



October 17, 2023
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, October 17, 2023 at Cayce City Hall.

Chairman Jack Sightler called the meeting to order at 5:05 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
Chairman	Jack Sightler	Present	Yvonda A. Bean, Chief Executive Officer
Vice-Chairman	Bruce Smith	Present	Barry Hall, Chief Operating Officer
Commissioner	Johnetta Riley	Present	Cindi Herrera, Chief Development Officer
Commissioner	Silvia Sullivan	Present	Lee McRoberts, Chief of Staff
Commissioner	Cheryl Seymour	Present	Brianna Weston, Property Manager
			Damian White, Community Safety Manager
			Julia Gibbs, Project Manager
			Visitors:
			Mike Conley, City of Cayce

APPROVAL OF AGENDA

Commissioner Smith opened with prayer.

Chairman Sightler made a motion to approve the Agenda for the October 17, 2023 meeting, the motion was seconded by Commissioner Sullivan. Mrs. Bean asked that the Agenda be amended to add a “Discussion of Bylaws” item under “New Business”. Upon motion of Chairman Sightler, seconded by Commissioner Sullivan, the Agenda was approved as amended.

APPROVAL OF MINUTES:

Chairman Sightler called for a motion to approve the minutes of the June 20, 2023 and August 17, 2023 meetings. Upon motion of Commissioner Riley, seconded by Commissioner Sullivan, they were approved.

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

DISCUSSION ITEMS:

Mrs. Bean introduced Resolution 2023-004: Approval of Grounds Maintenance Pool.

Cayce Housing issued a Request for Qualifications for Grounds Maintenance Services on August 10, 2023, with a proposal deadline of September 11, 2023. Grounds Maintenance Services includes lawn maintenance and other related services to maintain grounds and exterior conditions of CH properties. Responses were received from eight vendors. The evaluation committee scored each response in accordance with the criteria set forth in the solicitation.

Staff recommends the selection of the below five (5) firms with the highest scores be selected for the Grounds Maintenance Pool. All firms will receive task orders for specific properties based on their responses to the solicitation.

COMPANY	M/W.SBE	TOTAL SCORE
Carolina Beautifications	Y-MBE	210
Green & Enhanced LLC	Y-MBE	195
Osmium Development Group	Y-MBE	195
USL of Lexington South Carolina Inc.	NO	195
Mowtown Lawn Services	Y-MBE	194

There was a general conversation regarding the benefits of working with a contractor pool. Mrs. Herrera said that it allows staff more flexibility if a vendor is busy and gives more vendors an opportunity to work by spreading projects among the pool. Commissioner Smith asked if pricing is better using multiple vendors. Mrs. Herrera said that it does help with pricing but that vendors were not selected just for pricing; experience also factored into scoring. Commissioner Riley asked how often work will be rotated among the proposed vendors, Mrs. Herrera said that it would occur approximately every 6 months. Chairman Sightler asked how long the contract terms will be; Mrs. Herrera said that they will be up to 5 years – 1 year initially with the option to extend annually for the next 4 years. Ms. Seymour asked if vendors can be terminated if they do not perform to CH expectations, Mrs. Herrera said that the contracts are structured to allow separation if needed. Chairman Sightler called for a motion to approve Resolution 2023-004, upon motion of Commissioner Seymour, seconded by Commissioner Sullivan, it was approved.

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

Resolution 2023-005: Approval of Disposition and Exit from Public Housing Program

Mrs. Herrera gave a briefing on the proposed Resolution. HUD PIH Notice 2018-04 provided guidance for disposition of public housing for small PHA’s. In accordance with this guidance, the Authority has determined that it is in the best interest of the residents and the Authority, is consistent with the goals of the PHA and the PHA Plan and are otherwise consistent with the 1937 Act to dispose of the 41 Public Housing units to a non-profit affiliate of the Authority. All units will remain affordable under the Project Based Voucher Program and the Authority will exit the public housing program in accordance with all provisions set forth in PIH 2016-23. Mrs. Herrera said that the conversion will result in increased revenue and will allow for the creation of additional units beginning with the conversion of the Community Room at Poplar and Wilkinson into a residential unit.

Commissioner Riley asked if new tenants moving into Cayce Housing post conversion will have to have a Housing Choice Voucher to move in. Mrs. Herrera said that they will not need to be HCV program participants as the assistance is tied to the property. There was a discussion regarding choice mobility vouchers which allow tenants in project based voucher units to request a voucher after a year of residing in a PBV unit which would allow them to move anywhere in the US where housing choice vouchers are accepted. Mrs. Herrera said that as a small housing authority with less than 50 units the choice mobility option is not required, she also stated that Cayce Housing does not have a Housing Choice Voucher program and could not issue vouchers.

Commissioner Riley asked if the residents at Abbot Arms could request Choice Mobility Vouchers. Mrs. Herrera said that Abbot Arms is also a project based assistance property and that Cayce Housing only acted as the bond issuer in that transaction and does not have any jurisdiction over the property.

Mrs. Herrera said that the ownership structure of the Cayce units will change post-conversion. A 501c3 will be formed and will own the units, Cayce Housing will act as manager. Staff is working to complete final steps now and hope to finalize the conversion in January, 2024. The proposed Resolution is one of the steps that must be completed prior to closing. Additionally, the non-profit will have to be formed, the application sent to HUD, final briefings held with current tenants and new leases executed under the new structure. Staff is working with the City of Cayce on a Letter of Support for the conversion that must be submitted with the application. Chairman Sightler asked who is driving the process with the City. Mrs. Herrera said that she and Mrs. Bean are communicating with City staff and have sent a draft of the letter to the City Manager for her review. Chairman Sightler asked if Columbia Housing has similar non-profit entities. Mrs. Herrera said that Columbia has several set up and that Attorney Campbell will complete the necessary documentation to form Cayce's non-profit. Mrs. Herrera proposed that the new non-profit could be named the Cayce Redevelopment Corporation but added that the Board could choose whatever name they felt appropriate.

Mrs. Riley said that the minutes of the August 17, 2023 Cayce Housing meeting referenced choice mobility for Cayce Housing tenants after a year of living in their current units. Mrs. Herrera said that current tenants could apply to Columbia Housing for a Choice Mobility Voucher but if they chose to remain in Lexington County the voucher would have to be ported out to State Housing for administration.

There being no further questions or discussion, Chairman Sightler called for a motion to approve Resolution 2023-005, upon motion of Commissioner Riley, seconded by Commissioner Seymour, it was approved.

CEO REPORT:

Mrs. Bean gave an update on the Cayce Housing bylaws. A committee to review the bylaws was appointed at the June meeting; the committee includes Chairman Sightler, Commissioner Riley, Mrs. Bean and Attorney Bo Campbell. A meeting of the committee was held in September and the current bylaws were closely reviewed. Attorney Campbell is now working on a revised version based on the Committee's input and ensuring compliance with State and local regulations and the existing operating agreement. The revised bylaws will be presented at the December meeting. Chairman Sightler said that he would like the Committee to meet again before the December meeting. Chairman Sightler asked staff to confirm the current operating agreement is still relevant before distributing the revised bylaws to the full Board.

Mrs. Bean asked Ms. Weston to present the Operations Report.

Ms. Weston reported the following:

	June	July	August
Accounts sent to Magistrate	0	1	0
Account more than 30 days	1	3	4
Work Orders received	0	38	12
Work Orders Completed	0	36	4
Work Orders Remaining	0	2	8
Emergency Work Orders	0	14	0

****Magistrate Update:**

June- zero cases sent to the magistrate.

July- one causes sent to the magistrate

August- zero cases sent to the magistrate.

FINANCIAL UPDATE:

Mrs. Bean presented the Financial Report.

Cayce Housing
Budget to Actual Financial Report
For the Period Ended June 30, 2023

Public Housing	Current Period June 2023	Year-toDate Actuals	Year-toDate Budget	Variance
Operating Income				
Tenant Revenue	7,146	79,188	84,400	(5,212)
HUD Operating Grant Revenue	11,900	155,697	149,529	6,168
COVID Operating Grant Revenue	-	-	-	0
CFP Operating Revenue	-	251,001	251,001	0
Other Revenue	97	1,835	3,350	(1,515)
Total Operating Income	19,143	487,721	488,280	(559)
Operating Expenses				
Administrative Expenses	4,083	74,185	98,712	(24,527)
Tenant Services	606	80,851	5,864	74,987
Utilities	1,151	15,954	5,900	10,054
Maintenance	8,876	152,524	95,988	56,536
Protective Services	438	5,805	6,626	(821)
Insurance Expense	929	11,151	10,930	221
Real Estate Taxes-PILOT	490	5,878	5,878	0
Other General Expenses, Collection Losses	157	(712)	-	(712)
Equipment Replacements	-	-	-	0
Total Routine Operating Expenses	16,731	345,637	229,898	115,739
Cash Flow (Deficit) from Operations	2,411	142,084	258,382	(116,298)

Mrs. Bean said that utilities were above budget due to higher temperatures in July and August and that Tenant Services was over budget due to tenants in units being renovated having to be temporarily relocated. Mrs. Bean said that staff is working with HSF Consulting on financial management after the resignation of the previous CFO.

Commissioner Smith asked how the process is going to get Cayce's PHAS designation back up. Mrs. Bean said that a corrective action plan has already been put into place and that issues such as vacant units and bills not paid in a timely manner have already been corrected and staff expects an improved score going forward.

Commissioner Seymour said that she is concerned about maintenance issues not being corrected completely after being reported. She stated that contractor had begun work earlier in the year and never returned to complete the work, she also expressed concern over the quality of work done to the Spencer Place units during renovation. Mrs. Gibbs said that staff is currently looking at options to correct some of those issues and will be in touch with Ms. Seymour soon to discuss next steps. Mrs. Bean introduced Julia Gibbs as the Senior Project Manager in the Capital Assets department.

ADJOURNMENT

There being no further business and upon motion of Commissioner Smith, seconded by Commissioner Seymour, it was unanimously approved to end the meeting at 6:05 pm.

Prepared by:

Yvonda A. Bean
Secretary/Chief Executive Officer