



**Minutes for June 28, 2022, Regular Board Meeting
of the Housing Authority of the City of Cayce, SC**

The Board of Commissioners of the Housing Authority of the City of Cayce, SC held its Regular Board Meeting on Tuesday, June 28, 2022, at Cayce City Hall.

Chairman Jack Sightler called the meeting to order at 5:03 pm. A copy of the agenda was posted on the Housing Authority’s website. Roll call was conducted, and the following members of the Board and staff were present:

CH Board Members			Columbia Housing Authority Staff Present
Chairman	Jack Sightler	Present	Yvonda Bean, Interim CEO
Vice-Chairman	Bruce Smith	Present	Lucinda Herrera, SVP Development
Commissioner	Silvia Sullivan	Absent	Marissa Phoenix, CFO
Commissioner	Cheryl Seymour	Present	Lee McRoberts, COS
Commissioner	Johnetta Riley	Present	Gloria Warner, Regional Property Manager
			Belkis Encarnacion, Community Property Manager
			Visitors
			Jarrett Epperson, City of Cayce
			Mike Corley, City of Cayce

APPROVAL OF MINUTES:

Mr. Sightler called for approval of the minutes for the Regular Meeting held April 12, 2022. Commissioner Riley questioned the discrepancy between the reported April statistics versus what is on the report in the June packet, Ms. Warner explained that the numbers noted in the April minutes for April were for the first week of the month only and that the information included in the June packet shows the totals for the full month. Upon motion of Mr. Smith, seconded by Ms. Seymour the minutes were approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Bruce Smith	X		
Commissioner	Silvia Sullivan			X
Commissioner	Cheryl Seymour	X		
Commissioner	Johnetta Riley	X		

CEO REPORT:

Chairman Sightler congratulated Mrs. Bean on her appointment as CEO. Mrs. Bean thanked the Board and stated she is grateful for the opportunity to serve. Mrs. Bean introduced CFO Marissa Phoenix and said she will present the proposed annual budget later in the meeting. Mrs. Bean asked Mrs. Herrera to give an update on development activities.

Mrs. Herrera said that the bond transaction for Abbot Arms has closed and Cayce Housing received \$146,000 as an administrative fee at closing. Interior rehab work is in progress and staff anticipates work to be complete by mid-October. Supplies have been an issue in some cases; microwaves and ice makers are currently on back order and will be installed upon arrival. Photos of completed work was included in the packet. The conversion of Cayce Housing units to the rental assistance demonstration project (RAD) will begin once rehab work is complete, staff anticipates beginning to meet with residents in July.

An arborist has reviewed all Cayce Housing sites and has identified 35 trees to be removed and 19 to be pruned; those trees will be ranked and prioritized and bids obtained to complete the work, staff estimates the work to be in excess of \$100,000. Commissioner Riley stated that the large pine tree in front of the unit on Byron next to the unit that was damaged by a similar tree last summer needs to be addressed as soon as possible. Commissioner Riley asked if the empty unit will be filled when work is complete; Mrs. Herrera said that an existing family will be moved into the vacant unit when all work is complete. Some termite damage was identified at the unit and some studs are being replaced in addition to the work to correct the tree damage. Commissioner Riley stated the area around Byron and Toole is experiencing a lot of vandalism at this time and staff should be aware of that issue and ensure CH homes and construction materials stay secured.

Commissioner Smith asked what will be done with the money earned from the Abbot Arms bond transaction. Mrs. Herrera said that the money is being held in reserves. Commissioner Smith asked if there had been any overages on the current work being performed; Mrs. Herrera said that to date only one change order had been received.

Commissioner Seymour asked about the road at Spencer Place. Mrs. Herrera said that an old agreement from the 1980's has been located through legal research and it appears that an easement was granted to the City of Cayce for the road at that time. Additional information will be presented to the Board as the process progresses.

OPERATIONS REPORT:

Ms. Encarnacion presented the Operations Report for April, May, and June.

	April	May	June
Accounts sent to Magistrate	1	0	3
Account more than 30 days	3	5	7
Work Orders received	42	45	8
Work Orders Completed	42	37	1
Work Orders Remaining	0	8	7
Emergency Work Order	0	0	0

Commissioner Riley asked about the status of the cases sent to the Magistrate. Ms. Encarnacion stated that she is waiting on court dates for residents who have not made repayment agreements or brought their accounts current, Commissioner Riley asked that the status of magistrate cases be included in the report going forward. Commissioner Smith asked why the work order numbers were so high. Ms. Warner said that the work orders were generated internally as staff prepares for upcoming inspections.

BUDGET PRESENTATION:

Mrs. Bean asked Ms. Phoenix to present the proposed Annual Budget. Ms. Phoenix presented the proposed budget.

Operating revenue is planned to be \$349,552 and is comprised of operating subsidy from HUD, capital fund revenue and tenant revenue. Expenses are projected to be \$239,293. After expenses there will be a positive cash flow of \$110, 260. Ms. Phoenix opened the floor to questions.

Public Housing	Annual Budget 6-30-2022	Annual Budget 6-30-2023
Operating Income		
Tenant Revenue	97,330	84,400
HUD Operating Grant Revenue	158,000	149,529
COVID Operating Grant Revenue	-	-
CFP Operating Revenue	219,990	112,224
Other Revenue	15,000	3,400
Total Operating Income	490,320	349,553
Operating Expenses		
Administrative Expenses	99,427	99,012
Tenant Services	12,617	5,864
Utilities	6,950	6,189
Maintenance (see below detail)	192,507	98,180
Protective Services	9,165	9,573
Insurance Expense	5,500	10,930
Real Estate Taxes-PILOT	9,038	7,821
Other General Expenses, Collection Losses	18,500	1,724
Equipment Replacements	-	-
Total Routine Operating Expenses	353,704	239,293
Cash Flow (Deficit) from Operations	136,616	110,260

Property Maintenance	Annual Budget 6-30-2021	Annual Budget 6-30-2023
Maintenance		
Maintenance Salaries and Benefits	34,007	44,983
Maintenance Materials	10,000	1,570
Garbage	4,500	3,980
Contract Cost - Other Misc Repairs	60,000	13,005
Plumbing-Electrical	4,000	890
Mowing	38,000	24,200
Pest Control	1,000	9,552
Sub-Total Maintenance Expenses	211,507	98,180

Commissioner Riley asked why insurance has increased. Ms. Phoenix said that the projections are based on actuals year to date and a rate increase is anticipated for 2023. Commissioner Riley asked if the concerns about properties being under-insured has been addressed. Mrs. Herrera said that the SC State Insurance Reserve Fund sets replacement values and staff challenges those values regularly. Commissioner Riley asked what replacement values the state uses, Mrs. Herrera said that she would provide the Board with that information.

Chairman Sightler asked why the drop in expenses from 2022 to 2023. Ms. Phoenix said that maintenance costs are projected to be less due to the renovations currently in progress. Chairman Sightler asked why tenant revenue is projected down. Ms. Phoenix said that staff used an occupancy rate of 95% and the average rent of \$193 per month. Mrs. Herrera said that cash flow will be better after the RAD conversion due to higher rents in the program. Commissioner Smith asked why mowing expenses were down. Ms. Phoenix said that year to date actual expenditures were used to project the budgeted number; Mrs. Herrera said that another vendor has been identified also and their annual contract price is lower. Commissioner Riley inquired about trash expenses that were noted on the budget. Ms. Warner said that there are several commercial dumpsters that have to be serviced privately. Chairman Sightler thanked Ms. Phoenix and staff for the presentation and called for a motion to approve Resolution 2022 – 004: Approval of the 2023 Operating Budget, upon motion of Commissioner Riley, seconded by Commissioner Smith it was unanimously approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Bruce Smith	X		
Commissioner	Silvia Sullivan			X
Commissioner	Cheryl Seymour	X		
Commissioner	Johnetta Riley	X		

OTHER ITEMS:

The Resident Appreciation event scheduled for June had to be postponed due to bad weather and will be rescheduled soon.

ADJOURNMENT

There being no further business and upon motion of Mr. Sightler, seconded by Ms. Seymour, it was unanimously approved to end the meeting at 5:40 pm.

Prepared by:

Yvonda A. Bean
Secretary/Interim Chief Executive Officer