

**BOARD OF COMMISSIONERS
OF THE
ANNISTON HOUSING AUTHORITY
March 25, 2021**

Members Present: Marcus Dunn, Chairman
Cynthia Calix, Vice Chairwomen by virtual zoom
Trudy Munford, Commissioner
Kenneth Winsley, Commissioner
John Wilson, Commissioner by virtual zoom

Staff Present: Willie B. McMahand, Jr., Executive Director
Alan Brown, Finance Director
Terri Lloyd, Planning & Development Officer
Kristen McCowan, Office Administrator

Others Present: Clay Gresham, local citizen

Call to Order

The meeting was called to order by Chairman Dunn.

Changes to Agenda

No changes to the agenda.

Approval of Minutes – February 25, 2021

A motion was made by Commissioner Winsley to approve the minutes of the previous board meeting. Commissioner Wilson seconded that motion. All voted unanimously.

Resolution AHA-21-008 Collection loss write-offs for the period ending November 30, 2021.

The Anniston Housing Authority requires that vacated tenant account balances be written off monthly for previous public housing residents. It is recommended that the Board of Commissioners consider and approve the write off collection losses in the amount of \$1,205.90 for the period ending November 30, 2020. Chairman Dunn asked if the balances are collectable. Mr. McMahand replied that due to the moratorium on evictions, most balances would only be paid if a previous resident comes back to one of the housing programs. Commissioner Munford asked for clarification on the Parkwin Homes resident that had a balance. Commissioner Winsley motioned to approve the resolution. The motion was seconded by Commissioner Munford to approve the resolution. All voted unanimously.

Budget

Mr. McMahand gave a brief explanation of the budget process that includes monthly reviews and a revision after 6 months.

Commissioner Wilson and Commissioner Munford are requesting that any budget changes be in a separate document to show adjustments that are made and why. The Board members have received updates but would like a synopsis

of changes. Mr. McMahand explained that the new Board portal that is being created will allow such tracking.

Commissioner Munford requested clarification to other expenses in the budget.

Board Resolution AHA-21-009 Operating Budget for Asset Management Projects (AMP) 1, 2, and 3

After a brief discussion, it is recommended that the Board of Commissioners table this resolution to be considered on April 1st, 2021.

Board Resolution AHA-21-010 Operating Budget for Central Office Call Center (COCC)

After a brief discussion, it is recommended that the Board of Commissioners table this resolution to be considered on April 1st, 2021.

Board Resolution AHA-21-011 Operating Budget for Housing Choice Voucher Program (HCV)

After a brief discussion, it is recommended that the Board of Commissioners table this resolution to be considered on April 1st, 2021.

Board Resolution AHA-21-012 AHA Board of Commissioners By-Laws revision

After a brief discussion, it is recommended that the Board of Commissioners table this resolution to be considered on April 1st, 2021.

Chairman Dunn requested an additional sign for the Cooper site.

Due to severe weather approaching the area, Chairman Dunn requested that the Board meeting be postponed and continued on April 1st, 2021 at 11:30am. At that time, the Board will start with same Agenda beginning at the Budget.

Executive Session

No Executive Session.

Adjournment

A motion was made by Commissioner Winsley and seconded by Commissioner Munford to adjourn the meeting. All voted unanimously.

ATTEST:

Willie B. McMahand, Jr., Executive Director

Marcus Dunn, Sr., Chairman

**BOARD OF COMMISSIONERS
OF THE
ANNISTON HOUSING AUTHORITY
(Continued Board meeting from March 25, 2021)
April 1, 2021**

Members Present: Marcus Dunn, Chairman
Cynthia Calix, Vice Chairwomen by virtual zoom
Trudy Munford, Commissioner
Kenneth Winsley, Commissioner
John Wilson, Commissioner by virtual zoom

Staff Present: Willie B. McMehand, Jr., Executive Director
Alan Brown, Finance Director
Terri Lloyd, Planning & Development Officer
Kristen McCowan, Office Administrator

Others Present: Boice Turner, AHA Attorney by virtual zoom
Clay Gresham, local citizen

Call to Order

The meeting was called to order by Vice Chairwomen Calix.

Changes to Agenda

No changes to the agenda from March 25, 2021, the Board meeting began with the 2021-2022 Budgets.

Mr. McMehand gave a brief overview of the Board meeting from March 25, 2021 that had to be continued for today due to severe weather in our area.

Vice Chairwomen Calix called for questions regarding the four budget proposals for 2021-2022. Commissioner Munford requested clarity on the administrative payroll cost and the miscellaneous income. Mr. Brown explained that the budget did not reflect the CARES ACT funding for this budget year since it had not been appropriated by Congress. The reduction in the budget also reflected benefit savings that had been reduced and did not reflect staffing reduction.

Commissioner Munford asked if there was anything in the budget that had not been presented and Mr. Brown stated no.

Board Resolution AHA-21-009

Operating Budget for Asset Management Projects (AMP) 1, 2, and 3

Vice Chairwomen Calix requested a motion as read. Commissioner Munford motioned to approve the motion as read. Commissioner Wilson seconded that motion. All voted unanimously.

Board Resolution AHA-21-010 Operating Budget for Central Office Call Center (COCC)

Vice Chairwomen Calix requested a motion as read.

Commissioner Wilson motioned to approve the motion as read. Commissioner Winsley seconded that motion. All voted unanimously.

. Board Resolution AHA-21-011

Operating Budget for Housing Choice Voucher Program (HCV)

Vice Chairwomen Calix requested a motion as read. Commissioner Winsley motioned to approve the motion as read. Commissioner Wilson seconded that motion. All voted unanimously.

Board Resolution AHA-21-012 AHA Board of Commissioners By-Laws revision

After a brief review, Vice Chairwomen Calix called for questions on the revision. It was recommended that the Board of Commissioners approve the revised By-Laws Article III Meetings, Section 2 Regular Meetings. Vice Chairwomen Calix requested a motion as read. Commissioner Munford motioned to approve the motion as read. Commissioner Wilson seconded that motion. All voted unanimously.

Discussion item – Cooper Homes

McMahand gave a brief background on the Cooper Homes site beginning with the West Anniston Master Plan creation and working with the City of Anniston and the Board of Education. McMahand continued to explain the Alabama Department of Environmental Management (ADEM) cleanup application process and requirements of the Alabama Housing Finance Authority (AHFA) Low Income Housing Tax Credit (LIHTC) application requirements. McMahand stated that we are in discussion with Hollyhand Development to submit a LIHTC 4% application even though we may not be approved due to the unrestricted residential use requirement. It may be possible to request a waiver for this regulation but we may need to get our elected officials involved to have this achieved. We have asked the developer for 5 scenarios to get the Cooper site developed.

Review of the scenarios:

Scenario 1 consist of the LIHTC with an engineered solution and approved by ADEM for site cleanup.

Scenario 2 consist of an AHA funded site cleanup funded by the AHA with a 4% LITHC application (non-competitive).

Scenarios 3 consist of the LIHTC with an engineered solution approved by ADEM for site cleanup and a 9% LIHTC application (competitive).

If cleaned completely would meet the unrestricted residential use requirement but is doubtful that the site would qualify for a 9% LIHTC due to site location and other factors.

Scenario 4 consist of an AHA funded site cleanup funded by the AHA with a 9% LITHC application (competitive).

Scenario 5 consist of an AHA funded site cleanup funded by the AHA. The AHA would also fund all development cost.

After review, McMahand requested that the Board of Commissioners further discuss options 1 & 2 for funding the Cooper site.

Mr. Brown gave a handout and an extensive overview of AHA cash flow analysis to better understand the financial impact on the Authority. Commissioner Munford asked how much was needed to be retained in the reserve account. Brown stated at least 6 months.

McMahand explained that we have Capital Funds that are set aside for the Cooper site that can be brought in as funding for the cleanup. If we can get the cleanup solution funded by ADEM and be approved for the LIHTC with unrestricted residential use, then we can submit the 4% through the State. The ADEM recommendation is used in other states but not allowed in Alabama by the AHFA. The Board of Commissions will need to be comfortable in discussing the unrestricted residential use and the ADEM cleanup standards.

Vice Chairwomen Calix will reach out to the EPA on questions and concerns relating to the industrial controls and soil removal. The Voluntary Cleanup Plan (VCP) has been used at other locations. McMahand stated that option 1 includes encapsulation of the soil but can the community get comfortable with this solution instead of removing all the soil.

The Board agreed to pursue option 1 and prepare a 4% LIHTC application. In addition, the Board Members will make appointments with elected officials to present an overview of the environmental challenge we have faced. McMahand will schedule meetings with the City Manager, Mayor, and Ciara Smith and update them on the status.

Personnel Policy

Ms. McCowan presented personnel changes for the Board members to review and consider for the May Board meeting.

Reports

McMahand reflected on the reports that speak for themselves highlighting the Housing Choice Voucher Program (HCV). The HCV has implemented a new marketing initiative that includes 3 billboards. This will allow the HCV department to seek available housing throughout the area. Commission Munford asked what options Glen Addie residents have had during the relocation process. McMahand responded that most residents relocated to other public housing units and did not seek assistance on the HCV program.

Other Business

The May Board meeting will include election of officers and the annual dinner meeting.

Barber Terrace is on schedule to close by the end of April.

Executive Session

No Executive Session.

Adjournment

A motion was made by Commissioner Winsley and seconded by Commissioner Munford to adjourn the meeting. All voted unanimously.

ATTEST:

Willie B. McMahand, Jr., Executive Director

Marcus Dunn, Sr., Chairman