



Happy
April

GCRA Board Meeting

April 23, 2024



MAY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12 Mother's Day	13	14 Admin Committee @ 12:30pm	15	16 Ops Committee @ 12:30pm	17	18
19	20	21 Committee of the Whole Meeting @ 5:00pm	22	23	24	25
26	27 Memorial Day Office Closed	28 Board Meeting @ 12:30pm	29	30	31	



JUNE 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11 Admin. Meeting @12:30pm	12	13 Ops. Meeting @ 12:30pm	14	15
16	17	18	19 Father's Day	20	21	22
23	24	25 Board Meeting @ 12:30pm	26	27	28	29
30	1	2	3	4	5	

**GCRA BOARD MEETING AGENDA
TUESDAY, APRIL 23, 2024 – 12:30 P.M.
GCRA BOARD ROOM
Charlotte Osmer, Chairman**

- 1) Invocation
- 2) *Approval of the March 26, 2024, Board Minutes (Pages 5-8)
- 3) Administration Committee (Pages 9-11)
 - a) *Approval of City of Fountain Inn’s Request to Proceed with a Change of Use Process of a CDBG Funded Property
- 4) Operations Committee (Pages 12-14)
 - a) No Approvals
- 5) Other Business
 - a) *Approval of the Fiscal Year 2024 Annual Action Plan
- 6) Executive Session. When necessary, the Board convenes in Executive Session for the discussion of negotiations incidental to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the Redevelopment Authority of a claim, or other matters authorized by the South Carolina Freedom of Information Act.
 - a) Discussion of a Personnel Matter
- 7) Adjournment

**MINUTES
GREENVILLE COUNTY REDEVELOPMENT AUTHORITY
REGULAR SESSION
TUESDAY, March 26, 2024**

BOARD MEMBERS PRESENT: Charlotte Osmer, Chair
Lawson Wetli, Vice-Chair (Virtual)
Allen White, Treasure
Amy Coleman
Barry Coleman
David Doser
Denise Ernul
James Hammond (Virtual)
Robert Julian
Diana Weir

BOARD MEMBERS ABSENT: Jane Kizer
Walter Moragne

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
Tiffany Stark, Associate Administrative Assistant

1. **Opening and Roll Call.** The meeting was called to order by the Chair at 12:30 p.m.
2. **Invocation.**
3. **Approval of the February 27, 2024, Board Minutes.**

On a motion by Ms. Weir, seconded by Ms. Coleman the Board unanimously approved the minutes of the February 27, 2024, Board meeting as presented.

4. **Administration Committee.**

a) ***Approval of PY 2024 CDBG Public Service Subrecipients – Unincorporated.** Ms. Coleman stated that subrecipients requested \$816,745. in funding and GCRA approved \$302,000. Ms. Coleman briefly reviewed what applicants were approved for funding.

On a motion by Ms. Weir, the Board unanimously approved the PY 2024 CDBG Public Service Subrecipients - Unincorporated as presented.

- b) ***Approval of PY 2024 CDBG Home Repairs Subrecipients.** Ms. Coleman shared that GCRA had \$82,500 to give away. Habitat for Humanity received \$25,000 and Rebuild Upstate received \$57,500.

On a motion by Ms. Weir, the Board unanimously approved the PY 2024 CDBG Home Repairs Subrecipients as presented.

- c) ***Approval of the PY 2024 ESG Subrecipients.** Ms. Coleman shared that \$346,100 was requested and GCRA awarded \$140,500. Ms. Coleman briefly reviewed which subrecipients were awarded funding.

On a motion by Mr. White, the Board PY 2024 ESG Subrecipients as presented.

- d) ***Approval of PY 2024 Home-ARP Proposals – TBRA, Supportive Service, Operating and Capacity Building Proposals.** Ms. Nwobodu shared what the Home-ARP proposals are and what the funding would go toward. Ms. Nwobodu briefly reviewed each subrecipient and the amounts they were awarded.

On a motion by Mr. Doser, the Board unanimously approved the PY 2024 Home-ARP Proposals – TBRA, Supportive Service as presented.

- e) ***Approval of PY 2024 Home-ARP Proposals – Non-Congregate Shelters (NC) Proposals.** Ms. Coleman stated that Safe Harbor and The Salvation Army of Greenville are the two organizations that applied. With a total of \$430,000 awarded by GCRA. Ms. Coleman shared that these two organizations are building new homeless shelters. A discussion ensued about how each organization is planning to build those shelters.

On a motion by Mr. Julian, the Board unanimously approved the PY 2024 Home-ARP Proposals – Non-Congregate Shelters as presented.

- f) ***Approval of the PY 2024 HOME and Greenville County Affordable Housing Fund (GCAHF) Proposals.** Ms. Coleman reviewed which proposals were approved.

On a motion by Ms. Weir, the Board unanimously approved the PY 2024 HOME and Greenville County Affordable Housing Fund (GCAHF) Proposals as presented.

- g) ***Approval of the PY 2024 Community Housing Development Organization (CHDO).** Ms. Coleman shared the PY 2024 CHDO is Habitat for Humanity with \$188,277 awarded.

On a motion by Mr. White, the Board unanimously approved the PY 2024 Community Housing Development Organization (CHDO) as presented.

- h) ***Approval of the Public Agency Infrastructure Improvement Proposal.** Ms. Coleman stated that MetroConnects submitted a proposal and GCRA awarded \$500,000 for their project to be funded in two cycles between FY 25 and FY 26. Mr. Castille

shared that MetoConnects project is proposed to help homeowners within a qualified census track to update and repair their lateral sewage lines.

On a motion by Mr. White, the Board unanimously approved the Public Agency Infrastructure Improvement Proposal as presented.

Mr. Castile spoke about the projects that were just approved and wanted everyone to recognize the significance and the importance of these projects and what they're contributing to the community.

5. **Key Financial Performance Indicators Reports.** Ms. Proner shared the financials for the month of January 2024. January had cash of \$11,621,170.00 which was a decrease of 8% from the previous month. YTD, there has been a decrease of 14% in cash. Ms. Proner has no concern about the decrease. GCRA has received one-time fundings, such as Affordable Housing Funds, County ARP, etc. For GCRA to meet its timeliness mark, the funds must be spent on projects. There was a payout for Fairview of \$648,000. Ms. Proner gave a brief update on the LGIP.

6. **Operations Reports.**

- a) ***Approval to Accept the Transfer of 43 Parcels from Greenville Housing Futures (GHF).** Mr. Coleman stated that the non-profit Greenville Housing Futures has shared that they would like to transfer forty-three parcels to GCRA. The two staff members that run GHF are looking to retire. There are 43 homes and two vacant lots. Their vacancy rate is 1% and the homes are primary for senior citizens. GHF has asked that GCRA maintain their mission of keeping the homes specifically for seniors. Everything else is a gift. There will be some costs to GCRA for the transfer of the deeds. Mr. Smith has not received a time period of when GCRA will receive the parcels.

On a motion by Ms. Weir, the Board unanimously approved to Accept the Transfer of 43 Parcels from Greenville Housing Futures (GHF) as presented.

- b) ***Approval of Associate Maintenance Technician & Associate Housing Specialist Positions.** Mr. Coleman shared with the approval of the 43 Parcels from Greenville Housing Futures, that gives GCRA 113 total properties. With the increase in properties, GCRA will need a new maintenance technician and possibly some more administrative support. Each position will have a salary of \$42,000.00. With the addition of another maintenance technician, this will allow GCRA the opportunity to complete more repairs in-house rather than hiring a contractor. There will be some initial costs for the new maintenance technician. GCRA will need to acquire a new work van and tools for the new position. The revenue from the new properties will cover the costs of the new positions.

On a motion by Mr. White, the Board unanimously approved the Associate Maintenance Technician and Associate Housing Specialist Positions as presented.

7. **Executive Session.** On a motion by Ms. Weir, seconded by Mr. White, the Board voted unanimously to enter Executive Session at 1:09 pm to discuss Executing a Contract with an Executive Search Firm for the position of Executive Director.

On a motion by Ms. Weir, seconded by Ms. Coleman, the Board voted to exit Executive Session at 1:38.

On a motion by Mr. Doser, seconded by Ms. Weir, the Board unanimously approved to Execute a Contract with Find Great People for the Executive Director Search.

8. **Adjournment.** There being no further business on a motion by Mr. Doser, seconded by Ms. Weir, the meeting was adjourned at 1:48 pm.

Secretary

MEMORANDUM

TO: GCRA Board Members

FROM: Amy Coleman, Administration Committee Chair

RE: Administration Committee Meeting, April 09, 2024

DATE: April 09, 2024

1. **Opening and Roll Call.** The Administration Committee met on Tuesday April 09, 2024, at 12:30 p.m. Committee members present were Amy Coleman, Robert Julian, Jane Kizer, Charlotte Osmer, and Diana Weir. Allen White was absent. Staff present were John Castile, Executive Director, Imma Nwobodu, Program Director, Pamela Proner, Finance Director, and Beverly Robertson, Human Resource Manager/ Assistant to the Executive Director.

2. Invocation

Action Items: The following items which were considered by the Administrative Committee must be approved or ratified by the Board.

3. ***Approval of City of Fountain Inn’s request to proceed with a Change of Use Process of a CBDG Funded Property.** Ms. Nwobodu stated that in 1984, GCRA and the City of Fountain Inn agreed to restrict certain parcels of land in an effort to construct public greenspace and recreational facilities. At this time, the parcels are required to be used for recreation only.

The City of Fountain in recent years found a more suitable site that better fit their recreational needs and decided to construct recreational facilities at that location. This is a different parcel that is adjacent to the parcel in the approval item.

The City of Fountain has identified a pressing need within their community for affordable housing that aligns with the national objective set forth by the U.S. Department of Housing and Urban Development (HUD). To address this need, the city intends to utilize the aforementioned parcels for the development of affordable housing that will serve the broader community. GCRA staff has been working with the City of Fountain Inn to identify future locations for affordable housing. GCRA believes this to be an ideal location.

In order to move forward in this process, the City of Fountain Inn is requesting the removal of a deed restriction pertaining to certain parcels of land owned by the City of Fountain Inn. Once this deed restriction is removed, a new deed restriction will be placed on the property which restricts it to at least 51% of the total proposed housing units be used for affordable housing to serve low to moderate income households.

If approved by the GCRA Board, the City of Fountain Inn will proceed with a public

participation process as required by HUD, notifying the public of the proposed use change, consistent with 24 CFR570.505 requirement. Upon approval by HUD, the property can then be used for affordable housing.

On a motion by Ms. Osmer, seconded by Ms. Weir the Committee unanimously approved City of Fountain Inn's Request to proceed with the change of use process of a CDBG funded property

4. **Gridley Place Updates.** Ms. Nwobodu shared an update about the Gridley Place project. GCRA has held this property for a while till staff had a clear vision of what should be done with it. The property was once an old church and gym. GCRA decide to develop the property. So, the process began with discussions with the community meetings and on what would they like to see in the neighborhoods. The feedback received was that they supported affordable homeownership units. Based on the Fairview design the land is proposed use for 14 single family attached residential units. In 2024 the subdivision has been approved. There is a SAC meeting on 4/15/2024 and planning commission meeting on 5/22/2024 at 4:30pm. After the planning commission meeting then GCRA can start planning for development.
5. **Administration Reports**
 - a) **Subrecipient Report.** Ms. Nwobodu presented the Subrecipient report for the current program year. ESG has spent 60% of their funds . Ms. Nwobodu is not concerned about Boot Print. If Boot Print does not use their funds by June, The CDBG Unincorporated has spent 56% of their funds and Ms. Nwobodu has no concerns that they will have spent it all by the end of the fiscal year. The municipalities mainly have the summer programs remaining and those funds will not be expended till the summer ends.
 - b) **Home-ARP Subrecipient Performance Report.** Ms. Nwobodu stated that the subrecipients are spending their funds and Greer Relief will likely be coming back for more funding.
 - c) **CDBG Timeliness Test.** Ms. Nwobodu presented the Timeliness Report and stated that GCRA has already meet its test requirement for Fiscal Year 2023.
 - d) **Financial Highlights.** Ms. Proner presented the GCRA Financial Report highlights for February 2024. Cash was at \$10,996,345 which is a decrease of 5% from the previous month. Total assets are \$38,053,806 with a 0% decrease. GCRA's net position was \$32,650,782 with a 0% decrease. Ms. Proner stated that overall the Balance sheet looked very good and healthy. For the month of February, unrestricted funding has a 2% decrease which reflects the purchase of the new Annex building. \$420,000 was spent from the Affordable Housing Fund for the E. Fairview Project.
6. **Other Business.** Ms. Nwobodu shared that United Housing Connections has asked to start receiving their FY24 subrecipient funding early. United Community Housing Connections has asked to start drawing on the new FY24 funding they were awarded before the new

Fiscal Year. United Community Housing Connections needs the funding to support the increasing need of homeless population.

7. **Adjournment.** There being no further business, the Committee adjourned at 1:21



MEMORANDUM

TO: GCRA Board Members

FROM: Barry Coleman, Operations Committee Chair

RE: Operations Committee Meeting, April 11, 2024

Date: April 11, 2024

1. **Opening and Roll Call.** The Operations Committee met on Thursday April 11, 2024, at 12:30 p.m. Committee members present were Barry Coleman, David Doser, Denise Ernul, James Hammond, Walter Moragne, and Lawson Wetli. Staff present were John Castile, Executive Director; Joe Smith, Operations Director; Beverly Robertson, Human Resource Manager/Assistant to the Executive Director; Meg Macauley, Project Coordinator; and Stewart Burnett, Project Manager.
2. **Invocation**
3. **Introduction of New Staff Member, Stewart Burnett.** Mr. Smith started by introducing the new Operations Project Manager, Stewart Burnett. Mr. Burnett told the Committee a little about his background and his experience with building custom homes for 22 years. Mr. Burnett has a degree in Construction Science from Clemson University. After college, he ended up in residential building. He stated that he was born and raised in the Greenville area. Mr. Burnett said he is proud to be working for an organization that helps the community like GCRA. The Board members went around and introduced themselves to Stewart.

Please review the following items of business discussed at the Administration Committee meeting. These items will not be discussed in the Board meeting unless there is a question or comment about them.

4. **Operations Reports**
 - a) **Home Sales and Rental Property Reports.** Mr. Smith presented the Home Sales Status Report for the month of March. The only project that GCRA is working on at the moment is the Fairview project and it is currently in Phase One and this phase is expected to be completed in June of 2024. Mr. Smith shared photos of some work of progress complete so far. The driveway slabs have been laid, kitchen cabinets and counter tops have been installed, and the project overall is progressing nicely. Canteen Avenue is on hold until GCRA completes some of the other projects currently in progress. The GCRA rental portfolio is about the same as the February 2024 occupancy. A majority of the repair costs for 511 Trade Street will be covered under

GCRA's insurance policy due to a burst water pipe. The house has been dried and cleaned and now the repair process is starting. 16 3rd Street had a few applicants, but they did not pass the application process. The other two unoccupied units are 6 Estelle and 105 Hodgens which are under construction. Photos were shared of the work that has been completed at each address.

Mr. Smith presented the past-due rental report for the month of March. He stated at the time that the report was generated the past due balance was around \$14,000 and as of today it was around \$11,700. He stated that staff is working hard not to let anyone get past two months and he felt that the delinquency rates were improving despite the challenges due to inflation.

- b) **Operations Activities.** Mr. Smith presented the Operations Activity Report year-to-date. Mr. Smith stated one new construction has already been finished at Ridge Row and the remaining number shown is for the units at Fairview. So far, \$2,162,940 has been spent on Phase 1 at Fairview with another \$1,602,682 anticipated to be spent. There are two new constructions for rent that are being constructed for a total of \$400,000 for the two. The hope is to have both units complete and ready to rent by the end of May. GCRA has exceeded their goal for the owner-occupied repairs. The goal was to complete 25 and so far, 34 have been completed.

Mr. Smith stated that he is working on having the second building at 411 Pendleton Road (the Annex) demolished. He does not have a timetable for the completion of the demolition but has had an asbestos test done and it came back clean.

Rebuild Upstate has completed five repairs with more needed to be worked on, GCRA has allocated an additional \$25,000 to Rebuild Upstate to help them complete those projects. The City of Greer has asked GCRA to conduct another code enforcement demolition. There is a home on Sunny Side Drive that has sustained significant damage from a stove fire in the kitchen. This property is close to our project on Fairview. GCRA also has a rental home near Sunnyside Drive. GCRA continues to have a strong presence in Sunnyside. Since this home has an owner, GCRA will need to place a lien on the property. The process will start with GCRA sending a letter to the owner about the intent to demolish the property. Then an environmental assessment of the property must be completed. The owners have received letters from the City of Greer for more than five years. Once the environmental assessment and asbestos assessment have been completed then GCRA will put a bid out for the demolition. This project is still several months away from being demolished.

- c) **Public Works Reports.** Mr. Smith presented the Public Works report for the month of March 2024. He stated that both Miller and Old Mill Road sidewalks project is waiting for Foothills Contracting Service, LLC to complete a project that they are currently working on, then they will fit this in their schedule. Foothills says it will only take about a week to two weeks to complete the sidewalk project. The Gridley Place Townhomes Project is progressing through subdivision advisory committee and Site Design, Inc. (the engineer) is coordinating the requested revisions. The property

signs were posted as required by the subdivision advisory committee. The planning commission meeting will be held on May 22nd for the final approval and Mr. Smith does not anticipate any issues. The Iola Wilson Street in Brutontown is still in the surveying phase and the project will be put out for bid once CoTransCo is finished with the surveying.

5. **3rd Quarter Delinquency Report (January 1, 2024 to March 31, 2024).** Mr. Smith stated that the delinquency rate has decreased by 1.2% since reporting in the 2nd quarter. A total of seven accounts were paid in full during the third quarter of 2023. GCRA has approved one mortgage deferment to homeowners due to loss of income. GCRA has been working closely with Greer Relief and United Housing Connections to provide mortgage assistance to homeowners who have fallen behind for various reasons.
6. **Other Business.** Mr. Smith gave a brief development update on the forty-three rental units that GCRA will be acquiring from Greenville Housing Futures. Staff has made sure that all parties involved have been notified and Mr. Smith expects the transfer of the forty-three units to be completed by the end of May 2024.

Mr. Smith went over some of the work that is being completed at the Annex. He stated that the asbestos test has been completed on the building that is being demolished. Repairs have been made to the gates and fences as well as cutting down a tree. The site has been cleaned up and secured. There has been some light demolition inside the main building in order to get ready for the architect. The project is taking a little longer than expected. Mr. Smith is hoping to have a scope of work soon in order to go out to bid.

7. **Adjournment.** There being no further business, the Committee adjourned at 1:03 pm.