

**HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO**  
**MINUTES OF THE REGULAR MEETING**  
**August 9, 2016**

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held August 9, 2016 at 1:30 PM in the Basement Conference Room, 325 Broadway, and Fargo, North Dakota.

**COMMISSIONERS PRESENT**

Karen Moore	Tonna Horsley
Michael Leier	Thomas Jefferson

**FHRA STAFF PRESENT**

Lynn Fundingsland	Jill Elliott
Steve Eickhoff	Amy Rissmann
Scott Noeske	James Talley
Darla Beleya	Tracy Lunak
Jill Liebelt	Grace Backman

**OTHERS PRESENT:**

Jenn Lambert from the Kilbourne Group.  
Mark Nelson

Request to accommodate our auditors of our Financial Reports and allow them to present their part of the meeting. Auditors from Eide Bailey were here to explain the audit.

**CONSENT AGENDA**

Ken asked about details for the Employee Training Travel. FHRA would like to send one employee to UPCS training in Denver, Bismarck, Yardi training in San Diego.

By the end of 2016, FHRA will be over budget for Employee Training costs.

Motion to approve the Consent Agenda	Jefferson/Horsley
BE IT RESOLVED, the Consent Agenda is approved	

**REPORTS**

**Presentation of Draft of 2015 audit**

Aaron with Eide Bailey explained the findings of the audit. The next step is for FHRA management to correct the findings before the FHRA board approves the audit report.

**Capital Projects**

Working with the constraint of saving funds for RAD. Replacing sewer lines in 26<sup>th</sup> street north area because due to a City of Fargo project, the costs were decreased to almost half the normal cost. More sewer projects will start in the near future once the City of Fargo has received bids.

The budget for the 2017 Capital funds will be presented at the upcoming RAB meeting before review and approval by the FHRA board.

## **Deputy Director**

We were awarded the renewal grant for two FSS Coordinators. This is non-guaranteed renewal. Ms. Elliott is working on four other grants for Continuum of Care programs. She is currently working on renewing five Continuum of Care grants. We lost Sisters Path this year due to transitional nature of program and will reapply jointly with YWCA for support services.

Project Based Voucher RFP: HUD requested an Independent Entity to award RFP and to do inspections in the future for PBVs. This was due to a new definition of "owner" in which a management company is now defined as owner. Our only response was Sister Path. Clay County HA will serve as our Independent Entity for a reasonable fee.

At an All Staff Meeting on 8/11/6, FHRA will discuss creating department supervisors. This will create a different organizational structure. Ms. Elliott and FHRA management will report any updates to the board for this.

The new Housing Opportunity Through Modernization Act of 2016 (HOTMA, HR 3700) guidelines require PHAs to change eligibility determinations, deductions and streamlines rent review process. HOTMA reversed the definition of an owner as a management company, to the entity that actually owns the property.

## **Financials**

### **Balance Sheet:**

Low Rent report is up due to better rent receivables and lower vacancies. The General Fund is down a little bit but that is expected. The Business Activities fund is down due to Section 8 is down a bit due to two programs in which HUD still owes FHRA money and part is due to expenses exceeding receivables this month with no major cost overruns in any particular area.

### **Operating Statement:**

Revenues are over budget Utilities are under budget.

### **General Fund:**

For the budget we are at a small loss due to mainly our revenue is not as high as what was budgeted. A lot of that is how grant money from Sisters Path is recorded. The money we anticipated was not in for the whole year.

### **Business Activities:**

Our revenue is over budget and maintenance is under budget.

Section 8: We are on budget and anticipate this through the end of the year.

## **OLD BUSINESS**

### **Development consultant selected**

An RFP was out for this and two have been received. FHRA selected one from Denver due to less cost and an individual that we worked with successfully in the past projects.

### **Progress with land acquisition**

The land FHRA made an offer on has an owner who owns the land next door. This owner plans on countering an offer which will require him (this owner) to approve the final plans for the project as he has concerns with the physical appearance and type of tenants. This owner has made no official counteroffer yet. FHRA is still looking for land.

### **Section 18 application process**

FHRA sent a draft to our consultant in Washington, DC. It will be presented to RAB. A meeting with the mayor will need to be set.

## **NEW BUSINESS**

### **Review of national NAHRO conference**

Disparate Impact: HUD regulations are not so objective anymore and leave more discussion to the housing authorities for decision on accepting an applicant or not. FHRA presently holds hearings if the tenant challenges the decision.

The Board requested to Thomas Jefferson a “mini-session” after the next September board meeting to teach them what to look for in financials and other information to make housing authorities successful. Thomas attended the NAHRO conference in July and learned some information relating to this.

Plans to finalize the Core Values process need to be made. The meeting to finalize the plan for Core Values will be August 25, 2016 from 9:00 AM to 12:00 PM.

### **Burrel Building Mortgage**

The Burrel mortgage was paid off in July.

Ms. Moore adjourned the public session of the Board Meeting. An Executive Session was called to order. After the Executive Session closed, there being no further business, the meeting adjourned. The next meeting is scheduled for September 13, 2016.

Mr. Fundingsland made a request to attend an international NAHRO conference held in Ecuador in late October 2017. He asks that FHRA cover his per diem. He will cover the transportation cost. Item tabled.

---

Karen Moore  
Chairperson

---

Lynn Fundingsland  
Secretary