



**FARGO HOUSING AND REDEVELOPMENT
AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING**

Tuesday, September 13, 2022 | 1:30 PM
A virtual convening via MS Teams, made available to the public.
Meeting Minutes

CALL TO ORDER:

FHRA STAFF:

Jill Elliott
Chris Brungardt
Jill Liebelt
Tom Keller
Tawnya Taylor
Angie Hedstrom
Bruce Raymond
Mike Brady
Rose Kramer

BOARD OF COMMISSIONERS:

Michael Leier
Cody Schuler
Thomas Jefferson
Tonna Horsley

OTHERS PRESENT:

Tim Gauer, Bell Bank
Noah Harvey,
Architect

*All motions are unanimous unless otherwise noted.

Minutes

Resolution #2022-9-1:

Resolved; the Fargo Housing Meeting Minutes from August 16, 2022, with minor edit, are approved.

Jefferson/Schuler

Consent Agenda

Brief discussion regarding increased occupancy in Public Housing and Burrell 2-bedroom vacancy being filled.

Resolution #2022-9-2:

Resolved; The Fargo Housing September consent agenda approved.

Jefferson/Schuler

STAFF REPORTS

Executive Director

Executive Director, Jill Elliott, presented her report. Following are the highlighted portions of her report:

- Senator Hoeven came to visit the High Rise with Mayor Mahoney, City Planners, and other HUD appropriations staff.
- Cooper property management contract terminated for October 31, 2022. FHRA will continue with project-based vouchers, CoC grant and NDDHS grant.
- RAB meeting approved 2023 Annual Plan elements and 5-year Capital Grant Plan.
- National NAHRO is from 9/21/22 – 9/24/22 where Jill will be presenting on a panel regarding Rebranding to reset your corporate culture.

Development

Chief Executive Officer, Chris Brungardt, presented his reports regarding FHRA's various properties under development. Following are the highlights of his report. Mr. Brungardt also updated the board concerning ongoing litigation concerning actions with University Drive Manor. And potential sales of The Graver, and the Graver parking lot. FHRA should be able to collect on the promissory note on The Graver (\$1.1M) and sell the parking lot for \$300,000.

Elliott Place (84 Unit Senior Housing)

- Construction Update
- Completion date is anticipated in October.
 - Delay from 9/20/22 due to stormwater detention issues under parking lot.
 - Hoping for earlier date for a Temporary Certificate of Occupancy (TCO).

Lashkowitz Riverfront (110 Unit Residential)

- HUD Special Application Center has approved Modification of Section 18 Disposition Application to include Demolition
- Project Schedule and Funding
 - Lashkowitz anticipates a \$1.9M Funding Gap
 - RFP has published for Demolition Contractor
 - Re-apply for NDHFA for 4%, 9% LIHTC, HTF and HIF funding
 - Roughly \$4.3M available FHRA Capital and Operating funds into 2023 for demolition and abatement activities

14-4 Demo/Disposition application for repositioning of 14 duplexes (18th St & 25th Ave S).

- Final Draft NEPA document completed
- Submit application for demolition to SAC following October board meeting.
 - Publish RFQ for co-developer first quarter 2023
- Estimating spring 2024 demolition

Operations and Facilities

Mr. Brungardt presented the operations and facilities report for both Public Housing and affordable properties. He presented the results of the Physical needs assessment completed by Nelrod Company for all Public Housing Units. He stated that the five-year capital needs are roughly \$2,000,000. And the Capital Fund program receives approximately \$1.1 to \$1.3 million per year. Mr. Brungardt continued to discuss current properties being modernized or vacant properties being prepared for re-occupancy. It total 8 units are in modernization status with HUD and 6 units were “flipped”. Mr. Brungardt continued to discuss FHRA’s affordable housing operations were unremarkable. Further, FHRA was able to work with NDHFA on backgrounds and appeals for admitting new residents with the intent to screen people “in” instead of disqualifying them. New Horizons has a new property manager Chris Connelly. Lastly, Mr. Brungardt discussed Working with the City of Fargo on potential Faircloth to RAD conversion for the SRO, and he had discussions about finding strategies with Cass Clay Land Truss to expand affordable home ownership.

Finance

Finance managers, Jill Liebelt and Tom Keller, presented their finance reports. No significant changes to occupancy. AMP 4 shows 73% occupancy due to waiting to get the 14-4 Demo/Dispo approved with HUD. Those units will be removed, and occupancy would increase to around 92-94%. AR is fluctuating due to NDRent help with tenant getting payments through the program. Public Housing, Voucher program, and COCC are performing better than budgets. General Fund will be seeing some reimbursement from Elliott Place for staff time.

Old Business

Budget 2023 Presentation

Ms. Liebelt and Mr. Keller presented the 2023 budget. They discussed their philosophy of conservative budgeting to with the anticipation that overall operations will perform better. In summary the budget is balanced with most properties cash flowing, no new positions were included and a 5% cost of living increase for staff retention. Mr. Keller went over some of the highlights of the budget including the COCC budget with staff salaries. Ms. Liebelt explained how the SRO utilities is cause of one of the budgets to be negative. Both explained that predicting the utilities is the hardest part of preparing the budgets for 2023.

Resolution #2022-9-03

WHEREAS the Board of Commissioners is committed to ensuring fiscal constraint and sustainability of the FHRA,

WHEREAS the cost of inflation and concerns of employee retention, the presented budget includes a 5% cost of living adjustment, therefore it is,

RESOLVED by the FHRA Board of Commissioners to approve the 2023 budget as presented and modified.

Jefferson/Schuler

New Business

Review 2023 Annual Plan Elements

Ms. Elliott explained the purpose of the Resident Advisory Board (RAB) meeting and how the FHRA uses the information to guide what FHRA focuses on. Mr. Brungardt went over his 5-year Capital Plan and where the funds are projected to be spent. Angie Hedstrom, FHRA's Voucher Manger, explained the Fair Market Rent Document and how that will be used to set the Payment Standard for vouchers. She also explained what changes to the Administrative Plan were proposed to RAB that would affect different parts of the Voucher program like repayments. Flat rents for Public Housing were also presented, since it is a mandatory HUD action it was given as information. Rose Kramer, FSS Coordinator, presented the new Family Self Sufficiency (FSS) program that got an overhaul from HUD this year and highlighted some of the key points that will benefit tenants.

RESOLUTION #2022-9-04

WHEREAS the Board of Commissioners is committed to providing short term planning and long-term strategic thought to the FHRA in the whole. Ensuring the continuity of programs along with compliance to regulatory agencies, therefore it is,

RESOLVED by the FHRA Board of Commissioners to approve "elements" of the FHRA's 2023 Annual Plan as presented.

Jefferson/Horsley

Memorialization of August 2022 Succession Planning and Reorganization

Mr. Brungardt explained that Organizational Chart 1A and associated Government Scale payrates were not included in either official board packets. These are included in the September 2022 Board Packet to memorialize the August 2022 succession planning and reorganization.

RESOLUTION #2022-9-05

RESOLVED by the FHRA Board of Commissioners to approve the August 2022 Succession Planning and Reorganization Chart of 1A along with the associated Government scale payrates.

Horsley/Jefferson

Adjourned

Next meeting will be October 11, 2022, at 1:30pm.



Michael Leier
Chair



Chris Brungardt
Secretary

