



**Minutes**  
**Greenville County Redevelopment Authority**  
**Regular Session**  
**Tuesday, February 25, 2025**

**Board Members Present:** Barry Coleman, Chair  
Denise Ernul, Vice Chair  
Amy Coleman, Treasurer  
Dean Doolittle  
David Doser  
James Hammond  
Robert Julian  
Jane Kizer  
Walter Moragne  
Joanna Reese  
Diana Weir (virtually)

**Guest:** Melody Wunrow

**Staff Members Present:** Joe Smith, Executive Director  
Pamela Proner, Finance Director  
Meg Macauley, Senior Executive Assistant & Office Manager

1. **Opening and Roll Call.** The meeting was called to order by the Chair at 12:30 p.m. A guest, Melody Wunrow, was in attendance at the invitation of Ms. Reese in order for Ms. Wunrow to learn more about GCRA's mission and involvement in affordable housing in Greenville County. Ms. Wunrow may apply for appointment to the board.
2. **Invocation.** The invocation was offered by Mr. Moragne.
3. **Approval of the January 28, 2025 Board Minutes.** On a motion by Ms. Coleman, seconded by Mr. Moragne, the Board unanimously approved the minutes of the January 28, 2025 Board meeting as presented.
4. **Administration Committee.**
  - a. **Approval of Financing for Annex Building.** As Ms. Weir was participating virtually, she requested that Vice Chair Kizer summarize the actions of the Administration Committee's meeting. Ms. Kizer then stated that the committee approved the financing request and Bank of Travelers Rest commitment letter as presented. She shared that she initially had concerns about entering into a new loan considering the current atmosphere in the Federal government, but indicated that Mr. Smith's confidence in proceeding helped her to vote in favor of the loan for the project.

Ms. Proner noted that her bank contact has already followed up and is ready to proceed. Questions and discussion ensued regarding a potential timeline and which staff would move to the Annex versus those remaining in the County Administration building; the Operations Committee's approval of the contract for the renovation work itself; and the current state of the Annex building and parcel and the potential for expansion on the site later if needed. It was noted that the overarching goal of the Annex property is flexibility when considering any number of future changes and shifting needs, as well as the immediate benefit of gaining convenience and efficiency for the rental maintenance component of Operations, consolidating storage and workroom space, and providing an easier venue for Board meetings and other gatherings.

On a motion by Ms. Kizer, the Board unanimously approved the financing request and commitment letter.

- b. Financial Highlights/KPI.** Ms. Proner stated that December was a very healthy month. She noted that she assigns a green, yellow, and red color-coding system for the Key Performance Indicators reports and makes assessments and recommendations about GCRA's financial health. Mr. Moragne asked if the new board members had been educated about the particulars of GCRA's finances. Ms. Proner stated that after Ms. Reese's and Mr. Doolittle's new board member orientation with Mr. Smith, she invited them for a finance-specific orientation meeting with her.

Ms. Proner stated that we are still waiting for the \$200,000 from the County; she reminded the board that she recently learned from County officials that the funding was contingent upon taxes being collected, and the County has been waiting for tax payments that have been delinquent. In light of this, she and Mr. Smith have decided to adjust GCRA's budget to the \$1.8 million that the County has paid rather than \$2 million; once the \$200,000 is received, it will be reflected in updated budget figures. Ms. Proner has begun the discussion with County officials regarding the budgeting process for next fiscal year. Ms. Reese asked when County Council votes on their budget. Ms. Proner responded that it is typically around March of each year. Budgets must be in place by the end of June, which is fiscal year-end for State and local government as well as GCRA. She also noted that the funding we are now requesting is the second year of a previously approved allocation.

Ms. Proner stated that the final draw for the Fairview Townhomes project occurred in December. The first townhome sale also occurred in December, resulting in a repayment of \$175,000 towards the bank note. The loan includes 36 months of interest-only payments, so we have until August of next year to restructure the loan or repay it. Selling eight to nine units will result in full payoff. Mr. Smith stated that three more sales contracts have been executed; a slight increase to the subsidy level as approved by HUD has made a significant difference in potential buyer eligibility. Shifting out of the holidays and into tax return season is also boosting buyer interest.

**5. Operations Committee.**


- a. Approval of Annex Renovation Profile.** Mr. Doser stated that the Committee unanimously approved a contract with Upland Builders in the amount of \$321,063 for renovation of the Operations Annex as presented. He stated that staff had shared the floor plan and scope of work, and noted that after a second round of bidding, the low bid received was well within staff's cost estimate.

On a motion by Ms. Ernul, the Board unanimously approved the contract as presented.

**6. Other Business – Executive Director Updates.** Mr. Smith provided updates as follows:

- a. Consolidated Plan Status.** Mr. Smith stated that staff have met with three of the five municipalities, with the cities of Mauldin and Greer remaining tomorrow and next week, respectively. All meetings have been positive, some with new ideas and plans for expending their funding allocations. Mr. Smith noted that the City Council meetings are listed in the calendar of the board packet; he and Mr. Reynoso will be presenting at the meetings.
- b. March Administration Committee Meeting Update.** Mr. Smith showed a draft of the March Administration Committee meeting agenda, noting that it will include a number of approval items for funding subrecipients and other agency partners. He asked the committee members to prepare for a meeting time likely over an hour. Ms. Proner stated that this process leads into our annual budget planning, and Mr. Doser noted that it will all be contingent upon receiving our typical funding through the US Department of Housing and Urban Development (HUD).

- 7. Adjournment.** There being no further business, on a motion by Ms. Kizer, seconded by Ms. Reese, the meeting was adjourned at 1:04 p.m.

  
Secretary