



March 18, 2025

## 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, March 18, 2025 at Cayce City Hall.

Chairman Jack Sightler called the meeting to order at 5:08 pm. A copy of the agenda was posted on the Housing Authority's website.

Roll call was conducted, and attendance was as noted below:

CH Board Members			Columbia Housing Authority Staff Present
<b>Chairman</b>	Jack Sightler	Present	Barry Hall, Interim Chief Executive Officer
<b>Vice-Chairman</b>	Bruce Smith	Present	Dennis Lohr, Chief Financial Officer
<b>Commissioner</b>	Johnetta Riley	Present	Lee McRoberts, Chief of Staff
<b>Commissioner</b>	Cheryl Seymour	Present	Cherilyn McCoy, Property Manager
<b>Commissioner</b>	Evony Reed	Present	Gloria Warner, Regional Property Manager
			Julia Gibbs, Senior Project Manager
			Damian White, Community Safety Manager
			<b>Visitors:</b>
			Jarrett Epperson, City of Cayce

**APPROVAL OF AGENDA**

Chairman Sightler called for a motion to approve the Agenda as presented. Upon motion of Commissioner Reed, seconded by Chairman Sightler, it was approved.

**PUBLIC COMMENT**

Mr. Hall stated no one from the public had signed up or was present to address the Board.

**APPROVAL OF MINUTES**

Chairman Sightler called for a motion to approve the minutes of the Regular and Annual meetings held January 21, 2025. Upon motion of Vice Chair Riley, seconded by Commissioner Seymour the minutes were approved.

Board Member		Aye	Nay	Absent
<b>Chairman</b>	Jack Sightler	X		
<b>Vice-Chairman</b>	Johnetta Riley	X		
<b>Commissioner</b>	Evony Reed	X		
<b>Commissioner</b>	Cheryl Seymour	X		
<b>Commissioner</b>	Bruce Smith	X		

**DISCUSSION ITEMS:**

Mr. Hall gave an update on the Annual Plan. The Public Hearing to review the Annual Plan will be held via Zoom on April 2, 2025. If a quorum is present, the vote to approve the Plan could be taken following the presentation, if a quorum is not present a special called meeting to approve the Plan will be scheduled. The Resident Advisory Board met earlier in March and gave comments regarding the Plan which were incorporated into the final document. Mr. Hall said that no action is needed at this time.

## CEO REPORT:

Mr. Hall asked Ms. Weston to give the Property Management Operations Report. Ms. Weston reported the following:

January	February	March	
Accounts sent to Magistrate	00	00	01
Account more than 30 days	01	08	03
Work Orders received	10	15	10
Work Orders Completed	07	15	08
Work Orders Remaining	03	00	00
Emergency Work Order	04	00	00

### **\*\*Magistrate Update:**

January - zero cases sent to the magistrate.

February - zero cases sent to the magistrate.

March -one cass sent to the magistrate.

Mr. Hall asked Mrs. Gibbs to give a report on development activities. Mrs. Gibbs said that staff is still looking for contractors to remove the trees identified by an arborist as needing to be culled. The work is more extensive than can be completed by maintenance on staff due to the size and position of some of the trees to be removed. Staff hopes that with the onset of Spring additional interest in the project will be generated. Vice Chair Riley asked who removed the initial trees at Poplar and Wilkinson. Mrs. Gibbs said that work was completed by one of the vendors in the Grounds Maintenance pool but that he is unavailable to do additional tree work as his lawn services are going to weekly and he will not have time. Mrs. Gibbs said that she hopes to have quotes for the work at the next meeting and will update the Board at that time.

Mr. Hall reported that legal counsel is still working with the City of Cayce's attorney regarding the Letter of Support for the RAD conversion. Additional updates will be provided as they become available.

Mr. Hall asked Mr. Lohr to give the Financial Update. Mr. Lohr reported the following:

Public Housing	Period to Date Revenue and Expense	Period to Date Budget	Variance
Operating Income			
Tenant Revenue	75,101	70,000	5,101
HUD Operating Grant Revenue	112,415	100,667	11,748
CFP Operating Revenue	141,242	93,333	47,909
Other Revenue	1,725	1,334	391
<b>Total Operating Income</b>	<b>330,483</b>	<b>265,334</b>	<b>65,149</b>
Operating Expenses			
Administrative Expenses	38,998	69,900	30,902
Tenant Services	2,433	4,067	1,634
Utilities	4,814	6,667	1,853
Maintenance (Detailed Below)	120,860	79,325	(41,535)
Protective Services	4,866	7,867	3,001
Insurance Expense	6,648	6,733	85
Real Estate Taxes-PILOT	7,667	7,667	-
Other General Expenses, Collection Losses	(388)	2,000	2,388
Equipment Replacements	-	-	-
<b>Total Routine Operating Expenses</b>	<b>185,898</b>	<b>184,226</b>	<b>(1,672)</b>
<b>Cash Flow (Deficit) from Operations</b>	<b>144,585</b>	<b>81,108</b>	<b>63,477</b>

Maintenance	Period to Date Actuals	Period to Date Budget	Variance
Salaries & Benefits	18,082.00	31,725.00	13,643.00
Materials	6,620.00	667.00	(5,953.00)
Garbage & Trash	0.00	1,867.00	1,867.00
Carpentry & General Repairs	4,300.00	0.00	(4,300.00)
Electrical Repairs	454.00	0.00	(454.00)
Plumbing	5,605.00	400.00	(5,205.00)
Mowing & Landscape	60,491.00	24,667.00	(35,824.00)
Pest Control	9,525.00	7,333.00	(2,192.00)
Other Contracts	15,784.00	12,667.00	(3,117.00)
<b>Total Maintenance Expense</b>	<b>120,861.00</b>	<b>79,326.00</b>	<b>41,535.00</b>

- Revenue is up \$5k to budget
- HUD grants have increased \$11,748
- Capital Funds are up \$47,909 due to drawing down some leftover funds from a prior year

- Administrative Expenses are down \$30,902
- Tenant Services are down \$1634
- Utilities are performing under budget with a variance of \$1853
- Maintenance is over budget by \$41,535 and a detailed breakdown of costs is included at the bottom of the report
  - The line item for Mowing & Landscaping costs is over budget by \$35,824
- Overall cash flow is strong and is over budget by \$63,477

Vice Chair Riley asked why the lawn care item was so high as there are only 4 locations to service in Cayce. Mr. Lohr said that all work is contracted out to vendors in the grounds maintenance pool. The budgeted amount is based on previous year's actuals, but prices have increased dramatically this year due to inflation. Mr. Lohr added that tree removal was also included in the Mowing & Landscaping line. Vice Chair Riley said that she thought there was a different source of funding for the tree work and asked why it is being charged to that account. There was a general discussion regarding lawn care costs, Mr. Lohr said that he would look back at what is actually in the line item and make sure charges have been recorded correctly. Chairman Sightler agreed that a deeper dive into the charges would be helpful. Vice Chair Riley said that she wants to ensure the tree work is being charged correctly and if it is not supposed to be in the Mowing & Landscaping line it will resolve most of the overage. Commissioner Seymour said that she continues to be disappointed in the quality of work being done by the current contractor and questioned the value of the work overall. Mr. Hall said that staff will look at the tree work to be done and the current charges in the Mowing & Landscaping line item and report back to the Board.

Commissioner Seymour said that there are still units at Spencer Place not keyed correctly. Storage rooms and door keys are supposed to be the same but different locks are still in place. Mr. Hall said that he will have the Property Manager review the key situation and replace them accordingly so they are all on the same key core.

## NEW BUSINESS

Mr. Hall gave a briefing on his recent trip to Washington, D.C. for the Annual NAHRO Legislative Session. Visits were made to the SC legislative delegation to advocate for support for affordable housing programs and to share the economic impact of housing programs in the community. Mr. Hall said that overall people served by subsidized housing are elderly, disabled or families with children. The new administration is focused on improving efficiency and reducing bureaucracy which will hopefully speed some of the processes up. Mr. Smith asked if there has been any information shared regarding potential cuts to public housing agencies. Mr. Hall said there has been talk but no official statement to date.

## ADJOURNMENT

1. There being no further business and upon motion of Chairman Sightler, seconded by Commissioner Seymour it was unanimously approved to end the meeting at 5:52 pm.

Prepared by:

Yvonda A. Bean  
Secretary/Chief Executive Officer