



FARGO HOUSING AND REDEVELOPMENT  
AUTHORITY BOARD OF COMMISSIONERS  
REGULAR MEETING

Tuesday, March 22, 2022 | 10:30 AM  
A virtual convening via MS Teams, made available to the public.  
MINUTES

**CALL TO ORDER:**

**FHRA STAFF:**

Jill Elliott  
Chris Brungardt  
Jill Liebelt  
Tom Keller  
Tawnya Taylor  
Shelley Brooks  
James Talley  
Tracy Knowler

**BOARD OF COMMISSIONERS:**

Michael Leier  
Cody Schuler  
Thomas Jefferson  
Bryce Johnson

**OTHER PRESENT:**

John Strand, Fargo  
Commissioner

\*All motions are unanimous unless otherwise noted.

**MINUTES**

**Resolution #2022-3-1:**

Resolved; the Fargo Housing Meeting Minutes from February 8, 2022, are approved with noted correction.

Johnson/Jefferson

**Resolution #2022-3-2:**

Resolved; The Fargo Housing March consent agenda approved including training/travel requests.

Johnson/Jefferson

**STAFF REPORTS**

**Executive Director**

Jill highlighted portions of her report:

- Erik Johnson reviewed the contracts for Chris and Jill for Executive Director and Chief Executive Officer.
  - Betsy Martin agreed to come out to help finalize the decision of having an Executive Director and Chief Executive Officer working together.
- There are two RFP's to review for the supportive services grant for Cooper House.
- PHARS – FHRA has enough points to be moved out of “Troubled Housing Authority” but Federal HUD claimed a COVID wavier to not rescore. The request to be rescored has been appealed by Regional HUD to National Headquarters.
- Received a global agreement from BSI, FHRA sent out a counteroffer but have not had a response back from BSI.
- National NAHRO is setting up times to talk with our legislative staff.
- Regional NAHRO has asked Jill and Cody to present at Northeast Regional Council (NERC).
  - The Board thinks it would be a wonderful idea for Jill and Cody to go.
- Shelley has been hired to be the Property Manager of Jeremiah Project and Elliott Place.
- Got two FSS coordinators funded
- ROSS Coordinator funded for 3 years.

## **Development**

### **Elliott Place (84 Unit Senior Housing)**

- 2<sup>nd</sup> floor section roof trusses installed
- 3<sup>rd</sup> floor section wall framing underway
- Experienced a total to date 27 days of weather-related delays
  - Contract allows for 11 days
  - Contractor requested a no cost change order to extend the contractual completion date to September 1, 2022
  - Contractor still pushing for Mid-August 2022
- Project on budget, total construction cost \$14,181,647

### **Lashkowitz Riverfront (110 Unit Residential)**

- Modification of Section 18 Disposition Application
  - Phase II and other environment assessments (Braun Intertec)
    - Pre-Demolition Hazardous Building Materials Inspection was completed, and report submitted on March 4, 2022
      - No new contamination was identified
      - Roughly no change in quantities
    - Environmental Phase II
      - Soil and groundwater sampling completed on March 4, 2022.
        - Awaiting reply from Laboratory analysis and Reporting
        - Typical brown fat clay soils
        - No contamination/debris identified
        - No recoverable groundwater encountered (deepest 30')
    - Response Action plan

- Remediation plan for any contaminants that may be found in the Phase II
    - Reporting to ND Department of Environmental Quality
  - Geotechnical evaluation for the new building completed March 11, 2022
    - Soils sent to be classified for structural properties
    - 2 samples were identified as possible volatile organic compounds were sent to the laboratory.
  - Specifications and drawings for Building Abatement and Demolition (in data collection)
- Working of funding for abatement of asbestos and demolition
  - Completed new 5-year Capital Plan that includes
    - \$2.25 million from Capital Fund
    - \$2.5 million from HUD Operation Funds Reserve
  - Working with HUD's Melisa West, and the HUD team at the Denver Field office to allow us to utilize existing fund balances for the asbestos abatement and demolition of the building.

Started the Demo/Disposition application with HUD for repositioning of 14 duplexes on 3 acres in 14-4 (18<sup>th</sup> St & 25<sup>th</sup> Ave S).

- Environmental Phase 1, complete and under review,
- NEPA review documentation under contract with Braun Intertec
- Received letter from Mayor Mahony in support of the project.
- Working with HUD technical assistance and HUD Denver Regional Office on process.
- Contracted with YHR Architects to develop preliminary site plan.
- Receiving quote for demolition and clearing of site.

### **Operations and Facilities**

#### **Public Housing**

- Reach Inspection
  - Pioneer scored 86%
  - AMP 14-4 scored 74%
  - Amp 14-3 scored 53%
- Authorized a REAC Inspection Response Plan
  - Goal to increase overall scoring by reducing easily correctable deficiencies.
- Capital Fund Program
  - Completed 2 properties
  - Currently have 13 properties in Modernization status with HUD
    - Opening 1 bid for MOD week of 4/5/22

#### **Non-Public Housing Properties**

- Burrell Building
  - Excessive Vacancy in 2-bedroom units

- Sent letter to NDHFA request allowance to rent 2-bedroom as 1-bedroom
  - NDHFA forwarded additional information to HUD awaiting response.
- Herald Square had REAC inspection
  - All units filled, no outstanding issues
- Church Townhomes
  - Status quo
- New Horizons
  - No outstanding issues
- 220 Broadway
  - All units filled, no outstanding issues
- SRO building
  - Awaiting action on request to Fargo Planning.
- University Drive Manor
  - Working with Serkland Law to collect balance.
  - Casey replies to interrogatories were inflammatory. We directed our attorneys to draft and file our lawsuit to collect the \$60k.

### **Finance**

Tom discussed occupancy for Public Housing for January and February. Along with how Public Housing is broken down per AMP and how HUD scores each AMP for audits. AR increased from January to February. Been working with ND Rent Help but payments have been slow to get to FHRA from the program. Further discussion about ND Rent Help was had about the best way to help tenants.

Jill L, FHRA has fully moved from John Hancock retirement to Empower retirement, people are much happier with how it operates. Rent Café is moving along well, the resident portal will be going live at the end of April or beginning of May. Got approval from NDFHA to use the HUD forms for verifications. Will be training staff at the end of April. The kiosk will arrive in June.

### **OLD BUSINESS**

#### **HUD PHARS Update**

Chris went over the REAC inspection response plan:

- To do quarterly inspections on all properties scoring less than 80% on the REAC inspection.
- Obtain training to expand full knowledge of the REAC inspection program for the property manager, Maintenance Foreman, and a third person.
- Redouble efforts and focus to reduce potential resident caused EH&S defects, including issuing infractions which may lead to more severe discipline.
- Continue to contract quality control inspection for 100% inspection of units.

Commissioner Leier asked if being in "trouble housing" status had any negative ramifications and discussion was had about what it has meant for FHRA.

### **NEW BUSINESS**

#### **Contract Approval**

Discussion was had about the contracts, and it was confirmed that Erik Johnson, legal attorney, had looked over the contracts and they were deemed legal.

RESOLUTION #2022-3-03

WHEREAS the FHRA is committed to the continuity and sustainability of FHRA's leadership therefore it is,

RESOLVED by the FHRA Board of Commissioners to approve and execute the presented contracts for Jill Elliott and Chris Brungardt with an effective date of March 2, 2022.

Jefferson/Johnson

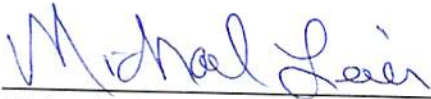
Commissioner Leier wanted to discuss a few issues:

- How has the cold winter caused an increase in the budget?
  - Tom confirmed that the natural gas budget has gone up between January to February.
- How is the security at the Laskowitz High Rise current status?
  - Chris explained that the same security team is going daily at varying times. There was a break in recently, but very little damage was done, some littering and popping an air conditioner out.

Commissioner John Strand wanted to make a few comments about Authentic Housing and his respect for Tyrone Grandstrand. Chris said that they can use the Burrell/Colonial to compete in the Mass Timber Competition.

**ADJOURNED**

Next meeting will be April 12, 2022 at 1:30pm.



Michael Leier  
Chair



Chris Brungardt  
Secretary