

Minutes of the Waynesville Housing Authority Board of Commissioners
Regular Meeting
September 10, 2019

The Waynesville Housing Authority Board of Commissioners held its regular meeting on Tuesday September 10, 2019 at 5:30 p.m. in the activity room of The Towers, 65 Church Street, Waynesville NC.

With no Chairman and Vice Chairman present Commission Joan Robb was elected to act on the behalf of the Chairman. A quorum was present and legally convened. Commissioner Robb called the meeting to order at 5:30 p.m., with the following members present:

Commissioner Joan Robb, Commissioner Brian Cagle, Commissioner Donald McGowan, Commissioner H.P Dykes, Commissioner William Barnette, Commissioner Sharon Cullins, Commissioner Walter Bryson

The following staff members were present:

Belinda Kahl, Office Manager

The June 18, 2019 meeting minutes were sent prior for board review with the corrections from the previous meeting. A motion was made by Commissioner Donald McGowan, seconded by Commissioner H.P. Dykes, to approve the minutes of the regular June 18, 2019 as presented. The motion passed unanimously.

The August 20, 2019 meeting minutes were sent prior for board review. Mr. McGowan stated that the minutes do not show if the votes are unanimous. The minutes also do not show the multiple comments about purchasing a Truck for Low Income including depleting the cash, and other options including leasing and contracting another company to remove the construction debris until the next meeting until a determination is made about the funding from CFP for the truck purchase. Mr. Cagle stated that the board would look into using a search firm not search engine for the process of hiring the next Executive Director. Commissioner Brian Cagle made a motion, seconded by Commissioner Donald McGowan, to approve the minutes with corrections. The motion passed unanimously.

Mr. Barnette asked if HUD approved for Waynesville Housing Authority to use CFP funds to purchase the truck. Ms. Kahl explained that HUD has been in contact and that CFP funds can be used to purchase a vehicle. Mr. Dykes asked if using the funds would slow the remodel process. Ms. Kahl explained that HUD has already released the funds for 2019 CFP Grant and Waynesville Housing Authority is still working in the 2018 CFP Grant therefore the purchase would not slow down the remodeling work being done. A motions was made by Commissioner William Barnette, seconded by Commissioner Donald McGowan, to purchase the truck. The motions passed unanimously.

The profit and loss reports were sent prior for board review. Mr. Dykes asked for the profit and loss be by individual program to include year to date and prior year to have a better understand and see any trends that are happening. He would also like to have the Balance sheet and a profit and loss by Class be included in the board packet every month. A motions was made by Commissioner H.P. Dykes, seconded by Commissioner Donald McGowan, to have the different reports be in the presentation each month. The motions carried unanimously.

The revised budgets for Low Income and The Towers for fiscal years beginning October 1, 2018 and October 1, 2019 were sent prior for board review. Mr. McGowan and Mr. Dykes questioned why the income was lower and the difference seemed to be in the line item dwelling rent. Ms. Kahl explained that dwelling rent is the portion paid by the residents and is subject to change as the tenant's income changes and if the unit is empty then there is no rent collected for that unit. The Operating subsidy is the income that is HUD funded and is subject to change. Mr. Bryson and Mr. Cagle mentioned bringing more affordable housing to Waynesville and that there is land on Pigeon Street as well as Davis Cove. Ms. Robb stated that the Hospital will be affordable housing and that HUD will not continue to put money into Haywood County and that it may take 5 years to before we are able to provide affordable housing. Mr. McGowan asked if the budget is always made to break even. Ms. Kahl stated that the initial budget is always made to break even. Mr. Dykes asked about any anticipated capital expenses or significant expenditures. Ms. Kahl stated that in the current budget it is expected to expense the smartburners and the dump trailer and that in the future budget it could include putting new flooring into the apartments, an upgraded fire alarm system etc. Mr. McGowan asked if the housing authority writes off any item not fully depreciated. Ms. Kahl stated that the auditors do our depreciating reports. Ms. Robb asked if we can check with the auditors. Mr. Barnette asked what the maintenance contract line item included and if the work is bid out or if the housing authority uses the same contractors every time. Ms. Kahl stated it includes any painting, flooring, and electrical work and that the work is bid out however the housing authority does struggle finding contractors willing to bid on the projects outside of the usual contractors. Mr. Barnette asked about the Health Insurance line and if this item is bid out. Ms. Kahl stated that she has asked a few insurance places to look into getting the housing authority quotes to see if we can find better pricing. Ms. Robb suggested contacting Patsy Davis with Mountain Projects to see if they can help or suggest who they use. A motion was made by Commissioner McGowan, seconded by Commissioner Dykes to approve revised budgets. The motion passed unanimously.

The balance sheet was sent prior for board review. Mr. McGowan asked about the prepaid and how the CFP funds show on the report. Ms. Kahl explained that CFP funds are reimbursed for funds spent on a monthly basis. Mr. Dykes asked if the CFP funds can reimburse the trailer to haul the materials during the remodeling. Ms. Kahl stated she will find out from HUD.

Information from HUD and USDA was sent to the board for review about the process of building a new development. Mr. Dykes stated that WHA would need to be created to ask for funds and Mr. McGowan stated that the whole project would need to be planned in advance. Mr. McGowan stated that we would likely need a consultant or to look into redevelopment and maybe utilize RAD which would convert the development to project based section 8. Mr. Dykes asked if we would have to build another Towers because that development is site based section 8. Mr. McGowan stated that the development would have to blend into the surrounding area and we need to do strategic planning for future development. Hud's funding is going down and RAD makes PHA's viable and will open financing opportunities. Ms. Robb asked if it is acceptable to have two housing authorities in one county being site based section 8 because Mountain Projects is section 8. Mr. McGowan explained that it should be fine because Mountain Projects is a separate program.

Mr. Cagle presented in writing the changes discussed and approved at the last meeting because the by-laws state that all changes must in writing and given to the board 7 days prior. The changes include Article 2 section 1 The Board of Commissioners of the Authority shall consist of nine (9) commissioners. Article 4 section 1 regular monthly meetings of the Board shall be held without notice at the regular meeting place of the Authority on the second Tuesday of each month at 5:30 pm. Ms. Robb asked about the change of time because it was determined previously that 5:50 pm was would convenient and the

board changed the meeting time to 1:30 pm. Mr. Barnette stated that some members work and the later time is more convenient. A motion was made by Commissioner Brian Cagle, and seconded by Commissioner Sharon Cullins to change the By-laws to reflect the changes. The motion passed unanimously.

Mr. Cagle stated that the current Executive Director plans to retire in December 2020, and any commissioner who is interested on being on the committee to please stay and talk about meeting times. Mr. Barnette stated that he got the email about hiring an Executive Director that was sent to the Board, however Waynesville Housing Authority is not a non-profit entity. The committee agreed to meet on Monday September 23, 2019 at 5:30 to discuss the process of hiring a new Executive Director.

With no further business, a motion was made by Commissioner Walter Bryson, seconded by Commissioner William Barnette to adjourn the meeting at 6:25 pm. The motion passed unanimously.



Joan Robb, Acting Chairman



Belinda Kahl, Acting Secretary