

**Rockville Housing Enterprises  
Board of Commissioners Meeting Minutes  
September Board Meeting**

**The Board of Commissioners for Rockville Housing Enterprises Regular Meeting on  
September 22, 2021**

**To Join via Zoom Video Conference:**  
*<https://zoom.us/join> Meeting ID: 927 6506 5009 Passcode: 226657*  
**To Join via Zoom Telephone Conference:**  
*Dial In: 301-715-8592 Meeting ID: 927 6506 5009 Passcode: 226657*

**Present**

Chairman – James Hedrick, PhD  
Commissioner- Edward J. Duffy  
Commissioner – Steve Marr  
Commissioner – Stacy Kaplowitz

**In Attendance**

Jessica Anderson, Executive Director RHE  
Asmara Habte, Director, DHCD, COR  
Christele Etienbla, RHE Staff  
Tosha Dyson, RHE Staff  
Monique Ashton, City Councilperson, City of Rockville

6:32 PM Call to Order

Chairman Hedrick called the September 22, 2021, meeting of the Rockville Housing Board of Commissioners Meeting to Order. Chairman Hedrick called the roll for RHE Board Members present.

6:35 PM Consent Items

Chairman Hedrick called for a motion to approve or make changes or corrections to the meeting minutes for the board meetings held on August 4, 2021; August 20, 2021; and August 27, 2021. Commissioner Duffy moved to approve the meeting minutes from the August 4, 2021; August 20, 2021; and August 27, 2021 meeting; Commissioner Marr seconded the motion. All present voted Aye.

6:38 PM Citizen Comments

Chairman Hedrick asked if there were any citizens present that wanted to make a statement. There were none present.

Chairman Hedrick called for the next item on the agenda, Executive Director’s Report:

## **Activities during the month of August 2021**

### Meetings/Activities

- Fireside Park Property Management calls were held bi-weekly.
- Staff continues a telework schedule due to COVID 19 Social Distancing restrictions.
- Food Distributions at the David Scull Community are held weekly but will be transitioned to only two days a week going forward.
- RHE continues to engage in social distancing measures. RHE continues to not see clients in the office, but are servicing clients through email, mail, phone and fax.
- National Night Out held on August 3, 2021 at Mt. Calvary
- Back to School Back Pack Giveaway

### Move to Work (MTW) Program Implementation

The Move to Work Annual Plan supplement is posted for the 45-day public posting period. There is a resident meeting that will be held via zoom on October 19, 2021. The Public Hearing will be held on October 20, 2021.

### RELP Refinance/ Limited Partner Exit

The Limited Partner Investor has officially accepted RHE Corporation's buy out offer of the payment of exit taxes to purchase the Limited Partner's interest. Lender and Maryland DCHD Notifications have been sent. The investor is looking for a November 15, 2021, closing. Staff are working with Coats Rose legal firm on the exit documents.

### Scattered Site Conversion Update

RHE has received HUD approval for the Scattered Site Conversion. The tenant protection voucher application to the HUD Field Office has been started. Resident meetings are scheduled for September 24, 2021. RHE has engaged Village Settlements to begin the title work. Staff will be working with Reno Cavanaugh legal firm to draft the restrictive covenant documents and the HUD Declaration of Trust releases. Staff are looking at a November 2021 closing for this transaction. A fourth quarter closing is necessary to receive the voucher funding for CY2022.

### *Technology Upgrades*

RHE is working on implementing the new electronic filing system and on-line recertifications. RHE has officially begun provided client utility allowance payments via debit card. The new client portal allows all RHE tenant to check their tenant account ledgers on line as well as pay their rent electronically.

### Financial Management (See Tab 3)

### **Public Housing Program (PH) (108 PH Units)**

The Net Income on the PH Cash Flow Report for the month of August 2021 indicates a negative (\$33,276.51). This is due to over \$25,000 in accrued turn over expenses which included flooring upgrades appliance and water heater purchases for First Street, hardware supplies, and the payment of the grant writer fee for the ROSS Grant Application. Year to date is a negative (\$63,737.62).

**Housing Choice Voucher (HCV) Program (404 Regular Vouchers ;)**

The Net Restricted Assets (HAP) for the month of August 2021 is a positive \$442,256. Year to date the HAP is a positive \$748,549.

The Un-Restricted Net Assets (Administrative Expenses) for the month ending August 2021 is a negative (\$1,770.24) due to the payment of accrued HQS inspection invoices. Year to date is negative (\$101,534.50). The current year to date balance is off set by the positive Un-Restricted Net Assets balance carried over from the end of the prior fiscal year.

**Mainstream Vouchers (50 Mod Vouchers)**

The Net Restricted Assets (HAP) for the month of August 2021 is negative (\$585) due to due to back payments to landlords. Year to date the HAP is negative (\$29,647.95).

The Unrestricted Net Assets (Administrative Expenses) for the month ending August 2021 is a positive \$183.46. Year to date is positive \$600.26.

**Mod Rehab Program (5 Mod Vouchers)**

The Program cash flow for the month of August 2021 is a negative (\$2,660). This is due for not receiving the MOD HAP Funds for the month of August 2021. Year to date the HAP is positive \$10,505.

**RELP – (56 Low Income Housing Tax Credit Units)**

The net income for RELP One for the month of August 2021 is a positive \$27,641.96. Year to date net income is a positive \$11,233.73.

**RHE Properties (4 – Affordable Units)**

The Cash Flow Statement for the month ending August 2021 indicates a positive \$1,429.77. Year to date is a positive \$6,925.31.

**RHE Corporation (the General Partnership entity for RELP One)**

There was no activity for this entity during the month of August 2021. Year to date net income is \$0.

**RHE Development Account (bank account that receives and holds non-federal funds)**

The Cash Flow Statement for the month ending August 2021 indicates a positive \$6,496. Year to date net income is a negative (\$95,220.62).

**RHE Fireside Park**

The Cash Flow Statement for the month ending June 2021 indicates a positive \$262,594.21. Year to date net income is a positive \$ 1,040,277.19.

The Cash Flow Statement for the month ending July 2021 indicates a positive \$ 182,861.67. Year to date net income is a positive \$1,223,138.86.

At the time of the printing of this report, the Financials for the month of August have not yet been received from RHE FIRESIDE PARK.

#### Asset Management August 2021 (See TAB 4 and TAB 6 of Board Report)

- PH Occupancy (David Scull) was as follows (76 units):
  - 94.7% for the month ending May – (2 vacancies)
  - Rent Collection Percentage 103%
- PH Occupancy (Scattered Sites) was as follows (29 units):
  - 100% for the month ending May – (2 vacancies)
  - Rent Collection Percentage 66%
- RELP One Occupancy was as follows (56 units):
  - 98% for the month ending May – (1 vacant)
  - Rent Collection Percentage 90.5%
- RHEP Occupancy was as follows: (4 units).
  - 100% for the month ending May
  - Rent Collection Percentage 95.8% (one tenant has credit no need to pay June rent)
- Fireside Occupancy was as follows:
  - Occupancy – 98% occupancy rate of available units
    - 43 – units off-line reserved for current construction/hospitality
    - 4 - units vacant available for rent
      - Applications are being processed

#### Maintenance Activity Summary for July and August

- RHE Maintenance Staff completed 102 work orders in July and August.
- The Maintenance Department facilitated 24 HQS inspections with 3<sup>rd</sup> party landlords. Of these inspections 24 passed and 0 reinspections were scheduled.
- There was 6 move-ins, 1 transfer and 4 move-outs for July and August. Turnovers on all vacant units are completed.
- Finalized bid selection for FY22 CDBG Grant. RHE is working toward replacement of roofs on five single-family home and six interconnected townhomes on First Street.
- Inspected with COR and renewed the David Scull Courts rental license for the coming year.
- Completed mid-year employee reviews for RHE’s maintenance staff.

#### Housing Choice Voucher Program (HCVP) Management

##### **August 2021**

- HCV Program voucher units leased for the month ending August 2021 was 89%, and calendar year to date in August 2021 was 91.09%. HCV Program budget utilization for the month ending August 2021 was 49.01% and calendar year to date in August

2021 was 77.76%. The budget utilization decrease is due to HUD funding the voucher HAP at 200% for the months of July and August.

- The 50-unit Mainstream Disabled Voucher program for which funds are allocated dollar for dollar based on utilization is 100% leased for the month of August 2021.
- The 5-unit Moderate Rehabilitation Single Room Occupancy (SRO) program, for which funds are allocated dollar for dollar based on utilization, is 100% leased for the month of August 2021.
- The 5 VASH vouchers are 80% leased. We have followed up with the Department of Veteran Affairs for referrals and expect an update on Wednesday, September 15, 2021.

**Fireside Park Rehabilitation**

**Reporting Period:** August 1 – August 31, 2021

**Milestones**

- RHE conducts bi-weekly transition progress/coordination calls with the property manager.
- The property management team has completed their transition and is fully staffed.
- The management team is actively working with residents to leverage Maryland’s Emergency Rental Relief funding program for assistance.
- Jubilee Housing is onboarding a new project point person that will work to identify and place clients in renovated units.
- New Trash Enclosures installation is underway

**Schedule**

- The project is 68.1% complete
- Construction schedule has a two-week calendar day gain for the overall project schedule
  - GC is currently projecting a 4/11/22 substantial completion.

**Section 3/MBE Participation**

	<b>Goal</b>	<b>Actual</b>
Section 3 Goal	10%	<b>11.64%</b>
MBE Goal	29%	<b>31.96%</b>

**Construction Look-Ahead**

- Building 711
  - Countertops
  - Trim-Out
  - Punch, Inspections
  - Turnover

- Building 713
  - Rough-Ins
  - Hydro
  - Close-In
  - Drywall and Finishing
- Building 709
  - Rough-Ins
  - Hydro
  - Close-In
  - Start Drywall
- Site
  - Water lateral connections for 723 & 729
  - Start exterior site walks
  - Trash Enclosure Gates
  - Pouring Sidewalk

Pending Items

- Units under rehab: 32
- Relocation % Completed: approximately

65.7% Construction betterments that have been

implemented:

- Upgraded Window Blinds
- Upgraded Kitchen Faucet
- Extended Countertops
- Interior Bath Accessories
- HVAC Replacements
- Pool House Improvements
- Asphalt Mill and Overlay

Construction betterments under consideration:

- Larger Kitchen Layouts
- Exterior Plank Siding
- Interior Doors and Hardware
- Resurface Pool Deck
- Landscape Upgrades
- Painting vents and Chimneys
- Retaining Wall Replacement

## **Family Self Sufficiency/Resident Services Detailed Report -Period YTD: July 2021**

27 - Public Housing  
51 - Voucher

12- FSS Progress Reports

### **Community/Resident Services**

#### **Youth Programming/Summer**

- Summer Camp
- Session One: July 5 to July 23 –9 a.m. – 12:30 p.m.
- Session Two: August 2 to August 13 – 9 a.m. – 12:30 p.m.
  - Outdoor activities & Water Play
  - Kids can Cook – Virtual Cooking live on YouTube
  - Pandemic Social and Emotional Wellbeing
  - Fostering Healthy Choice Through Performing Arts by singing, dance, acting for Middle Schoolers.
  
- The Fun Room – Virtual game room- family fun challenges like Jeopardy, Charades, treasure hunts and more.
- Kids Can Cook- Virtual how-to session with kids teaching kids to cook their favorite meals.
- The So What Else Learning Channel- the YouTube learning channels combines educational, social wellness, and imaginative play in a format that will allow communities to access So What Else content on an ongoing basis.
- Team of Stars- with Project Change includes theater arts that takes place in fall/winter, spring and summer sessions.
- After School Programming- K-12 active engagement around health and wellness, sustainability, mindfulness, service, sports, and social-emotional wellness.

#### **Community Events**

- Food, Fresh Produce, Clothing, Household Items, and Infant and Toddler items distributed Monday-Friday 10:30 am – 6:00 pm
  - Open to all Montgomery County residents.
  
- National Night Out
- Back to School Prayer and Book Bag/Supply Give Away

#### **7:00 PM City of Rockville (COR) Report**

Director Habte, noted the City Council Fall Agenda will include possible extending the Affordable Housing MPDU terms to 99 yrs. Staff will recommend a carve out for RHE MPDUs so the new rules do not negatively affect RHE properties that are 100% Affordable properties. There will also be changes to the Senior Housing MPDU rules to address disparities with the services provided fee calculation. Mayor and Council

approved the Comprehensive Plan on August 2, 2021. The CDBG Application NOFA opened, applications are due by August 27, 2021. The Buick Development site is moving forward. The City adopted the Annexation Agreement. The redevelopment will be a 100% LIHTC development of 200 units of which 58 will be MPDUs. Another new development is coming on line near Shady Grove Metro where the old Car Max was located. There will also be a grocery store. On October 4, Mayor and Council will be discussing the ARP funding which will be used for utility assistance and other infrastructure expenses, and will provide the flood victims with \$2,500 to help with expenses. The city will also be instituting a mandatory vaccine mandate for City Staff with some exceptions. The opening of City Hall has been delayed.

Councilmember Ashton, noted the City is working on water bill relief.

7:10 PM Actions and Discussion –

Director Anderson presented the annual Public Housing budget and other project budgets for fiscal year beginning October 2021.

Chairman Hedrick called for a motion to approve the Public Housing budget. Commissioner Kaplowitz moved to approved the Public Housing budget for fiscal year beginning October 1, 2021. Commissioner Marr seconded the motion. All present voted aye.

7:20 PM Commissioner Comments

Chair Hedrick asked if he needed to reach out to Rev. Moultrie with Mount Calvary regarding a new Board Member. Director Anderson noted that she has a meeting scheduled with Rev. Moultrie.

7:35 PM Adjourned

Chair Hedrick called for a motion to adjourn. Commissioner Duffy moved to adjourn; Commissioner Kaplowitz moved to second. All present voted Aye.