

JUN 21 2022

3578 CLERK OF COUNCIL

THE HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Regular Meeting

May 25, 2022

9:00 AM

Columbus, Georgia

**Meeting was Held by Both Telephone Conferencing and In-Person
Due to the COVID-19 Virus**

The Commissioners of the Housing Authority of Columbus, Georgia met in a regular session in Columbus, Georgia.

Vice-chairman Greenman called the meeting to order, and the following Commissioners were present:

Larry Cardin
Linda Hadley
Jeanella Pendleton
John Sheftall
Tiffani Stacy

In attendance from the Housing Authority staff was Lisa Walters, Chief Executive Officer, Sabrina Richards, Chief of Property Management, John Casteel, Chief Assisted Housing Officer, Sheila Crisp, Chief Financial Officer, Carla Godwin, MTW Coordinator and Resident Services Administrator, Rickey C. Miles, Modernization Manager, Denise L. Thompson-Mosley, Executive Assistant, and Attorney Jim Clark.

INVOCATION:

Vice-chairman Greenman called for a moment of silence in remembrance of the Uvalde, TX mass shooting victims.

ADOPTION OF AGENDA:

Vice-chairman Greenman called for approval of the agenda.

Motion for approval of the agenda was made by Commissioner Hadley, seconded by Commissioner Stacey. Motion carried.

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APPROVAL OF THE APRIL 20, 2022 BOARD MEETING MINUTES:

Vice-chairman Greenman called for a motion to approve the minutes of the April 20, 2022 Board meeting.

Motion for approval was made by Commissioner Stacy, seconded by Commissioner Hadley. The motion carried.

FINANCIAL REPORT:

Sheila Crisp, CFO, provided a report of agency finances month-to-date and year-to-date actual to budget results and the explanation of the top factors of the variances. In summary, we are tracking ahead of budget by \$774K.

The top factors for both MTD and YTD variances for Net Profit before Capitalized Expenditures and Transfers:

- Developer fees, loan fees, and attorney reimbursement from Warm Springs Senior Village received – \$275K.
- Disbursement from CAHS received – \$418K.
- Hiring for the second Community Resource Officer position is on hold.
- The warehouse project is on hold.

CONSIDER A RESOLUTION APPROVING NEW INCENTIVE PLAN:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3412

RESOLUTION APPROVING THE NEW HACG INCENTIVE PLAN

Sheila Crisp presented a Resolution to approve the new Incentive Plan, for the fiscal year ending in 2023. The new plan was revised and approved by senior staff at the April 2022 Senior Staff Retreat.

Motion for approval was made by Commissioner Sheftall, seconded by Commissioner Stacy. Motion carried.

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**CHARGE-OFF OF FORMER RESIDENT ACCOUNT BALANCES
FOR MONTH ENDING APRIL 30, 2022:**

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3413

RESOLUTION AUTHORIZING THE CHARGE-OFF OF FORMER
RESIDENT ACCOUNT BALANCES TO COLLECTION LOSS FOR
THE AUTHORITY'S HOUSING DEVELOPMENTS
FOR THE MONTH ENDING APRIL 30, 2022

Motion for approval was made by Commissioner Hadley, seconded by
Commissioner Stacy. Motion carried.

**CONSIDER A RESOLUTION APPROVING CONTRACT FOR
RANGE AND REFRIGERATOR REPLACEMENT AT ELIZABETH
CANTY HOMES:**

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3414

A RESOLUTION APPROVING CONTRACT FOR RANGE
AND REFRIGERATOR REPLACEMENT AT ELIZABETH CANTY HOMES

Most of the units at Elizabeth Canty Homes contain appliances that have exceeded their useful life expectancy and need replacement. HACG staff is working on replacing the stoves and refrigerators within these units and solicited quotes from two suppliers (GE Appliances and HD Supply) who are on Georgia's statewide purchasing contract. Both vendors provided quotes for 215 refrigerators and 233 electric ranges. Below is a breakdown of the quotes received.

Vendor	Refrigerators	Ranges/Cords	Total Cost
GE Appliances	\$118,035	\$102,068	\$220,103
HD Supply	\$141,040	\$145,905.88	\$286,945.88

We would like to proceed with purchasing the appliances from GE Appliances in the amount of \$220,103, which includes freight and delivery. Capital Fund Program (CFP) funding will be utilized for this purchase.

RECOMMENDATION

Staff respectfully recommends that the Board approve purchasing the refrigerators and stoves in bulk from GE Appliances for a total cost of \$220,103.

Motion for approval was made by Commissioner Pendleton, seconded by
Commissioner Stacy. Motion carried.

CONSIDER A RESOLUTION APPROVING CONTRACT FOR WATER HEATER REPLACEMENT AT ELIZABETH CANTY HOMES:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3415

RESOLUTION APPROVING CONTRACT FOR WATER HEATER REPLACEMENT AT ELIZABETH CANTY HOMES

The Housing Authority received bids on May 17, 2022, to replace 203 water heaters at Elizabeth Canty Homes, 100 Canty Place, Columbus, Georgia. The purpose of this project is to upgrade existing outdated water heaters throughout the development.

The Invitation to Bid was placed in the Ledger-Enquirer for three consecutive days on April 11, 12, & 13, 2022. It was also placed on the HACG Website and emailed to several local contractors.

The pre-bid conference was held on April 19, 2022, and no contractors attended. Four contractors made a site visit later before the bid opening. The bids were publicly opened on May 17, 2022, at 11 a.m. with four contractors submitting bids.

The following page is a summary of the bids. The lowest bid received of \$282,487.00 was from George Brothers Contracting of Columbus, Georgia. George Brothers Contracting has completed multiple projects for the Housing Authority and is currently completing an apartment renovation in Ellaville, Georgia.

Capital Fund Program (CFP) funds will be utilized for this project.

RECOMMENDATION

We respectfully recommend that the Board approve the contract for the Elizabeth Canty Water Heater replacement project, to the apparent low bidder, George Brothers Contracting in the amount of \$282,487.00.

Motion for approval was made by Commissioner Stacy, seconded by Commissioner Hadley. Motion carried.

CONSIDER A RESOLUTION APPROVING CONTRACT FOR TERMITE DAMAGE REPAIR AT LEGACY TERRACE:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3416

RESOLUTION APPROVING CONTRACT FOR TERMITE DAMAGE REPAIR AT LEGACY TERRACE

The purpose of this project is to renovate apartments B and C at Legacy Terrace. This project is the responsibility of the Housing Authority according to its management contract agreement with the Columbus Consolidated Government (CCG). The CCG approved reimbursement of the termite damage repairs at the February 8, 2022 City Council Meeting.

Major work items include replacement of termite damaged wood, kitchen renovations, living room and bedroom finishes including painting and flooring, appliances, and electrical.

Weber Construction, Inc. of Buena Vista, Georgia, delivered the lowest bid at \$134,000.00. HACG, through the project architect Ed Kendust, and with approval from the CCG, solicited numerous contractors to bid on this work. Weber Construction, Inc. has performed modernization work for the Buena Vista Housing Authority and HACG for several years and provided good results.

RECOMMENDATION

We respectfully recommend that the Board approve the contract for termite repairs at Legacy Terrace Apartments to the apparent low bidder, Weber Construction, Inc. in the amount of \$134,000.00. These funds will be reimbursed by the Columbus Consolidated Government under the management agreement for Legacy Terrace Apartments.

Motion for approval was made by Commissioner Hadley, seconded by Commissioner Stacy. Motion carried.

CONSIDER A RESOLUTION RATIFYING THREE CHANGES TO THE ADMINISTRATIVE PLAN:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3417

RESOLUTION RATIFYING THREE CHANGES TO THE ADMINISTRATIVE PLAN

WHEREAS, the Housing Choice Voucher Administrative Plan, as required in Federal Register 24 CFR Part 982.54 of the Federal Register Rules and Regulations, states in a written policy the matters for which the Housing Authority has discretion to establish local policies in accordance with HUD requirements for the Housing Choice Voucher Program.

WHEREAS, the revision of the Housing Choice Voucher Administrative Plan for the Section 8 Program will be effective May 2, 2022 for all participants.

NOW, THEREFORE BE IT RESOLVED, that the ratification of the revision to the Administrative Plan is hereby unanimously approved by the Housing Authority Board of Commissioners at a regularly scheduled meeting on Wednesday, May 25, 2022.

REPORT FROM THE GOVERNANCE COMMITTEE:

Commissioner Pendleton, Chair of the Governance Committee, announced the committee will meet soon to start the CEO Performance Review. There will also be another meeting about the new Mission Statement before it is presented to the Board for final approval.

REPORT FROM THE AUDIT AND FINANCE COMMITTEE:

Commissioner Greenman, Chair of the Audit and Finance Committee, stated there is a meeting on Thursday, May 26, 2022 to approve the budgets for fiscal year 2023.

REPORT FROM THE REAL ESTATE COMMITTEE:

In Ed Burdeshaw's absence, Lisa Walters, Chief Executive Officer, stated the Department of Community Affairs (DCA) extended the deadline for the 2022 Low Income Housing Tax Credit (LIHTC) application from May 20, 2022 to June 3, 2022.

PUBLIC SAFETY TASK FORCE:

Commissioner Stacy stated there is nothing to report. The next Public Safety Task Force meeting is Wednesday, May 25, 2022.

MOVING TO WORK (MTW) CORRECTIVE ACTIVE PLAN UPDATE:

Lisa Walters gave an update on the MTW Corrective Action Plan. Ms. Walters will continue to monitor the numbers and develop strategies to increase voucher utilization. Ms. Walters and Mr. Casteel, Chief Assisted Housing Officer, are working on marketing ideas to increase Section 8 landlord recruitment and retention.

EXECUTIVE DIRECTOR'S REPORT:

Mrs. Walters reported that HACG has a 98% lease up rate for all developments including the remote properties. She also noted that Section 8 voucher utilization is at 80% or 3127 vouchers. HACG has 221 families with vouchers still searching for housing and 30 extensions have been granted. An orientation will take place on May 31, 2022, for 37 families.

On April 26, 2022, the Moving to Work (MTW) program received approval from HUD for the fiscal year 2023 Annual Report with no comments or questions.


Ms. Walters spoke to the national HUD MTW representative, Marianne Nazzaro, at the Public Housing Authority Director Association (PHADA) conference in San Antonio and was informed HACG should not be concerned about the "non-compliant" notice received. Voucher utilization is 87%, nationwide, while budget authority is 98%. This imbalance shows the increased cost of rent in the current

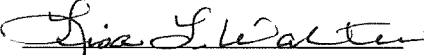
market. The Fair Market Rent (FMR) rates have not kept up with the rental market, placing affordable housing seekers at a disadvantage. HUD has set 98% goal for Public Housing and voucher utilization by September 2023. A new fair housing rule will be coming out soon. Ms. Walters offered other insights from the national PHADA conference.

The 2022 Board Commissioner's Retreat will be Thursday, November 10, 2022 - Friday, November 11, 2022 at the Auburn Marriott.

ADJOURN:

There being no further business, Vice-chairman Greenman adjourned the meeting.

DocuSigned by:

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John Greenman
Vice-chairman


Lisa L. Walters, CPM
Secretary-Treasurer