MINUTES
GREENVILLE COUNTY REDEVELOPMENT AUTHORITY
REGULAR SESSION
TUESDAY, DECEMBER 10, 2019

BOARD MEMBERS PRESENT: David Doser, Chairman
Charlotte Osmer, Vice-Chair
Jane Kizer, Treasurer
Amy Coleman
Barry Coleman
Grant Cothran
James Hammond
Walter Moragne
Erin Smith
Lawson Wetli
K. Todd Yeomans

STAFF MEMBERS PRESENT: John Castile, Executive Director
Imma Nwobodu, Program Director
Joe Smith, Operations Director
Pamela Proner, Finance Director
Beverly Robertson, Executive Assistant/HR Manager

GUEST: Anna Mitchell, Greenville Online

1. Opening and Roll Call. The meeting was called to order by the Chairman at 12:30 p.m.

2. Approval of Minutes. On a motion by Mr. Hammond and seconded by Ms. Osmer the Board unanimously approved the minutes of the October 22, 2019 Board meeting as presented.

3. Approval of Request for Proposal for Preparation of FY 2020-2025 Greenville County Consolidated Plan and Fiscal Year 2020 Annual Action Plan. Ms. Nwobodu stated that the U.S. Department of Housing and Urban Development requires communities receiving Federal Block Grants to engage the general public and individual communities by assessing the community’s five-year housing, homelessness and community needs. The 2020-2025 Greenville County Consolidated Plan is due for submission to HUD in May 15, 2020. The U.S. Department of Housing and Urban Development also requires communities receiving Federal Block Grants to submit an Annual Action Plan consistent with the five-year Consolidated Plan. GCRA staff is seeking for proposals from

www.gcra-sc.org
Consultants to assist with both the completion of Greenville County 5 year Consolidated Plan and the one-year Annual Action Plan for the unincorporated areas of Greenville County and five participating municipalities; Fountain Inn, Greer, Mauldin, Simpsonville and Travelers Rest, consistent with HUD guidelines and federal regulations. The Consolidated Plan will cover the period from July 1, 2020 through June 30, 2025. The responsibilities of the Consultant are but not limited to preparing maps, tables, charts, illustrations, and photographs to include in the Plans, provide internal copies of plan sections for review and comment before public draft of the plans are finalized. The consultant will work with GCRA to develop a comprehensive plan for conducting community outreach in addition to the public hearings necessary for completing the CON Plan to include: a Survey to solicit input from the public which must be available online and in hard copy, in English and Spanish, agency consultations, and interviews in person or by phone with relevant stakeholders. GCRA staff will conduct series of public meetings and hearings throughout the County as part of the Needs Assessment for the Consolidated Plan, however, GCRA currently has limited staff, and will rely on the personnel, experience and expertise of the Consultant to ensure timely completion of the work. The due date for submission of the RFP responses is December 27th at 1:00pm.

Mr. Castile stated that this is what the City of Greenville, the County of Greenville, and Spartanburg County all did for their Consolidated Plan. Mr. Castile stated that this is a lot of work to be done when you not only have the Consolidated Plan due but also the Annual Action Plan. He stated that he met with Ms. Nwobodu and they discussed the amount of work that is required for the Consolidated Plan and felt that due to the limited staff that it would be prudent to have an outside Consultant. The funds for this would come from CDBG funds and GCRA has the funds available.

Mr. Cothran asked whether an RFP is the best way to go about the process because of the time constraints and does GCRA have any consultants in mind. Mr. Castile stated that GCRA must procure the services and that Ms. Nwobodu has been in contact with other agencies that have used consultants and what was their experience. Mr. Castile stated that staff has done the research and is prepared to issue the RFP. Ms. Wetli asked was this just the first step in obtaining approval for the submission of an RFP and at a later date the Board would be approving the actual Consultant. Mr. Castile stated that she is correct.

On a motion by Ms. Coleman and seconded by Ms. Wetli, the Board unanimously approved the Request for Proposal for Preparation of FY 2020-2025 Greenville County Consolidated Plan and Fiscal Year 2020 Annual Action Plan as presented.

4. **Election of Officers.** Mr. Doser opened the floor nominations for Chairman. Ms. Coleman nominated Mr. Moragne; Mr. Yeomans seconded. Mr. Yeomans moved, and Mr. Hamond seconded, to close the nominations. Mr. Moragne was appointed Chairman by acclamation. Mr. Moragne requested that Mr. Doser finish conducting the Board meeting and he wanted to thank the members for their vote. He stated that this is a great honor to be voted in as Chairman
Mr. Doser then opened the floor for nominations for Vice Chairman. Mr. Doser nominated Ms. Osmer; Ms. Smith seconded. Ms. Moragne moved, and Ms. Kizer seconded, to close the nominations. Ms. Osmer was appointed Vice Chair by acclamation.

Mr. Doser then opened the floor for nominations for Treasurer. Mr. Moragne nominated Ms. Kizer; Mr. Yeomans seconded. Mr. Doser moved, and Mr. Hammond seconded, that nominations be closed. Ms. Kizer was appointed Treasurer by acclamation.

5. Administration Committee.

a) *Approval of the Fiscal Year 2019 Consolidated Budget. Mr. Moragne stated that the Administration Committee had one approval item that came out of the Committee. The Administration Committee approved the Fiscal Year 2019 Consolidated Budget but has since been informed that there have been a few adjustments since then. Mr. Moragne asked that Ms. Proner go over the adjustments with the Board and then the Board can decide whether to approve the Consolidated Budget as presented or have it go back through the Administration Committee. Ms. Proner stated that after the Administration Committee met and approved the Consolidated Budget, it came to light that not all of the ESG funds were included on the budget. She stated that staff is now adding an additional $101,000 to the ESG line item. This is not new funding; just an omission on the budget. There is also an additional funds of almost $20,000 to the CDR fund. Lastly, Ms. Proner stated the funds in the Affordable Housing Fund were moved from the miscellaneous line item to the Special Funds line item. Ms. Proner stated that in total, $120,000 was add to the budget.

Mr. Doser stated that normally when an approval item comes out of the Committees, there is no motion to vote. Due to the revisions to the Consolidated Budget, a motion to vote is required.

On a motion by Mr. Cothran and seconded by Mr. Hammond, the Board unanimously approved the Revised Fiscal Year 2019 Consolidated Budget as presented.

6. Operations Committee Reports.

a) *Approval of Construction Cost Profile. Mr. Coleman stated that the Committee approved the construction cost of a home on an empty lot at 102 Heatherly Drive in Judson. The construction cost for a home on this lot will be roughly $108,900. This will be a 900 square foot 2 bedroom/2 bath home and will be placed in the rental portfolio. Mr. Coleman stated that GCRA will be using HOME funds for construction because it is an eligible activity for HOME and GCRA needs to use its HOME funds in order to meet its timeliness test. The rent from this unit will become Program Income.

On a motion by the Committee, the Board unanimously approved the Construction Cost Profile for 102 Heatherly Drive in Judson.
6. **Executive Session.** On a motion by Mr. Yeomans seconded by Ms. Kizer, the Board voted unanimously to enter Executive Session at 12:56 pm to discuss the Development Agreement and Possible Sale of Property located at 220, 240, 270 A Street Greenville, SC 29609 (Poe Mill Site)

On a motion by Ms. Kizer, seconded by Mr. Coleman, the Board voted to exit Executive Session. Executive Session adjourned at 1:32 pm.

On a motion by Mr. Hammond, seconded by Ms. Coleman, the Board approved to Authorize the Executive Director to enter into a Letter of Intent. Mr. Coleman opposed, Mr. Cothran abstained.

8. **Adjournment.** There being no further business, the meeting was adjourned at 1:45 p.m.

[Signature]

Secretary