway, Fargo, North Dakota.

COMMISSIONERS PRESENT

Karen Moore Ken Krajsa
Thomas Jefferson Michael Leier

ABSENT

Tonna Horsley
Bryce Alme-Johnson

FHRA STAFF PRESENT

Lynn Fundingsland, Executive Director
Jill Elliott, Deputy Director
Steve Eickhoff, Capital Improve. Coordinator
Scott Noeske, Interim Finance Manager
Debbie Sanden, Paralegal/HR/Executive Assistant
Laurel Gess, Accountant
Michelle Jackson Martens, Office Specialist-Inspections

ABSENT

Carol Ellsworth, Office Specialist-Reception
Meliha Cavkusic, Project Manager
Kristopher Visness, Property Manager

BSI STAFF PRESENT

N/A

PUBLIC GUESTS

N/A

ADDENDUM TO AGENDA

N/A

CONSENT AGENDA

RESOLUTION #01-2015

M/S/P

Krajsa/Jefferson

BE IT RESOLVED, the Consent Agenda is approved.

REPORTS

Financials

Mr. Noeske presented the financial reports for the months of November and December 2014. Public Housing is over budget due to vacancies. 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 unit remodels are still in progress. Scattered Sites are currently at 80% completion. The High Rise is just about done with the really bad units. Overall remodeling will slow down so capital funds can be reserved for the New Horizons project. The original front sliding door system at New Horizons will be replaced. There is an additional door at New Horizons that tenants use to exit as they wait for the bus and the closer needs to be replaced with a power open and power close. The repairs at the High Rise from the fire have been completed. The bed bug issue is now under control at the High Rise. Spraying does continue as needed. There is an issue with bed bugs at the Graver that has been addressed. Discussion ensued on the bed bug issue. The funding number for 2015 Capital Projects has not been received.

Deputy Director's Report

Ms. Elliott presented an update for the teams and projects in process. FHRA has realized a large staff turnover. The entire Affordable Team was lost in 2014. We hired one outside, Kristopher Visness and promoted two, Sheree Spear and Nazar Habib, from within for the Affordable team and they are doing a great job! North Sky opened in December 2014 and is 2/3rds leased. Two of the three front staff are new, Michelle

Jackson Martens is the new Office Specialist-Inspections; Samantha Peterson is the new Office Specialist-Reception and Breanna Halvorson was promoted to Office Specialist-Eligibility. Kayla Evenson is the new Assistant Project Manager at the High Rise. Laurel Gess is the new Accountant. Michelle Greening has accepted a new accounting position with BSI. Scott Noeske has taken over as the Interim Finance Manager. Stacie Johnson is the new Homeless Coordinator.

Two RAD meetings were held at the High Rise with a great turnout. A power point was presented and questions answered from the tenants. The tenants were positive about moving forward with RAD.

A review of the Respite program designated for New Horizons was reviewed and discussed. The program is designed for the homeless who are discharged from the hospital so they are housed rather than placed back on the street. The goal is to house the individuals after Respite care is completed. The higher needs homeless will go to the New Life Center because they have 24 hour staff there. There is a HUD mandate that wants to house the most vulnerable within 30 days. Overall, there are 15 agencies working together determining what to do with the homeless who end up in the hospital. The RAB and FHRA Boards approved the respite units at New Horizons in 2014. HUD had turned us down at that time. HUD has now approved the units; so, we are moving ahead with the Respite care units at New Horizons.

WSI Report

There were no new injuries reported for the months of November and December.

OLD BUSINESS

RAD Application

An e-mail was sent to all the board members previously requesting approval to prepare and submit a RAD application for the entire Public Housing portfolio. Originally, Congress authorized 80,000 units and in December 2014 the number of units was increased to 160,000. We are not locked-in so we can remove properties, if some projects turn out to not be feasible. We should know in March if we are eligible to participate in RAD. Then we must provide additional documentation on how we are going to finance the improvements of the units, which will be a several month project. We need to demonstrate that the units will be sustainable in order to participate in RAD. Discussion ensued on the RAD program and overall process.

RESOLUTION #02-2015

M/S/P

Krajsa/Jefferson

BE IT RESOLVED, to ratify the e-mail approval to prepare and submit the RAD applications for the Public Housing portfolio.

The two RAD meetings held at the High Rise were successful. The tenants are excited and looking forward to the prospect of new buildings. There were roughly 50 people in attendance for both meetings. The main concern is to make sure the new buildings are located in an area near services such as clinics and grocery stores. Discussion ensued on possible building locations in the Fargo area.

The moving expenses were discussed and whether or not there is a cap on the expenses. The bus service is going to be lost within the next couple of months at the High Rise as they are going to be working on the flood wall. We do plan to use our small bus to take tenants to the bus station a few times per day. We are working on a plan long term but we will lose service during this short term phase when they close 2nd street to begin the work on the flood wall.

Staff Changes

Ms. Elliott covered the staff changes in her Deputy Director's Report.

NEW BUSINESS

Write-Offs for Public Housing and Vouchers

Mr. Fundingsland presented the write-offs for the 2014 year. The amount is three times the amount as in years prior. Much of this is due to evictions from the High Rise after the manager change and problem tenants were removed. In addition, there was a fire at the High Rise with a \$5,000 deductible which the tenant charged could not pay. Discussion ensued on damages, evictions and the process of collecting past due rent. Even though these amounts are written off we do continue working to receive payment on the

outstanding amounts. Money does get collected on these amounts and will show up on the income statement. Many times tenants do end up paying as they are attempting to get some type of loan and then they pay their outstanding balance. We collect from state income tax returns also. A portion of the voucher write-offs that should have been written off last year was missed so it is included in the 2014 numbers.

RESOLUTION #03-2015

M/S/P

Leier/Jefferson

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

Dress & Grooming Policy 200-006

The updated Dress and Grooming Policy was reviewed and discussed.

Employment of Relatives Policy 200-008

The updated Employment of Relatives Policy was reviewed and discussed.

RESOLUTION #04-2015

M/S/P

Jefferson/Leier

BE IT RESOLVED, to rescind the current Dress and Grooming Policy dated February 24, 2014 and the Employment of Relatives Policy dated January 18, 2000.

RESOLUTION #05-2015

M/S/P

Jefferson/Leier

BE IT RESOLVED, to approve the updated Dress and Grooming Policy and the Employment of Relatives Policy as presented.

Refinance Colonial Building Parking Lot

Mr. Fundingsland reported on the refinance process for the Colonial Building Parking lot and noted that the rates have decreased. The paperwork has not been prepared at this point. The amount to be refinanced is \$35,000 for a period of 5 years. Discussion ensued on the refinance for the Colonial Parking Lot.

RESOLUTION #06-2015

M/S/P

Krajsa/Jefferson

BE IT RESOLVED, to authorize the Executive Director to sign off on any and all agreements and forms needed in order to refinance the Colonial Building Parking Lot with Bremer Bank.

Vacation of Alleyway East of Pioneer Manor

Mr. Fundingsland reported on the resolution that has been reached with regard to the alleyway vacation. The developer has agreed to give NDSU a 10 foot strip of his land for the purpose of parking and the developer will give us a permanent easement for the alleyway. Discussion ensued on the terms of the agreement. The board commended Lynn on the great job he did with this agreement and working with FHRA's best interest in mind.

RESOLUTION #07-2015

M/S/P

Leier/Jefferson

BE IT RESOLVED, to authorize the resolution of the alleyway where the developer will provide us with a permanent easement for the alleyway and the developer will provide 10 feet of land to NDSU for parking.

Respite Units – New Horizons

Ms. Elliott provided the information previously in the Deputy Director's report. The respite units were previously approved and is in the annual plan.

Legislative Issues

Mr. Fundingsland noted that the legislation is in session. Discussion ensued on the HIF fund. An amendment is being proposed to add 50 million back into the budget. Senator Mathern has suggested a three prong approach in getting this accomplished. The easiest way is to add more tax credit authorizations. Lynn plans to advocate for the state to receive the funding and then anticipates the State Housing Finance Agency will set aside the funding for us. A draft was prepared of Lynn’s testimony for hearings in Bismarck this week. The board requested to be kept informed of legislative developments.

Casterline Training

It was requested to send one person to the Casterline training in April 2015. Discussion ensued on the travel budget for the remainder of the 2015 year.

RESOLUTION #08-2015

M/S

Jefferson/Krajsa

BE IT RESOLVED, to approve sending one person to the Casterline training in April 2015.

A vote was not taken on this resolution as a quorum of the board was not present at the time of voting.

Adjourn

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held February 10, 2015.

Karen Moore
Chairperson

Lynn Fundingsland
Secretary