



**FARGO HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF FARGO
MINUTES OF THE REGULAR MEETING**

June 9, 2020

The regular meeting of the Board of Commissioners for the Housing and Redevelopment Authority of the City of Fargo, North Dakota was held on June 9, 2020, at 1:30 PM via conference call.

Note: All action items passed unanimously, unless otherwise noted.

FARGO HOUSING STAFF PRESENT

Jill Elliott
Jill Liebelt
Tom Keller
Matthew Pike
Matthew Sheppard
Kirsten Stave

FARGO HOUSING BOARD MEMBERS PRESENT

Karen Moore
Thomas Jefferson
Tony Grindberg, City of Fargo Housing Liaison
Michael Leier
Bryce Johnson

PUBLIC

Brian Opsahl, Brady Martz

ADDITIONS TO AGENDA

Mr. Pike requests to begin the meeting with the presentation of the 2018 audit by Brian Opsahl of Brady Martz. Approved.

MINUTES

RESOLUTION #2020-06-01

Jefferson/Leier

RESOLVED; the Fargo Housing May 2020 minutes are approved.

CONSENT AGENDA

RESOLUTION #2020-06-02

Johnson/Jefferson

RESOLVED; the Fargo Housing June 2020 Consent Agenda is approved.

2018 Fargo Housing audit

Mr. Pike introduced Brian Opsahl, auditor with Brady Martz, the organization responsible for performing the 2018 Fargo Housing audit. Mr. Opsahl began the presentation with the Audit Committee letter. The letter indicates there have been no new accounting policies or changes to standards in prior years. The

letter also indicates there was significant difficulty performing the audit, which resulted in an inability to finish before the September 30th deadline. Mr. Opsahl then presented the management letter prepared by Brady Martz. Significant recommendations included in the management letter are to improve payroll and reviewing procedures. New Horizons Manor is not included in this audit report; Eide Bailly will complete the New Horizons Manor audit.

Mr. Opsahl presented audited financials. The auditing team identified several findings and provided respective recommendations to resolve issues for future audits. Upon discussion, Mr. Opsahl recommended timely and accurate updates to the organization's financial status is paramount moving forward. Mr. Opsahl noted the current Directors of Finance will provide strong improvement to future audits.

REPORTS

Chief Deputy Director

Jill Elliott, Chief Deputy Director, presented her report as submitted. Ms. Elliott provided an update to the relocation progress of Lashkowitz High Rise tenants. The NAHRO campaign, What Home Means to Me, is in progress and posters submitted by students are available for voting. COVID-19 waivers are available and will be discussed at a later point in the meeting; the waivers require action by the Board of Commissioners.

Director of Facilities and Operations

Matt Sheppard, Director of Facilities and Operations, presented his report as submitted. Mr. Sheppard continues to facilitate safety protocols during the COVID-19 pandemic. The service coordinators will be implementing a food service program providing by Great Plains Food Bank in the Madison neighborhood area, as food security is critical to families located in that area.

Directors of Finance

Tom Keller, Director of Finance – Programs and Grants, and Jill Liebelt, Director of Finance – Affordable Housing and Development, presented the financial reports as submitted. Ms. Liebelt noted that upon request, the aged receivables have been further broken down in an updated format. Mr. Keller and Ms. Liebelt presented financial reports for COCC, Public Housing, low rent Public Housing, General Fund, Main, New Horizons, Burrel, Colonial, Church Townhomes, and Herald Square. Fargo Housing received \$141,000 through COVID-19 CARES act funding, which will be used for increased security at Lashkowitz High Rise and operations at Pioneer Manor. Fargo Housing continues to partner with the City of Fargo to identify opportunities for the SRO building.

OLD BUSINESS

Strategic Planning goals

Mr. Pike noted the formation of a strategic planning committee, comprised of senior directors and several commissioners. An update will be provided monthly.

Development updates

New Horizons Manor

With the completion of permanent financing and a successful closing, the New Horizons Manor project is finalized. Mr. Pike and Karen Moore, Board Chair, noted gratitude and congratulations to the team through the process.

Elliott Place

The development of the senior housing complex, Elliott Place, continues with due diligence compliance activities and predevelopment financing components.

Lashkowitz High Rise

An RFP for development services is being drafted in partnership with Rod Solomon, Fargo Housing’s contracted development advisor for the Lashkowitz High Rise disposition process. The completion of the RFP and resulting redevelopment project will be in close partnership with the City of Fargo and tied to an overall vision to provide affordable housing for our community.

The Graver MOU

Mr. Pike introduced Christian Pritchett, Senior Development Manager with Blue Line Development, Fargo Housing’s contracted developing partner. Blue Line Development conducted a study of the project’s feasibility. Mr. Pritchett presented the analysis, and provided potential financing scenarios to address the specified criteria in determining financial viability. Upon discussion, present Commissioners provided a recommendation to Mr. Pike regarding further action. Mr. Pike noted the resignation of Mr. Sheppard and Ms. Robin Sheppard.

RESOLUTION #2020-06-03

Johnson/Jefferson	RESOLVED; Fargo Housing will decline the offer for the Graver property, concentrate on staffing capacity, and the pursue the repayment of loans.
-------------------	--

Public Housing lease addendum

Mr. Pike and Ms. Elliott will provide an update at the next board meeting.

2020 budget and reorganization

Mr. Pike provided an update to the approved budget and organizational structure. Mr. Pike noted the work of the Budget and Finance Committee. Mr. Pike will provide an update at the next board meeting.

NEW BUSINESS

COVID-19 Waivers

RESOLUTION #2020-06-04

Leier/Johnson	RESOLVED; staff is eligible to utilize the available COVID-19 waivers with the exception
---------------	--

of the PHAS score, as which Fargo Housing wishes to receive a new PHAS score.

The next meeting is scheduled for August 11, 2020, at 1:30pm.

Karen Moore
Chairperson

G. Matthew Pike
Secretary