

**HOUSING AUTHORITY OF
ST. MARY'S COUNTY, MARYLAND (HSMC)
BOARD OF COMMISSIONERS MEETING**

Wednesday, August 24, 2022
21155 Lexwood Drive, Suite C
Lexington Park, MD 20653

MINUTES

Roll Call:

Tina Dean, Chair - Absent
Michael Bellis, Vice Chair (Via Teams)
Roy Alvey, Commissioner
Joshua Brewster, Commissioner (Via Teams)
Natalie Weech, Commissioner - Absent
Alexis Zoss, Commissioner
Sean Kingston, Interim Executive Director
Anita Jones
Tomica L. Scriber

Call to Order

The meeting was called to order at 5:12 P.M.

Executive Director Transition

Interviews have been held and the Board has chosen two applicants for second interviews.

HSMC 2022 Operating Budget

Operating budget was reviewed. The Board is requesting to see a full budget analysis.

Information Technology Purchases

14 computers have been delivered and are being configured for users. We are waiting for estimates from two different companies for the replacement of the server. HSMC is also getting estimates for current IT professional and another IT Firm (Monarch Cyber Security). HSMC joined Sourcewell in order to look at contract bids, procurement, etc.

ERAP (Emergency Rental Assistance Program)

St. Mary's County has been awarded \$1,400,000 for ERAP 2. As of July 25, 2022, we have received 1,617 applications and 621 applications have been processed. As of July 25, 2022, we have dispersed \$4,325,145 in ERAP funds. We are waiting on a response from Cynthis Brown as to when we will get the ERAP Funds.

Behavioral Health & COVID Services HUB

Ribbon Cutting Ceremony is scheduled for September 8, 2022. A formal invitation via email was sent to Commissioners. Seats are limited; please RSVP not later than 08/31 to events.smchd@maryland.gov

Indian Bridge Update

CDA has given the approval and will subordinate the loans. At the last meeting, the Board had requested a breakdown of the pros and cons of selling vs. buying. A pro forma spreadsheet will be sent to Board Members. HASMC is looking into BlueHub vs. a HUD loan from Harper Capital. Still reviewing pros and cons.

Fox Chase Village aka Admiral's Landing Apartments

Osprey is scheduled to go into closing on September 29, 2022.

Victory Woods, Phase II

There are no current updates. Victory Housing has submitted an appeal letter to METCOM regarding the \$1.3M capital contribution charge. Comments have been submitted regarding the proposed Equivalent Dwelling Unit table update, which would impact fees on Victory Woods I and II.

Valley Drive Estates

There are no current updates. Foundation Development Group, LLC and Pax Development submitted an LIHTC application to renovate 38 two- and three-bedroom townhomes which would be available for occupancy in early 2024. They have asked HASMC to refer qualified residents and to assist with marketing efforts.

Villas at Lexwood

There are no current updates. Per Shawn's discussion with Tom Ayd, we are unsure of whether we will receive award. On May 24, 2022, Greenstreet Housing submitted an application for new construction funding to DHCD for a 40-unit affordable, energy efficient and quality rental housing development on a 3.961-acre parcel of land located on Lexwood Drive across from Lexwood Apartments.

2023 HUD PHA Plan

We are beginning the initial steps related to the annual PHA process. HASMC must submit the Annual Plan no later than October 18 each year. Letters to the Resident Advisory Board have been sent informing them of the 2023 process.

Review and approve minutes from July 27, 2022 and August 15, 2022 meetings

A motion was made by Commissioner Alexis Zoss to approve the minutes from July 27, 2022 and August 15, 2022 meetings pending additions and corrections; seconded by Commissioner Roy Alvey; and passed by unanimous vote.

Financial Reports

Financial reports were reviewed.

Housing Choice Voucher Report

The Housing Choice Voucher Report is in progress.

Restructuring of Maintenance to Report to

Voucher program requires HQS inspections, eventually Maintenance should be able to take this over so it can stop being contracted. Anita is in charge of contracts and leasing. Leases are being revised/redone.

MEA Grant No. 2022-21-331S1

HASMC received a \$115,000 Award to provide cost-effective energy efficiency upgrades in at least 10 households in St. Mary's County. HASMC is working with Edge Energy (subcontractor) to leverage funds that they have access to in order to assist more residents.

Community Legacy Grant No. SRP-CL-2019-HASStMarys-00331

HASMC received a \$100,000 Award for Greenspace next to Library. Work had been paused due to COVID-19 and weather-related issues but has resumed. Regrading, seeding & installation of sidewalks remain.

Community Legacy Grant No. SRP-SDF-2020-HASStMarys-00426

HASMC received a \$75,000 Award for the Greenspace next to Library. Work had been paused due to COVID-19 and weather-related issues but has resumed. Regrading, seeding & installation of sidewalks remain.

Community Legacy Grant No. CL-2021-HASStMarys-00269

Work complete; waiting for payment of \$50,000; then Final Report to be submitted.

DOE Weatherization Assistance Program

- 2019/2020 Program Year
 - Virtual fiscal/programmatic monitoring was completed on 06/22/2022-6/23/2022
 - Exit interview was completed on 07/07/2022, waiting for final report

- 2021 Program Year
 - Fully executed grant agreement received 08/13/2021
 - Performance Period is 07/01/2021 to 06/30/2022
 - \$788,125
 - Target is 79 units in program year
 - 30 units have been completed; 0 units in Scheduled status; 0 units in Audited status; 4 units in Work Ordered status; 4 unit in Measures Installed status; 11 units in Inspected status; 0 units in Invoiced status
 - The average job cost is \$8,949
 - Current budget balance is \$340,135
 - Program year ended as of 06/30/2022
- 2023 Program Year
 - Fully executed grant agreement received 07/07/2022
 - Performance Period is 07/07/2022 to 06/30/2025
 - \$482,872
 - Target is 50 units per program year
 - 0 units have been completed; 0 units in Scheduled status; 0 units in Audited status; 0 units in Work Ordered status; 0 units in Measures Installed status; 0 units in Inspected status; 3 units in Invoiced status
 - The average job cost is TBD
 - Current budget balance is \$470,179

EmPOWER Program

- 2021 – 2023 Cycle
 - Performance Period is 07/01/2021 to 02/28/2024
 - \$1,383,780 (3-year period)
 - Target is 20 units per month
 - 58 units have been completed; 0 units in Scheduled status; 3 units in Audited status; 14 units in Work Ordered status; 3 units in Measures Installed status; 16 units in Inspected status; 4 units in Invoiced status
 - The average job cost is \$6,434
 - Current budget balance \$566,229
 -

Maryland Energy Efficiency Tune-Up

- 2021 – 2023 Cycle
 - Performance Period is 07/01/2021 to 02/28/2024
 - Target is 20 units per month
 - 14 units have been completed; 1 unit in Scheduled status; 1 unit in Audited status; 4 units in Work Ordered status; 0 units in Measures Installed status; 6 units in Inspected status; 0 units in Invoiced status
 - The average job cost is \$822
 - Current budget balance \$24,563

Maryland Energy Assistance Program

- 2021 – 2023 Cycle
 - Fully executed grant agreement received 11/02/2021
 - Performance Period is 11/02/2021 to 11/30/2024
 - \$752,000 (3-year period)
 - Expedited crisis service is 11/01/2021 to 03/31/2022
 - Target is 4 units per month
 - 18 units have been completed; 0 units in Scheduled status; 2 units in Audited status; 2 units in Work Ordered status; 3 units in Measures Installed status; 6 units in Inspected status; 0 units in Invoiced status
 - The average job cost is \$249
 - Current budget balance \$120,837

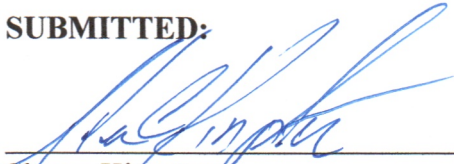
Adjournment at 6:27 P.M.

Commissioner Bellis made a motion to adjourn and it was seconded by Commissioner Brewster; and passed by unanimous vote.

Next Regular Meeting

Scheduled for September 28, 2022.

SUBMITTED:



Shawn Kingston
Executive Director/Secretary

ACCEPTED BY:



Tina Dean, Chair