

Minutes of the Waynesville Housing Authority Board of Commissioners  
Conference Call of the Special Meeting  
March 24, 2020

The Waynesville Housing Authority Board of Commissioners held a special meeting on Tuesday, March 24, 2020 at 3:30 p.m.

A quorum was legally convened. Board Chairman Brian Cagle called the meeting to order at 3:30p.m. with the following members participating:

Board Chairman Brian Cagle, Board Vice-Chairman H.P. Dykes, Commissioner Joan Robb, Commissioner Donald McGowan, Commissioner Sharon Cullins, Commissioner Alfred Caldwell, Commissioner Walter Bryson (Tardy), Commissioner Rob Roland, Commissioner Georgette Morand

The following staff members were present:

Interim Executive Director Belinda Kahl

The minutes of the regular meeting for February 11, 2020 were forwarded to the board members prior for review. A motion was made by Commissioner Joan Robb, seconded by Commissioner Sharon Cullins, to approve the minutes of the regular meeting on February 11, 2020 as presented. The motion passed unanimously.

The financial reports were sent to the board members prior for board review. Commissioner H.P. Dykes discussed the process now used to oversee the financials and stated that nothing looked unusual. Belinda Kahl discussed the vacancy loss that will appear in the revised budget, and stated that the current amount exceeds the budgeted amount. A motion was made by Commissioner H.P. Dykes, seconded by Commissioner Joan Robb, to approve the financial reports. The motion passed unanimously.

The board discussed the strategic plan proposal and the need to extend the start date because of the COVID-19 crisis. Commissioner Walter Bryson joined the Conference Call at 3:41 p.m. Board Chairman Brian Cagle will be in touch Aprio to discuss when to start the process.

The board tabled the Executive Director Search Committee.

The board tabled the tour of the project.

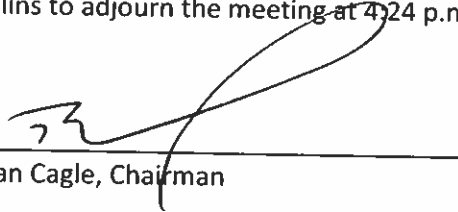
Belinda Kahl discussed the measures that Waynesville Housing Authority has completed due to the COVID-19 crisis. The measures taken are from discussion with the Haywood County Health Department, HUD, and other housing authorities in the area, and the CDC COVID-19 website. The board members have asked the Tower to make a contingency plan if a tenant does contract COVID-19.

Belinda Kahl discussed the overview of Waynesville Housing Authority and The Tower concerning unit turnaround, work orders, vacant units, and waiting lists. She also included that during this time that maintenance will only be addressing emergency work orders, CFP work in vacant units, and unit turnaround in vacant units.

The board members discussed the property maps of all developments and stated that the Ninevah units have land that WHA could possibly build on in the future.

Information and comparisons of fresh air detectors were sent to the board members prior for review. There have been complaints of tenants smoking in the Tower building and the staff have not been able to find all tenants who are violating the smoke free building rules. The systems are tamper-proof and can detect smoke as well as marijuana smoke. Commissioner H.P. Dykes asked about the funding and budget related to acquiring these devices. Belinda Kahl stated she will find out if USDA will approve funding to come from the Tower reserve account.

With no further business, a motion was made by Commissioner Joan Robb, Seconded by Commissioner Sharon Cullins to adjourn the meeting at 4:24 p.m. The motion passed unanimously.

A handwritten signature in black ink, appearing to be 'BC', written over a horizontal line.

Brian Cagle, Chairman

A handwritten signature in black ink, appearing to be 'Belinda Kahl', written over a horizontal line.

Belinda Kahl, Acting Secretary

Minutes of the Waynesville Housing Authority Board of Commissioners  
Regular Meeting  
February 11, 2020

The Waynesville Housing Authority Board of Commissioners held its regular meeting on Tuesday February 11, 2020 at 3:30 p.m. in the activity room of The Waynesville Tower, 65 Church Street, Waynesville NC.

A quorum was present and legally convened. Board Chairman, Brian Cagle, called the meeting to order at 3:31p.m., with the following members present:

Board Chairman Brian Cagle, Board Vice-Chairman H.P. Dykes, Commissioner Joan Robb, Commissioner Donald McGowan, Commissioner Sharon Cullins, Commissioner Alfred Caldwell, Commissioner Walter Bryson, Commissioner Rob Roland

The following members were absent:

Commissioner Tom Shaw

The following staff members were present:

Interim Executive Director Belinda Kahl, Auditor Nancy Lux, Potential Future Commissioner Georgette Morand

The minutes of the regular meeting for January 14, 2020 were forwarded to the board members prior for review. A motion was made by Commissioner Joan Robb, seconded by Commissioner Walter Bryson, to approve the minutes of the regular meeting on January 14, 2020 as presented. The motion passed unanimously.

The financial reports were sent to the board members prior for board review. Commissioner H.P. Dykes discussed the variances of the financial reports and the variance parameters he has set going forward. A motion was made by Commissioner Sharon Cullins, seconded by Commissioner Walter Bryson, to approve the financial reports. The motion passed unanimously.

The board discussed the strategic plan proposal and the need to extend the date because only one request for proposal had been submitted by the due date. The Waynesville Housing Authority will advertise according to HUD regulations. The board discussed the prior plans when the Waynesville Housing Authority tried to build housing in 2016.

The board discussed the Executive Director Search Committee and will complete the strategic plan prior to starting the search.

Board Chairman Brian Cagle informed the commissioners of an email he received from Commissioner Tom Shaw stating Commissioner Tom Shaw's removal from the board.

The Board would like to have a tour of the project, but will set a time and date after a new commissioner is assigned to replace Commissioner Tom Shaw.

The audit was presented by Nancy Lux from *Ray, Bumgarner, Kingshill and Associates*. Overall, Waynesville Housing Authority is in good shape and the audit was performed to GAAP standards. Ms. Lux did state that the segregation of duties must remain separate with the newly appointed Interim Executive Director Belinda Kahl.

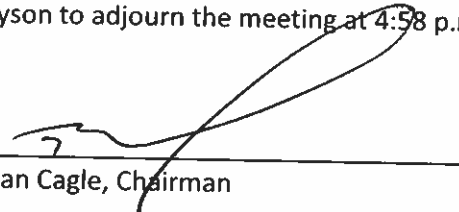
The fixed assets will no longer be kept by *Ray, Bumgarner, Kingshill and Associates*, however, the Board of Commissioners have already addressed who will be keeping the fixed assets which will be *Underwood, Dills and Associates*. A motion was made by Commissioner Donald McGowan, seconded by Commissioner Walter Bryson, to accept the audit. Nancy Lux left the meeting after presenting the audit at 4:23p.m.

The engagement letter from *Underwood, Dills and Associates* was sent to the board members prior for board review. Commissioner H.P. Dykes met with Lindsey Dills and gathered insight from Interim Executive Director Belinda Kahl on the length of time it takes to perform the duties and determined that the rate is reasonable. A motion was made by Commissioner H.P. Dykes, seconded by Commissioner Joan Robb to approve *Underwood, Dills and Associates* for the specified duties in the engagement letter. The motion passed unanimously.

Board Chairman Brian Cagle opened the bids for the parking lot project in Ninevah and pest control service for all developments adhering to compliance of HUD regulations. The Board discussed the parking lot and wanted to determine if a parking lot or updated playground will be best for the tenants. A motion was made by Commissioner Rob Roland, seconded by Commissioner Sharon Cullins, to table the parking lot until more information is available for the Board. The motion passed unanimously.

Commissioner Sharon Cullins discussed a family that was recently displaced from their home because of a fire. Commissioner Cullins wanted to know if the WHA could expedite the process. Interim Executive Director Belinda Kahl stated that the WHA could not expedite because the other applicants already on the waiting list and their hardships would have to be considered. Commissioner Cullins asked if the family could stay with a family member who resides in Waynesville Housing. Belinda Kahl stated that as long as the family's final composition did not violate the fire code, which is two heartbeats per bedroom, then the family could stay with their family member who resides at WHA.

With no further business, a motion was made by Commissioner Joan Robb, Seconded by Commissioner Walter Bryson to adjourn the meeting at 4:58 p.m. The motion passed unanimously.



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Brian Cagle, Chairman



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Belinda Kahl, Acting Secretary