

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO  
MINUTES OF THE REGULAR MEETING  
March 13, 2012**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held March 13, 2012 at 1:30 p.m. in the Administrative Office Conference Room, 325 Broadway, Fargo, North Dakota.

**COMMISSIONERS PRESENT**

Karen Moore                      Michael Leier  
Thomas Jefferson              Ken Krajsa  
Bryce Johnson                  Tonna Horsley

**ABSENT**

**FHRA STAFF PRESENT**

Lynn Fundingsland, Executive Director  
Jill Elliott, Deputy Director  
Heather Struxness, Administrative Assistant  
Lori Westbrook, Finance Manager  
Meliha Cavkusic, Project Manager

**ABSENT**

**BSI STAFF PRESENT**

Dan Madler, Chief Operating Officer  
Randy Bach, Asset Manager

**ADDENDUM TO AGENDA**

FHRA Retirement Plan

**CONSENT AGENDA**

M/S/P                                      Leier/Krajsa                                      To approve consent agenda

**REPORTS**

**Financial statements**

Ms. Westbrook reported on the January and February Financials. On the Balance Sheet for January; under Low Rent, Insurance premiums and elevator contracts were paid for 2012. Under General Fund; Insurance premiums and copier contracts were paid. In Business Activities; NDHFA held rent payments for the Burrel and Colonial buildings and insurance premiums and elevator contracts were paid. No significant activity was reported under Section 8 or Grants. On the Balance Sheet for February; under Low Rent, Mechanical Room Improvements were done at the Lashkowitz High Rise. In Business Activities; Payment was received from NDHFA for December and January rent payments for the Burrel and Colonial. No significant activity was reported under General Fund, Section 8 or Grants. On the Operating Statement for February; Low Rent had budgeted \$23,840 income and actual income is \$76,700; due to the Maintenance Expense coming in under budget. General Fund had budgeted \$1,926 income and actual income is \$22,276; due to Maintenance Expense being under budget. In Business Activities, income was budgeted at \$6,605 and actual income is \$20,086; due to the Maintenance Expense being under budget. Section 8 was scheduled to make -\$764 and actual income is -\$22,426; due to the HAP Expense coming in over budget and the Admin Expense being under budget.

**OLD BUSINESS**

**Workforce Safety Update**

Ms. Cavkusic stated that the Fargo PD provided staff with training on personal safety and verbal de-escalation at the February All Staff meeting. She also informed the Board that all employees will be required to sign a disclaimer indicating their designated medical provider annually.

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**Cooper Nurse**

Mr. Fundingsland and Ms. Elliott have met with a Sanford Health representative as a possible funding source. Staff has submitted a grant to Otto Bremer for two years of funding. Ms. Elliott also informed the Board that Cooper Residents submitted a video for the State Bank "Pay it Forward" program.

**Lashkowitz High Rise**

Mr. Fundingsland stated that HUD has authorized the FHRA to use a portion of Operating Fund Reserves for the financing of modernization activities. Staff has begun to meet with engineers and architects to assemble a plan for the funds and will keep the Board updated with any information that follows.

**Crossroads**

Kramer Electric will be replacing the green arc fault breakers with the original yellow breakers, due to a sensitivity issue. The change out controls for the ceiling fans are on back order and expected by the end of May. A bypass has also been installed to lower the temperature in the heating loop and hopefully reduce the latent heat that is affecting apartments.

**Strategic Planning**

A one-day strategic planning session is expected to be held in May. Mr. Fundingsland has contacted facilitators, including past facilitator Ed Goodwin, on availability and is currently waiting on their response. An email will be sent to Board members to coordinate an exact date.

**ND/SD NAHRO Conference**

Ms. Elliott informed that Board that Fargo will be hosting the 2012 ND/SD NAHRO Conference at the Kelly Inn. Sessions will include speakers from HUD, a maintenance track and a ROSS Service Coordinator track. Board members are asked to submit their registration forms to Ms. Struxness if they are interested in attending.

**Review of Retirement Plan**

Ms. Westbrook reported that after reviewing the FHRA retirement plan policy and consultation with the plan administrator; the amount that employees are required to contribute cannot vary from person to person. The amount could change; however, it would affect the company as a whole. She also stated that if any additional money (over the 5%) was contributed to a plan that it will not be pre-taxed. Commissioner Johnson asked that the FHRA inquire with other HA's on their policy plans and providers.

**NEW BUSINESS**

**Capital Fund Reduction**

Mr. Fundingsland stated that the FHRA has seen a 24% reduction in Capital Fund monies since the original 5-year plan was written.

**BSI LIHTC Application**

Mr. Madler informed the Board that BSI has been awarded tax credit funding for a 32-unit family development in Minot. Staff will apply for more credits in 2013 to complete the 2<sup>nd</sup> phase of the project.

**Travel Request: PHADA Conference**

Mr. Fundingsland asked that the Board allow him to attend a PHADA Conference in Seattle, WA, May 6-9, 2012. The seminar includes sessions which will examine the Capital Funds Program and explore options for leveraging these funds with private and institutional capital to fully implement PHAs development and modernizations plans.

M/S/P

Johnson/Krajca

To authorize the travel request for Mr. Fundingsland to attend the PHADA Conference in Seattle, WA.

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**May Board Meeting**

Due to the ND/SD NAHRO Conference on May 8<sup>th</sup>, the May Board meeting has been rescheduled for May 15<sup>th</sup>.

**Adjourn**

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held April 10, 2012.

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Karen Moore  
Chairperson

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Lynn Fundingsland  
Secretary