

MINUTES OF A REGULAR MEETING OF
THE HOUSING AUTHORITY OF THE CITY OF RALEIGH
BOARD OF COMMISSIONERS
DECEMBER 1, 2022

The members of the Board of Commissioners of the Housing Authority of the City of Raleigh, North Carolina met at 900 Haynes Street and via Zoom on Thursday, December 1, 2022 at 5:00 p.m.

The Board Vice Chair called the meeting to order and upon roll call the following were present and absent:

Present: Eric Braun, Valerie Crutchfield, Susan Ellinger, Arne Morris, Gregg Warren.

Absent: Niya Fonville-Swint, Bahati Mutisya, Joe Whitehouse, Yolanda Winstead.

Visitors: Charles Francis, Francis Law Firm, PLLC; Public: Paula Coppola, Octavia Rainey, Valerie Smith.

RHA Staff: Sonia Anderson, Priscilla Batts, Suzy Bryan, Lisa Currie, Liz Edgerton, Laura McCann, Jennifer Morgan, Tanya Orr, Donna Perez, Jason Schloop, Gwen Wall.

The Board Vice Chair declared a quorum present and welcomed everyone to the meeting.

(Commissioner Braun ran the meeting because Commissioner Morris was attending the meeting via cell phone.)

RECOGNITION OF VISITORS

Mrs. Edgerton welcomed the visitors to the meeting.

PUBLIC COMMENTS

Octavia Rainey

I'm here with some serious concerns. RHA recently held a meeting for Terrace Park. I was told I could not come in to that meeting. And I'm very shocked. They are only supposed to be public meetings. Besides that, I am concerned about RHA converting some of their public housing units over to vouchers. That's why I was asked to come to that meeting – to ask questions about that process. And I can tell you I am alarmed at that. I don't understand the policies and procedures that govern RHA to make that move. I told some of the residents that one of my concerns is now that they're going to vouchers and they're going to a new landlord, are there any additional charges that they will be faced with (such as picking up trash or any other charges)? I do believe that being a housing advocate for over 50 years, the RHA has an obligation to explain to them until they understand what they were doing. But I also have a concern about what caused RHA to make this move. I am really concerned about this move.

For example, when you get ready to demolish do you give them a 30-day notice? What are the policies? I would like to know the policies are that govern you making this decision.

I have a lot of concerns. I have followed RHA since Floyd Carter, since when they had a liaison from the City of Raleigh to the Board. But now they don't even have a liaison from the City of Raleigh to this Board. I really don't know what's going on. The only thing I know is when Mayor Tom Fetzter took over the Board he made appointments to the Board. Now I don't have a clue. After we got rid of Steve Beam I stopped coming. But now I'm going to be at every meeting because I need to understand what we're doing there. I don't know what happened to when Francis Walden headed up the scholarship program. What happened to that? Where is the social service program, where is the after school tutorial programs? What is really going on here? I don't have a clue.

Commissioner Braun said the public is always welcome to the Board meetings. The Board and staff want to provide whatever information we can to answer your questions. It's complex, and there's a lot of things going on. He suggested that Ms. Rainey work with Mrs. Edgerton and a couple Board Commissioners to try to answer her questions. He asked if she would be willing to set up a meeting to try to answer those questions.

Ms. Rainey said she would be willing to set up a meeting. She also wants the Board to know that she has talked with the City of Raleigh, the Mayor – because the Mayor has the authority to appoint members to this Board – and they are planning to hold a joint venture meeting with the housing authority, and the city of Raleigh, and that meeting will be public. I told her, I'm only one member, but I have talked to 25 others, and they don't have a clue what you all are doing anymore.

Ms. Rainey said we are all waiting for this meeting because we want to hear what RHA's plans are. You have a huge waiting list. Are you planning to abandon that waiting list? And you talk about vouchers, when you give people vouchers, half the time they turn them back in because they can't find housing. Are you willing to extend the time other than 90 days? I am excited about a joint meeting – and the mayor has assured me this will be the first joint meeting of both parties. I am excited about that because I want to hear what I have missed over the years. And I want the city to appoint a liaison from the Raleigh City Council to the Board.

Commissioner Braun said we appreciate your concerns, and we will definitely work with the City. We've been trying to coordinate a joint meeting for a while. It is difficult to get everybody together. However, we are certainly happy to do that – and we want to answer any and all of your questions. So if you are open, we'll reach back out to you and try to set up a meeting or two to try to answer some of your questions.

Ms. Rainey said that will be fine. I am meeting with some of the residents on their maintenance issues. You have roofs falling in from upstairs units for over 30 days you haven't repaired.

Commissioner Braun said our Director of Maintenance is in this meeting, too, so we will work with you on any of those things. We want to be transparent and provide you whatever

information we can and address your concerns to the best of our ability. We look forward to having you back at more meetings.

Paula Coppola

I would like to know why past meetings are not updated on the website.

Commissioner Braun said staff will look into it and make sure that we are getting minutes posted. So that if you're not able to attend, you certainly are welcome to review the minutes.

(The minutes are posted after they have been approved by the Board in the Consent Agenda.)

Also, when you do schedule this meeting with Ms. Rainey, can those answers be publicized as well? Because a lot of people are interested in knowing those results in the answers.

Commissioner Braun said we should be able to do something regarding the meeting with Ms. Rainey, depending on her questions. We should be able to provide some written information, I suspect that we have some information already available that may answer some of our questions. And then if we have other information that we supply to her, and it's reasonable, we certainly can make that public, because we do want to be transparent with everyone.

Ms. Coppola said thank you very much for having new staff in. They're addressing the issues that tenants have been having for quite some time. And they're doing it with a terrific attitude.

Commissioner Braun said we really appreciate hearing that. If you ever have concerns, please let us know. We appreciate the compliments too.

CONSENT AGENDA

All items on the Consent Agenda are considered to be routine and may be enacted by one motion and second. If a Commissioner requests that an item be removed from the Consent Agenda it will be done and considered as a separate item. The vote will be a roll call vote.

Item 1

Charge-off of delinquent resident accounts for October 2022

Item 2

Financial Statements for October 2022

Item 3

Vacancy and Turnover Summary for October 2022

Item 4

Minutes from October 6, 2022 Special Meeting.

Minutes from October 27, 2022 Regular Meeting.

RECOMMENDATION: Approval as submitted by staff.

Commissioner Warren moved and Commissioner Ellinger seconded approval of the Consent Agenda.

A vote being called, the ayes and nays were as follows:

Aye: Eric Braun, Valerie Crutchfield, Susan Ellinger, Arne Morris, Gregg Warren.

Nay: None

The Consent Agenda has been adopted.

REPORT OF THE BOARD CHAIR

The Board Chair or Vice Chair had no report this evening.

REPORT OF THE BOARD SECRETARY

City of Raleigh Event for the Unhoused: Meet us at the Square

- This event was hosted by the City of Raleigh Friday Oct 21st from 9:00 am – 1:00 pm at Moore Square.
- The event was to connect the public, especially those who are homeless or facing homelessness, with free services including healthcare, grooming, self-care, mental health and more.
- RHA was invited to participate to provide information on how to be added to our waitlist.
- Attended by three Leased Housing staff.
- Staff provided assistance to help complete our wait list application. We had about 30 completed.
- Staff also talked to attendees about our process to receive housing assistance.
- Staff was able to network with other outreach agencies and received flyer and contact information to share with our applicants.
- We had a list of open positions and had job applications on hand but not much interest was shown.

RAD Update

- The RAD conversion of Meadow Ridge, Valleybrook, and Terrace Park closed on October 31, 2022.
- All of the RAD leases, with the exception of one at Terrace Park, have been signed by the residents. The lease has an effective date of December 1, 2022.
- The repairs cited in the Critical Needs Assessment at Berkshire (which include the updating of the venting on the gas water heater, power washing some of the buildings, and the planting of grass) have all been completed. The repairs required at Terrace Park, Meadow Ridge and Valleybrook (which include the updating of the venting on the

gas water heater and the planting of grass) is set to be completed by January 31st. Once all of the work is completed a completion certification will be uploaded to HUD.

- Staff continues to update processes as we begin operations of the four RAD properties.

IT Updates

- **Yardi Conversion**

- We have received a contract from Yardi but it has not yet been signed.
- I recently attended a NAHRO conference and one of the sessions was related to computer conversions. The group that led the session, Avero Advisors, had some helpful insights into our conversion.
- The IT manager and I had a zoom call with Avero Advisors to determine how they might assist us with the data conversion and their thoughts about the contract itself to make sure we are getting what we are paying for.
- We plan to go back to Yardi to get more details on their proposal.

Contract Services Update

- Final testing and troubleshooting with the new fire alarm system at Carriage House began Nov. 21st and will continue through the end of this week. The final inspection by the City of Raleigh is expected Monday or Tuesday of next week. Demolition of the old system will be complete by Dec. 16th.
- The City of Raleigh Arborist and Planning signed off on our request for tree removal. This should be completed by Dec 7th. Once the trees are removed, the camera contractor will come back to position the cameras and get them operational.
- Contract Services staff completed competitive pricing for the re-striping of Heritage Park parking lots and have chosen a contractor. Re-striping is tentatively scheduled Tuesday and Wednesday of next week. Staff is coordinating with Housing Management to ensure the residents are prepared and move their vehicles according to the contractor's schedule.
- Last month I mentioned that the Contract Services staff is preparing a request for proposals to complete a Capital Needs Assessment of our scattered site homes. The target date for distribution of the RFP is Dec. 16th. Exterior and interior reviews will be completed, focusing on plumbing, mechanical and electrical components, and also major exterior items such as roofs, siding, porches, decks, fences and other features specific to the properties.

Heritage Park Update

- We sent letters to the residents at Heritage Park on Nov. 3rd announcing our Co-Developer selection
- The press release was then sent out on Nov. 7th.
- We will not have a Master Plan or schedule until we have a Master Planner hired. Brinshore sent out a RFQ for the Master Planner on November 21st. The responses will be due back to them on Jan 6th.

HCV Report

- We were contacted by Mark Perlman from Wake County about exploring a project to rehabilitate and convert a hotel to supportive housing with Project Based Vouchers. We have some capacity that we can do this and it would help us with the utilization of our vouchers. They have a list of potential hotels but haven't made a decision yet.

Resident Advisory Board

- Our Resident Advisory Board held a meeting on November 21st. We had four residents attend along with two staff members.
- Laura McCann presented a power point presentation to explain our PHA Annual Plan process. She then will ask for any feedback from the residents.

RHA Holiday Luncheon

Reminder that our annual Holiday Celebration for staff, retirees, and Board Commissioners is scheduled for tomorrow. This is our first celebration since COVID.

Commissioner Warren said we've discussed Project Based Vouchers briefly and I think that other projects have suggested that they might be interested in that. And I think that there is a process that we have to go through of advertising and setting criteria, etc. Have we made any progress thinking about that as to how we would go about that and what our local preference would be if there's an opportunity to express those in the selection criteria.

Mrs. Edgerton said I have had some conversations with Ms. Batts and thinks Ms. Batts had been talking to Wayne about it. We have put it in our Annual Plan. But I don't think we've done much more on that unless Ms. Batts has any additional information for those project based vouchers.

Ms. Batts said no. I know we were working with some other groups when we first put this out and actually added it to the Admin Plan. But there is no concrete information yet. We've just been exploring it.

Commissioner Ellinger said I think Commissioner Warren is correct. I think you still are going to have to put out some sort of RFQ, but I do believe that you have to make it somewhat competitive. I know I've worked with PHAs before that isolated their vouchers for a particular project. And then were in awkward situations because they were selected themselves, basically. We need to approach that cautiously because I believe there's some additional criteria to consider. However, I think it is a great idea.

Mrs. Edgerton asked if this is something that the Board would like to pursue.

Commissioner Warren said yes. I think we ought to be thoughtful about it, too, (about what kind of projects we do want to support).

Commissioner Ellinger said we need to be cognizant that there's a number of places in the City that would be great to add in a Section Eight project based voucher component. We need to look at where is the best place to put our asset of these vouchers.

REPORT OF THE REPOSITIONING CHAIR

Commissioner Warren said the Repositioning Committee met on November 8th and had a good discussion. Out of that meeting came a couple of things. One is that the committee decided to step back and let our new team of Brinshore, Raleigh Raised, and EJP get together and work on a plan for the Master Plan and come back to us.

We provided Brinshore with a compilation of things that we've discussed over the past years about what might be priorities and suggestions for meetings and meeting locations. They've taken that and RHA staff has looked at that and is using it as guidance. We thought it'd be useful to give that to them early on.

Mrs. Edgerton and I discussed whether or not we ought to have an upcoming meeting later in December. And we decided, unless somebody raises their hand otherwise, we will not have that meeting. And since nobody has said we ought to have a meeting, I assume that it will probably not take place. We may not have a meeting in January since they're going to be very early selecting a Master Planner. We offered it, subject to availability, to Commissioners to sit in on interviews and learn who they're looking at. The RFQ for the Master Planners was sent out today. I did briefly look at that, and I thought that it was well done. And I think they've got a good list of candidates that they've solicited.

This is moving along and we're looking forward to hearing back from the Heritage Park team to see where they want to go next.

Commissioner Braun asked if the committee and Co-Developer are working on a general timeline that we could use at some point to let residents and the community in general know, broadly, what the process is going to be.

Commissioner Warren said we don't have a timeline yet, because they really need the Master Planner on board. However, if you read the RFQ, there was mention of a six to nine month timeframe for the Master Planning process. When that will commence is a little bit unclear. However, I'm quite sure that we will get a better timeline in January.

Commissioner Ellinger asked if they are procuring the Master Planner.

Commissioner Warren said Brinshore is (not RHA).

Commissioner Ellinger asked if they are following HUD procurement.

Commissioner Warren said no. They are doing it because that's an appropriate way to collect bids.

Commissioner Ellinger clarified that they're not bound by it - they just want to make sure to get the right people.

Commissioner Warren said that's his understanding. RHA is not a party to that directly.

REPORT OF THE TRANSITION COMMITTEE

Commissioner Braun said we are going to have a brief closed session at the end of the meeting to discuss specifics. We're making progress on our selection and moving forward on that and hopefully we will have an announcement close to the end of the year.

COMMISSIONER COMMENTS

Commissioner Braun said we need to make an extra effort to attend RHA Board meetings, as much as possible, particularly starting in the New Year. Let's try to redouble our efforts to block this time out on our calendars.

Commissioner Ellinger said it is really hard at the end of the day, after everybody's been working, to go to a meeting for another hour. Is there any flexibility? I understand these have been held at five o'clock on the fourth Thursday of every month for a very long time. However, is there any way we can have some flexibility? Today we were scrambling to make sure that we had a quorum. And I think it's extremely important to make sure we have the public involved. However, we also want to make sure we're all here and can be here effectively. Is it in the Bylaws that we have to have this on the fourth Thursday at five o'clock?

Charles Francis said it's just history – there's nothing in the Bylaws for the Board to meet at any particular time or with any frequency, it's up to the Board.

Commissioner Warren asked if we had polled Board Commissioners some time ago about whether or not this standing time was best.

Gwen Wall said we talked about it, but it was too difficult to find a common time that was best for everyone.

Commissioner Braun said we won't decide tonight (and this is subject to Commissioner Morris). I'm fine exploring other options. Is there a reason for staff that they prefer this time, or are there other times that might be more acceptable? I'm open to exploring it if others on the Board want to.

Commissioner Ellinger said staff has been working all day, too.

Commissioner Morris said, just to give you a little history, they've always tried to keep it in the evening so that the public can participate. There was a discussion at one time, and this has been some years ago, about doing it in the morning (8:00 am), before everybody gets too busy. I think it comes back to what Commissioner Braun just said – people have to block this off on their calendar. And we could change the week, we could change the day. But if people don't block it off, we're all busy professionals. There's going to be challenges with attendance.

Commissioner Ellinger said we'll keep exploring. We have such a great Board that we need to come up with a way to help the Commissioners who have trouble attending the meetings. Everyone is important on this Board.

Commissioner Morris said he fully agrees. However, I'm just not sure changing the date changes the end result unless you just block out the meeting.

Commissioner Braun suggested that if there are Board Commissioners who are interested in that, work with Mrs. Edgerton to talk about it to determine some of the logistics she has with staff and things we might not understand. Then come back in a couple months with some recommendations. I'm fine exploring it, subject to the rest of the Board. However, we're not going to decide tonight on moving the meeting day/time.

Commissioner Morris said that sounds great. Those who are interested can poll everyone and we can see what comes back in the poll.

Commissioner Braun said the other thing that Raleigh does is we could have one meeting in the evening – alternate to give the public an opportunity. However, his past experience has been that people show up at meetings when they have something they want to talk about, and it's not necessarily the time. I think it's reasonable to look at seeing if there's another approach, and if the Board can agree on it, that's fine with me. We also want to make sure staff is comfortable with it as well. He suggested Commissioner Ellinger can work with Mrs. Edgerton and talk about it to explore the issue.

Commissioner Ellinger said she will be happy to do that. There's no perfect solution. We can't solve it tonight. I just think we have some really amazing Board Commissioners who aren't here. I would love for them to be able to attend the meetings.

NEW BUSINESS

Mrs. Edgerton said the purpose of this plan is to inform HUD, residents, and the public about RHA's plans and policies. RHA is not obligated to complete items which are included in the Agency Plan. However, if we potentially need to change a policy, we should have that in our Agency Plan.

The Board approved our draft Agency Plan in September 2022. We had it out for comment for more than 45 days. We received some written comments which are attached to the plan. We also had our Resident Advisory Board meeting November 21st and the comments we received did not constitute any changes to the plan.

A summary of the proposed changes to the Agency Plan include:

- Including information on Project Based Vouchers.
- ACOP and Administrative Plan will be updated.
- We are considering a Homebuyers program should we want to begin implementing one.
- Capital improvements- parking lot improvements, fire alarm system installation at Carriage House, security camera upgrades.
- Included information regarding the redevelopment of Heritage Park.

HOUSING AUTHORITY OF THE CITY OF RALEIGH
RESOLUTION NO. 90 (2022)

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires the development of a comprehensive Agency Plan; and

WHEREAS, Raleigh Housing Authority ("RHA") has revised the annual and five-year Capital Fund plans to reflect actions to be effective April 1, 2023; and

WHEREAS, RHA has analyzed and reviewed a number of major policies and procedures to update items that require inclusion in the 2023-2024 PHA Annual Plan; and

WHEREAS, this plan has been made available to the public in multiple ways for review and comment; and

WHEREAS, this plan has been posted on RHA's web page seeking comment and announcing in person and virtual public meetings; and

WHEREAS, public notices were published to announce the availability of the Plan for public review and to encourage written comments; and

WHEREAS, copies of the Plan were made available to the Resident Advisory Board ("RAB") for their review and comments; and

WHEREAS, staff has reviewed and considered all submitted comments and public feedback for inclusion in the Plan; and

WHEREAS, the Agency Plan will be submitted to the City of Raleigh for a Certification of Consistency with the Consolidated Plan following Board Approval;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF RALEIGH that the Board Chair and Executive Director are authorized to sign any HUD required PHA Annual Plan and five-year Capital Fund plan certifications.

BE IT FURTHER RESOLVED that staff is directed to submit the Agency Plan to the U. S. Department of Housing and Urban Development for their approval prior to the January 16, 2023 due date.

Commissioner Warren moved and Commissioner Morris seconded approval of the foregoing resolution. A vote being called, the ayes and nays were as follows:

Aye: Eric Braun, Valerie Crutchfield, Susan Ellinger, Arne Morris, Gregg Warren.

Nay: None

Resolution No. 90 (2022) has been adopted.

Mrs. Edgerton said the Admissions and Continued Occupancy Policy for Housing Management establishes the rules we must follow in administering the Public Housing program. The draft was brought to the Board in August and went out for public comment for more than 30 days. We did not receive any comments related to the ACOP. An Executive Summary of the changes are behind the Resolution.

HOUSING AUTHORITY OF THE CITY OF RALEIGH
RESOLUTION NO. 91 (2022)

WHEREAS, the administrative plan for the Public Housing Program is called the Admissions and Continued Occupancy Policy or ACOP; and

WHEREAS, the Housing Authority of the City of Raleigh is required to set forth the requirements, standards, and criteria for the Admissions and Continued Occupancy Policy to be established and implemented; and

WHEREAS, staff has updated the policy and a public notice was sent to each public housing resident household to encourage public review and comments; and

WHEREAS, the draft of the Admissions and Continued Occupancy Policy was available on RHA's web page; and

WHEREAS, the public review was held for thirty days and the deadline for providing comments was October 3, 2022; and

WHEREAS, the draft was shared with the Resident Advisory Board which enabled staff to address all questions and solicited written comments by their deadline of November 21, 2022; and

WHEREAS, RHA received no public comments;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF RALEIGH that the revised Admissions and Continued Occupancy Policy amendments be approved and become effective immediately.

Commissioner Ellinger moved and Commissioner Warren seconded approval of the foregoing resolution. A vote being called, the ayes and nays were as follows:

Aye: Eric Braun, Valerie Crutchfield, Susan Ellinger, Arne Morris, Gregg Warren.

Nay: None

Resolution No. 91 (2022) has been adopted.

Mrs. Edgerton said the housing authority is required to set forth its policies for the Housing Choice Voucher Program. It is sometimes necessary to make changes to clarify the policy or to assist with the utilization of the vouchers.

We only have a few changes as noted on the executive summary behind the resolution. Two are related to increasing the amount of VAWA protection and Coordinated Entry voucher due to the extra vouchers that HUD had issued to us. This was updated due to extra vouchers that we received.

Another change was to add verbiage to allow us to do remote or in-person inspections. This was allowed during the HUD waiver but now that the waiver is expired, we want to add to our policy so that we can continue to allow when it is advantageous for the agency or landlord.

The last change is to increase the time that a tenant/applicant can submit a request for tenancy approval from 60 days to 90 days. This will allow more time to find a unit before having to request an extension.

These changes will be going out for public comment for 30 days

**HOUSING AUTHORITY OF THE CITY OF RALEIGH
RESOLUTIONS NO. 92 (2022)**

WHEREAS, the Raleigh Housing Authority is required to set forth its policies for processing applications and providing assistance to eligible Housing Choice Voucher families; and

WHEREAS, Raleigh Housing Authority (“RHA”) is in the process of revisiting the Administrative Plan to reflect actions to be effective February 1, 2023; and

WHEREAS, the draft of the Administrative Plan will be available on RHA’s web page; and

WHEREAS, there may be other changes made to the policy as RHA goes through the public comment period; and

WHEREAS, attached to this resolution is an executive summary of the changes to the June 2022 plan as well as a draft of the plan;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF RALEIGH that staff is directed to seek public input and comments on this plan prior to presenting the final plan to the RHA Board.

BE IT FURTHER RESOLVED that the final policy will be brought back before the RHA Board of Commissioners at its January 2023 meeting for final approval.

Commissioner Morris moved and Commissioner Braun seconded approval of the foregoing resolution. A vote being called, the ayes and nays were as follows:

Aye: Eric Braun, Valerie Crutchfield, Susan Ellinger, Arne Morris, Gregg Warren.

Nay: None

Resolution No. 92 (2022) has been adopted.

Mrs. Edgerton said HUD regulations require Public Housing Authorities to contract with an Independent Public Accountant to audit the books of the Authority following each fiscal year end. Staff recommends Rector, Reeder and Lofton.

This selection is based upon the qualifications of the audit firm, not the cost of the audit. This is the same method used for the services of other professionals, such as attorneys, architects, and engineering firms. RHA solicits proposals from qualified auditing firms every 5 years.

Rector, Reeder and Lofton, PC has over 70 years of combined experience with HUD Accounting. The principal, Mr. Rector, has over 40 years of experience in HUD auditing and fee accounting, seminar instruction, and tax consulting for several hundred Public Housing Agencies.

This resolution exercises the option to contract with Rector, Reeder, and Lofton for the fourth year of the five-year term for FYE 2023 audit. The cost is \$42,000, which is the same as last year.

HOUSING AUTHORITY OF THE CITY OF RALEIGH
RESOLUTION NO. 93(2022)

WHEREAS, the U.S. Department of Housing and Urban Development regulations require that a housing authority contract with an independent auditor for an annual audit; and

WHEREAS, the staff of the Housing Authority of the City of Raleigh (“RHA”) prepared specifications for auditing services for fiscal year ending March 31, 2020, including optional renewals for the fiscal years ending March 31, 2021, 2022, 2023, and 2024; and

WHEREAS, the Request for Proposals (“RFP”) was publicly advertised stating that sealed proposals must be received at RHA by 11:00 a.m. on November 15, 2019; and

WHEREAS, one proposal was received for auditing services, and it was determined that the RFP would be advertised for a second time stating that the sealed proposals must be received at RHA by 11:00 a.m. on December 17, 2019; and

WHEREAS, at 11:00 a.m. on December 17, 2019, the one proposal received for the auditing services was opened and recorded; and

WHEREAS, the proposal received is set forth on the attached bid tabulation sheet, which by reference is made part of the resolution; and

WHEREAS, the staff of RHA evaluated the proposal in areas including size and organizational structure of the firm, staff qualifications and experience, technical expertise in auditing large public housing authorities (“PHAs”), planned time on-site conducting the audit, experience with North Carolina governmental audit requirements including knowledge of Local Government Commission requirements, and fair and reasonable cost; and

WHEREAS, the staff of RHA recommends the acceptance of the proposal for fiscal year ending March 31, 2023 as follows:

Rector, Reeder, and Lofton, PC \$42,000

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF RALEIGH that the contract for the auditing services for the fiscal year ending March 31, 2023 be awarded to Rector, Reeder, and Lofton, PC.

BE IT FURTHER RESOLVED that the Executive Director is authorized to enter into a contract with the firm of Rector, Reeder, and Lofton, PC for these services.

Commissioner Warren moved and Commissioner Morris seconded approval of the foregoing resolution. A vote being called, the ayes and nays were as follows:

Aye: Eric Braun, Valerie Crutchfield, Susan Ellinger, Arne Morris, Gregg Warren.

Nay: None

Resolution No. 93 (2022) has been adopted.

Mrs. Edgerton said in October the Board approved Resolution No. 88 (2022) to allow a temporary construction easement with the City of Raleigh for storage of materials beginning in November for 9-12 months. The material to be stored is mainly plastic pipes, manholes, and pipe fittings – n
o hazardous materials. The area will be fenced gated and locked. The site will be returned back to its original condition upon completion.

In the process of executing the agreement, the city official informed us that their Real Estate department recommended the agreement be between the city’s contractor and the Housing Authority. On the advisement of our counsel, we are bringing this back to the Board as a new resolution requesting approval.

The only change in this resolution is to change the parties that the agreement is between to Moffat Pipe instead of the City of Raleigh.

HOUSING AUTHORITY OF THE CITY OF RALEIGH
RESOLUTION NO. 94 (2022)

WHEREAS, the Housing Authority of the City of Raleigh (“RHA”) owns property recorded in the Wake County Register of Deed Book 14554, page 1973 being twelve (12) empty lots on Bright Hope Street; and

WHEREAS, the City of Raleigh has expressed interest with the RHA in having it’s contractor, Moffat Pipe, Inc. acquire a temporary construction easement on the lots to complete the Rocky Branch Sewer Improvement Project; and

WHEREAS, the site to be used for a temporary construction easement is necessary for the City of Raleigh, through its contractor, Moffat Pipe, Inc. to complete the Sewer Improvement Project due to the site constraints; and

WHEREAS, the temporary construction easement would be valid for twelve (12) months from the execution of the Easement Agreement unless an extension is granted by the RHA; and

WHEREAS, staff has determined the temporary construction easement would have no negative impact on the property and the City of Raleigh, through its contractor, Moffat Pipe, Inc. has agreed to secure the site with fencing and to return the lots to their original condition upon project completion and indemnify and hold RHA harmless from any liability arising from the granting of this temporary construction easement; and;

WHEREAS, other than seeking reimbursement for legal fees, RHA will not require any additional monetary compensation;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF RALEIGH, that staff execute a temporary construction easement agreement with the City of Raleigh’s contractor, Moffat Pipe, Inc., conveying a temporary construction easement for a period of twelve (12) months on the lots located on Bright Hope Street for the purpose of completing the Rocky Branch Sewer Improvement Project.

BE IT FURTHER RESOLVED THAT staff will seek reimbursement from the City of Raleigh for legal fees related to the conveyance of the temporary construction easement agreement.

Commissioner Ellinger moved and Commissioner Morris seconded approval of the foregoing resolution. A vote being called, the ayes and nays were as follows:

Aye: Eric Braun, Valerie Crutchfield, Susan Ellinger, Arne Morris, Gregg Warren.

Nay: None

Resolution No. 94 (2022) has been adopted.

ADJOURNMENT

There being no further business to come before the Board, the Chair declared the regular meeting recessed at 6:00 pm. The Board went into the Oak City Affordable Communities, Inc. (“OCAC”) regular meeting.

The Board will reconvene after the OCAC meeting to go into Executive Session to discuss a personnel matter.