

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 24, 2020, 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**

Commissioner Garner called the meeting to order at 3:00 p.m. and declared that a quorum was present.

PRESENT: Commissioners Garner, Burruss, Kepley, Witten

ABSENT: Commissioners Anguiano, Smith, Walker

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Jackie Austin, VP of Finance/CFO; Betsy Crow, VP of Human Resources and Administration; Mark Loftis, Legal Counsel; Evangeline Richie, VP of Housing; Joel Shank, VP of Operations; Crystal Hall, Community Support Services Director; Suzzette McCoy, Compliance & Quality Assurance Manager; Michelle Jackson, Senior Executive Assistant; Lucie Rowan, Executive Assistant

Commissioner Garner welcomed everyone to today's meeting.

**II. REPORTS**

1. Financial Report

Commissioner Garner asked if there were any questions for Ms. Austin. There

were none.

## 2. Executive Director's Report

Mr. Bustamante informed the Board that the City of Roanoke Redevelopment and Housing Authority (RRHA) applied for the Jobs Plus grant to serve Indian Rock Village and Jamestown Place and unfortunately, RRHA did not get funded for this grant opportunity. He noted that RRHA had requested a debriefing and he is hopeful that the next time it becomes available, we will get chosen. He went on to say that we have started our Community Meetings and that we have three left. So far, the meetings have been very informative and we have gotten some very good feedback.

Mr. Bustamante explained that we are currently going through our Real Estate Assessment Center (REAC) inspections. We will have REAC inspections in six of our eight developments. He stated that we are in the process of appealing a lot of the point deductions that resulted in low scores. He believes that with the appeals, REAC scoring will bring us back to where we were the last time these buildings were inspected, point wise. Commissioner Burruss inquired as to how many points we are looking at. Mr. Bustamante responded that we are looking at around 13 points for Indian Rock Village, around 15 points for Hunt Manor and Bluestone Park and between 16 and 19 for Villages at Lincoln.

Mr. Bustamante also mentioned that earlier this month he and Commissioner Garner met with Frank Rogen and John McLeod to talk about their new school, the Academy. They are building a very good program which not only involves the children, but also takes into the consideration the whole family aspect. He believes their mission is in line with our mission which is self-sufficiency. He noted that he believes it is an

excellent program and we have committed to helping them find referrals through Resident Services. Commissioner Garner responded that they were surprised to find out just how in line their programs are with ours. He believes that partnering with the McLeod foundation would be beneficial for both RRHA and the McLeod foundation. He is hopeful that we can bring something back to the Board that will reflect what is going on with the program.

3. Staff Reports

Commissioner Garner asked if there were any staff reports. There were none.

4. Committee Reports

Commissioner Garner asked if there were any Committee reports.

Commissioner Burruss provided an update stating that the Personnel Committee met today before the Board Meeting with the main agenda focused on the Health Insurance Plan for the upcoming fiscal year. What we have been given by local choice is a 7.5% increase. She stated that very wisely, Ms. Crow has been looking at alternatives including getting a broker and putting things out for bid to see what we may be able to do differently. If we stay with the 7.5% increase, then the raises that we have budgeted for staff in too many cases would go towards paying for the insurance increase. We also really want to encourage people to go for the higher deductible plans as a viable and practical option for themselves.

5. Commissioner Comments

Commissioner Garner asked if there were any City Council Liaison comments or questions. There were none.

6. City Council Liaison Comments or Discussion

Commissioner Garner asked if there were any City Council Liaison comments or questions. There were none.

7. Residents or other community members to address the Board

Commissioner Garner asked if there were any comments or questions. There were none.

### **CONSENT AGENDA**

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, January 27, 2020.

C-2 Monthly Operations Report for the month of January 27, 2020.

RECOMMENDED ACTION: File as submitted

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

AYES: Commissioners Garner, Burruss, Kepley, Witten

NAYS: None

Commissioner Garner thereupon declared said motion carried as introduced.

### **III. REGULAR AGENDA**

1. Resolution No. 4037

Mr. Shank introduced Resolution 4037, requesting the Board's approval to authorize the sale of 4 vehicles identified as excess property. Under our disposition policy, property that is valued between \$1,000 and \$5,000 dollars, we bring to the Board for approval and go through an informal bid process and anything above that we go through a formal bid process. We have 4 vehicles, the first is a bucket truck and the

reason we are looking to sell it is the age and the repairs needed to the hydraulic system. Then we have 2 work vans with a considerable amount of mileage on them. Lastly, we have a 2014 pick-up; the pickup was hit by an uninsured motorist which left us to bear the cost. There is a quite a bit of damage to the driver's side of the pick-up and the value of it is such that it will probably cost more to make the repairs than what the vehicle is valued. We are going to try to sell the vehicles as is. Commissioner Burruss asked if we needed to replace any of the vehicles. Mr. Shank answered that we have already purchased replacement vehicles for the sites. As for the bucket truck we don't have any one qualified here to operate that kind of vehicle.

Commissioner Burruss introduced Resolution No. 4037, and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING  
AUTHORITY APPROVING THE SALE OF 4 VEHICLES IDENTIFIED AS EXCESS  
PROPERTY

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has identified four (4) vehicles that are no longer needed for its operations and are, therefore, suitable to be declared excess property; and

WHEREAS, the sale of excess RRHA property must be conducted in accordance with the RRHA Disposition Policy; and

WHEREAS, estimated current values for the four (4) vehicles will be determined using Kelley Blue Book and Edmunds; and

WHEREAS, the RRHA Disposition Policy states that excess property with an estimated value between \$1,000 and \$5,000 may be sold through an informal bid process and property valued in excess of \$5,000 may be sold through a formal bid process.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director be and hereby authorized to sell the four (4) vehicles identified as excess property and described on the attached list using sale methods authorized by the RRHA Disposition Policy.

The motion was seconded by Commissioner Witten and upon roll call the following vote was recorded.

AYES: Commissioners Garner, Burruss, Kepley, Witten

NAYS: None

Commissioner Garner thereupon declared said motion carried and Resolution No. 4037 adopted as introduced.

2. Resolution No. 4038

Mr. Shank introduced resolution 4038, requesting the Board's approval to authorize a modification to the contract for Hughes Associates, Architects & Engineers (A&E) firm. He stated that in January 2020, we solicited out for open ended A&E services like we do every year and initially had a lot of interest in the project, when it came time to receive statement qualifications, we received none. We were a little surprised so we extended the due date and still received none. He and his assistant called several of the firms that we have worked with in the past, one of the firms is actually going out of business, a couple of them are so busy they didn't have the time to put the statement of qualifications together, and another stated that they had been unsuccessful in the past so they didn't even try to bid this time around.

In light of the things we have going on right now and in the near future, Mr. Shank went to Hughes Associates to see if they had the capacity to take on some things in the next several months, they said they did. RRHA will increase their contract by \$67,500.00 which is what we normally figure on spending in a year with an A&E firm. Mr. Shank plans to solicit out in another 9 months and hopefully get some response at that time.

Commissioner Kepley asked what he expected the services to be. Mr. Shank responded that we have a lot of smaller things, looking ahead we have several HVAC projects replacing the chiller and the air handlers at Morningside Manor and we have some other HVAC equipment down at Indian Rock Village in the day care building to get involved with.

Commissioner Burruss introduced Resolution No. 4038, and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY MODIFYING CONTRACT NUMBER 567-1901-1-7 USING UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150118

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development (“HUD”) Capital Fund Program (CFP), grant number VA36P01150118 in the amount of \$3,302,705.00; and

WHEREAS, Open-End Architectural and Engineering Services for RRHA was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150118, which was approved by the RRHA Board of Commissioners by Resolution 3957 on May 21, 2018; and

WHEREAS, architectural and engineering services are essential to the overall maintenance and modernization of the public housing developments and provide a vehicle for the timely obligation of available funding; and

WHEREAS, RRHA issued a Request for Qualifications (“RFQ”) on January 5, 2020, with Statement of Qualifications being due on January 28, 2020; and

WHEREAS, RRHA received no Statements of Qualifications in response to the RFQ; and

WHEREAS, the due date for receipt of Statement of Qualifications was extended to February 5, 2020 by issuance of Addendum 1; and

WHEREAS, RRHA received no Statements of Qualifications by the extended due date in response to the RFQ; and

WHEREAS, Hughes Associates Architects & Engineers is under contract to perform Open-End Architect and Engineering Services for RRHA until February 25,

2021; and

WHEREAS, Hughes Associates Architects & Engineers has the capacity to increase the number of projects undertaken in the next year for RRHA; and

WHEREAS, in order to continue to obtain the architectural and engineering services RRHA needs in a timely manner, the Vice President of Operations recommends increasing the amount of contract 567-1901-1-7 by \$65,000 for Basic Services and \$2,500 for Reimbursables, for a total increase of \$67,500; and

WHEREAS, the Executive Director has determined that this contract modification complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such change proposal and execute an appropriate contract modification; and

WHEREAS, RRHA's Procurement Policy states, "For all contracts of \$100,000 or more, any and all change orders, contract modifications, and/or amendments having a dollar value of \$25,000 or more must be submitted to the Board of Commissioners for review and approval prior to executing the contract modification."

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

- (1) The recommended change proposal in the amount of \$67,500.00 be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a contract modification.
- (3) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

The motion was seconded by Commissioner Kepley and upon roll call the following vote was recorded.

AYES: Commissioners Garner, Burruss, Kepley, Witten

NAYS: None

Commissioner Garner thereupon declared said motion carried and Resolution No. 4038 adopted as introduced.

### 3. Executive Session

Commissioner Burruss moved that the Commissioners enter into Executive Session for the purpose of consultation with legal counsel retained by RRHA regarding specific legal matters requiring the provision of legal advice by such counsel and discussion of specific personnel matters of RRHA in accordance with Virginia Code Section 2.2-3711 (A)(1), and (8).

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

AYES: Commissioners Garner, Burruss, Kepley, Witten

NAYS: None

The Board of Commissioners entered into Executive Session at 3:25 p.m.

#### Certification

Commissioner Burruss 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 Witten and upon roll call the following vote was recorded:

AYES: Commissioners Garner, Burruss, Kepley, Witten

NAYS: None

The Board reconvened into open session at 4:12 p.m.

#### **IV. ADJOURNMENT**

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

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

AYES: Commissioners Garner, Burruss, Kepley, Witten

NAYS: None

Commissioner Garner declared the meeting adjourned at 4:12 p.m.



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David Bustamante, Secretary-Treasurer



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Andrew Anguiano, Chair