

HOUSING AUTHORITY OF THE CITY OF NEW BERN

BOARD OF COMMISSIONERS MEETING

Monday, February 18, 2019

4:30 P. M.

First Floor, New Bern Towers

1125 Walt Bellamy Drive

AGENDA

1. Call to Order
2. Roll Call
3. Public Comment Period
4. Approval of Minutes – Board Meeting of January 22, 2019
5. Police Department Report
6. Fire Department Report
7. Finance Department Report
8. Public Housing Report
9. Old/New Business
 - a. Update regarding Trent Court occupancy
 - b. Report on securing office space
 - c. Discussion of proposed meeting with New Bern Board of Aldermen
 - d. Report on recording or televising Board meetings
10. Executive Director's Report
11. Adjourn

HOUSING AUTHORITY OF THE CITY OF NEW BERN

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD ON TUESDAY, JANUARY 22, 2019

The Board of Commissioners ("Board") of the Housing Authority of the City of New Bern ("Authority") met at 4:30 p.m. on Tuesday, January 22, 2019, at New Bern Towers, New Bern, North Carolina, which is the place, hour, and date set forth in the notice announcing the meeting.

Vice Chair Overman called the meeting to order at 4:30 p.m.

Roll call was as follows:

Present:

Carol B. Becton (arrived after roll call)

William A. Frederick, Jr.

Molicia Hardy

Barbara Lee

Peter T. Monte

Willie W. Newkirk, Sr.

Robert W. Overman

Denise H. Powell

Steven M. Strickland

Following roll call, Vice Chair Overman determined that a quorum was present.

Martin Blaney, Executive Director, other Authority staff members, James W. Norment, attorney, and Stephanie Crosby, paralegal, from Ward and Smith, P.A. also were present. Members of the public, including Aldermen Bengel, were also present.

Vice Chair Overman asked Mr. Norment to chair the election of officers.

Election of Officers

Mr. Norment explained that the officers of the Authority are elected each year, usually at the January meeting, in accordance with the Bylaws. At this time, the Board should elect the Chair, Vice Chair, and Treasurer.

Mr. Norment opened the floor for nominations for the position of Chair. Commissioner Monte nominated Commissioner Overman to serve as chair. There being no further nominations, the nominations for Chair were closed.

Mr. Norment next asked for nominations for Vice Chair. Commissioner Strickland nominated Commissioner Frederick. There being no further nominations, the nominations for Vice Chair were closed.

Mr. Norment next asked for nominations for Treasurer. Commissioner Frederick nominated Commissioner Strickland. There being no further nominations, the nominations for Treasurer were closed.

Commissioner Monte made a motion to elect Mr. Overman as Chair, Mr. Frederick as Vice Chair, and Mr. Strickland as Treasurer. Commissioner Hardy seconded the motion. The motion was approved unanimously.

Mr. Norment turned the floor over to Chair Overman.

Public Comment Period

Tonya Jones from New Bern Towers stated that the heater in her unit smells bad and does not work very well. Mr. Blaney asked if she had placed a work order. She said that it was checked in December. Mr. Blaney will follow up with Ms. Jones.

Doris Dudley from New Bern Towers said that her heater is not working. Mr. Blaney will check on both heater issues tomorrow.

Minutes of November 19, 2018, December 17, 2018, and December 27, 2018 Meetings

Commissioner Hardy made a motion to approve the minutes of the November 19, 2018, December 17, 2018, and December 27, 2018 meetings of the Board of Commissioners. Commissioner Frederick seconded the motion. The minutes were approved unanimously.

Police Department Report

A police department representative presented the police report which was included in the Board information packet. There were forty-eight calls for service in New Bern Towers which includes thirty-one regular foot patrols. There were thirty-one calls for service in Trent Court and four reports were taken. There were two reports of breaking and entering in the C-2 building and two reports of damage to property: one report in the N building and one report that was unspecified as to location.

Fire Department Report

No report was submitted by the Fire Department.

Finance Report – Alan Reese

Mr. Reese reviewed the Finance Report that was included in the Board information packet. In addition, the Authority has spent \$170,481 so far on Hurricane Florence related matters. This amount does not include deferred revenue. Mr. Reese hopes that the funds expended will be reimbursed by FEMA. Mr. Reese is working on a revised format for the finance report which will be used beginning with the review of the January 2019 financials. Commissioner Monte

made a motion to approve the Finance Report. Commissioner Hardy seconded the motion. The motion was approved unanimously.

Public Housing Report – Virginia Stanley

Ms. Stanley presented the Public Housing Report that was included in the Board information packet. Occupancy in Trent Court as of the end of December was 95% and New Bern Towers was 96%. There were thirty-five termination letters done for Trent Court and twelve for New Bern Towers. There were six cases heard for Trent Court and four cases heard for New Bern Towers at the January 3, 2019 Court Session. For Trent Court, four tenants paid all of the court charges and two writs will be filed. For New Bern Towers, three tenants paid all of the court charges and one writ will be filed.

Old/New Business

1. Riverwalk Extension. Mr. Blaney presented the general information from the City in connection with the City's desire to extend the Riverwalk and the need from the Authority for an easement in order to do so. The City has asked for the Authority's approval of the concept before they pay for surveys and plans to be drawn. Once the design and easement has been prepared, it will be presented to the Board for approval. Mr. Blaney said that the Authority should have information back soon from the City in connection with the status of the dock outside of New Bern Towers. There were some questions raised about liability to the Authority if there is an increase in foot traffic on the dock. It was suggested that there should be a hold harmless agreement with the City. Mr. Strickland also had a concern about future parking needs at New Bern Towers and if the easement would prevent the use of space that could be used for parking.

Commissioner Frederick made a motion to give preliminary approval of the City's request to extend the Riverwalk. Commissioner Monte seconded the motion. The motion was approved unanimously.

2. 2018 Collection Losses – Mr. Blaney explained to the Board that each year the Board must approve writing off collection losses. All people on the collection loss report are reported to HUD and they must bring their account current before they can move into another public housing facility anywhere in the United States. Mr. Blaney recommends that the Board write off \$8,205.00 for Trent Court and \$3,587.00 for New Bern Towers. The Authority recovered a total of \$6,104.73 of the previous collection losses during 2018 of which \$2,557.81 was for Trent Court and \$3,546.92 was for Craven Terrace.

Commissioner Frederick made a motion to approve the following resolution which was seconded by Commissioner Monte:

RESOLUTION NO. 1.19.01

RESOLUTION APPROVING
COLLECTION LOSSES TO BE WRITTEN OFF

WHEREAS, some residents vacated their apartments without paying the entirety of their account; and

WHEREAS, attempts are made to collect the money owed on those accounts; and

WHEREAS, when those unpaid accounts are uncollected and appear as doubtful accounts, they are accumulated as collection losses; and

WHEREAS, as a function of accounting, those collection losses are written off the Tenant Ledger; and

WHEREAS, the document showing the collection losses to be written off is attached.

NOW, THEREFORE, BE IT RESOLVED, that the collection losses indicated on the attached document is approved to be written off the Housing Authority accounts.

The motion was approved unanimously.

Executive Director Report – Martin Blaney

Mr. Blaney presented the Executive Director's Report which was included in the Board information packet.

1. 2019 Annual Plan, 2019 Capital Fund, and Trent Court Demolition of Flooded Units - Mr. Blaney reminded the Board that since there was not a quorum at the December 17, 2018 meeting and since there was some confusion over the notice requirements for approval, the 2019 Annual Plan, 2019 Capital Fund Program, and Demolition of Flooded Trent Court Units would be discussed at the March 2019 meeting.
2. Board of Aldermen Special Meeting on January 15, 2019 – Mr. Blaney, several Commissioners, staff, and legal counsel attended the special meeting of the Board of Aldermen on January 15, 2019. It was suggested at the meeting that the Board of Aldermen and the Board of Commissioners get together for a workshop to enhance the communication and cooperation between the City and the Authority. It also would be an opportunity for the Authority to educate the Alderman on HUD issues. Mr. Norment suggested that the City staff and Authority staff work together to come up with an agenda.

Commissioner Frederick made a motion to move forward with getting the City staff and Authority staff to work together on an agenda and then to bring the two boards together for a workshop. Commissioner Lee seconded the motion. The motion was approved unanimously.

3. 703 Carolina Avenue – The preliminary application for low-income housing tax credits was submitted by Mosaic, Inc. to the North Carolina Housing Finance Agency on January 17, 2019.
4. FEMA Inspection – All of the required documents have been submitted and the Authority is waiting for the FEMA inspectors to schedule a visit. Unfortunately, they are not working right now due to the government shutdown.
5. Board Meeting Broadcasts – Following the request of Mayor Outlaw, Mr. Blaney sent an email to the City asking about assistance with video equipment in order to broadcast the meetings. He hopes to have something to report at the next meeting.
6. Tenant Protection Vouchers – Sixty-seven displaced Trent Court residents attended the meeting on January 14, 2019 to learn about the tenant protection vouchers which are being handled by Twin Rivers Opportunities. Thirty-one follow-up letters were sent to those that did not attend the meeting. There will be another meeting on January 24, 2019.

There being no further business, the meeting was adjourned at 5:10 pm.

ND: 4836-9613-0694, v. 1

ATTACHMENT TO JANUARY 22, 2019 MINUTES
 OF THE MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING
 AUTHORITY OF THE CITY OF NEW BERN, N. C.

**Housing Authority of the City of New Bern
 Collection Loss Report**

Trent Court Jan. 1, 2018 - Dec. 31, 2018

Tenant#	Name	Address	Balance
1	13302 Shella Oliver	58 Trent Court	\$ 13,60
2	12912 Brianna Rogers	113 Trent Court	\$ 773,36
3	12064 De'ja Foster	127 Trent Court	\$ 417,36
4	11860 McKinley Fonville, Jr.	148 Trent Court	\$ 2,014,95
5	11666 Amanda Moore	155 Trent Court	\$ 1,897,95
6	13083 Charlesette Jones	158 Trent Court	\$ 355,84
7	11813 Ariel Mitchell	171 Trent Court	\$ 480,70
8	11610 Herminio Lopez	172 Trent Court	\$ 406,28
9	13982 Richard Molden, Jr.	190 Trent Court	\$ 1,298,18
10	13855 Stacey Surles	206 Trent Court	\$ 718,74
11	12883 Elizabeth Gladden	207 Trent Court	\$ 167,30
12	10283 Devon Johnson	210 Trent Court	\$ 367,29
13			\$

**Housing Authority of the City of New Bern
 Collection Loss Report**

New Bern Towers Jan. 1, 2018 - Dec. 31, 2018

Tenant#	Name	Address	Balance
1	13786 Earleen Taylor	1125 Walt Bellamy Dr., Apt. 5-C	\$ 3,264,00
2	13627 William Roberson	1125 Walt Bellamy Dr., Apt. 5-D	\$ 178,00
3	12654 Rebecca Hills	1125 Walt Bellamy Dr., Apt. 6-G	\$ 145,00
4			

New Bern Police Department
Trent Court Housing Report
Incidents/Cases January 15, 2019-February 15, 2019

New Bern Towers Calls for Service	
Type of Incident	# of Events
911 Unknown	3
CIT	2
Community Meeting	1
Fire Alarm Residence	1
Follow Up Report	2
Foot Patrol	31
Intel	1
Larceny/Shoplifting	2
Loud Noise Residence	1
Meeting	1
Security Check Business	2
Susp Vehicle	1
GRAND TOTAL	48

Trent Court Apartments Calls for Service		
Building		
A	0	
B	0	
C	0	
D	0	
E	0	
F	1	Larceny
G	0	
H	0	
I	0	
J	0	

K	0	
L	1	Code 21 Death
M	0	
N	0	
O	0	
P	0	
Q	0	
R	0	
S	1	Larceny
	1	Civil Stand By
	1	Drug Activity
T	0	
U	0	
V	0	
W	0	
X	0	
Y	0	
A-2	0	
B-2	1	Medical
C-2	0	
D-2	0	
837 S. Front St.		
Extra Duty	6	
Security Check Residential	7	

Special Operation	1	
Traffic Stop	1	
T3 Patrols	1	
Grand Total	16	
Fleet St / Walt Bellamy	1	Unauthorized Use Motor Veh
Fleet St / Walt Bellamy	1	Harrassment
Liberty St / Walt Bellamy	1	Traffic Stop
Total Calls for Service	3	
Case Reports Generated		
Buiding		
F	1	Larceny
L	1	Code 21 Death
Total Reports	2	

New Bern Housing Authority
Income Statement
December 31, 2018

	Trent Court 1.01	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Dwelling Rental	\$ 408,072.76	\$ -	\$ -	\$ 320,635.52	\$ 728,708.28
HAP from HUD	\$ -	\$ -	\$ -	\$ -	\$ -
Excess Utilities	\$ 30,610.50	\$ -	\$ -	\$ -	\$ 30,610.50
NonDwelling Rent	\$ 18,228.20	\$ -	\$ -	\$ -	\$ 18,228.20
Revenues HUD PHA Grants	\$ 971,971.00	\$ -	\$ -	\$ -	\$ 971,971.00
CFP Soft Cost Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on GF Investments	\$ 443.56	\$ -	\$ -	\$ 641.04	\$ 1,084.60
Other Income	\$ 14,376.25	\$ -	\$ -	\$ 1,359.09	\$ 15,735.34
Late Charges	\$ 11,280.00	\$ -	\$ -	\$ 1,905.00	\$ 13,185.00
HAP to Craven Terrace I & II	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income Pepsi Cola	\$ -	\$ -	\$ -	\$ 148.31	\$ 148.31
Other Income laundry	\$ -	\$ -	\$ -	\$ 6,790.25	\$ 6,790.25
Bad Debt Recovery	\$ 6,104.73	\$ -	\$ -	\$ -	\$ 6,104.73
Hap Payment	\$ -	\$ -	\$ -	\$ 631,755.00	\$ 631,755.00
Development Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Supportive Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Revenue	\$ 1,461,087.00	\$ -	\$ -	\$ 963,234.21	\$ 2,424,321.21
Administrative Salaries	\$ 149,410.70	\$ 174,419.36	\$ 55,128.11	\$ 66,110.85	\$ 445,069.02
Legal Expenses	\$ -	\$ 17,283.75	\$ -	\$ -	\$ 17,283.75
Staff Training	\$ 4,379.26	\$ 1,202.02	\$ 6,585.86	\$ 15.00	\$ 12,182.14
Publications	\$ 1,018.16	\$ 394.68	\$ 328.80	\$ 261.36	\$ 2,003.00
Accounting Fees	\$ -	\$ 30,450.00	\$ -	\$ -	\$ 30,450.00
Audit Fees	\$ 12,000.00	\$ 2,500.00	\$ 2,500.00	\$ 8,000.00	\$ 25,000.00
Telephone	\$ 8,580.11	\$ -	\$ -	\$ 53,234.48	\$ 61,814.59
Payroll Taxes and emp. benefits	\$ 68,323.45	\$ 58,803.77	\$ 32,620.66	\$ 32,456.08	\$ 192,203.96
Rent Expense	\$ -	\$ 12,000.00	\$ 6,000.00	\$ -	\$ 18,000.00
Unemployment Benefits	\$ 966.43	\$ -	\$ -	\$ -	\$ 966.43
Office Expense	\$ 32,632.39	\$ -	\$ 387.87	\$ 3,543.51	\$ 36,563.77
Sundry Admin Expense	\$ 3,506.95	\$ 1,049.15	\$ 15,600.57	\$ 126.32	\$ 20,282.99
Development	\$ -	\$ -	\$ -	\$ -	\$ -
Resident Council	\$ 2,544.00	\$ -	\$ -	\$ 819.43	\$ 3,363.43
Recreation/Pub/Other	\$ -	\$ -	\$ -	\$ -	\$ -
Tenant Service Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Water	\$ 164,311.88	\$ -	\$ -	\$ 85,879.21	\$ 250,191.09
Electricity	\$ 211,845.38	\$ -	\$ -	\$ 103,782.57	\$ 315,627.95
Gas-building	\$ 92,985.34	\$ -	\$ -	\$ 7,738.43	\$ 100,723.77
Labor Salaries	\$ 194,239.68	\$ -	\$ -	\$ 53,271.72	\$ 247,511.40
Casual Labor	\$ -	\$ -	\$ -	\$ 8,500.00	\$ 8,500.00

New Bern Housing Authority

Income Statement

December 31, 2018

	Trent Court 1.01	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Consulting Expense	\$ -	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00
Materials	\$ 72,193.97	\$ -	\$ -	\$ 41,971.99	\$ 114,165.96
Materials - Capitalized	\$ -	\$ -	\$ -	\$ 30,212.73	\$ 30,212.73
Computer Expense	\$ 5,859.13	\$ -	\$ -	\$ 5,019.77	\$ 10,878.90
Repairs and Maintenance	\$ 156,124.61	\$ -	\$ -	\$ 59,534.03	\$ 215,658.64
Repairs and Maintenance - Capitalized	\$ -	\$ -	\$ -	\$ 1,054.18	\$ 1,054.18
Garbage and Trash removal	\$ 34,282.63	\$ -	\$ -	\$ 3,584.16	\$ 37,866.79
Extermination-Maintenance Expense	\$ 12,269.50	\$ -	\$ -	\$ 2,983.00	\$ 15,252.50
Payroll Taxes and emp. benefits - Maint.	\$ 88,682.84	\$ -	\$ -	\$ 34,837.02	\$ 123,519.86
Repairs and Maintenance Truck	\$ 1,997.91	\$ -	\$ -	\$ 1,178.09	\$ 3,176.00
Heating and Air	\$ 2,916.24	\$ -	\$ -	\$ -	\$ 2,916.24
Gas-Truck	\$ 2,790.05	\$ 2,414.68	\$ -	\$ 1,134.50	\$ 6,339.23
Security System	\$ 200.16	\$ -	\$ -	\$ 6,404.58	\$ 6,604.74
Protective Services	\$ 6,378.97	\$ -	\$ -	\$ -	\$ 6,378.97
Insurance	\$ 75,021.84	\$ 3,585.94	\$ 1,724.15	\$ 36,377.47	\$ 116,709.40
W/C Insurance Expense	\$ 9,250.63	\$ 4,695.23	\$ 1,484.00	\$ 3,213.75	\$ 18,643.61
License, Taxes and Recycling Fee	\$ 26,956.17	\$ -	\$ -	\$ 3,932.33	\$ 30,888.50
Compensated Absence	\$ -	\$ -	\$ -	\$ -	\$ -
Collection Loss	\$ 8,205.05	\$ -	\$ -	\$ 3,587.00	\$ 11,792.05
Eviction Expense	\$ 8,520.00	\$ -	\$ -	\$ 811.00	\$ 9,331.00
App. Screening	\$ 2,066.48	\$ -	\$ -	\$ 1,016.82	\$ 3,083.30
Uniforms	\$ 5,081.02	\$ -	\$ -	\$ 4,010.86	\$ 9,091.88
Storage management	\$ -	\$ -	\$ -	\$ -	\$ -
Adm Cost Allocation	\$ 179,103.18	\$ (308,798.58)	\$ 30,879.84	\$ 98,815.66	\$ (0.00)
Total Operating Expenses	\$ 1,644,644.11	\$ -	\$ 159,239.86	\$ 763,417.80	\$ 2,567,301.77
Total Rev. & Oper. Expenses	\$ (183,557.11)	\$ -	\$ (159,239.86)	\$ 199,816.41	\$ (142,980.56)
Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Fund Activity:					
CFP NC19P005501-16	\$ 99,267.45	\$ -	\$ -	\$ -	\$ 99,267.45
Insurance proceeds	\$ 311,800.00	\$ -	\$ -	\$ -	\$ 311,800.00
CFP 501-16 Rev. Soft Cost Contra	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Rev. & Expenses	\$ 411,067.45	\$ -	\$ -	\$ -	\$ 411,067.45
Total Net Income (Loss)	\$ 227,510.34	\$ -	\$ (159,239.86)	\$ 199,816.41	\$ 268,086.89

New Bern Housing Authority Vacancy Report

DECEMBER 2018 – JANUARY 2019

Public Housing

	Ending DEC Occupancy	JAN Move Outs	JAN Move Ins	Total JAN Occupancy	# Vacant	Occupancy % JAN
Trent Court 248 (110)	104	13 (10 from offline units)	3 (transfers from offline units)	104	6	95%

Units Offline: 108 (Bldgs A – J, Y, A2)

Section 8 - New Construction

	Ending DEC Occupancy	JAN Move Outs	JAN Move Ins	Total JAN Occupancy	# Vacant	Occupancy % JAN
NBT 106	102	0	2 (from offline units in TC)	104	2	98%

Total residents moved from TC to NBT since storm: 6

JANUARY 2019

	Pending terminations for non-payment	Pending terminations for criminal lease violations	Pending terminations for other lease violations
Trent Court	40 (14-day)	0	0
New Bern Towers	13 (30-day)	0	0

Court Session January 31, 2019

	# Cases to be heard	#Tenants vacated after court	# Tenants paid all court chgs	# Writs filed/ to be filed	#Writs served	#Writs served; 7- day wait or vacated
Trent Court	2	0	1	1	0	0
New Bern Towers	0	0	0	0	0	0

Updated 2/13/2019

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director

RE: Trent Court Occupancy

DATE: February 18, 2019

A handwritten signature in black ink, appearing to read "Martin Blaney", is written over the "FROM" line of the header.

Ms. Stanley in her monthly report on occupancy indicated that a number of displaced Trent Court residents had been relocated within NBHA properties.

Tonight, Ms. Tawanna Smith will provide a report on all 108 displaced households. Attached, please find her report.

Attachment

Update on the 108 Units Affected by Hurricane Florence

22 units that remain occupied (to some extent)

5 have been approved for the new units on Gaston Ave. (Indigo Ridge)

4 have been approved for apartments on Watson Ave.

6 are transferring to unaffected units in Trent Court upon turnover

2 are waiting acceptance by prospective landlords

1 has not attended either of the voucher briefings

2 are interested in moving in the Towers

2 are still looking for housing

45 vacant units are no longer in the system

***These are residents who have vacated and turned in their keys**

***They have found permanent living arrangements**

41 units are vacant but remain in our system

***Residents have not turned in keys.**

***Most have vouchers and are well into the process of securing permanent housing**

There have been two Vouchers briefings and a third one is scheduled for February 20th @ 9:00 am at Twin Rivers Opportunities. 29 residents have been invited to attend that meeting.

75 households out of 108 have received Tenant Protection Vouchers

Updated 02/12/2019

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director

A handwritten signature in black ink, appearing to read "Martin Blaney", is written over the printed name in the "FROM" field.

RE: Offices

DATE: February 18, 2019

We received two quotes, both around \$140,000, for an office trailer which would be adequate for our use. This price does not include the cost of utility hook-ups. We are waiting for other quotes to come in.

We would remain in the trailer while renovation work is completed at the Charles Taylor Building.

Presumably, this cost would be reimbursable by FEMA. We need to demonstrate that this would be the most cost-effective manner to provide an office or that no viable and acceptable alternatives exist. Accordingly, we published a solicitation for the rental of office space in Sunday's Sun-Journal.

We will keep you posted on results and I will be glad to answer any questions you may have.

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director



RE: Meeting with Aldermen

DATE: February 18, 2019

The Board of Aldermen has expressed a desire to enhance communication with the Housing Authority. City Manager Mark Stephens said the entire Board of Aldermen would like to participate in a meeting with us. He has questioned his Board as to the topics they would like to discuss and is awaiting results. He has asked that we do the same.

Thanks to everyone who responded to my email of February 11. All comments were helpful and are summarized here:

Where - all agree that a neutral site would be best. The conference room at Development Services was suggested.

Format - One (longer) meeting would probably be preferred. Ensuing meetings could be called during the initial meeting.

When - A Commissioner pointed out that Aldermen frequently hold such meetings on a Saturday.

Topics - I would like to have an agenda developed by Mr. Stephens and me. It could be something like this:

Opening remarks by Mayor and Chair

Statement by City Manager

Statement by Executive Director - I could provide update on Trent Court and residents, Carolina Avenue and our vision.

Specific topics mentioned include mutual expectations of one another and their commitment (or lack of commitment) to our transformation plan. I hope we can share additional ideas on Monday night.

I will compile the results of our discussion and share with the City Manager.

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director

RE: Airing of NBHA Board Meetings

DATE: February 18, 2019



During an earlier Board meeting the Mayor suggested that our meetings be broadcast (live or taped) to the public. I reached out to City Manager Mark Stephens for advice and received a very nice response from Ms. Coleen Roberts, Public Information Officer and Brand Manager.

TAPED

She advises that they would be glad to work with us to post meeting videos (and other acceptable content) through the year on City 3 TV. They could assign us to a regular weekly broadcast schedule. We would need to invest from \$650 for consumer grade equipment to over \$1,500 for professional grade equipment. We would need to train ourselves on video editing. However, Ms. Roberts advises that there are free editing platforms available.

LIVE

It is a little more complex and costlier for live broadcasts of our meetings. The City employs a production firm to broadcast Aldermen meetings and other monthly meetings like the Board of Adjustment. Their cost breaks down to \$450 per meeting. We could expect to pay more for such a service since we lack any economy of scale.

I have no recommendation as to whether we broadcast or not; there are several pros and cons on either side. If, however, the Board elect to air our meetings, I would suggest that we invest our money in the video equipment and utilize City 3 TV.

I will be glad to respond to your questions on Monday.

TO: Board of Commissioners

FROM: Martin Blaney



RE: Executive Director's Report

DATE: February 18, 2019

Natural Gas

Columbia (SC) Housing Authority (CHA) recently experienced a disaster wherein two residents died from natural gas asphyxiation. This occurred in a public housing development the same age as ours. In fact, in television news videos it looks just like Trent Court. CHA owns their gas distribution system while we do not. News reports seem to imply the cause as a leaking distribution system.

However, we do own interior gas distribution after the meter. We remain alert to our own nose when visiting units and we never, ever ignore a complaint. Furthermore, we try to communicate the threat of gas to our customers at least a couple times a year.

Parade

We will participate in Saturday's Black History Month parade (weather permitting).

FEMA

We continue our dialogue with FEMA regarding inspections.

Annual Plan

The public hearing for our 2019 Annual Plan will be held on February 28, 2019.

Carolina Avenue

We are working with our developer partners on surveys, rezoning requests and similar tasks in anticipation of an invitation to submit a full application.