MINUTES OF THE REGULAR BOARD MEETING
HOUSING AUTHORITY OF THE CITY OF DURHAM
Durham Housing Authority
330 E. Main Street Durham, North Carolina 27701
November 25, 2019

AGENDA ITEM I - CALL TO ORDER

Present:
Daniel C. Hudgins, Chair
Raymond Lee Eurquhart
Robert “Bo” Glenn
Gloria Nottingham
Christine Westfall

Absent:
George Quick, Vice Chair
Mayme T. Webb-Bledsoe
Jillian Johnson

Staff Present:
Meredith Daye
Lorraine Erhummwunsee
Tawan Fields
Tammy Jacobs
Charles Lyon
Barbara Newman
Carl Newman
Sabrina Sinegal

Also Present:
Eric Pristell, Attorney, The Banks Law Firm

The meeting was called to order by the Chair, Daniel C. Hudgins at 5:35 p.m. A quorum was present and the Regular Meeting was called into session.

Mr. Hudgins welcomed the newest Board Member, Christine Westfall.

AGENDA ITEM II – PUBLIC COMMENT PERIOD
Betsy Crites and Bobbie Gallagher of The End Hunger Durham organization came before the Board to discuss the community area at Preiss Steele. This summer, their organization conducted surveys with 39% of the population of Preiss Steele. The purpose of this survey was to determine
if there were any problems with access to healthcare, food, and transportation. In conducting this survey, it was discovered that after the renovation of Preiss Steele, the oven and refrigerator that was moved out was never put back in. Mr. Michael Wiley, a resident of Preiss Steele also spoke and stated that the community wanted the refrigerator and oven placed back into Preiss Steele. A brief discussion ensued regarding the usage of the oven. Mr. Hudgins informed the speakers that the staff would follow up on their concerns. He thanked them for bringing this issue to the Board.

AGENDA ITEM III -- CHANGES TO THE AGENDA
There were no changes to the agenda

AGENDA ITEM IV – BOARD ACTION
Approval of the Minutes of the Board of Commissioners’ Regular Meeting held on October 30, 2019. Eric Pristell, Attorney, stated that the minutes should indicate that the Shared Prosperity Plan Resolution would be approved subject to additional review by General Counsel. Motion was made to approve the minutes with the said changes.

Motion: Commissioner Nottingham; Seconded: Commissioner Glenn; Approved: Unanimously

AGENDA V – PRESENTATION
There were no presentations to the Board

AGENDA ITEM VI -- CHIEF EXECUTIVE OFFICER’S BUSINESS REPORT

Mr. Scott announced that the Housing Bond passed with 76% approval. He stated that DHA is in a great position to continue our development efforts under the DDNP. The Bond would cover the Liberty/Oldham site, the DHA office site, and the Forest Hill Heights site over the next five years. Mr. Scott thanked those who voted for the Bond.

Mr. Scott also announced that we currently are planning to have the new Board Member Orientation on December 6th. This date may change and the Board will be informed. He also announced that DHA will again be a part of the City of Durham’s Holiday Parade on Saturday, December 14th and he would like for at least one Board Member to be on the DHA Float. Also, on Monday, December 16th, the City Council will have its Volunteer Appreciation Celebration. DHA’s Board of Commissioners are scheduled to take their photo at 6:28 p.m. at this event. Mr. Scott stated that we are planning to do our Annual DHA Retreat in January 2020. This year, we will only plan to have it for a half day as opposed to a full day.

Mr. Scott briefly discussed the DDNP information on hiring locally. Mr. Scott emphasized that there will be a lot of public scrutiny and we want to be as transparent as possible thorough out this process. We will have the opportunity to hire people locally in construction related jobs, as well as contractors. To that end, we have created a DHA Shared Prosperity Plan. The Board asked outside General Counsel to review this Plan. He further stated that we will be meeting with the City’s Workforce Development Department and the Community Development Department regarding this initiative.

There were no additional questions or comments regarding the CEO’s Business Report.
RESOLUTION NO. 3597 (DHA)

AUTHORIZATION OF LAUREL OAKS RAD TRANSACTION

WHEREAS, Laurel Oaks, LLC, a North Carolina limited liability company (the “Owner”), wishes to rehabilitate the project known as Laurel Oaks Apartments that consists of thirty (30) public housing units located at 600 Laurel Oaks Drive in southwest Durham, Durham County, North Carolina (the “Project”);

WHEREAS, Development Ventures Incorporated (“DVI”), a North Carolina non-profit corporation and an instrumentality of the Housing Authority of the City of Durham (“DHA”), is the sole member and manager of the Owner;

WHEREAS, all thirty (30) dwelling units in the Project will be converted from public housing units to Project-Based Voucher Assistance program units (“PBV Units”) under the United States Department of Housing and Urban Development Rental Assistance Demonstration (“RAD”) program (the “RAD Conversion”);

WHEREAS, DHA is the current owner of the Project;

WHEREAS, DHA will serve as property manager of the Project;

WHEREAS, Gibraltar Construction Company, Inc. will serve as the general contractor for the Project renovations;

WHEREAS, in connection with the RAD Conversion, DHA will transfer to the Owner its fee simple interest in the Project for $1.00;

WHEREAS, the financing for the RAD Conversion will consist of DHA public housing capital funds in the amount of up to $625,595, DHA public housing operating reserves in the amount of up to $132,450 and a City of Durham Community Development Block Grant in the amount of $800,000, all financing sources currently totaling $1,558,045.00; (the “Financing”); and

WHEREAS, DHA has determined that the Financing and RAD Conversion are in the best interest of DHA and DVI.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of DHA, as follows:

1. The Financing and RAD Conversion are in all respects authorized and approved, and all reasonable actions, in good faith, by DHA, in connection with the same, are hereby confirmed and approved.

2. DHA is authorized to execute and deliver all documentation in connection with the Financing and RAD Conversion and any other documents or instruments as may reasonably be required pursuant to said documents.

3. The Chairman, Chief Executive Officer and Director of Development/Chief Development Officer are hereby authorized to execute and deliver all
documents or instruments as may reasonably be required to carry out the intent of this Resolution.

4. All actions taken by DHA (including the Chairman, Chief Executive Officer and Director of Development/Chief Development Officer) on behalf of DHA in connection with the Financing and RAD Conversion, prior to the date hereof, are ratified and confirmed.

5. This Resolution shall take effect immediately.

Done this 25th day of November, 2019.

RECORDING OFFICER'S CERTIFICATION

I, Anthony Scott, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at a regular meeting of the Housing Authority of the City of Durham held on November 25, 2019.

(SEAL) By: ________________________________
Anthony Scott, Secretary

Motion: Commissioner Eurquhart; Seconded: Commissioner Nottingham;
Approved: Unanimously
RESOLUTION NO. 3598

RESOLUTION AUTHORIZING THE WRITE-OFF OF CONVENTIONAL HOUSING COLLECTION LOSSES FOR THE PERIOD BEGINNING SEPTEMBER 1, 2019 AND ENDING SEPTEMBER 30, 2019

WHEREAS, the Housing Authority of the City of Durham has determined that it has exerted all efforts to collect monies owed from former residents; and

WHEREAS, the property management staff has notified each former resident of the amount owed; and

WHEREAS, the regulations of the U.S. Department of Housing and Urban Development rules require a board resolution to write off any and all monies owed that cannot be collected from residents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Durham approves the write-off of rents, utilities, repair charges, court costs and late fees owed as per the listing of delinquent accounts shown in the amount of $8,030.96 for the period beginning September 1, 2019 and Ending September 30, 2019

This resolution shall take effect immediately.

Done this 25th Day of November 2019.

RECORDING OFFICER’S CERTIFICATION

I, Anthony Scott, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on November 25, 2019.

(SEAL)

BY: __________________________
    Anthony Scott, Secretary

Motion: Commissioner Nottingham; Seconded: Commissioner Eurquhart
Approved: Unanimously
RESOLUTION NO. 3599

RESOLUTION APPROVING THE REVISION OF THE HOUSING CHOICE VOUCHER PROGRAM PAYMENT STANDARDS SCHEDULE

WHEREAS, the Housing Authority of the City of Durham established the current Voucher Payment Standards schedule on January 1, 2019; and

WHEREAS, DHA has determined a revision necessary as an inducement to increase leasing and reduce the participant rent burdens by increasing the payment standards for the Housing Choice Voucher Program, effective January 1, 2020; and

WHEREAS, the Housing Authority of the City of Durham is authorized to establish voucher Payment Standards no less than 90% of the published Fair Market Rents and no more than 110% of the published Fair Market Rents; and

WHEREAS, the proposed Payment Standards schedule is an increase to 100% of the published Fair Market Rents for all bedroom sizes; and

WHEREAS, the staff of the Housing Authority of the City of Durham performed an analysis to determine a Payment Standard schedule that will aid in pursuing program goals.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Durham adopt the Payment Standards schedule for the Housing Choice Voucher Program as follows:

For 0-bedroom units, the rate will be $919.00;
For 1-bedroom units, the rate will be $934.00;
For 2-bedroom units, the rate will be $1,088.00;
For 3-bedroom units, the rate will be $1,461.00;
For 4-bedroom units, the rate will be $1,645.00;
For 5-bedroom units, the rate will be $1,892.00;
For 6-bedroom units, the rate will be $2,139.00.

The new rates will become effective January 1, 2020.
Done this 25th day of November 2019.

RECORDING OFFICER’S CERTIFICATION

I, Anthony Scott, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on November 25, 2019.

(SEAL) BY: ______________________________________
Anthony Scott, Secretary

Motion: Commissioner Eurquhart; Seconded: Commissioner Nottingham;
Approved: Unanimously
RESOLUTION NO. 3600

RESOLUTION TO APPROVE LEGAL SERVICES CONTRACTS

WHEREAS, a Request for Qualifications for Legal Services was issued on August 30, 2019; and

WHEREAS, responses were received from 5 firms; and

WHEREAS, the evaluation of the request for qualifications is still pending.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of The Housing Authority of the City of Durham, as follows:

1. That, the contract with The Banks Law Firm be extended for a period of 60 days

2. That, consistent with 24 CFR 85.36 (b) (9) Procurement Standards, the Housing Authority of the City of Durham maintains records sufficient to detail the significant history of the procurement;

3. That, the Chief Executive Officer is hereby directed to execute all contract documents or other documents necessary to effectively extend this contract.

4. That, this resolution shall take effect immediately.

Done this 25th day of November 2019.

RECORDING OFFICER'S CERTIFICATION

I, Anthony Scott, the duly appointed secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at a regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on November 25, 2019.

(SEAL)

BY: _____________________________

Anthony Scott, Secretary

Motion: Commissioner Glenn; Seconded: Commissioner Eurquhart;
Approved: Unanimously
AGENDA ITEMS IX – ENTITIES BUSINESS (Suspend and Reopen DHA Meeting)
Development Ventures Incorporated

MOTION TO SUSPEND DHA MEETING:
Chairman Hudgins recommended a motion to suspend DHA’s meeting at 6:35 pm

Motion: Commissioner Nottingham; Seconded: Commissioner Glenn;
Approved: Unanimously

MOTION TO REOPEN DHA MEETING:
Chairman Hudgins recommended a motion to reopen DHA’s meeting at 6:38 pm

Motion: Commissioner Nottingham; Seconded: Commissioner Eurquhart;
Approved: Unanimously

AGENDA ITEM X – CLOSED SESSION (TIME IN AND OUT)
None

AGENDA ITEM XI -- ADJOURNMENT
The meeting was adjourned at 6:38 p.m.

Motion: Commissioner Glenn; Seconded: Commissioner Nottingham;
Approved: Unanimously

[Signature]
Chair

(SEAL)

[Signature]
Secretary