



REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF WILMINGTON, NORTH CAROLINA
November 2, 2021

The regular meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held at Hampton Inn, 2320 S 17th Street, Wilmington, NC.

Commissioners Present:

- A.R. Sharp, Chair
- Lee Backston, Vice Chair
- Hollis Briggs, Commissioner
- Bryan Greene, Commissioner
- Nancy Guyton, Commissioner
- Joan Johnson, Commissioner

Others Present:

- Vernice Hamilton, Interim Executive Director
- Kim Fitzwater, VP, Finance and Administration
- Julia Shaw, Exec. Asst./Communications Coord.
- Ted Heilbron, Kelley Development Company
- Kelly Kenoyer, WHQR

1. Call to Order

The meeting was called to order by Chair Sharp at 4:15 p.m. pursuant to the Public Notice.

2. Roll Call

Roll call was taken and a quorum was present.

3. Approval of Agenda

Board Chair Sharp said the Closed Session on the WHA agenda will be removed as the attorney's presence is required. The Agenda of the November 2, 2021 Board of Commissioners Meeting was reviewed, the motion to approve the agenda with the noted change was made by Commissioner Backston, seconded by Commissioner Briggs and unanimously approved.

4. Old Business

Minutes of the October 5, 2021 WHA Board of Commissioners Regular Meeting were reviewed, the motion to approve minutes was made by Commissioner Backston, seconded by Commissioner Briggs and unanimously approved.

Minutes of the October 18, 2021 WHA Board of Commissioners Special Meeting were reviewed, the motion to approve minutes was made by Commissioner Backston, seconded by Commissioner Briggs and unanimously approved.

5. New Business

- **Bonds Presentation**

Mr. Fitzwater introduced Mr. Ted Heilbron of Kelley Development who provided a presentation about WHA Board of Commissioners

Starway I and Starway II developments. These will be workforce housing and will accept vouchers. WHA has been asked to issue two sets of bonds for this project, one for each phase. The inducement resolutions are on the agenda. Mr. Fitzwater said the actual issuance won't take place until the second or third quarter of 2022. The inducement resolutions are needed in order for the developer to submit an application for tax credits to NCHFA. There is no liability or cost to WHA. Mr. Heilbron said that this will be the first workforce housing with true market-rate amenities in the area.

- **Committee Updates**

Real Estate Development Committee Report

Commissioner Greene said that the committee met on October 26th and there was a quorum. Main items discussed were the upcoming public comment meeting and Resident Advisory Board meeting (RAB) for Hillcrest Demo-Dispo.

Policy, Administration and Finance Committee Report

Commissioner Sharp reported that this committee met on October 26th and there was a quorum. Financial statements were reviewed and resolutions were recommended for approval.

6. Resolutions

FINANCE RESOLUTIONS

Resolution No. 1442 – Resolution Approving the Housing Authority of the City of Wilmington, North Carolina Unaudited Financial Statements for the Period Ended September 30, 2021

A motion from committee to approve Resolution No. 1442 was seconded by Commissioner Greene and passed unanimously.

Resolution No. 1443 – Resolution Approving the Creekwood South, LLC Unaudited Financial Statements for the Period Ended September 30, 2021

A motion from committee to approve Resolution No. 1443 was seconded by Commissioner Greene and passed unanimously.

Resolution No. 1444 – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable in the Amount of \$3,916.04 for the Period Ended September 30, 2021

A motion from committee to approve Resolution No. 1440 was seconded by Commissioner Backston and passed unanimously.

Resolution No. 1445 – Resolution Authorizing Write-off of Vacated Tenants Accounts Receivable for Creekwood South, LLC in the Amount of \$815.73 for the Period Ended September 30, 2021

A motion from committee to approve Resolution No. 1445 was seconded by Commissioner Greene and passed unanimously.

Resolution No. 1446 – Resolution Giving Preliminary Approval to Issuance of Multifamily Housing Revenue Bonds to Finance Starway Village – Phase I

A motion by Commissioner Greene to approve Resolution No. 1446 was seconded by Commissioner Backston
WHA Board of Commissioners

and four to one. Commissioner Johnson voted “no”.

Resolution No. 1447 – Resolution Giving Preliminary Approval to Issuance of Multifamily Housing Revenue Bonds to Finance Starway Village – Phase II

A motion by Commissioner Greene to approve Resolution No. 1446 was seconded by Commissioner Backston and four to one. Commissioner Johnson voted “no”.

PROCUREMENT RESOLUTION

Resolution No. 1448 – Resolution Authorizing the Acting Executive Director to Execute a Contract in an Amount not to Exceed \$1,000,000 Over a Five-Year Period with Power Temp Services for Temporary Staffing Services

Ms. Hamilton reiterated that this is how the majority of full-time staff has come on board.

A motion by Commissioner Backston to approve Resolution No. 1448 was seconded by Commissioner Briggs and passed unanimously.

7. Department Updates

- **Housing Choice Voucher**

Ms. Hamilton said that a new Director starts on November 8th. It’s been almost two years since that position was filled. Other positions open in this department are HCV Specialist and Inspections Coordinator.

- **Property Management**

Ms. Hamilton said this department has an open position for Leasing Specialist.

- **Community Engagement**

Ms. Hamilton said that the Jobs Plus program is gearing up and about to kick off. Two additional positions need to be filled.

8. Closed Session

This was rescheduled to November 30th

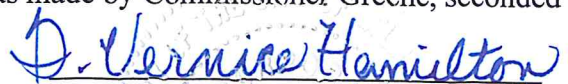
9. Other Business

10. CEO Remarks

None at this time.

11. Recess

A motion to recess the meeting of the Board of Commissioners of the Housing Authority of the City of Wilmington, North Carolina until November, 30, 2021 was made by Commissioner Greene, seconded by Commissioner Johnson and passed unanimously.



G. Vernice Hamilton
Acting Executive Director and Secretary
(SEAL)