

HOUSING AUTHORITY OF CALVERT COUNTY
480 Main Street, P O Box 2509, Prince Frederick, Maryland 20678
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**ANNUAL GENERAL
BOARD MEETING AGENDA
February 27, 2019**

COMMISSIONERS

**Judy Hooker, Chairperson
Maureen Hoffman, Vice Chair
Barry P. Grier
Harriet Gosset
Leonard Winkler**

STAFF

**Shawn Kingston, Executive Director
Rick Cox, Director of Operations
Amy Crisp, Director of Rental Services
Joyce Garza, Director of Finance**

1. Call to Order
2. Roll Call
3. Agenda Additions or Corrections
4. Minutes Corrections or Additions
January 23, 2019
5. Executive Briefing
6. Staff Reports
 - Finance Report
 - Rental Services Report
 - Operations Report
7. Public Comments
8. New Business
9. Adjournment
10. Executive Session

*Reasonable accommodation will be provided upon request.
Requests are encouraged to be submitted in advance of the meeting date.*

*This agenda is subject to change and the times listed are approximate.
If any items are added for consideration, they will be included on a revised agenda that will be issued prior to the closed session.*

The dates and times of the Board meetings are posted on the Calvert County Bulletin Board.

For more information contact Sharon Shifflett @ 410-535-5010 ext. 300

**BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF CALVERT COUNTY
BOARD MEETING MINUTES
January 23, 2019**

CALL TO ORDER: The meeting was called to order at 9:00 A.M., in the Conference Room of the Housing Authority.

ROLL CALL:

- **Commissioners Present:** Judy Hooker, Chairperson; Barry Grier and Leonard Winkler
- **Guest:** Jennifer Moreland, Director of Community Services
- **Staff Present:** Shawn Kingston, Executive Director; Amy Crisp, Director of Rental Services; Rick Cox, Director of Operations and Joyce Garza, Director of Finance

AGENDA ADDITIONS OR CORRECTIONS: None

MINUTES ADDITIONS OR CORRECTIONS: Commissioner Grier motioned to approve the minutes and Commissioner Winkler seconded. Motion carried 3 Ayes and 0 Nays.

EXECUTIVE SUMMARY:

- **Board**

Commissioner Grier's term ends 3/31/19

- **Southern Pines II**

Fully leased met the tax credit deadline.

Pump station upgrade has not passed inspection. Issue: corrosion on hoist. John Hoffman is checking specifications against approved plans. We have not issued the final payment.

- **Southern Pines I**

We are testing LED parking light unit. Seems successful and we will convert two more lights.

- **Maryland Affordable Housing Trust (MAHT)**

Tim Claggett and Rick Cox did an excellent job recommending and coordinating the use of the \$50,000 MAHT grant. We will apply for another one later this year.

- **Calvert Pines I**

HUD contract expires in 2020. There is an erosion issue at Calvert Pines II that we would like to take care of.

- **State of Maryland**

Working with the State of Maryland on scattered site and Calvert I syndication for tax credit.

Government shutdown has placed activity on hold.

STAFF REPORTS:

- **Finance:** Joyce Garza, presented written report
- **Rental Services:** Amy Crisp, presented written report
- **Operations Report:** Richard Cox, presented written report

PUBLIC COMMENTS:

NEW BUSINESS: None

ADJOURNMENT: Commissioner Grier motioned to adjourn, Commissioner Winkler seconded. Motion carried 3 Ayes, 0 Nays. The meeting was adjourned at 10:00 am.

EXECUTIVE SESSION: Yes

Prepared By:


Shawn Kingston

Executive Summary

February 2019

Civil Rights Certifications

Forms are ready for the Chair's signature

Section 8 Funding:

Restored until October 31, 2019; absent another shutdown.

Land Exchange

Investigating Freddie Mac's NON-LIHTC Forward for development financing.

Freddie Mac representatives are scheduled to tour our sites the week of March 11, 2019.

Ms. Moreland has been passionately trying to facilitate the land exchange.

State of Maryland

Working with state to develop funding for the Freddie Mac's NON-LIHTC Forward application fee.

Low Income Housing Tax Credit; Qualified Allocation Plan for 2019 has bonus points for senior projects.

Developing plan for 2020 Calvert Pines I & Calvert Pines II substantial rehabilitation or replacement.

Scattered site: DHCD will allow Partnership Rental Housing funds with Non-LIHTC but not Rental Housing Works; unless we use state bond funding.

Southern Pines II

Pump Station – Contractor replaced galvanized basket with a stateless steel basket; contractor's expense.

Southern Pines I

LED parking light test was successful. Therefore, two more lamps were replaced.

