

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO
MINUTES OF THE REGULAR MEETING
September 8, 2015**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held on September 8, 2015 at 1:30 p.m. in the Administrative Office Main Conference Room, 325 Broadway, Fargo, North Dakota.

COMMISSIONERS PRESENT

Karen Moore
Thomas Jefferson
Bryce Alme-Johnson
Michael Leier

ABSENT

Ken Krajsa
Tonna Horsley

FHRA STAFF PRESENT

Lynn Fundingsland, Executive Director
Jill Elliott, Deputy Director
Scott Noeske, Finance Manager
Chrissy Nguyen, Office Specialist / Receptionist
Heather Struxness, Beyond Shelter Inc. Staff
Kris Visness, Tax Credit Property Manager

ABSENT

Steve Eickhoff, Capital Improve. Coordinator

PUBLIC GUESTS

Dan Mahli, Community Development Administrator, Fargo

ADDENDUM TO AGENDA

Mr. Fundingsland placed a request for approval to attend the Tax Credit Seminar in Chicago, Illinois- November 18th-20th. Mr. Fundingsland also requests to rearrange the Agenda in order to allow Dan Mahli, Community Development Administrator to present earlier in the meeting. Jill Elliott requests to approve a RFP for Project Based Vouchers. Mr. Fundingsland proposes to discuss interest in attending the 2015 NAHRO Conference in October.

CONSENT AGENDA

RESOLUTION

Leier/ Jefferson

BE IT RESOLVED, the Consent
Agenda is approved.

Citywide Housing Study

Community Development Administrator, Dan Mahli presented findings and recommendations from the 2015 Fargo Housing Study. This study has been conducted three times in the last 15 years. The Board expressed interest in plans for an action step as a result from the study, in order to further benefit the community.

REPORTS

Capital Projects

The Capital Improvements Coordinator was not present. Mr. Fundingsland presented projections for the Capital Fund Project. The High-Rise project is being projected as a six or seven year process. Major maintenance projects on other properties will still be addressed during this time.

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Financials

There was a review of the financial reports presented by Scott Noeske, the Fargo Housing and Redevelopment Authority's Finance Manager.

Deputy Director's Report

Nazar Habib is taking over management of North Sky I and II. We are currently on target for a timely lease up for all thirty units in North Sky II. New Staff went on van tours of housing properties, with good feedback. Interviews have been scheduled for the HR/Payroll/Admin Assistant job opening.

OLD BUSINESS

Floodwall Progress

The floodwall development is two weeks behind due to a number of factors. Contractors found a mystery manhole and bone remains that needed to be investigated, as well as unfavorable weather conditions.

RAD Progress

There are plans to meet with the RAD consultant every other week. Reggie Samuel will be the consultant for anything pertaining to HUD or RAD. Mr. Fundingsland presented an idea to re-rent units, at market rate to the general public, after they are vacated by our tenants.

BSI/ HRA Partnership

Mr. Fundingsland presented points to be brought up in the BSI/HRA Partnership Agreement. Mr. Fundingsland proposed to hire an in house developer, which will allow for a higher percentage of fee income to go towards future developments.

Audit Progress

Scott Noeske reviewed details from our audit. The Fargo Housing and Redevelopment Authority has gone from a High Risk Audit, to a Low Risk Audit. There is one correction that needs to be submitted by the end of the month of September.

NEW BUSINESS

Capital/Annual Plan

Jill Elliott discussed details of the Annual Plan. The Resident Advisory Board meetings have commenced. The Capital, Annual and the Five-Year Plan were all passed at the first RAB meeting. ACOP and Admin changes need to be adjusted to read "HA," as opposed to "FHRA." New guidelines for the FSS ESCROW policy was presented and passed at the RAB meeting. This policy would allow clients to use ESCROW accounts within the defined guidelines.

RESOLUTION

Alme-Johnson/ Jefferson

BE IT RESOLVED, that the Board of Commissioners of the FHRA hereby approves the 2015 Annual Plan as presented

4 Board Members Approved
0 Board Members Opposed

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RFP Procurement Procedure

The Fargo Housing and Redevelopment Authority's six Project Based Voucher Proposals for North Sky II, is considered to be a large purchase and must follow the RFP Procurement Procedure. Beyond Shelter Inc. was the only applicant. Jill Elliott recommended to the Board accepting their proposal.

RESOLUTION

Leier/ Jefferson

BE IT RESOLVED, Approval to accept
Beyond Shelter Inc.'s request to project base 6 Housing
Choice Vouchers at the North Sky II Development
4 Board Members Approved
0 Board Members Opposed

Cares Program Report

Jill Elliott presented the CARES (Coordinated Assessment Referral Evaluation System) Assessment Process, mandated by HUD. The northern parts of Minnesota and North Dakota would like to accomplish this together. Clients seeking housing assistance would present at a designated access point, go through screening and proceed with a referral.

Commissioner Terms

Thomas Jefferson and Bryce Alme-Johnson's Commissioner terms are due for recertification. Both Commissioners have been scheduled for reappointment at the next City Commission Meeting.

Community Garden Thefts

There have been reports of theft from the Community Garden. Mr. Fundingsland plans to communicate with the police department regarding further action.

Wilder Survey of the Homeless 2015

Consideration of contribution for the Wilder Survey of the Homeless for 2015 will be postponed for approval at the next scheduled Board Meeting.

Board Meeting Reschedule

A proposal to reschedule the October 2015 Board Meeting has been placed. A new meeting date will be discussed amongst the Board Members and set at a later date.

Adjourn

There being no further business to come before the Board, the meeting adjourned.

Karen Moore
Chairperson

Lynn Fundingsland
Executive Director