



**Minutes for June 15, 2021, 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 15, 2021, virtually via video conference.

Chairman Jack Sightler called the meeting to order at 5:00 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 were present:

CH Board Members			Columbia Housing Authority Staff Present
<b>Chairman</b>	Jack Sightler	Present	Cindi Herrera, SVP Development
<b>Vice-Chairman</b>	Bruce Smith	Present	Marissa Phoenix, Chief Financial Officer
<b>Commissioner</b>	Silvia Sullivan	Present	Lee McRoberts, Executive Assistant
<b>Commissioner</b>	Cheryl Seymour	Present	Adam Dalenburg, Capital Asset Manager
<b>Commissioner</b>	Johnetta Riley	Present	Brad Ward, Contract Specialist
			Tramel Foulks, Property Manager
			Gloria Warner, Regional Property Manager
			<b>Visitors</b>
			Wade Luther

**APPROVAL OF MINUTES:**

Mrs. Herrera said that Mrs. Mathews and Mrs. Bean were attending a conference in Kentucky and she would lead the meeting. Mrs. Herrera introduced Adam Dalenburg, Capital Asset Manager and Brad Ward, Contract Specialist.

Mr. Sightler called for approval of the minutes for the Regular Meeting held April 13, 2021. Upon motion of Mr. Smith, seconded by Ms. Seymour the minutes were unanimously approved.

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

Mrs. Riley asked for additional information to be provided regarding the goals provided in the Annual Plan. She is requesting that analytical data be added to goals so staff may track measurable results. Mrs. Herrera stated she would communicate the request to staff.

**CHIEF EXECUTIVE OFFICER’S UPDATE:**

Mrs. Herrera said that staff has been working on the scope of work for rehabilitating the Cayce units for some time and have been able to amend the work to fit the budget of \$1.2 million. The project was put out for bid and the lowest response was Bent Pine Construction of St. Mary’s, GA. Mr. Dalenburg gave a summary of work to be done in each of the 5 Cayce communities; Spencer Place, Byron & Toole, and Lee & Lucas will receive full rehabs to include, new kitchens and baths, new roofing, new windows and shutters, new exterior doors and ceilings to be smoothed. The units at Poplar & Wilkinson will receive new roofs and new shutters. Spencer Place will also receive washers, dryers and

microwaves. Staff has worked with Bent Pine Construction on projects in Columbia and feel confident in their ability to perform the work. Resolution 2021-003 approving a contract for the work will be presented later in the meeting.

Residents will have to be out of their units while work is being completed on total rehab sites; staff is looking at renting units at an Extended Stay hotel for displaced residents during these times and will finalize plans once a schedule is in place. There was a general discussion regarding how residents will be assisted during the displacement time. Mrs. Herrera said that staff will work closely with each individual to determine the best plan to accommodate them as their units are under construction. Movers will be utilized to minimize inconvenience to residents and portable storage pods can be used if needed. Work will be done in phases to make the process easier and more efficient.

Commissioner Riley asked if there will be additional help for senior residents and if a CH staff person will be assigned as a point of contact for residents. Mrs. Herrera said staff is committed to making the process as easy as possible and will assist seniors as much as possible, a CH staff person will be assigned to the project going forward but has not been named yet. Commissioner Riley asked that the name of that person be given to the Board also when they are identified.

Chairman Sightler asked if the interiors at Poplar & Wilkinson will be addressed later. Mrs. Herrera said that once the units are converted under RAD staff will be able to access private capital to address the remaining needs. The scope of work being discussed today will expend the remaining reserve funds that have to be spent prior to conversion.

There was a general discussion regarding the reserve funds. Mrs. Herrera said that the money currently in reserves in Cayce is public housing funding, when the units are transitioned to the RAD program they may no longer utilize public housing funds so that money must be spent prior to the conversion. The money does not have to be paid back but if any were left at the time of conversion it would have to be returned to HUD.

Mrs. Herrera said that Resolution 2021-003: Approval of Contract for Rehab Work on Cayce Housing Units would award the contract for the complete rehab of 28 units and exterior rehab of 12 units to Bent Pine Construction of St. Mary’s Georgia for \$1.2 million. Upon motion of Commissioner Riley, seconded by Commissioner Sullivan, it was unanimously approved.

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

**OPERATIONS REPORT:**

Mrs. Warner presented the Operations Report:

	April	May	June
Accounts sent to Magistrate	0	0	0
Account more than 30 days	3	8	8
Work Orders received	17	35	13
Work Orders Completed	17	34	9
Work Orders Remaining	0	1	4
Vacancies	0	0	0
Emergency Work Order	0	0	0

Staff continues to work with tenants that have outstanding balances to try and identify resources that may help them catch up; one account was resolved earlier in the week. Families have been contacted on a regular basis to offer referrals to assistance programs. The eviction moratorium is scheduled to end on June 20, 2021 and staff will assess each situation at that time.

**2022 OPERATING BUDGET:**

Mrs. Phoenix presented the proposed operating budget for the coming year. Income is planned at \$490,320, expenses are planned at \$353,704 with a cash flow of \$136,616. Additional property maintenance is reflected in the budget. Mrs. Herrera said that once the rehabilitation work is complete on the properties, additional savings on maintenance should be realized, those savings could be used to fund additional interior work at Poplar and Wilkinson. Commissioner Riley asked about the increase in garbage disposal costs, Mrs. Phoenix said that the line item is a combination of City fees and fees paid to Waste Management and Advanced Disposal. Ms. Warner stated that the City only empties the individual cans but the dumpsters have to be emptied by an outside service. Ms. Seymour said that the lawn maintenance charges seem high, Mrs. Herrera said that she will have staff verify the numbers. There being no further questions, Chairman Sightler made a motion to approve Resolution 2021-004: Approval of Operating Budget, seconded by Ms. Sullivan, it was unanimously approved.

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

**OTHER ITEMS:**

Mrs. Herrera gave an update on the Bond Issuance for Abbot Arms. The buyer is finalizing financing and hopes to close later this summer. City Manager Tracey Hegler said that City Council has not approved the final agreement yet but is moving forward and working out an agreement with the prospective owners regarding payments in lieu of taxes (PILOT). Ms. Hegler added that apartments with dumpsters are not serviced by the City and require an outside service to address those units.

The Cayce Housing Board will resume in-person meetings at the next regularly scheduled meeting.

**ADJOURNMENT**

There being no further business and upon motion of Mr. Smith, seconded by Mr. Sightler, it was unanimously approved to end the meeting at 5:50 pm.

Prepared by:

Ivory N. Mathews  
Secretary/Executive Director