

There was a meeting of the Wise County Redevelopment and Housing Authority Board of Commissioners on Tuesday, February 10, 2009 at 4:30 p.m. at the John P. Vandiver Community Center in Coeburn, Virginia.

Those members present were as follows:

Elsie V. Kern
Jim Flanary
Robert Harrison
Randy Carter
Fred Pack
James Cooper
John Markham

Absent

James R. Johnson, Sr.

Mr. Carter led the meeting in prayer which was followed by the Pledge of Allegiance.

Chairwoman Kern asked for public comments. There was none.

Chairwoman Kern asked if there were any corrections or additions to the November 18, 2008 and December 9, 2008 meeting minutes. Mr. Flanary made a motion to approve the minutes as received; the motion was seconded by Randy Carter. All members voted aye.

Chairwoman Kern asked for approval of the agenda. Mr. Salyer stated that he would like to remove item #6 under New Business. Randy Carter made a motion to approve the agenda with the change; the motion was seconded by Mr. Flanary. All members voted aye.

Chairwoman Kern proceeded to Old Business – Commonwealth Apartments. Mr. Salyer stated that Virginia Housing and Community Development is assisting the Authority in applying for tax credits for Commonwealth Apartments to do the improvements needed for Commonwealth. Crews from Lane Engineering will begin surveys and on-site visits on February 16, 2009 to prepare as-built drawings. All the tenants have been notified. Mr. Salyer stated that the Authority will need to have a separate board of directors similar to Stonebriar, L.P. and Wise County Housing Corporation. Our attorney stated we could use the same board as we have now if the board is in agreement. Chairwoman Kern asked for a motion. Mr. Harrison made a motion that the Authority use the existing Wise County Housing Corporation and Inman Village Board of Directors for the Commonwealth Apartments. The motion was seconded by Mr. James Cooper. All members voted aye.

Capital Improvements was discussed. Jack Mooney discussed the improvements included in the Five Year Plan. These improvements are for the HUD projects only. He stated that in the next five years the Authority will be upgrading the computers and communication systems. At Litchfield Manor we plan to do some patch paint work on the interior; we are in the process of getting the shutters painted at Litchfield Manor; we are also looking into purchasing another maintenance vehicle in the future. Some of the repairs that have been made already are: plumbing at Appalachian Towers has been completed; roofing job at Appalachian Towers has been completed; window blinds have been installed at Litchfield Manor. Mr. Salyer stated that the Authority plans on doing some new signage at Litchfield Manor. Chairwoman Kern asked if there were any questions on the capital improvements. There were no questions.

Board of Supervisor's Request was discussed. The board members were sent a copy of a letter from the Wise County Board of Supervisors requesting that board minutes and updates of Chairmanship changes be sent to the Board of Supervisors and to the County Administrator's office. Mr. Salyer stated that the county is interested in the different boards in the county and want to know what is going on so they can better inform the public. Mr. Salyer stated that after minutes have been approved they will be e-mailed to the Board of Supervisors and the County Administrator's office.

Mr. Markham asked if the Authority could adopt the Roberts Rules of Order. Mr. Salyer said he would speak to Greg Gilbert about a simplified version of Roberts Rules of Order and mail a copy to the board with the board package in March.

Chairwoman Kern continued to New Business – HUD Inspections. Mr. Mooney stated that in the month of December all the HUD housing properties were inspected by HUD. They did a very detailed inspection and inspected approximately 44% of our units. The Authority did well on the inspection with no major deficiencies or health hazard issues.

Jack Mooney discussed the REAC Inspections. Mr. Mooney stated that Inman Village is basically a Rural Development project however Inman has project based rental assistance through HUD. A REAC inspector inspected Inman Village on January 30, 2009. The inspection went well with no major deficiencies. The maintenance personnel did a good job. Mr. Salyer stated that HUD now contracts these inspections out to retired contractors or engineers. Mr. Salyer commended the staff for doing a good job.

Audit was the next item on the agenda. Kathy Hylton stated that on January 27, 2009 two auditors from Dooley and Vicars in Richmond audited Stonebriar and Inman Village. Within the next 60 days we will have our annual audit for the whole Authority.

Jack Mooney stated that Rural Development audited Old Mill Village and Inman Village during the month of December. The audit went well.

Chairwoman Kern proceeded to SEMAP – Section 8 Management Assessment Program. The Authority assists approximately 750 families on the rental assistance program with private landlords. The Authority submits a SEMAP Report to HUD in November of each year. We have a waiting list for the rental assistance program and applicants are pulled from that waiting list. Fair Market Rents in Wise County are used to determine approvable rents under the Section 8 Program. The utility allowances are reviewed annually and updated as necessary based on utility company data. Before a unit is leased, the Authority inspects the unit. The units are also inspected once a year after the initial move-in. Jack Mooney will be doing quality control inspections. Kathy Hylton will be pulling files and checking them.

Capitalization Policy was discussed. Kathy Hylton stated that the Authority currently has a Capitalization Policy on equipment of \$200.00 or more that has a useful life above one year. Our auditor has suggested that we increase that amount to \$500.00 or more. The following Capitalization Policy was presented to the Board:

Wise County Redevelopment and Housing Authority adopts the following capitalization policy for the purpose of determining, distinguishing, and recording materials or non-expendable equipment purchased or acquired in connection with the development, management, and maintenance of properties owned or operated by the Authority.

- A. If the initial cost of a piece of equipment and/or other asset is Five Hundred Dollars (\$500.00) or more and the anticipated useful life of said equipment or property is more than one (1) year the same shall be capitalized and recorded as non-expendable equipment and charged as a capital expenditure.
- B. If the initial cost of the piece of equipment and/or personal property is less than Five Hundred Dollars (\$500.00) or its useful life is less than one (1) year regardless of cost, the same shall be expensed.

Chairwoman Kern asked for a motion on the Capitalization Policy. Mr. John Markham made a motion to approve the Capitalization Policy for the Authority; the motion was seconded by Randy Carter. All members voted aye.

Personnel was the next item on the agenda. Mr. Salyer stated that the Authority has not replaced Donny "Butch" Hensley, a maintenance employee that worked for the Authority for 21 years and had to leave the

Authority for health reasons. We are accepting applications through Virginia Employment Commission. Mr. Salyer asked the Board's permission to hire a maintenance mechanic within the next 30 days. The new employee would be working mainly at Old Mill Village and Commonwealth Apartments. Chairwoman Kern asked for a motion from the board. Mr. Jim Flanary made a motion to give Monty Salyer permission to hire a maintenance mechanic; the motion was seconded by Mr. James Cooper. All members voted aye.

Chairwoman Kern asked for Board Comments/Requests. Mr. Markham asked about the reception of the Commonwealth tenants toward the Authority. Mr. Salyer stated that the tenants were very receptive and they really like the manager, Rita McConnell. There were no other comments from the board. Chairwoman Kern asked for a motion to adjourn. Mr. Fred Pack made the motion to adjourn.

The minutes were approved at the March 10, 2009 board meeting.