

**Asheville Housing Authority
Commission Meeting Minutes
December 14, 2016**

I. Work Session

The work session was held at the Central Office at 4:10 pm. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Member Raynetta Waters, and Member James Canavan.

Lewis Isaac announced that the initial agenda item that would be discussed during the board meeting would be the approval of the 2017 Board Meeting Schedule.

Lewis Isaac discussed the second agenda item; the approval of the amended FY2016 agency-wide budget. This is a fifteen-month budget.

David Nash presented the budget for the 2015-2016 calendar year, which combines the last quarter of 2015 and 2016. He shared the following information concerning the budget:

- a) Section 8 HAP funds were updated.
- b) The Board approved in November 2015 that we dip into COCC net revenues to fund replacement of the Edington Center roof, which was showing up as a negative on the monthly budget report. The budget reflects those additional funds previously authorized. We will only dip into reserves as much as necessary to cover that expense, however.
- c) Each of the four RAD properties had a different year-end at the end of FY 2015 because paying off the Siemens energy performance contract debt; this allows Gene and Shaomin to reinvest surplus cash from some properties into others, to ensure that each has an adequate fund balance at the end of FY2016.

Lee Walker is still considered public housing until April/May and must remain separate. We've check with our counterparts in eastern North Carolina to see if they had residents that wanted to relocate due to flooding, and haven't had anyone interested in moving to Asheville yet. The vacant units we were holding in Lee Walker are gradually being turned and filled, with 25 units currently remaining vacant.

Gene Bell discussed the third agenda item; the agency-wide budget. He mentioned implementing preventive maintenance, which would add 4-5 new positions. He will hold on hiring for now to see how the federal budget comes out.

David met with Resident Council about funding for 2017. The Resident Council requested a van and cell phones. It was decided to increase their allocation from \$25 per housing unit to \$30 per unit (approximately \$11,000 per quarter) to allow them to budget for additional cell phones if that is their priority. Also, Gene will tell the Residents Council and Verizon to access our government rates for those phones. He also stated that they would receive a designated van for their use.

David presented the fourth agenda item: The replacement reserve budget. The main projects outlined were:

- a) The boiler at Altamont needs to be replaced and will be completed by next summer.
- b) Resident Council requested to upgrade kitchens in Pisgah View Apartments and Deaverview.
- c) Klondyke needs portions of the exterior siding on each unit replaced.
- d) In Kenilworth we will convert two 2-bedroom units to handicap accessibility including training opportunities for Green Opportunities.
- e) The water lines at Southside need to be replaced. The new system will place meters at each building.

Gene announced that HACA received \$50,000 from the Home Consortium to help residents with security and utility deposits when they are moving from a project-based voucher unit to a tenant-mobility unit. This will in turn free up additional project-based voucher units for homeless persons and other applicants on our waiting list.

David announced we received HUD approval for success rate payment standards approved by the Board in November, which means, for example, that we will be able to pay almost \$850/month for rent and utilities on a one-bedroom unit. This will help residents with tenant-based vouchers, including homeless veterans with VASH vouchers, be more competitive in their search for private market units.

Work session ended at 4:56pm.

II. Regular Meeting - Call to Order

Chair Isaac called to order the regular meeting of the Board of Commissioners at **5:06 pm on December 14, 2016**, held at **HACA Central Office 165 S. French Broad Avenue, Asheville, NC 28801**. Teresa Jenkins conducted roll call. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Member Raynetta Waters, and Member James Canavan. Member Jennifer Pickering was absent.

III. Approval of minutes from last meeting

James Canavan made a motion, seconded by **Cassandra Wells**, to approve the minutes. The Commissioners unanimously approved the minutes of **November 16, 2016**.

IV. Bills and Communications

Gene Bell announced that Sir Charles and the other members of the Resident Council would not be present for the meeting because they were volunteering with Toys-for-Tots.

Gene announced that we received a letter from HUD. Isaac Lewis read the letter aloud and announced that HUD approved the request we submitted to use the 50th percentile Fair Market Rents as the basis for our success rate payment standards (approved by the Board in November) and this change will be effective January 1, 2017.

V. Report of the Secretary

a) Asheville Housing Properties

Noele Tackett reported the monthly Asheville Housing Properties occupancy submitted with the board package.

b) Asheville Housing Vouchers

Brandy Woodard reported monthly Asheville Housing Vouchers occupancy submitted with the board package.

c) Income/Expense Report

Shaomin Li summarized the bottom line of the four key budgets submitted with the board package.

d) Family Self-Sufficiency Report

Katelyn Mattox reported the monthly Family Self-Sufficiency participation submitted with the board package. Katelyn shared the success story of one of the participants, Amy.

e) Residents Council Report

No Report.

New Business

1. Approval of the 2017 Board Meeting Schedule.

Cassandra Wells made a motion, seconded by **James Canavan**.

The Board voted as follows:

AYE

Mr. Lewis Isaac
Ms. Cassandra Wells
Ms. Raynetta Waters
Mr. James Canavan

NAY

The Chair declared the motion carried.

2. Approval of amended FY 2016 Agency Wide Operating Budget, covering the 15-month transition fiscal year of 10/1 2015 through 12/31/16.

David explained that this budget combines the last quarter of 2015 and all of 2016 into one 15-month budget and completes the shift of our fiscal year end from September 30 to December 31. Several individual items were updated to actual amounts and money was added to correct imbalance in COCC. This allows rebalancing in RAD properties year end unrestricted fund balances.

Raynetta Waters made a motion, seconded by **James Canavan**.

The Board voted as follows:

AYE

Mr. Lewis Isaac
Ms. Cassandra Wells
Ms. Raynetta Waters
Mr. James Canavan

NAY

The Chair declared the motion carried.

3. Approval of 2017 Agency Wide Operating Budget.

In preparing this budget, we updated RAD revenue to the new contract rent amounts; budgeted for 3% raises for most staff and several new preventive maintenance positions. Implementation for both will be delayed until later in the year pending approval of a federal budget. David met with the Resident Council and they requested cell phones and priority access to a passenger van, both of which are allowed for in this budget. The budget also includes funding for a new camera system for Deaverview and purchase and installation of modular classroom from Buncombe County Schools for Deaverview after-school program(s).

James Canavan made a motion, seconded by **Cassandra Wells**.

The Board voted as follows:

AYE

Mr. Lewis Isaac
Ms. Cassandra Wells
Ms. Raynetta Waters
Mr. James Canavan

NAY

The Chair declared the motion carried.

4. Approval of 2017 Replacement Reserve Budget.

David highlighted projects for 2017:

- a) Central Asheville- Replace Altamont boiler and replacing exterior.

- b) Southside- Livingston water line replacement project.
- c) West Asheville- Resident Council requested for upgrades in community kitchens in both Deaverview and Pisgah View.
- d) North Asheville- Replacing exterior siding at Klondyke, and converting 2 two-bedroom units to accessibility for people with disabilities in Kenilworth.

James Canavan made a motion, seconded by **Cassandra Wells**.
The Board voted as follows:

<u>AYE</u> Mr. Lewis Isaac Ms. Cassandra Wells Ms. Raynetta Waters Mr. James Canavan	<u>NAY</u>
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The Chair declared the motion carried

VII. Unfinished Business

None.

VIII. Public Comment

No comments.

IX. Adjournment


There being no further business to come before the Board, the meeting adjourned at 5:40 pm.

The next meeting will be held at Lee Walker Heights on January 25, 2017.



Lewis Isaac, Chair

ATTEST:



Gene Bell, Secretary

