



ACQUISITION, RENOVATION & DEVELOPMENT COMMITTEE

August 19, 2015

AGENDA

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of the Minutes
 - a) July 22, 2015
5. Property Management
6. RAD/Rankin Terrace
7. Pearce House
8. Project Matrix
9. Resolutions
 - a) **Resolution No. 0961** approving contribution to Wilmington Police Department to maintain ShotSpotter
 - b) **Resolution No. 0962** approving disposal of surplus property Ford 555D Backhoe
 - c) **Resolution No. 0964** approving Yardi systems renewal annual license & user fees for Visual Homes software.
 - d) **Resolution No. 0965** approving window pane replacement at Hillcrest
10. CEO Remarks
11. Adjournment



**ACQUISITION, RENOVATION AND DEVELOPMENT
COMMITTEE MEETING**
OF THE HOUSING AUTHORITY OF THE CITY
OF WILMINGTON, NORTH CAROLINA
July 22, 2015

The regular monthly meeting of the Acquisition, Renovation and Development Committee was held on Wednesday, July 22, 2015 at 4:00 p.m. at the Wilmington Housing Authority, 1524 South 16th Street, Wilmington, North Carolina.

Committee Members Present: Jeffrey G. Hovis, Chair
Greg Neel, Commissioner
Stuart Franck, Commissioner
Deb Hays, Commissioner

Other Commissioners Present: Betsy Kahn, Commissioner
Helayne Levy, Commissioner

Others Present: Katrina H. Redmon, CEO
Sara Davis, Executive Assistant to the CEO
Vernice Hamilton, Director of Operations/HR
Glenn Floyd, Director of HEO
Michelle Kerwin, Director of Finance
Karen Schraml, HEO Coordinator
Dawn Tucker, Assistant Director of Finance
Rhonda Mack, Director of Special Projects/HCV
Paul D'Angelo, Choice Neighborhoods Planning Manager
Laurette Corbyons, Procurement Manager
Matt Scaparro, Director of Property Management
Chris Gnapinski, Procurement Manager

1. Call to Order

The meeting of the Acquisition, Renovation, and Development Committee, "ARD" was called to order by Jeff Hovis, Chair of the Committee, at 4:00 p.m. on July 22, 2015, pursuant to the notice sent to the Commissioners and Staff of Wilmington Housing Authority.

2. Roll Call

Roll call was taken and a quorum was present.

Ms. Redmon requested a change to the agenda adding the following resolutions:

- a) **Resolution No. 0957** approving concrete repair and replacement Authority-wide.
- b) **Resolution No. 0958** approving community center repairs and ceiling upgrades at Vesta Village.
- c) **Resolution No. 0959** approving new mailbox cluster units at Hillcrest.

3. Approval of Minutes

Minutes of the June 17, 2015 ARD Committee meeting were reviewed, Commissioner Hays made the motion to approve the minutes as presented and Commissioner Neel seconded. Minutes were unanimously approved.

4. Property Management – REAC Inspection results

Mr. Scaparro stated the inspections started in May at Solomon Towers, Hillcrest, Houston Moore, Glover Plaza, Eastbrook, Creekwood and Creekwood LLC.

Mr. Scaparro presented the scores for this year per site along with the scores for last year. He stated Solomon Towers did very well and increased in scores from last year's inspection. He stated Hillcrest had a lot of site deductions due to broken glass and tripping hazards along with the fogged windows which caused a 25 point deduction. He stated it shows a difference in inspectors since last year's inspector did not deduct for the windows. He reported Houston Moore increased in their score from last year and Glover Plaza did well as it did last year with a 96%. Creekwood Public Housing did well with a 92% and Eastbrook had their first inspection with a 92%. He reported Creekwood South was inspected and then had a quality assurance inspection with the final score still not reported. Mr. Scaparro stated Creekwood tax credit will be inspected two more times in the next month.

5. RAD/Rankin Terrace LIHTC

Ms. Schraml stated staff had their first call with HUD regarding Rankin RAD and are now working on the paperwork for closing. She stated they are waiting for approval on converting just the 58 units that are in the new Rankin project versus the 77 that were applied for prior to the tax credit closing.

Ms. Redmon stated if they force us to RAD the 77 units the Board will have to consider allowing the allocation to be returned. She stated it will be difficult to meet debt service with the 77 units.

Mr. Floyd reported on the rehabilitation efforts stating

- 16 units have received their certificate of compliance.
- Certificate of compliance expected next week on block 1.
- Cabinets are installed, final electrical, plumbing and mechanical rough-ins are complete and floors are installed in phase 2.
- Sheetrock complete in 36 units.
- Colors are lighter to help with the lightening.
- Framing has begun on the community center.
- New storm doors and address placards on front and back.

Commissioner Hovis asked if funds were allocated for landscaping and Ms. Redmon said she will be talking to the garden clubs about help with the landscaping.

6. Pearce House

Ms. Schraml stated they are working to get the agreements from the City. Once the agreements are received we can move towards closing.

Commissioner Neel asked about the cash flow and Ms. Redmon stated the City will not but our cash flow will preempt theirs. She stated she has asked that if they charge no interest we will not charge interest.

Commissioner Hovis asked when building will begin and Ms. Redmon stated it is hard to give a date because of the attorneys involved but we are aiming to close on permanent financing by next August and we would need a 9 month construction period.

7. Project Matrix

Mr. Floyd reported on the following:

- Staff has been working on three resolutions, concrete repair and replacement, Vesta Village upgrades and Hillcrest mailboxes. He reported on a fourth resolution for the window panes at Hillcrest, stating bids were received but it needs to go back out for bid due to the bids being above the estimate. He added it will be a walk-in resolution as the bids open on the morning of July 27th.
- Ground source heat pump at Hillcrest began yesterday with an average of 2 units a day.

8. Resolutions

- a) **Resolution No. 0953** approving a contract for general plumbing services Authority-wide.
- b) **Resolution No. 0954** approving a contract for replacement and repair of HVAC units Authority-wide.
- c) **Resolution No. 0955** approving a contract for pest control services Authority-wide.
- d) **Resolution No. 0956** approving a contract for unarmed security guard service at Solomon Towers Development.
- e) **Resolution No. 0957** approving concrete repair and replacement Authority-wide.
- f) **Resolution No. 0958** approving community center repairs and ceiling upgrades at Vesta Village.
- g) **Resolution No. 0959** approving new mailbox cluster units at Hillcrest.

Ms. Redmon deferred to Laurette Corbyons on how the resolutions were procured. Ms. Corbyons stated the plumbing and pest control was rebids, advertised twice. Security guard services were also rebid and 1 bid was received.

Mr. Floyd stated Resolution 0957 for concrete repair contract is for 2 years and is in case of crack sidewalks or any other repairs to the sidewalks and curbs.

Mr. Floyd stated Resolution 0958 for the Vesta Village community room upgrades will include removing the drywall ceiling and replacing a drop ceiling, lighting, air conditioning registers, shingles on the roof, restriping the parking spaces and pressure washing the exterior of the building.

Commissioner Franck asked how many times we have tried to do the work at Vesta and Mr. Floyd stated we have tried a couple times but the numbers came back to high. He added asbestos and lead testing had to be done. Mr. Floyd reported Resolution 0959 is for the new mailboxes at Hillcrest. He reported working with the post office on the new cluster mailboxes so they are handicap accessible.

Commissioner Kahn asked if it is unusual to receive only 1 bid for a contract and Ms. Redmon stated there is extra work with certified payrolls and other paperwork so we will be looking at ways to attract more contractors.

Commissioner Hovis stated the bid tabulation for the community room doesn't match and it was discovered it was bid tabulation from 2010. Mr. Floyd reviewed the accurate numbers and Ms. Davis stated she would ensure Commissioners receive the correct paperwork.

Ms. Corbyons reported Resolution 0955 is with Cleggs who is our previous pest control services. Ms. Corbyons stated there Cleggs was the only one to bid and did not change their prices.

Ms. Corbyons reported Resolution 0954 bids were very close with Watson and Moser. She stated she went by the average and it was awarded to Watson Electrical who was also the previous contractor.

A motion made by Commissioner Neel to recommend the Resolutions as presented to the Board and seconded by Commissioner Franck carried unanimously.

9. CEO Remarks

Ms. Redmon stated at the June Board Meeting, Mr. Steve Lee asked that an incident be looked into regarding a boy that dropped his potato chip back on the ground where police got involved. Ms. Redmon stated she did look into it, reviewed the video and audio footage from the police body cameras and stated there was nothing improper from the time the police arrived to talk to the boy to the time they took him home and spoke to his mother. Ms. Redmon stated Mr. Lee asked that Ms. Redmon set up a meeting with the Police Department to discuss relationships and there has been a meeting arranged and Mr. Lee will be present.

Ms. Redmon stated in the RCR Committee it was mentioned there was issues with the internet connection at the Creekwood Computer Lab and Ms. Redmon reported that Mr. Fisher went to the computer lab after yesterday's meeting and found the internet connection working fine and believes it to be a user problem. Mr. Fisher showed Ms. Mullins where the problem logging on was.

Commissioner Kahn gave kudos to Tony Fisher for addressing the compliant so quickly.

Ms. Redmon introduced Chris Gnapinski to the Committee as the new Procurement Manger. She informed the Committee that Ms. Corbyons will be retiring and Mr. Gnapinski will be stepping into that position.

10. Adjournment

A motion made by Commissioner Franck and seconded by Commissioner Neel to adjourn the meeting carried unanimously.

Projects Out To Bid

Project Management Action List
8/11/15

Item	Est. Completion Date	Project Manager	Site	Status
Replacement of Hillcrest Window Panes	7/20/15	Glenn	Hillcrest	Bringing resolution to Board.

Other Items

Project Management Action List
8/11/15

Item	Est. Completion Date	Project Manager	Site	Status
Property Tax Values	On going	Karen	Creekwood South	Continuing to work with New Hanover County Tax Dept. regarding receipt of first property tax bill for Creekwood.
Insurance Renewals	Ongoing	Karen	Taylor Estates/Creekwood South/Rankin Terrace	Annual renewal of insurance for LIHTC properties. Creekwood South renewed on 7/1/15. Taylor Senior and Taylor Pointe renewal is 8/15.
Rankin Terrace RAD	8/15/15	Karen / Paul / Glenn	Rankin Terrace	Application submitted to HUD prior to LIHTC closing and disposition of property; Received CHAP for 77 units in AMP 81; Amended CHAP received for 58 units in AMP 21. Inventory removal of units in PIC completed. Preparing Financing Plan for submittal to HUD 8/15/15.

Projects Under Contract/In Process

Project Management Action List
8/11/15

Item	Est. Completion Date	Project Manager	Site	Status
Supportive Housing I	12/1/15	Glenn / Karen	Jervay Supportive Housing	Storm water permit has been approved and received from NCDENR. Received 9 month extension of NCHFA commitment. Financial closing with SECU and NCHFA pending. Resolution for updated cost from contractor and ground lease approved by Board. Permits have been approved by the County. Worked with CFPUA to reduce tap fees from \$36,905 to \$11,410.
CDBG	9/1/15	Karen	Jervay Supportive Housing	City council approved \$200,000 to be put to Pearce House. Working with City staff on next steps. Reviewing draft CDBG agreement.
Rankin Terrace LIHTC	12/31/15	Glenn / Karen	Rankin Terrace	Began move-ins on 7/7/15. Received certificates of compliance on 22 units. Roofing completed in Phase 1 and Phase 2. Sheetrock installation completed in 38 units. All insulation complete Phase 1. Electrical, mechanical and plumbing rough-in complete in all units Block 2, finals in process. Community Center roofing in process. Block 1 HAP contract executed 8/6/15.
Replacement of 122 Ground Source Heat Pumps with Air to Air Heat Pumps	10/31/15	Glenn	Hillcrest	In processes. Contractor has completed 39 units.
Concrete Repair/Replacment	7/16/17	Glenn	Authority Wide	Under contract, awaiting pre-construction meeting.
Vesta Village Community Center	10/16/15	Glenn	Vesta Village	Under contract, awaiting pre-construction meeting.
New Cluster Mailboxes at Hillcrest	10/16/15	Glenn	Hillcrest	Under contract, awaiting pre-construction meeting.
RHF Funds	8/15/15	Glenn / Karen / Paul	City Wide	Single family home purchased with RHF funds, completes expenditures of 2011 funds on time.
Sunset South	ASAP	Glenn / Karen	Sunset South	Awaiting City Operations Department review for maintenance list regarding dedication of roads. Stormwater Permit Ownership Change Form was returned to the HOA per the terms of the settlement agreement.



**HOUSING AUTHORITY OF THE CITY OF WILMINGTON,
NORTH CAROLINA**

**RESOLUTION APPROVING
CONTRIBUTION TO WILMINGTON POLICE DEPARTMENT
TO MAINTAIN SHOTSPOTTER**

Resolution No. 0961

WHEREAS, the Housing Authority of the City of Wilmington, North Carolina is working with the City of Wilmington Police Department to maintain the ShotSpotter equipment; and

WHEREAS, the Housing Authority has agreed to contribute \$56,893.00 to the equipment maintenance costs to improve the safety of WHA residents; and

WHEREAS, the WHA has budgeted the amount of \$56,893.00 for direct payment to ShotSpotter for this purpose; and

NOW, THEREFORE, BE IT RESOLVED, the Chief Executive Officer of the Housing Authority of the City of Wilmington, North Carolina is hereby authorized to pay the amount below for maintenance of the Shot Spotter equipment to SHOTSPOTTER INC. in the amount of \$56,893.00.

BE IT FURTHER RESOLVED, this Resolution becomes effective August 24, 2015.

Katrina H. Redmon
Chief Executive Officer

(SEAL)



**HOUSING AUTHORITY OF THE CITY OF WILMINGTON,
NORTH CAROLINA**

**RESOLUTION APPROVING
DISPOSAL OF SURPLUS PROPERTY
FORD 555D BACKHOE**

Resolution No. 0962

WHEREAS, Ford Backhoe Model 555d Serial number 025259 is in need of major repairs; and

WHEREAS, the Wilmington Housing Authority has no further use for it; and

WHEREAS, in accordance with the Housing Authority of the City of Wilmington, North Carolina Procurement Policy: Disposition of Real Property.

WHEREAS, The Housing Authority of the City of Wilmington, North Carolina requests to surplus the property pursuant to (24 CFR 85.32(e).); and

NOW, THEREFORE, BE IT RESOLVED, the Chief Executive Officer of the Housing Authority of the City of Wilmington, North Carolina is hereby authorized to sell **Ford Backhoe Model 555d Serial # 025259** for fair market value.

BE IT FURTHER RESOLVED, this Resolution becomes effective August 24, 2015.

Katrina H. Redmon
Chief Executive Officer

(SEAL)



**HOUSING AUTHORITY OF THE CITY OF WILMINGTON,
NORTH CAROLINA**

**RESOLUTION APPROVING
YARDI SYSTEMS RENEWAL ANNUAL LICENSE
& USER FEES FOR VISUAL HOMES SOFTWARE**

Resolution No. 0964

WHEREAS, the Wilmington Housing Authority has utilized Yardi Software (previously known as Visual Homes) for the last 5+ years; and

WHEREAS, Yardi Systems Inc. Software Maintenance & Support Agreement is due for renewal; and

WHEREAS, Yardi is requesting the same amount as 2013 & 2014 for continuing service; and

WHEREAS, funds will be charged to licensed users department; and

NOW, THEREFORE, BE IT RESOLVED, the Chief Executive Officer of the Housing Authority of the City of Wilmington, North Carolina is hereby authorized to enter in to an agreement for Renewal of Annual License & User Fees for Visual Homes Software to **Yardi Systems Inc.** in the amount of **\$51,911.91.**

BE IT FURTHER RESOLVED, this Resolution becomes effective August 24, 2015.

Katrina H. Redmon
Chief Executive Officer

(SEAL)



**HOUSING AUTHORITY OF THE CITY OF WILMINGTON,
NORTH CAROLINA**

**RESOLUTION APPROVING
WINDOW PANE REPLACEMENT AT HILLCREST**

Resolution No. 0965

WHEREAS, a need exists for the replacement of 838 existing window panes at Hillcrest due to the failure of window seals; and

WHEREAS, a bid for Window Pane Replacement at Hillcrest was completed in accordance with the Housing Authority of the City of Wilmington, North Carolina Procurement Policy to secure a contractor for such replacement; and

WHEREAS, the funds for this contract shall come from 2013 Capital Funds; and

WHEREAS, the Authority received the required number of responsive bidders (Attachment A); and

WHEREAS, Integrity Builders was the lowest responsive bidder; and

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer of the Housing Authority of the City of Wilmington, North Carolina is hereby authorized to enter in to a contract for Window Pane Replacement at Hillcrest to **Integrity Builders** in the amount of **\$117,750.00.**

BE IT FURTHER RESOLVED, that this Resolution becomes effective August 24, 2015.

Katrina H. Redmon
Chief Executive Officer

Date: _____

(SEAL)



**INFORMAL BID TABULATION
SINGLE PRIME BIDS**

Project: rebid - REPLACEMENT OF WINDOW PANES
WHA Project No CFP13.05-HILLCREST
Bid Date: 28-Jul-15
Bid Location: Wilmington Housing Authority - Central Office
 1524 South 16th Street
 Wilmington, NC 28401-6426

CONTRACTOR NAMES	5% BID BOND	Base Bid Proposal W/\$3000 ALLOWANCE	ADDENDUM #1	ADDENDUM #2	WINDOW BALANCE REPLCMT	HUD FORM 92010	HUD FORM 2992	SECTION 3 CERTIFICATION	HUD FORM 5369A	NON-COLLUSIVE	LICENSE NUMBER				
INTEGRITY BUILDERS	X	\$117,750.00	X		\$150.00	X	X	X	X		53562				

By: Laurette Cobyons Witness By: Chauntrell Burns
 Procurement Mgr Coordinator