

MINUTES OF A REGULAR MEETING OF THE
 COMMISSIONERS OF THE
 CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

The Commissioners of the City of Roanoke Redevelopment and Housing Authority met for a regular session on Monday, February 27, 2017, in the offices of the City of Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, in the City of Roanoke, Virginia.

I. CALL TO ORDER – ROLL CALL

Chair Karnes called the meeting to order at 3:01 p.m. and declared that a quorum was present.

PRESENT: Commissioners Anguiano, Burruss, Garner, Karnes, Smith, Witten

Commissioner Butler arrived at 3:06 p.m.

OFFICER PRESENT: Mrs. Glenda Edwards Goh, Secretary-Treasurer

ALSO PRESENT: Jackie Austin, VP of Finance/CFO; Kathy Beveridge, Compliance and Quality Assurance Manager; David Bustamante, VP of Housing; Betsy Crow, VP of Human Resources and Administration; Michelle Dykstra, Roanoke City Council Liaison Alternate (via phone); Frederick Gusler, Director of Redevelopment and Revitalization; Crystal Hall, Community Support Services Director; Mark Loftis, Legal Counsel; Joel Shank, VP of Operations; Melissa Wills, Executive Assistant

Chair Karnes welcomed everyone to today's meeting.

II. REPORTS

1. Financial Report

Chair Karnes stated that Mrs. Austin provided a Financial Narrative along with a Financial Report.

Chair Karnes asked if there were any comments or questions. There were none.

2. Executive Director's Report

Chair Karnes asked for the Executive Director's report.

Mrs. Goh distributed copies of Notice PIH-2017-03 from the U.S. Department of Housing and Urban Development (HUD) regarding the implementation of smoke-free housing. She stated that this is the first guidance that has been received from HUD since the Final Rule was published, and she thought Commissioners might like to review the notice in detail.

Mrs. Goh stated that the annual community meetings are currently being held at all of the public housing sites with meetings scheduled Tuesday through Thursday of this week. On Wednesday, the meetings will be for the Housing Choice Voucher (HCV) landlords and participants. She explained that, in addition to input for the 2017 Annual Plan, RRHA is using the meetings as an opportunity to begin identifying residents who are interested in participating in development of the policy regarding smoke-free housing. She said following the community meetings, Mr. Bustamante will convene an advisory group with these residents, as well as resident councils, to maximize the amount of resident engagement in development of a successful plan to make all RRHA's public housing smoke-free by HUD's deadline.

Mrs. Goh stated that as of today there is still not a confirmed HUD Secretary and that, according to information she has seen, Dr. Ben Carson's confirmation vote

in the full Senate should occur in the next two weeks; however, she has not been able to determine a specific date scheduled for the vote.

Mrs. Goh shared that the federal government is still operating under a Continuing Resolution, which means that RRHA is approaching halfway through its fiscal year still operating on estimated funding levels. According to published reports, the President will soon issue his preliminary budget proposal for 2018 which will reportedly include significant cuts to all non-defense discretionary programs. She stated that this will likely impact negatively on housing authority funding levels for next year. She reminded the Board that RRHA is not at 100 percent of funding and has not been for several years so when cuts are made, it will be from the current proration level which is in the mid-80 percent range for public housing operating subsidy and a 30 percent reduction in the annual Capital Fund amounts. RRHA staff is still working with HUD's Shortfall Prevention Team (SPT) with regard to the projected shortfall for the HCV program; possible actions discussed included the implementation of reduced payment standards, one of the mechanisms that HUD recommended in 2009. Mrs. Goh stated that HUD staff told RRHA that HUD is not approving requests to implement reduced payment standards at this time. According to HUD's SPT staff, if RRHA implements the recommendations of the SPT, they anticipate that there will be shortfall funding available, and agencies like RRHA would be priority to receive the funding.

Mrs. Goh added that no vouchers are currently being issued with the exception of a few Veterans Affairs Supportive Housing (VASH) vouchers that were awarded last year. She explained that the first year's funding is separate and until

each voucher is leased up one time, there is funding available for that voucher from HUD; after each voucher is leased up once, funding is rolled into the calculation of renewal funding with other vouchers. She said that RRHA also is not able to issue Family Unification Program (FUP) vouchers at this time. She stated that the rest of the actions being taken are listed in the written report included with the Board materials.

Responding to a question from Vice Chair Burruss regarding the number of voucher applications RRHA generally receives, Mrs. Goh responded that when the waiting list was opened in 2015, approximately 2,500 applications were received in a two-day period. Vice Chair Burruss asked whether there was a sense of how many of the 2,500 met program eligibility requirements, and Mr. Bustamante responded that about 70 percent of the total applicants were eligible for the program.

Mrs. Goh went on to explain that the HCV is a high demand program and that while some of the applications received are from people already living in public housing who want to move into the HCV program, a large number of the applications are from people who are not already receiving assistance through another program. She stated that there has always been a waiting list in the time that she has worked at RRHA. Mrs. Goh added that every time the program has accepted applications in the last 10 years, more than 2,000 applications have been received in the two-day period, which is consistent with the experience of other housing authorities across the country. Vice Chair Burruss stated that it is probably even higher in some areas.

Responding to a question from Commissioner Garner about the Real Estate Assessment Center (REAC) scores and whether RRHA is still considered a High

Performer in Public Housing, Mrs. Goh confirmed that the REAC physical inspection scores have been received, but HUD has not released Public Housing Assessment System (PHAS) scores for the year ending September 30, 2016. She stated that she believes RRHA will maintain High Performer status based on this year's REAC scores, if other scoring areas remain the same as last year, which she believes will be the case; however, HUD will likely not release the PHAS scores until March or possibly April.

When asked by Commissioner Garner if this will have an impact on the Moving to Work (MTW) program application, Mrs. Goh confirmed that it could, because agencies are required to be High Performer in both programs at the time of application; however, the regulatory freeze initiated by the new administration, as with previous administration transitions, has created a delay in HUD's issuance of the notice inviting MTW applications for the first cohort of small agencies with less than 1,000 units. She said that RRHA is hopeful that the timing will work so that the new PHAS score is received and RRHA maintains High Performer designation during the application process for agencies RRHA's size.

Commissioner Garner inquired whether the projected shortfall, not reaching a certain percentage, or not being fully leased up would be a detriment to the MTW application process. Mrs. Goh responded that the utilization score in the Section 8 Management Assessment Program (SEMAP) is based on budget utilization rather than the percentage of vouchers leased up. She stated that as long as RRHA is at 98 percent or higher for budget utilization, RRHA will meet the utilization standard for SEMAP. She went on to explain that the projected shortfall actually means that the

program is currently spending more than 100 percent of its housing assistance payments budget.

Chair Karnes asked if there were any other comments or questions. There were none.

3. Staff Reports

Chair Karnes asked if there were any Staff reports, comments or questions. There were none.

4. Committee Reports

Chair Karnes asked if there were any Committee reports. There were none.

5. Commissioner Comments

Chair Karnes asked if there were any Commissioner comments. There were none.

6. City Council Liaison Comments or Discussion

Chair Karnes asked if there were any City Council Liaison comments or discussion. Ms. Dykstra stated that there were not and that the City Council was currently focused on the City's budget shortfall and replacing the City Manager.

7. Residents or other community members to address the Board

Chair Karnes asked if there were any residents or community members who would like to address the Board. There were none.

III. CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, January 23, 2017.

RECOMMENDED ACTION: Dispense with the reading thereof and approve as

recorded.

C-2 Monthly Operations Report for the month of January 2017.

RECOMMENDED ACTION: File as submitted

Vice Chair Burruss introduced a motion to approve the Consent Agenda. The motion was seconded by Commissioner Garner and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Karnes thereupon declared said motion carried as introduced.

IV. REGULAR AGENDA

1. Resolution No. 3910

Ms. Crow introduced Resolution No. 3910 asking for authorization for the Executive Director to execute necessary documents to continue participation with the Local Choice Health Benefit Program. She explained that the medical insurance renewal reflects a 2.5 percent decrease from last year's premiums. She stated that the renewal is for July 1, 2017 through June 30, 2018 for a not-to-exceed amount of \$775,000.

Chair Karnes asked if there were any comments or questions. There were none.

Commissioner Smith introduced Resolution No. 3910 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE NECESSARY DOCUMENTS TO CONTINUE

PARTICIPATION IN A COOPERATIVE AGREEMENT FOR EMPLOYEE
MEDICAL AND DENTAL INSURANCE COVERAGE

WHEREAS, the City of Roanoke Redevelopment and Housing Authority's (RRHA) employee medical and dental insurance contract expires June 30, 2017; and

WHEREAS, HUD procurement procedures allow RRHA to join intergovernmental cooperative agreements; and

WHEREAS, The Local Choice Health Benefit Program was created exclusively to provide health benefits for local governments, authorities, school divisions and constitutional officers and is managed by the Commonwealth of Virginia's Department of Human Resources; and

WHEREAS, The Local Choice Health Benefit Program fully satisfies HUD's five (5) intergovernmental cooperative agreement requirements; and

WHEREAS, RRHA is currently enrolled in The Local Choice Health Benefit Program; and

WHEREAS, The Local Choice Health Benefit Program has provided satisfactory service to RRHA; and

WHEREAS, The Local Choice rate for 2017-2018 is a decrease of 2.5% from the prior year and is favorable in comparison to the market; and

WHEREAS, staff recommends continuing RRHA's participation in The Local Choice Health Benefit Program.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized and directed to execute necessary documents to continue RRHA's participation under the Local Choice Health Benefit Program for the period of July 1, 2017 through June 30, 2018 for an amount not to exceed \$775,000.

The motion was seconded by Commissioner Garner and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Karnes thereupon declared said motion carried and Resolution No. 3910 adopted as introduced.

2. Resolution No. 3911

Mr. Shank introduced Resolution No. 3911 requesting the Board's authorization to execute a contract with U.S. Communities Government Purchasing Alliance to purchase maintenance materials and tools that are used at all public housing sites. He explained that RRHA was a part of the same type of cooperative agreement with HD Supply a few years back and it worked well for staff as they were able to order online for delivery at the housing sites. Mr. Shank stated that the cooperative agreement contract, which satisfies HUD's five intergovernmental cooperative agreement requirements, is for a period of nearly five years and an amount of \$668,000, based upon history of purchases for these types of supplies. He said that the execution of this contract will be contingent upon the acceptance of HUD's mandatory terms and conditions, which is currently being worked through.

Responding to a question from Commissioner Garner regarding the internal controls being used, Mr. Shank stated that Site Managers are the ones who place the orders and monitor what is being ordered. When asked by Commissioner Garner how that fits in with the RRHA audit and if it is audited, Mr. Shank responded that it is just like any other contract and Mrs. Austin stated that audits are based on expenditures which they do a sampling of all expenditures. Mrs. Goh went on to further explain that when materials are delivered, Site Managers have to sign off and verify that what was ordered is consistent with what was received and that the pricing is correct. She said that the overall usage of the contract is monitored at the Central Office and that there are different levels of authority for purchases in aggregate to not exceed a certain amount or it has to go to the next level for approval.

Chair Karnes asked if there were any other comments or questions. There were none.

Commissioner Garner introduced Resolution No. 3911 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A CONTRACT WITH U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE AND HD SUPPLY FACILITIES MAINTENANCE, LTD., FLORIDA LIMITED PARTNERSHIP

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) includes Maintenance, Repair, and Operations supply (MRO) as a necessary expense in its annual operating budget; and

WHEREAS, the Department of Housing and Urban Development (HUD) procurement regulations allow RRHA to join intergovernmental cooperative agreements; and

WHEREAS, RRHA has determined that joining the U.S. Communities Government Purchasing Alliance and HD Supply Facilities Maintenance, Ltd., Florida Limited Partnership contract, identified as contract #16154, as awarded on January 11, 2017 with an effective date of February 1, 2017 and with a term ending on December 31, 2021, is cost effective and in the best interest of RRHA; and

WHEREAS, the U.S. Communities Government Purchasing Alliance and HD Supply Facilities Maintenance, Ltd., Florida Limited Partnership contract fully satisfies HUD's five (5) intergovernmental cooperative agreement requirements; and

WHEREAS, the not-to-exceed amount for this contract was determined based on review of RRHA's average expenses for MRO for the past five (5) years; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to execute a contract, for the not-to-exceed amount of \$668,000 with U.S. Communities Government Purchasing Alliance and HD Supply Facilities Maintenance, Ltd., Florida Limited Partnership, contingent upon acceptance of RRHA's Memorandum of Understanding by HD Supply Facilities Maintenance, Ltd., Florida Limited Partnership.

The motion was seconded by Vice Chair Burruss and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Karnes thereupon declared said motion carried and Resolution No. 3911 adopted as introduced.

3. Resolution No. 3912

Mr. Gusler introduced Resolution No. 3912 requesting the Board to authorize the negotiation and execution of option agreements on twelve properties. He explained that the Board approved Resolution No. 3879 in February 2016, which allowed RRHA to enter into option agreements for a number of properties in conjunction with the Choice Neighborhoods Implementation Grant application and, since that application was unsuccessful, this resolution allows pursuit of options for these twelve specific properties in Northeast Roanoke. He stated that the properties are located on Princeton Circle parallel to Oliver Road, which is not far from Plantation Road and that the parcels are in Census Tract 4 of the City, which currently does not have any public housing units. He said that there is a main water line for the properties, but there is not a sewer line so there would be added cost to develop them. He explained that the properties, which were only recently put on the market, went through an estate issue in court and the intent would be to make an offer below listing price. He said that, although there are no specific plans for the properties, the intent would be to do some homeownership and some public housing

as there is a good mix of homeowners and renters in the area.

Vice Chair Burruss stated that she felt it was great to be looking at options in different neighborhoods, however she had a difficult time locating the property and accessing it from Williamson Road. Mr. Gusler described where the property is located, near Huntington Boulevard, and confirmed for Vice Chair Burruss that it was previously part of the Huntington estate and is separated from the subdivision. He added that there are also several lots plus three units on Oliver Road that could possibly be of interest if access issues could be resolved. Mr. Gusler said that it appears that those properties, along with the twelve listed in the resolution, were subdivided at the same time for a townhouse development that was started on Oliver Road but never completed. When asked by Vice Chair Burruss if any construction had started, Mr. Gusler stated that the three units on Oliver Road, one of which is occupied and the other two that are for sale, are townhomes that are all connected but are on separate parcels.

In response to a question from Vice Chair Burruss, Mr. Gusler confirmed that the \$2,000 amount authorized for negotiated options is a not-to-exceed amount for all of the lots that is paid up front for the option and, if the decision is made to purchase the property, that amount will be deducted from the purchase price. He explained that the option payment is necessary because it generally takes five to six months for due diligence to be completed.

Commissioner Garner inquired about the difference between Resolution No. 3912 and No. 3913 other than the location of the properties and the fact that due diligence had been performed on one but not the other. Mrs. Goh explained that

Resolution No. 3912 is to negotiate and execute the options to be able to do the due diligence needed for the properties. She said that if RRHA wanted to acquire them, staff would come back before the Board for approval to purchase and that, in the case of Resolution No. 3913, due diligence has been completed, and these properties are now coming before the Board for approval to acquire.

Chair Karnes asked if there were any other comments or questions. There were none.

Vice Chair Burruss introduced Resolution No. 3912 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING NEGOTIATION AND EXECUTION OF OPTION AGREEMENTS FOR ACQUISITION OF TWELVE PROPERTIES IN THE CITY OF ROANOKE

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) seeks to promote affordable housing and redevelopment of property for the benefit of the citizens of Roanoke; and

WHEREAS, RRHA has developed, with residents and other stakeholders, a Transformation Plan for the Loudon-Melrose/Shenandoah West neighborhood, addressing housing, people, and neighborhood needs and goals; and

WHEREAS, deconcentrating poverty and reducing density of public housing units is one of the primary goals of the Transformation Plan and is consistent with RRHA's mission; and

WHEREAS, RRHA has set aside funds in the Capital Fund Program (CFP) for acquisition of properties for development of replacement public housing units, such funds being budgeted in CFP grant numbers VA36P01150115 and VA36P01150116; and

WHEREAS, funding for acquisition and construction of homeownership units is available utilizing net proceeds from previous sales of homes in RRHA's homeownership programs; and

WHEREAS, RRHA staff has identified twelve properties suitable to acquire for the development of scattered site public housing and homeownership units, and

WHEREAS, due diligence necessary to evaluate said properties will be performed during the acquisition option period.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

1. The Executive Director or her designee is authorized to negotiate and execute acquisition option agreements with owners of the following properties (the Properties):

<u>Tax Map Number</u>	<u>Address</u>
3170335	0 Princeton Circle, NE
3170336	0 Princeton Circle, NE
3170337	0 Princeton Circle, NE
3170338	0 Princeton Circle, NE
3170339	0 Princeton Circle, NE
3170340	0 Princeton Circle, NE
3170341	0 Princeton Circle, NE
3170342	0 Princeton Circle, NE
3170343	0 Princeton Circle, NE
3170344	0 Princeton Circle, NE
3170345	0 Princeton Circle, NE
3170346	0 Princeton Circle, NE

2. The total amount authorized for negotiated options on the Properties is \$2,000.
3. Approval of the Board of Commissioners will be required prior to RRHA exercising an option to purchase any of the Properties.

The motion was seconded by Commissioner Garner and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Karnes thereupon declared said motion carried and Resolution No. 3912 adopted as introduced.

4. Resolution No. 3913

Mr. Gusler introduced Resolution No. 3913 requesting the Board to authorize the acquisition of five properties located in the 2700 - 2900 blocks of Centre Avenue across from Lansdowne Park. He stated that environmental site assessments have been done, and there are no issues with the properties. He explained that the intent would be to put the five units into the Operating Fund Financing Program (OFFP) application for development of new single-family public housing units and use Capital Funds to acquire these properties. He shared that during the 2015 and 2016 Choice Neighborhood applications RRHA had options on these properties and that the sale price has now decreased by over 50 percent compared to the initial option. He stated that at \$5,000 per lot, this purchase is a good deal for RRHA.

When asked by Vice Chair Burruss why he thought the price had dropped, Mr. Gusler explained that the properties are not generating much interest in the market. He said that the owner of the properties, Sweet Briar College, had most likely received them as a gift and, after several conversations over the years, they were willing to reduce the price because there were no other active offerors for the properties. He said that RRHA was not able to get the entire block lined up for options as was the case at one earlier point. When asked by Vice Chair Burruss if this was the lowest possible price, Mr. Gusler confirmed that it was and that Sweet Briar's board would have to approve the sale at its next meeting.

Chair Karnes asked if there were any other comments or questions. There were none.

Commissioner Garner introduced Resolution No. 3913 and moved its adoption

as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING ACQUISITION OF FIVE PROPERTIES IN THE CITY OF ROANOKE

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) seeks to promote affordable housing and redevelopment of property for the benefit of the citizens of Roanoke; and

WHEREAS, RRHA has developed, with residents and other stakeholders, a Transformation Plan for the Loudon-Melrose/Shenandoah West neighborhood, addressing housing, people, and neighborhood needs and goals; and

WHEREAS, deconcentrating poverty and reducing density of public housing units is one of the primary goals of the Transformation Plan; and

WHEREAS, the RRHA Board of Commissioners approved Resolution No. 3879 on April 25, 2016, authorizing the Executive Director to enter into option agreements for certain properties in conjunction with the Choice Neighborhoods Implementation Grant application; and

WHEREAS, RRHA staff has identified five of such properties suitable to acquire for the development of scattered site public housing, and

WHEREAS, RRHA has set aside funds in the Capital Fund Program (CFP) for acquisition of properties for development of replacement public housing units, such funds being budgeted in CFP grant numbers VA36P01150115 and VA36P01150116; and

WHEREAS, RRHA has made an initial application to HUD to use its operating reserves and Replacement Housing Factor funds through the Operating Fund Financing Program (OFFP) and intends to further that application with a development proposal which will include the properties to be acquired; and

WHEREAS, the required due diligence necessary to evaluate the properties to be acquired was performed in 2016 and revealed no environmental issues that would preclude RRHA from acquiring them.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director be and hereby is authorized and directed to execute documents necessary to consummate purchase from Sweet Briar Institute of the following properties in the City of Roanoke at a total acquisition cost of \$25,000:

<u>Tax Map Number</u>	<u>Address</u>
2420606	0 Centre Avenue, NW
2420607	0 Centre Avenue, NW
2420608	0 Centre Avenue, NW
2420613	0 Centre Avenue, NW
2420614	0 Centre Avenue, NW

The motion was seconded by Commissioner Smith and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Karnes thereupon declared said motion carried and Resolution No. 3913 adopted as introduced.

5. Resolution No. 3914

Mr. Gusler introduced Resolution No. 3914 requesting the Board to authorize a loan for the purpose of accessibility conversion renovations for public housing. He explained that in February 2016, the Board approved Resolution No. 3873 for the OFFP application but when the application was submitted, HUD advised separating it into two applications, one for the modernization work and one for the new development. He said that HUD informed RRHA that each application would need its own resolution; therefore, this resolution is only for the modernization work.

Chair Karnes asked if there were any comments or questions. There were none.

Commissioner Witten introduced Resolution No. 3914 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING A LOAN FOR THE PURPOSE OF ACCESSIBILITY CONVERSION RENOVATIONS FOR PUBLIC HOUSING

WHEREAS, under the Operating Fund Financing Program (OFFP), Public Housing Authorities are permitted to borrow private capital to finance development and modernization of public housing; and

WHEREAS, under the OFFP, a Public Housing Authority may use a portion of its Operating Fund reserve balances to collateralize financings and pay debt service and customary financing cost where the financing is used for public housing development or modernization; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) Board of Commissioners approved Resolution 3873 on February 22, 2016 authorizing a loan for the purpose of accessibility conversion renovations and development of public housing; and

WHEREAS, in accordance with OFFP guidelines, RRHA will submit separate applications and loans for accessibility conversion renovations and development of public housing; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) desires to borrow up to \$760,000 for converting public housing units for accessibility by tenants with disabilities; and

WHEREAS, such loan will be secured and repaid by Public Housing Operating Reserve Funds, subject to HUD approval of RRHA's Operating Fund Financing Program (OFFP) proposal; and

WHEREAS, the loan terms will be determined by soliciting best offers from financing institutions; and

WHEREAS, written HUD approval is required before a Public Housing Authority undertakes an OFFP transaction.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

1. The Executive Director is authorized to undertake a loan up to \$760,000, provide all security interests required by the loan, and repay the loan with City of Roanoke Redevelopment and Housing Authority Operating Fund reserves as required by the financing documents.

2. The Executive Director is authorized to execute and submit all documents required to obtain approval of the United States Department of Housing and Urban Development for the Operating Fund Financing Program.
3. The Executive Director is authorized to negotiate and enter into all legal documents required as part of the transaction.

The motion was seconded by Commissioner Butler and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Karnes thereupon declared said motion carried and Resolution No. 3914 adopted as introduced.

6. Executive Session

Commissioner Garner moved that the Commissioners enter into Executive Session for the purpose of discussion of specific personnel matters of the RRHA in accordance with Virginia Code Section 2.2-3711 (A)(1).

The motion was seconded by Vice Chair Burruss and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

The Board of Commissioners entered into Executive Session at 3:28 p.m.

The Board reconvened into open session at 3:58 p.m.

Commissioner Butler introduced a motion stating that the members of the Board of Commissioners hereby certify to the best of their knowledge that only public business matters lawfully exempted from open meeting requirements and only such

public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board in the immediately preceding Executive Session.

The motion was seconded by Commissioner Smith and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

V. ADJOURNMENT

There being no further business to come before the Board, Commissioner Smith moved that the meeting be adjourned.

The motion was seconded by Vice Chair Burruss and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Karnes declared the meeting adjourned at 3:59 p.m.



Glenda Edwards Goh, Secretary-Treasurer



Daniel Karnes, Chair

