

HOUSING AUTHORITY OF CALVERT COUNTY

**480 Main Street * Prince Frederick * Maryland * 20678
410-535-5010 * 301-855-1350 * fax 410-535-4286
mail@calverthousing.org**

**BOARD MEETING AGENDA
August 26, 2020**

Commissioners:

**Judy Hooker, Chairperson
Harriet Gosset, Vice Chair
Maureen Hoffman
Leonard Winkler
Ricardo Piereck, Esq**

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
July 22,2020
5. Motion to Approve Minutes
6. Executive Briefing
7. Staff Reports
 - Finance Report
 - Rental Services Report
 - Operations Report
8. Public Comments
9. New Business
10. Adjournment
11. Executive Session

**Reasonable accommodation provided upon request.
Please submit request two days in advance of the meeting.**

**Agenda is subject to change.
Items added for consideration will be included on a revised agenda.**

**Dates and times of the Board meetings are posted on the Calvert County Bulletin Board.
Dates and times are subject to change with or without notice.**

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

**BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF CALVERT COUNTY**

**BOARD MEETING MINUTES
July 22, 2020**

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

ROLL CALL:

The Housing Authority Strictly Adheres to Social Distancing

Commissioners Present On-Site:

- Judy Hooker, Chairperson
- Maureen Hoffman

Commissioners Present Remote:

- Harriet Gosset, Vice Chair
- Leonard Winkler
- Ricardo Piereck, Esq.

Quorum Present: Yes

Staff Present Conference Room

- Shawn Kingston, Executive Director

Staff Present Remote

- Amy Crisp, Director of Rental Services
- Joyce Garza, Director of Finance

AGENDA ADDITIONS OR CORRECTIONS: None

MINUTES ADDITIONS OR CORRECTIONS:

- Commissioner Hoffman motioned to approve the minutes, Commissioner Winkler seconded. Motion carried: 5 Ayes, 0 Nays

EXECUTIVE SUMMARY:

- **LUSBY PROPERTY:**

Working on the development of the Lusby property. Trying to hammer out nine percent development deal on five acres in Lusby, serving low to moderate income families.

- **SOUTHERN PINES I:**

Began re-syndication, with all the numbers increasing, not sure if it will be done in six months.

- **CALVERT PINES I:**

HUD loans require a Needs Assessment which will cost around \$15-20K combined.

Elevators are constantly breaking down and we have estimates of \$600,000 for new elevators.

- **SOIL CONSERVATION BOARD**

The County's estimate was 400k (100,000 difference). We need to get more estimates. Ms. Moreland is working on additional estimates.

811 Grant:

No News

- **Staff & 480 Main St**

Investment continues in information technology

STAFF REPORTS:

- **Finance:** Joyce Garza Presented written report. We are at about 15% participation on our on line payment system.
- **Rental Services:** Amy Crisp presented written report.
- **Operations Report:** Was presented.

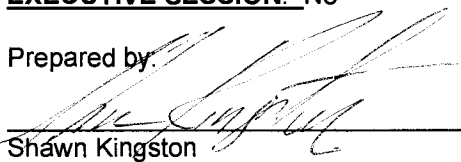
PUBLIC COMMENTS: None

NEW BUSINESS: None

ADJOURNMENT: Commissioner Gossett motioned to adjourn, Commissioner Piereck seconded. Motion carried 5 Ayes, 0 Nays. The meeting was adjourned at 9:20 A.M.

EXECUTIVE SESSION: No

Prepared by



Shawn Kingston

Executive Summary
As of August 21, 2020

Tropical Storm Isaias wreaked havoc upon the housing authority's main office. The reported 11 inches of rain in only a few hours was more than the flat roof drains could handle. As such, there was a primary collapse in lady's room exhaust vent and severe flooding throughout most of the building.

Equipment loss was minimal, one printer and one scanner; the building damage has been assessed by our insurer in excess of \$37,000.

There are two offices that are not useable. Mold remediation is necessary. The scope of repair work includes, removing two feet of drywall from the baseboard.

For nearly two weeks, fans and dryers ran continually throughout the building. Order remains throughout the offices; progress has been considerable.

Due to the flood, I recommending an entire virtual meeting.

Calvert Pines I

The bidding process for the roof replacement is complete; received three bids.

RRH Associates \$223,860.00

C.G. Builders \$381,250.96

Maryland Exteriors \$221,100.00

Selected RRH Associates, they are a Calvert County owned business and replaced the roof at the Senior Center.

Waiting on a Maryland Affordable Housing Trust disbursement of \$75,000.

Calvert Pines Storm Water:

Continue to investigate cost difference.

Maryland Affordable Housing Trust RAD Roofs:

Utilizing the \$75,000 grant, the housing authority completed 17 roof replacements.

Lusby:

45 Appeal Lane – 50 Unit Family Affordable Housing Project

Toured the property with Woda, Green Street Housing, and Osprey. All three entities want to partner in the development.

Current zoning doesn't allow for the residential family housing project. Adding a housing authority substation, changes the zoning to institutional and permits the project.

Southern Pines II:

County Department of Public Works isn't happy with the sidewalk design. Met on-site with the county to discuss. Public Works request the housing authority remain responsible for sidewalk maintenance. I agreed. I don't know why the county would have thought they were responsible for future sidewalk maintenance.

Our priority for the next several weeks, restoring the main office.

Mr. Cox, remains on sick leave. I'll present his report orally.

Please Join the Meeting

Phone: 732-200-1872

Meeting PIN: 856930347

Date: August 26, 2020
 To: Shawn Kingston, Executive Director
 From: Joyce Garza, Director of Finance
 SUBJECT: Executive Financial Summary through July 31, 2020

BALANCE SHEET/INCOME STATEMENT

Projects show Income (Loss) from operations for the period ended July 31, 2020 as follows:

One Month Period:

General Fund	\$ 2,902
Section 8	8,447
RAD	24,923
Calvert Pines I	52,319
Calvert Pines II	22,331
Southern Pines	23,092

BANK ACCOUNT BALANCES

<u>Project</u>	<u>Account Type</u>	<u>Amount</u>
1. General Fund	Operating Account	\$ 1,116,943.11
	Special Loan Program	27,173.34
		<u>\$ 1,144,116.45</u>
2. Section 8	Operating Account	<u>\$ 1,499,848.10</u>
3. RAD	Operating Account	\$ 817,025.30
	Money Market	13,988.09
	Home Sales	85,140.30
		<u>\$ 916,153.69</u>
4. Calvert Pines I	Operating Account	<u>\$ 277,487.25</u>
5. Calvert Pines II	Operating Account	<u>\$ 159,217.64</u>
6. Southern Pines I	Operating Account	<u>\$ 472,551.89</u>
7. Southern Pines II	Operating Account	<u>\$ 44,751.84</u>

Housing Authority of Calvert County
 Summary of Operations
 For the Period Ended July 31, 2020

	Current Month Actual	Current Month Budget	Over (Under)	Percentage of Annual Budget	Year To Date Actual	Year To Date Budget	Over (Under)	Pe o
General Fund								
Revenues	\$ 21,588	\$ 20,622	\$ 966	9%	\$ 21,588	\$ 20,622	\$ 966	
Expenditures	\$ 18,686	\$ 19,655	\$ (969)	8%	\$ 18,686	\$ 19,655	\$ (969)	
Surplus (Deficit)	\$ 2,902	\$ 967	\$ 1,935		\$ 2,902	\$ 967	\$ 1,935	
Section 8								
Revenues	\$ 489,357	\$ 367,082	\$ 122,275	11%	\$ 489,357	\$ 367,082	\$ 122,275	
Expenditures	\$ 480,910	\$ 323,483	\$ 157,427	12%	\$ 480,910	\$ 323,483	\$ 157,427	
Surplus (Deficit)	\$ 8,447	\$ 43,599	\$ (35,152)		\$ 8,447	\$ 43,599	\$ (35,152)	
RAD								
Revenues	\$ 67,870	\$ 64,892	\$ 2,978	9%	\$ 67,870	\$ 64,892	\$ 2,978	
Expenditures	\$ 42,947	\$ 69,886	\$ (26,939)	5%	\$ 42,947	\$ 69,886	\$ (26,939)	
Surplus (Deficit)	\$ 24,923	\$ (4,995)	\$ 29,918		\$ 24,923	\$ (4,995)	\$ 29,918	
Calvert Pines I								
Revenues	\$ 83,105	\$ 35,517	\$ 47,588	19%	\$ 83,105	\$ 35,517	\$ 47,588	
Expenditures	\$ 30,786	\$ 22,214	\$ 8,572	12%	\$ 30,786	\$ 22,214	\$ 8,572	
Surplus (Deficit)	\$ 52,319	\$ 13,303	\$ 39,016		\$ 52,319	\$ 13,303	\$ 39,016	
Calvert Pines II								
Revenues	\$ 42,278	\$ 36,777	\$ 5,501	10%	\$ 42,278	\$ 36,777	\$ 5,501	
Expenditures	\$ 19,947	\$ 23,630	\$ (3,683)	7%	\$ 19,947	\$ 23,630	\$ (3,683)	
Surplus (Deficit)	\$ 22,331	\$ 13,147	\$ 9,184		\$ 22,331	\$ 13,147	\$ 9,184	
Southern Pines I								
Revenues	\$ 64,914	\$ 50,374	\$ 14,540	11%	\$ 64,914	\$ 50,374	\$ 14,540	
Expenditures	\$ 41,822	\$ 62,063	\$ (20,241)	6%	\$ 41,822	\$ 62,063	\$ (20,241)	
Surplus (Deficit)	\$ 23,092	\$ (11,689)	\$ 34,781		\$ 23,092	\$ (11,689)	\$ 34,781	

Housing Authority of Calvert County
Statement of Cash Receipts and Disbursements
For the Month Ended July 31, 2020

	BEGINNING BALANCE	CASH RECEIPTS	CASH DISBURSEMENTS	EI P^
GENERAL FUND:				
OPERATING ACCOUNT	\$ 1,006,137.44	\$ 238,733.59	\$ 127,927.92	\$
SPECIAL LOAN FUND	\$ 27,176.34	\$ -	\$ 3.00	\$
SECURITY DEPOSITS	\$ 3,827.74	\$ 0.16	\$ -	\$
TOTAL GENERAL FUND	\$ 1,037,141.52	\$ 238,733.75	\$ 127,930.92	\$
SECTION 8:				
OPERATING ACCOUNT (MD Part Bank)	\$ 1,505,727.81	\$ 493,419.83	\$ 499,299.54	\$
TOTAL SECTION 8	\$ 1,505,727.81	\$ 493,419.83	\$ 499,299.54	\$
RAD:				
SCATTERED SITE ACCOUNT	\$ 813,744.40	\$ 67,047.35	\$ 63,766.45	\$
SECURITY DEPOSITS	\$ 61,402.30	\$ 7.80	\$ -	\$
INVESTMENTS - GENERAL M.M.	\$ 13,986.31	\$ 1.78	\$ -	\$
INVESTMENTS - HOME SALES	\$ 85,129.48	\$ 10.82	\$ -	\$
CASH - RAD REHABILITATION ACT	\$ 332,138.73	\$ 4,774.37	\$ -	\$
TOTAL RAD	\$ 1,306,401.22	\$ 71,842.12	\$ 63,766.45	\$
CALVERT PINES I:				
OPERATING ACCOUNT	\$ 228,804.07	\$ 92,801.23	\$ 44,118.05	\$
SECURITY DEPOSITS	\$ 19,044.55	\$ 581.83	\$ 453.02	\$
RESERVE ACCOUNT	\$ 281,535.99	\$ 5,011.97	\$ -	\$
TOTAL CALVERT PINES I	\$ 529,384.61	\$ 98,395.03	\$ 44,571.07	\$
CALVERT PINES II:				
OPERATING ACCOUNT	\$ 144,375.13	\$ 50,296.80	\$ 35,454.29	\$
SECURITY DEPOSITS	\$ 27,868.76	\$ 3.51	\$ 317.87	\$
TOTAL CALVERT PINES II	\$ 172,243.89	\$ 50,300.31	\$ 35,772.16	\$
SOUTHERN PINES:				
OPERATING ACCOUNT	\$ 469,505.44	\$ 63,752.37	\$ 60,705.92	\$
SECURITY DEPOSITS	\$ 35,401.51	\$ 1.50	\$ -	\$
OPERATING RESERVE ESCROW	\$ 107,428.93	\$ 9.12	\$ -	\$
INSIDE OPERATING RESERVE	\$ 13,138.97	\$ 1.12	\$ -	\$
TOTAL SOUTHERN PINES	\$ 625,474.85	\$ 63,764.11	\$ 60,705.92	\$
SOUTHERN PINES 2:				
OPERATING ACCOUNT	\$ 45,054.84	\$ -	\$ 303.00	\$
	\$ 45,054.84	\$ -	\$ 303.00	\$
GRAND TOTAL	\$ 5,221,428.74	\$ 1,016,455.15	\$ 832,349.06	\$

HOUSING STATISTICS

JULY 2020

Voucher Program

Number of Vouchers	HCV	308
	MS5	13
	FUP	23
	VASH	34
	Port-In	28
	Port-Out	6
	RAD	70
Number Leased		482

Average HAP Amount	\$902
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Waiting List

HCV	1513
RAD	605

Calvert Pines I

Number of Units	52
Number of Vacancies	2
Waiting List	608

Calvert Pines II

Number of Units	48
Number of Vacancies	6
Waiting List	554

Southern Pines

Number of Units	76
Number of Vacancies	2
Waiting List	454

Rental Allowance Program (RAP)	Leased	1
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VASH Breakdown:

St. Mary's: 14

Charles: 5

Calvert: 15

Program Key:

HCV – Housing Choice Voucher

HAP – Housing Assistance Payment

RAD – Rental Assistance Demonstration

FUP – Family Unification Program

VASH – Veterans Affairs Supportive Housing

MS5 - Mainstream