

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO  
MINUTES OF THE REGULAR MEETING  
July 10, 2012**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held July 10, 2012 at 1:30 p.m. in the Administrative Office Conference Room, 325 Broadway, Fargo, North Dakota.

**COMMISSIONERS PRESENT**

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

**ABSENT**

**FHRA STAFF PRESENT**

Lynn Fundingsland, Executive Director  
Jill Elliott, Deputy Director  
Heather Struxness, Administrative Assistant  
Michelle Greening, Finance Manager  
Steve Eickhoff, Capital Improvements Coordinator  
Meliha Cavkusic, Scattered Sites Manager, Safety Coordinator

**ABSENT**

**BSI STAFF PRESENT**

Dan Madler, Chief Operating Officer

**ADDENDUM TO AGENDA**

Cooper Nurse Grants  
Travel Request  
Energy Performance Contract

**CONSENT AGENDA**

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

**REPORTS**

**Financial statements**

Financials will be reviewed at the August meeting.

**Workforce Safety Update**

Catholic Health Initiatives will be completing an Ergonomic Initiative Initial Action Plan for the HRA. The proposed action plan will address functional job assessments, in-service on proper desk set-up, lifting techniques and stretching/exercises, and a final report including researching recommendations. If approved for the grant, WSI will pay up to 75% of any costs incurred to purchase the appropriate office supplies needed to correct ergonomic issues. Ms. Cavkusic stated that between October 2011 and June 2012 two claims were filed with WSI. She also reported that a Supervisory Quorum will soon be formed with plans to meet every couple months regarding on-site training and any issues that need to be addressed.

**OLD BUSINESS**

**Crossroads**

Two units remain to be filled in Phase 2. Mr. Fundingsland stated that some landscaping has yet to be finished and they are still waiting to hear from EAPC regarding the mechanical issues that were put out to bid.

**Lashkowitz High Rise Asbestos Lawsuit**

Mr. Fundingsland stated that Motley Rice LLC, the firm representing the HRA, is calculating their contract amount before payment will be released. The general unsecured claim in the amount of \$810,164 is subject to a contingency fee plus expenses in favor of Motley Rice. Southpaw Koufax has agreed to assume the balance of the HA's entitlement for a (confidential amount) fee. Staff is waiting for HUD's response on the appropriate way to utilize the funds once received.

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**Discrimination Complaint**

The North Dakota Department of Labor has dismissed the case, due to no probable cause, filed by former clients of the HRA who were recently terminated from the housing assistance program due to repeatedly not reporting income changes. The North Dakota Human Rights Act does provide that a Complainant may file a civil action in district court within 90 days from the date of dismissal.

**Cooper House Nurse Grants**

Mr. Fundingsland reported that Medica has invited the HRA to submit a full application for a grant that was previously submitted to help supplement the Cooper nurse's salary. He also displayed an award check that was recently received from the Otto Bremer Foundation in the amount of \$38,600 which will also be used to offset any nurse expenses.

**NEW BUSINESS**

**Staffing**

Ms. Elliott announced that Cora Strubbe, Property Manager; Warren O'Day, Mechanical Operations Specialist; and Melanie Bieri, Office Specialist have all resigned from the HRA. These positions have been posted and applicants will be interviewed within the next week.

**FHRA Job Posting Policy**

Mr. Fundingsland asked that the Board consider allowing the HRA to post jobs internally to staff before advertising the position externally. This proposed policy would then allow current employees to advance through internal promotion and transfer opportunities.

M/S/P	Leier/Jefferson	To allow the FHRA to post job positions internally before advertising externally.
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**Discovery Benefits Policy**

The HRA has received approximately \$900 in unused funds from Discovery Benefits for 2011. Mr. Fundingsland asked to Board to decide if any unused funds should be distributed evenly to employees who participate in the program or designate as an offset to admin fees. After discussion, the Board approved to make it a standard operating policy to apply any monies that are not used towards admin fees.

M/S/P	Jefferson/Leier	To apply any unused monies received from the Discovery Benefits program towards admin fees.
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**Roberts Street Parking Lot**

The 10-year lease purchase agreement for the HRA to acquire the parking lot located to the west of the Graver building is set to expire by the end of this year. Mr. Fundingsland asked the Board for approval to purchase the \$90,000 lot and also allow the HRA to submit an RFP for a lender.

M/S/P	Krajsa/Johnson	Submit an RFP for a lender to purchase the parking lot west of the Graver for \$90,000.
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**Training Requests**

The Board was asked to authorize the following training requests: Steve Eickhoff, Procurement Training in Atlanta, GA, August 2012; Michelle Greening, Casterline Training in Atlanta, GA, October 2012; Lynn Fundingsland, Demo/Dispo Training in Denver, CO, July 2012.

M/S/P	Jefferson/Johnson	To authorize travel requests for Mr. Eickhoff, Ms. Greening and Mr. Fundingsland.
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**Energy Performance Contract**

Mr. Fundingsland informed the Board that staff will submit an RFP for an Energy Service Company (ESCO) to evaluate the HRA's energy efficiencies. The ESCO will tailor a comprehensive set of measures to fit the organization's needs, arrange for long-term project financing that is provided by a third-party financing company, and guarantee that the savings produced by the project will be sufficient to cover the cost of project financing for the life of the project.

**Adjourn**

There being no further business to come before the Board, the meeting adjourned. The next meeting will be held August 21, 2012.

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Karen Moore  
Chairperson

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Lynn Fundingsland  
Secretary