

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF  
SPARTANBURG, SOUTH CAROLINA**

**September 24, 2013**

**PRESENT:** Charles Love, Chris Steed, Thomas Lounds, Suzanne Cole, Kittie Collins Tullis and Mac Hogan.

**ABSENT:** Irene Sims

**STAFF:** Harry A. Byrd, Jr., John Kinsey, Daryl Dalton, Lou Zammett, Eva MacDonald, Tiffany Askew, Valerie Forsberg, Jayne Floyd, Margaret Woodson, Joann Harris, James Whitcomb, Teresa Self, Jill O'Connell, Tyrone Meadows, and Lois Menken (recorder).

The meeting was held at the Mary Wright Center meeting room, Spartanburg, SC 29306.

Chairman Love called the meeting to order at 5:30 PM. He then announced that public notice of this meeting was posted at least twenty-four (24) hours prior to the commencement of the meeting as required by the South Carolina Freedom of Information Act.

**INVOCATION:** Daryl Dalton

**QUESTIONS FROM THE FLOOR:** None

**APPROVAL OF THE MINUTES:**

A motion to approve the minutes of the August 20, 2013 Board meeting was made by Commissioner Cole, seconded by Commissioner Chris Steed and unanimously carried.

**REPORTS:**

**A. President Resident Council:**

- Archibald Resident Council Vice-President, Carmen Freeman, thanked the SHA staff and Board for all the support they have been given with the Archibald Hi-Rise facility. They are trying to institute a No-Smoking Policy and were questioning when No-Smoking signs were being purchased. James Whitcomb stated that they were getting these ordered today and would be posting them after they are received.
- Victoria Gardens Resident Council President, Rosemary Blocker, reported that they had a hot dog sale and raised \$56.00 to start a new bank account. They will be using this money to purchase gifts for the children for Christmas. They also plan to have a yard sale and sell chicken plates during the month of October.

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**B. Board Chairman:** No written report.

**C. Executive Director:** Mr. Byrd submitted the Executive Director's written report to the Board and briefly discussed the following highlights during the meeting:

**1) Project Information and Updates:**

- a) SHA Homeownership Program:** On Friday, September 13, 2013, we closed on a home sale to Mr. Robert Harris. Mr. Harris has been working on purchasing his home over the past four years.
  - i)** Commissioner Lounds questioned as to how many homes we still have for sale. We still have two HOPE VI homes and the scattered sites houses to sell. We will provide an updated report on the number of homes we still have to sell at our next Board meeting.
- b) Meeting with City Staff:** We continue to have regular meetings with the City and Northside Advisory Team for the Northside Initiative. We have been working with Columbia Residential to finalize the Master Planning Agreement. We had success today in getting a contract signed for the grading and clearing on Brawley Street.

**2) Development Projects:**

- a) Senior Units at Page Lake:** We are continuing to move forward to finalize our plans to construct eight senior one-bedroom units at Page Lake utilizing HOME funds from Spartanburg County.
- 3) Rental Assistance Demonstration (RAD) Program:** We continue to make progress on our RAD plans with HUD. Currently we are concentrating our efforts on JC Anderson and plan to move this site from Public Housing to HCV Section 8 Project-Based units by January 1, 2014. We will then concentrate our efforts on Tobias, Gooch, Watson, Barksdale, Leland and Spruce on converting these sites by June 1, 2014. These sites will be funded with Tax-Exempt Bonds and 4% Low Income Housing Tax Credits (LIHTC). On Friday, September 6, 2013, SHA staff participated in RAD training at the Columbia Housing Authority. We also met with the SC State Housing Finance and Development Authority regarding a possible set aside of 9% LIHTC's for Housing Authority RAD Conversion. We plan to participate in a Roundtable Discussion in Columbia on September 26, 2013 to help develop the Qualified Allocation Plan (QAP) for the 2014 LIHTC funding cycle.
- 4) Annual Operating Plan:** We are currently updating our Annual Operating Plan and will provide the Board with the fiscal year-end status through September 30, 2013 at the October Board meeting.
- 5) Mary Wright Center:** We continue to have bi-weekly conference calls with our designated representative from Wells Fargo. We now have our new realtor in place who is actively marketing the 325 S. Church Street and 201 Caulder Avenue properties.
- 6) Year-End Close:** The Finance/Accounting department continues to prepare for our Financial Consultant, Casterline Associates, to develop and implement a schedule which includes program

compliance and review of financial operations for control. Our goal is to have the Auditor on site early.

**D. Departmental Reports:** Written reports provided for informational purposes.

**1. Housing Operations** – *Highlights to written report by Daryl Dalton*

- Our occupancy rate at the end of August, 2013, was 97% occupancy. As of September 15, 2013, we have a total of 90 units off-line at Cammie Clagett. Our dip in occupancy from the last several months at 99% is due to a new property manager in place at Prince Hall who is taking necessary steps to enforce the lease and this has resulted in some evictions.
- We are continuing to lease up on our Section 8 vouchers. Fifty-two vouchers were issued in August. The HCV department will open its waiting list in the month of October, 2013 to accept new families.
- The YouthBuild Program recently applied and was awarded a \$60,232 YouthBuild Americorps Grant which will provide up to \$35,232 in college scholarships to YouthBuild participants and will pay \$25,000 towards the salary of an employee to help track all the reporting and data requirements for this grant. We have already enrolled 114 of our current trainees in this program. We continue to prepare and setup for the recent Face Forward Grant that we received. We are finalizing job descriptions and will begin filling positions soon. We now have three YouthBuild participants attending Spartanburg Community College and eighteen attending Adult Education.

**2. Planning and Development** – *Highlights to written report were given by John Kinsey.*

- We, along with the City and NDC, continue to negotiate an agreement with Columbia Residential. We anticipate a final agreement on a Master Planning Agreement by September 25, 2013.
- We submitted an acquisition plan and development plan to HUD on August 8, 2013 to request approval of the release of Replacement Housing Factor (RHF) Funds for the development of Brawley Street. HUD informed the SHA on September 9, 2013 that the release had been approved.
- On Thursday, September 5, 2013 the SHA staff conducted a site tour for the Grading contractor for Brawley Street. Clearing and grading will begin the week of September 23, 2013 and construction is expected to start in October.

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- SHA staff is working with Mike Garrett (Engineer) to begin marketing and selling soil at Page Lake.
- SHA staff is working with the County and HUD to close out a HOME Grant that was funded for Page Lake and The Ridge at Southport (HOPE VI). Construction of the eight senior units will be funded with the HOME funds as well as private funds. We are currently negotiating with the Upstate Homeless Coalition to design and build these units.

**3. Finance Report** – *Lou Zammett gave a brief overview of the submitted finance reports. (Please see written report for more detailed figures.)*

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**RESOLUTIONS:** None

**COMMUNICATIONS:** None

**ADJOURN:**

A Motion to adjourn was made by Commissioner Steed, seconded by Commissioner Cole, and unanimously carried.

Meeting Adjourned.

Respectfully submitted,



Harry A. Byrd, Jr.  
Executive Director