



**Minutes for August 16, 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, August 16, 2022, 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 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	Lee McRoberts, COS
Commissioner	Silvia Sullivan	Present	Belkis Encarnacion, Community Property Manager
Commissioner	Cheryl Seymour	Present	Gloria Warner, Regional Property Manager
Commissioner	Johnetta Riley	Present	Damian White, Community Safety Manager
			Adam Dalenburg, Capital Assets Manager
			Visitors
			Jarrett Epperson, City of Cayce

APPROVAL OF MINUTES:

Mr. Sightler called for approval of the minutes for the Regular Meeting held June 28, 2022. There was a general discussion regarding clarifying Commissioner Riley’s statement on page 3 of the minutes regarding trash pickup. The minutes should be amended to reflect that Commissioner Riley’s comments regarding the garbage pickup expense line on the budget refer only to properties with commercial containers as the roll carts provided by the City are also serviced by the City and those expenses are included in the water bill. Upon motion of Commissioner Smith, seconded by Commissioner Sullivan, the minutes were approved as amended.

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:

Mrs. Bean asked Mr. Dalenburg to provide the Board with an update on development. Mr. Dalenburg stated that work is almost complete at Spencer Place. Microwaves and bathroom grab bars still need to be installed and clotheslines still need to be removed, staff anticipates work being done by the end of the month. Work is in progress at Byron Street and is currently 95% complete and should be done by mid-September, 7 units remain to be renovated.

Commissioner Seymour stated that there are still small issues that have not been addressed at Spencer Place; the drain in Commissioner Seymour’s shower is not attached, blinds in another unit are not the correct size and cabinet handles have not been installed in several units. Commissioner Riley asked if the residents are able to walk with the contractor to establish a punch list of items to be addressed. Mr. Dalenburg said that the units are reviewed by a construction manager and compliance manager to identify possible issues. Mrs. Bean asked Commissioner Seymour to report these sorts of issues via work order and said that several items have been on backorder and that has caused a delay in their installation.

Commissioner Riley asked if the attic fan vents at Spencer Place would be removed. Mr. Dalenburg said that there were not funds to remove or replace the vents but that they have been closed and fixed in place. Commissioner Riley asked where the remaining 7 units to be renovated are located, Mr. Dalenburg said all of the units still to be renovated are located at Byron and Toole.

Chairman Sightler asked how the police substation at Poplar Street receives maintenance. Mrs. Encarnacion stated that CH staff responds to any work orders for that location. Chairman Sightler said that Chief Cowan had expressed concern recently over the need for repairs at the site and has asked to meet the Chairman there early next week to walk the building and discuss possible renovations. Mr. Dalenburg said that staff hopes to be able to address the community building at Poplar and Wilkinson during the next round of renovation work.

Mr. Dalenburg gave a briefing on the tree trimming and removal project. Several bids have been obtained and all were over \$100,000. Staff is currently working with the vendor to establish phases for the work to be completed. Commissioner Sullivan suggested addressing the trees that are posing an imminent threat first. Commissioner Riley thanked staff for addressing the tree on Byron Street next to the unit where a similar tree fell and caused significant damage.

Commissioner Seymour asked if the area on and around the porches at Spencer Place will be painted, Mr. Dalenburg said that staff will review the request. Mrs. Bean said that a question had been raised concerning the level of insurance coverage for Cayce Housing and that information had been provided in the Board Report.

Mrs. Bean invited the Board to attend the Resident Appreciation cookout being held for Cayce Housing residents on Saturday, August 27 at City Hall. A RAD conversion meeting will also be conducted during the event. Commissioner Riley asked what the rent will be for the rehabilitated units post-conversion, Ms. Warner said that rent will remain at 30% of the resident's income.

OPERATIONS REPORT:

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

	June	July	August
Accounts sent to Magistrate	** 3	**3	0
Account more than 30 days	7	5	5
Work Orders received	8	23	4
Work Orders Completed	1	21	3
Work Orders Remaining	7	2	1
Emergency Work Order	0	5	1

****Magistrate Update:**

June Cases –

- 2 pending repayment agreements
- 1 voluntary move-out

July Cases –

- 2 pending repayment agreements finalized
- 1 voluntary move-out

August Cases –

- No cases

Commissioner Riley thanked staff for adding the Magistrate update to the report.

OTHER ITEMS:

Mrs. Bean briefed the Board on a matter regarding Columbia Housing. Staff anticipates that HUD will designate Columbia Housing as a troubled agency before the end of the year based on physical inspection results, below acceptable

rent collection and other factors. Mrs. Bean said that deferred maintenance needs are an issue across the country and the pandemic created rent collection issues nationally as well. Columbia Housing continues to work with residents and partners to address outstanding rent balances and will be addressing property condition issues through the Vision 2030 plan. Mrs. Bean said that she lead the Housing Authority in Lafayette, LA through a similar situation and feels confident that the agency will emerge stronger as a result of this experience. A corrective action plan will be developed to address the issues and staff will work closely with HUD to move forward. Cayce Housing remains a High Performer and the designation will apply to Columbia Housing only but Mrs. Bean wanted the Cayce Board to be aware. Chairman Sightler asked Mrs. Bean when the designation is anticipated to be announced. Mrs. Bean said that based on discussions with HUD it will most likely be announced before the end of the year.

Commissioner Smith asked how the plan to address the condition of properties will be financed. Mrs. Bean said that private developers have been identified for each of the major rehabilitation/construction projects and that they will bring financial resources to the table that will be combined with tax credits, bonds and other financial tools.

Commissioner Riley asked about the SC Stay program for emergency rental assistance. Mrs. Bean said that Columbia has worked primarily with Richland County but has had several residents who worked with SC Stay to obtain assistance for back rent balances that were a result of the pandemic. Applicants for the emergency rental assistance payments must meet certain requirements for each program. Mrs. Bean said that residents with outstanding balances may also be placed on a repayment agreement that is realistic for their individual situation.

Commissioner Smith asked about progress at the former Gonzales Gardens site. Mrs. Bean said that demolition is complete and that the construction has begun. The new site will be a mixture of affordable housing units, tax credit units and work force housing; tenants who were living at the property at the time of demolition will have an opportunity to return to the site when work is complete.

Commissioner Smith asked if residents with outstanding rental balances can be made to attend financial literacy classes to help them avoid future issues. Mrs. Encarnacion said that is one of the tools used to help residents on probation for past due rent. Commissioner Smith said that people frequently need help understanding money and expectations and that he supports providing that guidance where possible.

Mrs. Bean announced that Mrs. Encarnacion had recently been promoted to Manager of the Resident and Family Services department and would be assuming those new duties soon. The new property manager for Cayce Housing will be introduced at the next meeting.

ADJOURNMENT

There being no further business and upon motion of Mr. Sightler, seconded by Ms. Sullivan, it was unanimously approved to end the meeting at 5:55 pm.

Prepared by:

Yvonda A. Bean
Secretary/Chief Executive Officer