

RUTLAND HOUSING AUTHORITY
Board of Commissioners
MINUTES
Regular Meeting
August 10, 2020

Chairman Markowski called the meeting to order at 8:06 AM on Monday, August 10, 2020 in a Zoom meeting room to which the public had been invited via the RHA website and through notices posted at RHA properties.

ROLL CALL/INTRODUCTIONS: Let the record show the following:

Board of Commissioners Present:

Chairman Kevin Markowski Commissioner Jim Richards and Commissioner Andrew Carlson.

Rutland Housing Authority Staff Present:

Kevin Loso, Executive Director; Kirsten Hathaway, Director of Finance and Human Resources; Julie Sanderson, Property Manager; and Becky Ladabouche, Section 8 Program Manager.

Tenants and Members of the Public Present:

None.

TENANT CONCERNS

None.

APPROVAL OF MINUTES (pages 1.3 – 1.7)

A motion was made by Commissioner Richards and seconded by Commissioner Carlson to approve the Minutes of the Regular Meeting of June 8, 2020. There was unanimous approval, including the vote of Chairman Markowski.

CONSENT AGENDA (pages 1.8- 1.17):

A motion was made by Commissioner Carlson seconded by Commissioner Richards to approve the Consent Agenda items for July 2020, including:

Manifests: Section 8 Checks #2451 through #2458 and Direct Deposit #64052 through #64153

Manifests Public Housing #17008 through #17084

Credit Card Report 05/21/2020 – 06/18/2020

Manifests: Payroll: 06/03/2020, 06/17/2020 and 06/18/2020

MEDIA (Page 1.18 – 1.19)

“NAHRO Honors 2020 Housing and Community Development Innovators

Mr. Loso announced that the National Association of Redevelopment Officials recently recognized the RHA for our work on Hickory Street with an Award of Merit.

EXECUTIVE DIRECTOR'S REPORT

HUD COVID-19 Funding and Waiver Updates

Public Housing Operating Fund Update – Mr. Loso reminded the Board of eligible uses for the HUD Covid Operating funds and potential plans moving forward. Ms. Hathaway provided a full report of expenditures to date in the finance section of the agenda.

Section 8 Administrative Fees RAD Update – Mr. Loso reported that the HUD Section 8 Covid Administrative Fees may be used for either Covid-related purposes or regular administrative fees. By using Covid funds first we avoid having to return those funds to HUD. 2020 regular unused administrative fees will get rolled into our reserves at the end of the year.

Revisions to HUD Waivers – Mr. Loso reported that HUD has updated revisions to both the original Waiver Notice and Frequently Asked Questions documents. We do not anticipate adopting any of the new waivers as they do not apply to any current RHA programs.

Post RAD Conversion Modernization - Sheldon Towers

Mr. Loso reported that the Scope of Work, Request for Proposals and mandatory pre-bid meeting and walk through for the Sheldon Towers unit upgrade and common area flooring project are complete. All proposals are due no later than 3 p.m. on Thursday, August 27, 2020 at which time the bids will be opened. Construction will start in mid-September and will be completed well ahead of the May 1, 2020 deadline. Ms. Sanderson will address tenant relocation in her report to the Board.

COVID-19 Vermont Economic Recovery Package – Bridge & Permanent Housing Proposal

Mr. Loso reported that our application for the Bridge and Permanent Housing projects (Pine Street and Woodstock Avenue) have received funding from the Vermont Housing Conservation Board. We are prepared to close and mobilize the contractor later this week or early next. It will be a mad dash to the finish line.

On Thursday, July 30, 2020 Mr. Loso met with the Board of Directors of Housing Initiatives, Inc. (HII) to review the project and to secure their commitment to serving as the ownership entity for both the Pine Street and Woodstock Avenue properties. The HII Board approved the proposal with the understanding that they will contract with RHA to perform all development and management functions.

Proposed Resolution #2020-16 to approve an interest-free loan of up to \$350,000 to Housing Initiatives, Inc. for purposes of securing the 101 US Route 4 East, Rutland Town property (formerly Hendy Brothers-John Deere dealership) as part of the Bridge & Permanent Housing Project.

A motion was made by Commissioner Richards and seconded by Commissioner Carlson to approve the resolution. There was unanimous approval, including the vote of Chairman Markowski.

Hickory Street RAD Conversion

Mr. Loso reminded the Board that the RHA has 20 remaining public housing units in Hickory Street Phases 1 (14 units) and 2 (6 units) and that it has been our intent to convert these units to Section 8 Project-Based units through the RAD program. Given the need to complete the conversion associated with Sheldon Towers upgrades and the Bridge and Permanent Housing construction schedule it makes sense to bring in some help. Paul Dettman, former Executive Director of the Burlington Housing Authority, will be secured to provide conversion management services for the conversion. This conversion will differ from our Sheldon Towers and Templewood Court RAD conversion in that these units are part of a mixed-finance initiative with different ownership entities. That being said, because we have less than 50 public housing units remaining we will be eligible for a streamlined process that eliminates the need for costly, time consuming capital needs assessments and financing plans. We are confident that with Paul's help we will complete the proposed process prior to the end of the year, thereby avoiding having to us operating and capital funds in 2021, but rather traditional Section 8 Project Based subsidies. A conversion timeline will be ready for review at the next meeting of the Board of Commissioners.

ACOP and Section 8 Admin Plan Updates Including Local Preferences

Mr. Loso reviewed this year's schedule for implementation of changes needed to the Section 8 Administrative Plan and Public Housing Admissions and Continued Occupancy Policy. The draft changes will be submitted to the Board on September 14th, tenant meetings will be held in October and a Public Hearing on October 19th. Administrative Plan revisions will include new preferences to accommodate initiatives such as the Bridge and Permanent Housing Project, Lincoln Place, and the Youth VCRHYP Transitional Housing Program.

Additional Development Opportunities

The RHA continues to look for new opportunities to develop affordable housing, including the conversions of the Sunset Home to recovery residences and the College of St. Joseph dorms to workforce housing. These initiatives have been back-burnered in order to focus on Woodstock Avenue and Pine Street.

VCRHYP Transitional Housing Program (THP)

The RHA was recently approached by the United Way of Rutland County and the Mentor Connector to provide housing to 3 youths in the THP. These units would be spread out between Woodstock Avenue and Pine Street, and would provide supervised housing to homeless youth, including those transitioning from foster care. The identification of permanent housing might include use of the HUD Foster Youth to Independence Initiative three-year housing subsidy with a RHA Section 8 Housing Choice Voucher for which we will establish a specific preference on the waiting list.

REPORTS AND DISCUSSION ITEMS

Finance/Administration Report (Pages 2.2 – 2.11)

Consolidated Budget Comparison and Variance Reports for June 2020: Revenues and Expenses, Variance and Cash Flow – Ms. Hathaway reported that year-to-date we are running at a \$24,645 surplus with both rents and excess utilities above budget, though Other Revenues are under budget (\$21,214). Expenses under budget include Payroll & Benefits (\$24,278), Utilities (\$25,548), Administrative Expenses (\$8510), Maintenance Expenses (\$1,059), General Expenses (\$15,047), Section 8 Rent Subsidies (\$4,524) and Non-routine Expenses at \$8,238). Cash Flow ending June 30th, 2020 was \$1,096,558.95. Ms. Hathaway went on to report that we have expended \$34,015.16 of our special CARES grant funding with a current balance of \$25,573.84. The balance in our CARES Act Section 8 HAP Grant is \$35,691.20 and the balance in the Hickory Street 1 & 2 Covid Operating Grants are \$4,608.00 and \$520.00 respectively.

The August 2020 edition of the RHA Update was included in the Board packet.

Property Management Report (Page 2.12)

Ms. Sanderson presented the Property Management report for July 2020. Current vacancies include 2 at Templewood Court, 4 at Sheldon Towers (including 2 that are offline for the renovation) and one each at Hickory Street 1 & 2. Vermont Life Safely is conducting annual inspections; compost totes have been placed at all sites; maintenance continues to disinfect all common areas and the Sheldon Towers gazebo and exterior benches have been restored to use.

The Springfield Housing Authority will be conducting RAD unit inspections on September 16.

Section 8 Program Report (Pages 2.13-2.14)

Ms. Ladabouche reported that effective July 1, 2020 we have leased up a total of 209 of the 219 regular Housing Choice Vouchers (HCV) available and 40 of the 49 Mainstream Vouchers. An additional 15 Mainstream Vouchers will be issued by HUD in August. The addition of the Pine Street Apartments will provide opportunities to project-base some of our regular vouchers, and Lincoln Place will receive 19.

Resident Services Report (pages 2.15-2.46)

In Carol Keefe's absence Mr. Loso reported that SASH Program staff continue to primarily work remotely, but some outdoor programming has begun. On the state level One Care Vermont has communicated to Cathedral Square Corporation (CSC) that we should not expect increased funding in 2021. CSC has entered into a language interpreter services contract which will provide low-cost transition services to all SASH housing organizations. Updated SASH priorities for 2020-2021 were presented and SASH Flash newsletters for all sites distributed.

INFORMATIONAL ITEMS: (pages 3.2 – 3.9)

The following informational items were sent out prior to the meeting:

- A. Aged Delinquency Reports 7/2019
- B. Collections Report 7/2019
- C. Lease Violations/Evictions 7/2019
- D. Housing Occupancy Charts 7/2019

NEW/OLD BUSINESS

None.

EXECUTIVE SESSION

On a motion by Commissioner Richards and seconded by Commissioner Carlson, the Board entered Executive Session at 8:50 a.m. to discuss contractual or human resource issues, the premature disclosure of which could put the RHA at a significant disadvantage. There was unanimous approval, including the vote of Chairman Markowski.

Near the end of Executive Session Mr. Loso departed.

On a motion by Commissioner Carlson, seconded by Commissioner Richards, the Board came out of Executive Session at 9:05 a.m. There was unanimous approval, including the vote of Chairman Markowski.

ACTION ITEMS

Proposed Resolution #2020-17 to approve the proposed staff performance bonus for the time period starting March 15, 2020 through December 31, 2020.

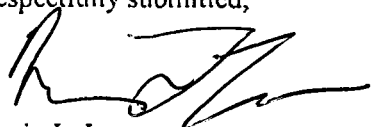
A motion was made Commissioner Carlson and seconded by Commissioner Richards to approve the resolution. There was unanimous approval, including the vote of Chairman Markowski.

ADJOURNMENT OF MEETING:

There being no other business, Vice-Chairman Anderson moved to adjourn the meeting at 9:10 a.m. Commissioner Carlson seconded the motion. There was unanimous approval, including the vote of Chairman Markowski.


Date of next BOC Regular meeting: Monday, September 14th at 8 a.m. via Zoom Conference (public posting of meeting announcement to follow).

Respectfully submitted,



Kevin L. Loso
Executive Director/Secretary

Approved by the RHA Board of Commissioners



12/1/2020

Chairman's Signature

Date

Prepared by Barbara Richardson, Executive Administrative Assistant