

**Rockville Housing Enterprises  
Board of Commissioners Meeting Minutes  
January 25 2023 Board Meeting**

**The Board of Commissioners for Rockville Housing Enterprises Annual Meeting on  
January 25, 2023 at 6:30 p.m.**

**MEETING TO BE HELD VIA ZOOM/ TELECONFERENCE**

**To Join via Zoom Video Conference:**

**<https://zoom.us/join> Meeting ID: 92765065009 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 – Nathan Robbins

Absent Excused: Commissioner – Stacy Kaplowitz  
Commissioner – Steve Marr

**In Attendance**

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

6:32 PM Call to Order

Chairman Hedrick called the January 25, 2023, meeting of the Rockville Housing Board of Commissioners Meeting to Order.

6:35 PM Consent Items

Chairman Hedrick called for a vote to approve the meeting minutes from the following Board Meeting; December 14, 2022; Commissioner Duffy, requested a changed to the meeting minutes as written. Commissioner Duffy moved the meeting minutes be approved as amended; Commissioner Robbins seconded the motion. All present voted aye.

6:37 PM Citizen Forum

Chairman Hedrick asked if there were any citizens present that had any comments. There were none.

Chairman Hedrick called for the next item on the agenda, Executive Director's Report:  
**Activities during the month of December**

**Activities during the month of December 2022**

Meetings/Activities

- Fireside Final Endorsement closed on November 30, 2022.
- Parkside Landing Property Management calls were held bi-weekly
- Fireside Final Endorsement closed on November 30, 2022.
- Weekly calls held for Scarborough Square closing and Property Management Assumption
- Closing on Scarborough Square refinance to pay County Loan December 21, 2022

Upcoming Activities

- RHE closing reception January 2023 date TDB
- RHE Annual Report Vol. 1 being created set to be issued first Quarter 2023

Other Information

RHE's assumption of the REACH program has been put on hold until further notice from the City of Rockville as the City seeks to determine what kind of contractual relationship is need. RHE will move forward once the City provides their sign off. In the meantime, the program remains un-serviced.

RHE awaits draft documents of the City of Rockville approved loan, grant and PILOT for Scarborough Square acquisition. The item is set to go to Mayor and Council for approval on January 23, 2023. As of January 10, 2023, no draft documents have been received by RHE or its counsel for review.

As a part of the Fireside Final Endorsement, an equity installation payout of \$100,000 was received by RHE in December 2023. Additional equity payouts are scheduled to occur in March 2023 in the amount of \$912,355 and April 2023 in the amount of \$123,317.

**Financial Management (See Tab 3)**

**Housing Choice Voucher (HCV) Program (404 Regular Vouchers ;) FYB 10-1-2022**

The Net Restricted Assets (HAP) for the month of January 2023 is a positive \$1,328. Year to date the HAP is a positive \$72,259.70.

The Un-Restricted Net Assets (Administrative Expenses) for the month ending January 2023 is a negative (\$92,460.25) due to the CDBG invoices. Year to date is a negative (\$47,023.04).

**Mainstream Vouchers (50 Mainstream) FYB 10-1-2022**

The Net Restricted Assets (HAP) for the month of January 2023 is a negative (\$8,789) due to retroactive payments made to the landlord. Year to date is a negative (\$8,627).

The Unrestricted Net Assets (Administrative Expenses) for the month ending January 2023 is a positive \$2,093.53. Year to date is a positive \$11,788.28.

**Mod Rehab Program (5 Mod Vouchers) FYB 10-1-2022**

The Program cash flow for the month of January 2023 is a negative (\$249). Year to date the HAP is a negative (\$996).

**Public Housing Program (PH) (79 PH Units) FYB 10-1-2022**

The Net Income on the PH Cash Flow Report for the month of January 2023 indicates a positive \$27,996.47. Year to date is a positive \$10,543.96.

**RHE Properties Scattered (29 – Scattered Units) FYB 01-1-2023**

The Cash Flow Statement for the month ending January 2023 indicates a positive \$27,736.99. Year to date is a positive \$27,736.99.

**RELP – (56 Low Income Housing Tax Credit Units) FYB 01-1-2023**

The net income for RELP One for the month of January 2023 is positive \$2,680.29. Year to date net income is a positive \$2,680.29

**RHE Properties (4 – Affordable Units) FYB 01-1-2023**

The Cash Flow Statement for the month ending January 2023 indicates a positive \$2,454.98. Year to date is a positive (\$2,454.98).

**RHE Corporation (the General Partnership entity for RELP One) FYB 01-1-2023**

There was no activity for this entity during the month of January 2023. Year to date net income is \$0.

**RHE Development Account (bank account that receives and holds non-federal funds) FYB-10-1-2022**

The Cash Flow Statement for the month ending January 2023 indicates a negative (\$53,217.94) due to Scarborough Square invoice. Year to date net income is a negative (\$54,580.44).

**RHE FIRESIDE PARK FYB 01-2023**

The Cash Flow Statement for the month ending January 23 indicates a positive \$131,063.69. Year to date net income is a positive \$131,063.69.

### **Asset Management January 2023 (See TAB 4 and TAB 6 of Board Report)**

- PH Occupancy (David Scull) was as follows (76 units):
  - 98.68% for the month ending January – (1 vacancy)
  - Rent Collection Percentage 99.66%
- RHEP PBV Scattered Sites Occupancy (Scattered Sites) was as follows (29 units):
  - 96.55% for the month ending January - (1 vacancy)
  - Rent Collection Percentage 100.79%
- RELP One Occupancy was as follows (56 units):
  - 98.21% for the month ending January – (1 vacancy)
  - Rent Collection Percentage 99.85%
- RHEP Occupancy was as follows: (4 units).
  - 100% for the month ending January
  - Rent Collection Percentage 100.04%
- Fireside Occupancy was as follows:
  - Occupancy – 99.58% occupancy rate for the month ending December

### **Maintenance Activity Summary for January 2023**

- RHE maintenance staff completed 94 work orders in January.
- RHE maintenance staff accompanied pest control on 38 preventive pest control appointments for David Scull.
- The maintenance department facilitated 16 HQS inspections with third-party landlords in the month of January.
- There were 0 move-ins and 0 move-outs in the month of January. Vacant units are in process of turnover.

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

#### **January 2023**

- HCV Program voucher units leased for the month ending January 2023 was 82.69%, and calendar year to date in January 2023 was 82.69%. HCV Program budget utilization for the month ending January 2023 was 96.29% and calendar year to date in January 2023 was 96.29%.
- The 50-unit Mainstream Disabled Voucher program for which funds are allocated dollar for dollar based on utilization is 98% leased for the month of January 2023.
- The 5-unit Moderate Rehabilitation Single Room Occupancy (SRO) program, for which funds are allocated dollar for dollar based on utilization, is 80% leased for the month of January 2023.
- The 10 VASH vouchers are 40% leased. Two additional VASH vouchers have been issued and the clients are searching for a unit.

**Fostering Youth into Independence (FYI) Vouchers**

- RHE has received twenty (22) referrals from Montgomery County Child Welfare.
- RHE has been awarded eighteen (18) Fostering Youth into Independence Vouchers.
- RHE has issued Eighteen (18) vouchers to youth transitioning into housing.
- Sixteen (16) youth has leased.
- Four (4) on waitlist

**Parkside Landing**

**Reporting Period:** December 2022

**Updates**

- The project has been enrolled in MDHousingSearch.Org.
- LIHTC qualifications are underway for households.

**Section 3/MBE Participation**

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

**Look-Ahead**

- 100% walk on the 5 buildings which were completed in 2022 (717, 719, 743, 745 & 747)
- **Landscaping:** Stump grinding remaining.
- **Key Fobs:** System not yet operational. 19 of 22 buildings ready.
  - 19 of 22 buildings ready. Fire Marshall approval 12/5. Full activation est. 12/19.
  - Last 3 buildings (743/745/747) need new key fobs (est. Jan 2023). Will need Fire Marshall approval.
- **Sprinkler & Water Damage – Units 731-202 & 101:** Response & repairs est. \$15k.
  - **Domestic Water & Sprinkler line valve/bypass Bldg. 731:** Valve replacement est. <\$5k. Pending bids
  - **Underground Sewer Line Break under sidewalk & driveway:** Replacement est. \$8-\$10k. Pending bids.
  - **Bldg. 705 (fire bldg.) PVC water supply lines –** Repaired. May need to survey other stacks/fire buildings.
  - **HVAC condensation lines freezing –** Hampstead, Harkins, and Ron White to investigate solutions
- RHE conducts bi-weekly transition progress/coordination calls with WINN management

- Follow up on site team walks to formally close out chronic unit/site issues identified post construction completion.
- Work with management team to achieve both economic/physical vacancy goals for stabilization and conversion.
- Site management team and RHE to conduct monthly “subsidy request” review meetings to install measures to increase efficiency of submissions and subsidy process.
- Occupancy Report attached

**Family Self Sufficiency/Resident Services Report-Period YTD: January 2023**

25- Public Housing  
 22- FSS Progress Reports  
 47- Voucher

9- Homeownership  
 1- Homeownership Closings Pending

**Resident Opportunities and Self-Sufficiency Services Detailed Report-Period YTD: January 2023**

43- Public Housing Enrollments

8- Progress Reports

**YOUTH SERVICES**

- After school programming Tues & Thursday 3:30 – 6:30 pm

**NEWSLETTER**

- VITA Tax Preparation

**EMPLOYMENT**

- City of Gaithersburg Police Dept

**EDUCATION**

- Montgomery College – Certified Nursing Assistant (CNA)
- Montgomery College – GED Preparation

**CAREER SERVICES**

- Career Catchers

**6:40 PM City of Rockville (COR) Report**

Ms. Asmara Habte, provided the following report:

- Documents are being drafted for the Scarborough Square for the loan, grant and PILOT. Final versions should be ready for next week. The item will come before Mayor and Council for approval the end of April.
- A meet and greet event was held for the new County Council sponsored by the City of Rockville, James Hedrick, RHE Board Chair was in attendance.
- The City's budget book will be posted on line February 17, 2023.
- CDBG grant is ready, the contracts have been issued to the grantees for signature. RHE should be able to start the meter installation using the ARRPA funds.
- The city submitted YR49 application on December 5, 2023. County notified the City of a potential monitoring visit from HUD on the CDBG funds.

#### **6:41 PM Actions and Discussion –**

Annual Election of Officers was moved to the February meeting to ensure all Board Meeting can attend.

#### **6:42 PM Commissioner's Comments**

A tour with Joe Vogel, new State Delegate was held at David Scull to get financial support for the renovations for the David Scull community center. RHE will also reach out to State Senator Kagan for support as well. RHE will also work to get on the County's Right of First Refusal as a direct assignee. Board Chair Hedrick detailed his experience at the City's meet and greet for the new County Council members.

Commissioner Duffy, recommended that Director Anderson receive an additional bonus of \$5,000 for a total of \$10,000 for the work completed to close Scarborough Square. Commissioner Robbins seconded the motion. All present voted aye.

Councilmember Ashton noted her thanks and appreciation to the RHE Board and RHE Staff leadership team for the work done. Councilmember met with the County Executive last week regarding some of RHE's upcoming initiatives and she thanked Scarborough Square acquisition. Council approved a letter of support for a state bond bill for the Community Center renovations. Councilmember Ashton noted the council held a session on JEDI, Justice Equity Diversity and Inclusion, City staff will work together to increase JEDI activities and training for staff and the public. The planning commission is doing a retreat focused on understanding land use and history.

Asmara noted that **Barak Petite** is the new Deputy City Manager from Eudora, Kansas. A new position of Assistant City Manager has been filled as well.

#### **7:10 PM Adjourned**

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