

**MINUTES OF THE REGULAR BOARD MEETING
HOUSING AUTHORITY OF THE CITY OF DURHAM
Durham Housing Authority
330 E. Main Street Durham, North Carolina 27701
May 30, 2018**

AGENDA ITEM I

Call to Order

Present:

Daniel C. Hudgins
Robert "Bo" Glenn
George K. Quick
Thomas M. Niemann
Patrice Y. Nelson
Gloria Nottingham

Absent:

Jillian Johnson, City Council Liaison
Larry Yon, II

Staff Present:

Anthony Scott, CEO
Barbara Newman
Sabrina Sinegal
Meredith Daye
Elvert Dorsey
Matt Scaparro
Pamela Davis
Denita Johnson
Lorraine Erhunmwunsee
Charles Lyons
Doris Jackson

Also Present:

Eric Pristell, Attorney, The Banks Law Firm

The meeting was called to order by the Chair, Daniel C. Hudgins at 5:32 p.m.

A quorum was present and the *Regular Meeting* was called into session.

AGENDA ITEM II — GENERAL COMMENTS FROM THE PUBLIC

◆ **PUBLIC HEARING (s)**

AGENDA ITEM III -- CHANGES TO THE AGENDA

There were none.

AGENDA ITEM IV — BOARD ACTION

Approval of the Minutes of the Board of Commissioners' Regular Meeting held on April 25, 2018.

**Motion: Commissioner Quick; Seconded: Commissioner Nottingham;
Approved: Unanimously**

AGENDA ITEM V -- PRESENTATIONS

There were none.

AGENDA ITEM VI -- CHIEF EXECUTIVE OFFICER'S BUSINESS REPORTS

- *Legislative Updates:* Mr. Scott distributed the Council of Large Public Housing Authorities (CLPHA) Corporate Comparative Funding Chart as a resource to explain the major changes from 2017. The House Sub-Committee on Transportation, Housing and Urban Development (the committee that primarily oversee the housing authorities), have completed their work for appropriation. Operating Fund and Capital Fund projections for 2019 are the same as that for 2018. Housing Choice Voucher Renewals were increased from \$19.6 billion in 2018 to \$20.107 billion in 2019. The Administrative Fees increased from \$1.76 billion in 2018 to \$1.8 billion in 2019. The rest of the funding remained about the same. This shows from the House perspective that PHA funding is flat or a little above our four (4) major funding sources. The Senate Appropriation will begin next week. We are hopeful that they will mirror or exceed what the House has approved for the 2019 fiscal year. Although this is good news, relative to previous years, from the Operating side this represents 93% of what we should be receiving.
- *Upcoming Board Meeting Change:* Operations Committee will be held on Wednesdays and *follow* the Finance Committee Meeting that begins at 3:30 p.m.
- *Update Damar/Morreene Road resident concerns:* Follow-up to April 25, 2018 board meeting in which there were approximately 35 residents in attendance. There were about eight (8) residents who actually spoke about the situation at Damar and Morreene Road. Mr. Scott acknowledged the three (3) key themes from those who spoke at the meeting — perceived lack of respect, lack of maintenance follow-up, and lack of communication. Over the last three (3) months, staff has been working on all three things, not just involving Morreene and Damar but in general. A community meeting was held with our residents in which explained the process, answered questions from residents — the meeting ended when all questions were answered. Additionally a newsletter was produced that provided more specific answers (Item #15). . We were able to re-emphasize our commitment and acknowledged where we needed improvement in the Moreene Road and Damar Court RAD conversion process. The newsletter will be produced on a monthly basis at least through the construction period. We are also committed to having meeting with our residents monthly.
- *DHA Downtown Development Plan:* A meeting was held about Oldham Towers and Liberty Street Apartments RAD redevelopment efforts at the DSS building on May 23rd. Schematic designs were presented to the audience that included our schematic designs of 270 units up to 807 units being placed on that site. It was a wide range of ideas and configurations that show a dramatic increase in housing on those two sites. Mr. Scott said we will continue with our meetings for Fayette Place on the June 25th and JJ Henderson and Forest Hill Heights on June 26th. This will conclude our community base meetings around our downtown and neighborhood planning work.

Following additional work by our consultants, reviewing the input and data received, there will be a final report issued. Included in your booklet you will see the report developed by our consultant entitled, "*Community Visioning Summary*."

Commissioner Hudgins asked to confirm that among the speakers from the last board meeting, there was only one person who staff was not able to reach. Mr. Scott confirmed that was correct and that Matthew Scaparro had been working very hard to reach out to everyone who attended the April Board Meeting.

Also, Commissioner Hudgins asked when the planning process would be heard by the City. Mr. Scott advised that it would be heard in August.

Funding from the City: Mr. Scott advised that staff and he also attended a City Council Work Session for requested funding from the City to continue DHA's downtown development work. It goes before council for final approval on the 4th of June.

Commissioner Bo Glenn asked Mr. Scott to provide a brief summary of calendaring moving forward on the various developments.

Mr. Scott responded, "*Before you this evening is a resolution to approve development partners through our RFQ process. They will be tasked with partnering with us for our downtown development work Those two proposed developers will work with us to select one or more of those sites — that is yet to be determined. We are working towards a submission for a 9% tax credit application in January on one of our proposed sites. We will be making that determination before the end of June. Just in case there is something that occurs and none of these specific sites are viable, we are working with the City as a backup plan for another site that is currently called Southside 3. It is a backup plan because even though this will not be a part of our actual development, it will be a place where we could place some of offsite units as part of our downtown planning efforts. This is similar to how we committed vouchers for the Jackson Street Site. We would do the same thing for the Southside Development Site. Mr. Scott did not foresee this happening; however, if we are not prepared to submit an application in January, we will still be a part of the submittal of the Southside 3 Development discussion. They will submit a 9% if we do not. This keeps us on track with our RAD redevelopment efforts.*"

Commissioner Bo Glenn inquired about the sites that are being considered by the June 30th deadline. He asked if the sites in question were Oldham, Liberty, Forest Hills, JJ Henderson and Fayette Place. Mr. Scott responded affirmative. He stated because of the way the North Carolina Finance Agency operates, DHA can only win one 9% tax credit deal at a time. This is why it is important that we coordinate with the City for any site we plan to submit for Low Income Housing Tax Credits. If for some reason we are not ready, than the City can move up one of their projects in our place.

Commissioner Bo Glenn said with the scheduling of the development going forward, how is that going to affect the resubmitting of our RAD application and how will this be timed. Mr. Scott confirmed that Commissioner Glenn was referencing the RAD CHAPs that we withdrew and resubmitted. Mr. Scott advised that DHA is currently waiting on HUD to advise how and when they will be reissuing CHAPs for Oldham, Liberty, Forest Hill and J7 Henderson going forward.

Commissioner Bo Glenn said that his concern is do we know when they are going to approve. Mr. Scott stated that the proposed timeline does not pose a problem at this time.

Meredith Daye said she attended a RAD collaborative meeting in Washington, D.C. Ms. Daye said she reached out to Tom Davis, the Office of Capitalization. He advised that currently HUD is working on publishing the 2018 Omnibus approval. Once it reaches the federal register, we should receive notification within the next 30-45 days to submit our RAD application. They are working on the turnaround and are looking at a 30 day notice to return your CHAP. Therefore, it could be early September when you factor in that timeline.

Mr. Scott asked Ms. Daye to introduce Ed Barberio, the newly hired Capital Funds Program Manager. Mr. Barberio will be the project manager and oversee the construction of Damar Court, Morreene Road and upcoming RAD conversion of Laurel Oaks. Ed provided a brief overview of his experience in the public housing and development areas.

There were no additional questions or comments regarding the CEO's Business Report.

VII. GENERAL BUSINESS ACTION ITEMS (COMMITTEE REPORTS)

Chairman Hudgins stated that this is for the purpose of accepting reports from the three (3) standing committees. The information from these committees were also included in the previously distributed board package. The reports were as follows:

Development Committee Report (Chaired by Commissioner Thomas Niemann was not present)

Chairman Niemann recommended acceptance of the April 12, 2018 minutes. The "draft" minutes of the May 14, 2018 minutes were presented for acceptance at the June 27, 2018 meeting.

**Motion: Commissioner Glenn; Seconded: Commissioner Quick;
Approved: Unanimously**

Finance Committee Report (Chaired by Commissioner George Quick)

Commissioner Quick recommended acceptance of the minutes of the April 19, 2018 meeting.

**Motion: Commissioner Quick; Seconded: Commissioner Nottingham;
Approved: Unanimously**

Operations Committee Report (Chaired by Commissioner Bo Glenn)

Commissioner Glenn recommended acceptance of the April 19, 2018 meeting.

**Motion: Commissioner Quick; Seconded: Commissioner Nottingham;
Approved: Unanimously**

Chairman Glenn highlighted a few topics from the May 16th meeting as follows:

- Staff in public housing is looking at issues involved with re-certifications in May.
- Robert Scott developed a new tracking form to track criminal incidents.
- Trespass list is being monitored more closely.
- Currently looking at filling the existing vacant units. They are seeking other benchmarks to turn around the units more quickly.
- Housing Choice Voucher Program ("HCVP") continues to be a high performer for the organization. The score was raised from 92 to 99.
- Commissioner George Quick asked Denita Johnson, Director of the HCV Program, if all of the vouchers for the Whiffed School Project had been issued. Ms. Johnson advised that it is a total of 46 units of which 46 were occupied; however, one vacancy opened up. They are working to fill that vacancy.

AGENDA ITEM VIII -- RESOLUTIONS FOR APPROVAL

The Chair, Daniel Hudgins, introduced the following resolution:

RESOLUTION NO. 3535

RESOLUTION AUTHORIZING THE WRITE-OFF OF CONVENTIONAL HOUSING COLLECTION LOSSES FOR THE PERIOD BEGINNING MARCH 1, 2018 AND ENDING MARCH 31, 2018

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 require a housing authority to write off any and all monies owed that cannot be collected.

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 \$5,852.32 for the period beginning March 1, 2018 and Ending March 31, 2018.

This resolution shall take effect immediately.

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

RESOLUTION NO. 3536

RESOLUTION APPROVING A CONTRACT WITH CII SERVICE OF NORTH CAROLINA, INC. TO REPLACE THE MAIN CHILLER UNIT AT THE JJ HENDERSON PUBLIC HOUSING DEVELOPMENT

Discussion: Mr. Anthony Scott advised that this resolution authorizes approval for expenditures for \$165,000 for the chiller at the JJ Henderson tower. We are currently operating under a backup chiller which is not sufficient to continue operating at this capacity particularly since we have not yet reached the summer peak months. This resolution covers the purchase of a new chiller.

Question from Commissioner George Quick. "Are we going to be asked to approve the purchase or is this to ratify? Mr. Scott confirmed that this is to ratify. The Finance Committee had already recommended approval to move forward. This is because of the time sensitivity. Two things — (1) the manufacturer supposedly had another buyer; and (2) we did not want to run the risk of a significant delay in installation"

WHEREAS, the Housing Authority of the City of Durham determined that the main chiller unit at the JJ Henderson housing development was inoperable and unrepairable; and

WHEREAS, the Housing Authority of the City of Durham has determined that relying upon the back-up chiller at the JJ Henderson housing development for the cooling needs of the building creates a potential emergency situation should the "backup" chiller fail; and

WHEREAS, the Housing Authority of the City of Durham requested and received permission from the Greensboro Field Office to proceed with the award for the chiller replacement at JJ Henderson Towers through a non-competitive proposal; and

WHEREAS, the proposal received from an authorized Carrier repair service was reviewed and evaluated and determined to be responsive and responsible;

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

1. That the contract negotiations/award for the replacement of the chiller unit by Cii Service of North Carolina, Inc. be approved, upon furnishing evidence of current professional liability insurance;
2. That, consistent with 2 CFR Part 200.320(f)(3) Procurement Standards, the Housing Authority of the City of Durham maintains records sufficient to detail the significant history of the procurement, including the basis for the selection;
3. That the Chief Executive Officer is hereby directed to execute all contract documents or other documents necessary to effectively negotiate/award this contract.
4. This Resolution shall take effect immediately.

**Motion: Commissioner Quick; Seconded: Commissioner Nottingham;
Approved: Unanimously**

AGENDA ITEM IX — INFORMATION ITEMS

There were none.

AGENDA ITEM X — CLOSED SESSION

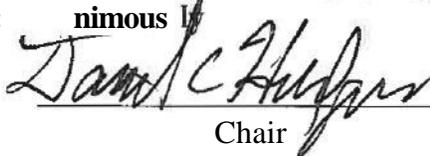
None

AGENDA ITEM XI -- ADJOURNMENT

The meeting was adjourned at 6:10 p.m.

Motion: Commissioner Glenn; Seconded: Commissioner Quick;

Approved: Unanimously


Chair

(SEAL)


Secretary

