

MINUTES OF A SPECIAL 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 special session on Wednesday, November 1, 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 Burruss called the meeting to order at 4:00 p.m. and declared that a quorum was present.

PRESENT:	Commissioners Burruss, Karnes, Garner, Smith and Witten
ABSENT:	Commissioners Anguiano and Butler
OFFICER PRESENT:	Mrs. Glenda Edwards Goh, Secretary-Treasurer
ALSO PRESENT:	Dezaray Allaire, Executive Assistant; David Bustamante, VP of Housing; Patice Holland, Legal Counsel; Melissa Wills, Executive Assistant

Chair Burruss welcomed everyone to today's meeting.

**II. REPORTS**

There were no reports presented to the Board at the meeting.

**III. CONSENT AGENDA**

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, September 25, 2017.

RECOMMENDED ACTION: Dispense with the reading thereof and approve as recorded.

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

RECOMMENDED ACTION: File as submitted

C-3 Reports received on October 23, 2017.

RECOMMENDED ACTION: Ratify and accept as submitted

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

AYES: Commissioners Burruss, Karnes, Garner, Smith and Witten

NAYS: None

Chair Burruss thereupon declared said motion carried as introduced.

#### IV. **REGULAR AGENDA**

##### 1. **Resolution No. 3939**

Mr. Bustamante introduced Resolution No. 3939, requesting the Board's approval to increase the not-to-exceed amount on the contract with Ferguson for building materials, maintenance supplies, and general materials.

He explained that, at the time RRHA joined this contract in 2016, RRHA had only one contractor for these types of supplies and, therefore, reached the not-to-exceed amount sooner than anticipated. Mr. Bustamante stated that now RRHA also has a contract with HD Supply so purchases under the Ferguson contract should be somewhat reduced. He stated that increasing the not-to-exceed amount by \$174,800 should be sufficient for the remainder of the contract term, which ends May 5, 2019.

Responding to a question from Commissioner Witten as to whether Ferguson was the company that advertised on the television, Mr. Bustamante confirmed that it was the same company.

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

Commissioner Smith introduced Resolution No. 3939 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A MODIFICATION TO A CONTRACT FOR BUILDING MATERIALS, MAINTENANCE SUPPLIES AND GENERAL MATERIALS

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

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) joined the University of Virginia (UVA) and Ferguson contract by agreement on May 1, 2016 with a term ending date of May 5, 2019; and

WHEREAS, the UVA and Ferguson contract fully satisfies HUD's five (5) intergovernmental cooperative agreement requirements; and

WHEREAS, RRHA joined the UVA and Ferguson contract through an intergovernmental cooperative agreement and executed a contract with Ferguson for building materials, maintenance supplies and general materials; and

WHEREAS, actual usage since the inception of the contract has exceeded the original cost estimate due to convenience of purchase, favorable cost and the necessity to address the physical needs of the housing sites; and

WHEREAS, the agreement between RRHA and Ferguson requires an increase of the not-to-exceed amount to authorize funding for anticipated expenses at all RRHA sites through May 5, 2019; and

WHEREAS, RRHA anticipates expenses to maintain all RRHA sites in the amount of \$174,800 through May 5, 2019, with this cost being calculated from purchase expense history and based on rates in the contract between UVA and Ferguson; and

WHEREAS, RRHA has sufficient Public Housing Operating Funds to

obligate for this contract modification.

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 modification, to be funded by Public Housing Operating Funds, to the contract between RRHA and Ferguson, increasing the not-to-exceed amount from \$231,000 to \$405,800, a net increase of \$174,800, with all other terms remaining unchanged.

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

AYES: Commissioners Burruss, Karnes, Garner, Smith and Witten

NAYS: None

Chair Burruss thereupon declared said motion carried and Resolution No. 3939 adopted as introduced.

2. Resolution No. 3940

Mr. Bustamante introduced Resolution No. 3940, requesting the Board's approval to extend the agreement with Waste Management for an additional option year, which is the last option year on this contract. He explained that the contract is for bulk services for all of the RRHA properties, and the amount requested represents a 1.4 percent increase from last year which will total \$68,367.24. He stated that, given the amount of waste that RRHA has at its properties, it is well worth the money. He said that this will be the last year and the procurement process will begin again next year for waste removal services.

Responding to a question from Vice Chair Garner as to why the City of Roanoke does not provide the same service, Mrs. Goh responded that the City does not provide bulk container services to apartment communities other than a development like Hurt Park Townhomes, in which each townhouse is on a separate

tax parcel. She went on to explain that RRHA makes a Payment In Lieu Of Taxes (PILOT) to the City of Roanoke annually, which is what HUD requires. She explained that the PILOT is paid in return for RRHA properties to receive the same services as others in the city. She said there has been discussion at RRHA over the years as to why RRHA has to clear the streets at its properties, even though they are city streets, and provide trash removal at the Public Housing sites. She explained that when Darlene Burcham was still the City Manager of Roanoke, City Council passed a policy to not provide any bulk container pickup for apartment communities so for any site like Lansdowne with three hundred units on one site, including private apartment developments, the City will not provide the bulk pickup. Commissioner Witten asked whether an owner of a private apartment development would still pay the same tax rates and not receive trash services. Mrs. Goh confirmed that this was correct.

Commissioner Witten went on to ask that when the City institutes the new solid waste management fee, should RRHA expect it to be reflected in their PILOT payment. Mrs. Goh explained that it should not because RRHA does not pay property taxes and that the PILOT is calculated on a formula driven basis based on the number of units. She said that the storm water drainage fee is a different matter, however, and that RRHA will have to pay that. She stated that she does not believe it will be an issue since RRHA does not receive property tax bills, but staff would certainly follow up with the city if RRHA were to be charged the fee.

Responding to a question from Vice Chair Garner as to whether the formula for the amount collected in lieu of taxes is a HUD formula or one that RRHA determined jointly with the City of Roanoke, Mr. Bustamante confirmed that the formula comes

from HUD and is based on the number of units. Mrs. Goh went on to explain that it is mandated by HUD that any Housing Authority pay the local government a payment in lieu of taxes.

Chair Burruss asked if not doing waste management and clearing the streets were routine municipal practices across the country or if it was just something that was being done in Roanoke. Mrs. Goh stated that she believed it was routine and, in fact, RRHA was fortunate in the fact that a lot of housing authorities across the country also have to provide their own policing services. RRHA does not have that issue in Roanoke as the city police provide services at the sites along with the rest of the City, and RRHA is only paying for above-baseline services. She said that as far as the trash removal, she thought that was fairly common and asked Mr. Bustamante to comment.

Mr. Bustamante explained that when he was at the Miami Housing Authority, it was the same in that the housing authority had to pay for trash removal at its developments. He explained that when there was a hurricane, the city would come around to pick up trash caused by the weather event; however, he stated that he did not understand why Roanoke does not do snow removal. Mrs. Goh commented that she also did not understand that and there was a brief discussion regarding the City's snow removal practices.

Commissioner Witten commented that he had looked it up and for 2017, the PILOT payment was \$147,000. He asked whether, when RRHA does another trash service agreement, it would be done via a Request For Proposals or if staff anticipates signing onto another Virginia Department of General Services (DGS) contract.

Mr. Bustamante replied that he would prefer to join a DGS contract if they do another competitive procurement.

Chair Burruss commented that RRHA can be grateful that they do not have to have their own police force and that the price is well worth it for that reason.

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

Commissioner Smith introduced Resolution No. 3940 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A MODIFICATION TO AN AGREEMENT FOR BULK CONTAINER SERVICE FOR RRHA HOUSING DEVELOPMENTS

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

WHEREAS, the Commonwealth of Virginia Department of General Services and Waste Management contract fully satisfies HUD's five (5) intergovernmental cooperative agreement requirements; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) joined the Commonwealth of Virginia Department of General Services (DGS) and Waste Management contract by agreement on April 1, 2014, with a term ending date of October 31, 2017 with five (5) renewal option years; and

WHEREAS, the agreement between RRHA and Waste Management requires modification of the end date and not-to-exceed amount to allow RRHA sites to have access to Waste Management's bulk container service for the one year renewal period of November 1, 2017 to October 31, 2018 for the contract between DGS and Waste Management.

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 modifications to RRHA's agreement with Waste Management, executed pursuant to the contract between the Virginia Department of General Services and Waste Management, extending the ending date from October 31, 2017, to October 31, 2018; and increasing the not-to-exceed amount from \$197,750.19 to \$266,117.43, a

net increase of \$68,367.24, with all other agreement terms remaining unchanged.

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

AYES: Commissioners Burruss, Karnes, Garner, Smith and Witten

NAYS: None

Chair Burruss thereupon declared said motion carried and Resolution No. 3940 adopted as introduced.

#### V. ADJOURNMENT

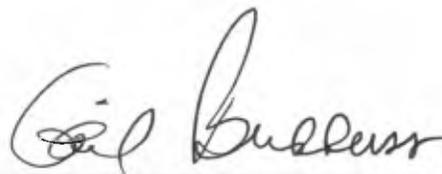
There being no further business to come before the Board, Vice Chair Garner moved that the meeting be adjourned.

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

AYES: Commissioners Burruss, Karnes, Garner, Smith and Witten

NAYS: None

Chair Burruss declared the meeting adjourned at 4:09 p.m.



Gail Burruss, Chair



Glenda Edwards Goh, Secretary-Treasurer

