

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, August 24, 2015, 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 Witten called the meeting to order at 3:02 p.m. and declared that a quorum was present.

PRESENT: Commissioners Anguiano, Butler, Garner, Smith, Witten

Commissioner Karnes arrived at 3:03 p.m.

ABSENT: Commissioner Burruss

OFFICER PRESENT: Glenda Edwards Goh, Secretary-Treasurer

ALSO PRESENT: Jackie Austin, VP of Finance/CFO; Christina Back, Executive Assistant; Kathy Beveridge, Compliance and Quality Assurance Manager; David Bustamante, VP of Housing; Rebecca Cannady, Assistant Site Manager; Nick Conte, Legal Counsel; Betsy Crow, HR Director; Mary Ann Gilmer, VP of Workforce Development, Goodwill Industries of the Valley; Frederick Gusler, Director of Redevelopment and Revitalization; Jessica Farmer, HCV Manager; Crystal Hall, Community Support Services Director; Justina Megginson, Site Manager; Joel Shank, VP of Operations; Denise Stanley, Site Manager

Chair Witten welcomed everyone to today's meeting.

PUBLIC HEARING

To receive comments on the proposed Fiscal Year 2016 Operating Budget.

Ms. Austin provided a summary of the proposed Fiscal Year 2016 Operating Budget and stated that the 2016 budgets remain in compliance with HUD's asset management guidelines. The budgets for Public Housing are structured by Asset Management Project (AMP) and reflect an 82% proration for Operating Subsidy. The Section 8 Admin Fees are projected to increase 5% over 2015 due to a higher proration and higher leasing percentages budgeted for this year. The Section 8 department has been working to increase the lease-up percentages during the current year. The Central Office Cost Center (COCC) reflects continued implementation of the required fee structure. Total revenues for 2016 fiscal year are projected to decrease approximately 1% from the prior year. In July of this year, the Authority received a modest increase in health insurance costs of 4.7%. The 2016 budgets also reflect a salary increase of an average of 2.5%, which has been recommended by the Personnel Committee. The 2016 budgets reflect the use of reserves in the amount of \$452,000 to cover the cost of equipment and extraordinary maintenance that have been deemed necessary for the sites during the upcoming fiscal year. The total revenues for the Public Housing Program are projected to decrease slightly due to the proration of Operating Subsidy. Central Office revenue is projected to decrease by 2% due to decreased service fee billing. The projected billing for the current year included a staff attorney position that is not included in the 2016 budget. Hackley revenues are projected to increase 4% based on an increase in dwelling rent and HAP payment. Private Management revenues are projected to increase due to an increase in service

fee billing. Public Housing investment income is projected to decrease 71% due to lower interest rates and also due to a reduction in the amount of funds available for investment. Overall expenses are projected to decrease 4% as compared to the prior year. Central Office budgets are showing a decrease of 9% in expenses primarily attributable to salary reductions related to staff turnover and the elimination of a position, as well as a reduction in general expenses due to an error in budgeting for workers' compensation insurance. Workers' compensation insurance is a part of the benefit calculations and had been incorrectly budgeted in the general expense category for the prior year; this has been corrected for the 2016 budget year. Public Housing expenses are projected to decrease 15% due to the reduction in ordinary maintenance anticipated during the 2016 fiscal year. Capital Improvements will be covered under the Capital Fund Program. Section 8 has budgeted for a 3% decrease in expenditures. The largest decrease is in the tenant services category. This is a result of HUD funding the Family Self-Sufficiency Coordinator position through a ROSS grant. Previously HUD funded this position as a separate allocation directly to the Section 8 program but has since changed the funding to come through the ROSS grant program. Hackley expenses are projected to increase 15% due to an increase in administrative and ordinary maintenance expenses primarily related to the increase in the amount of salary that is budgeted in both categories. Private Management budget reflects an increase in expenditures of 21% due to a need for additional services from RRHA staff. Overall budgets are projecting an increase in net income of approximately \$536,000 which includes the transfer of reserves in the amount of \$759,000. Of this amount \$452,000 is attributable to the Public Housing Program, \$280,000 is related to the HOP program for

the initiative to build homeownership houses, and \$27,000 is to cover the deficit in City activities related to the mortgage loan program. The Authorities operating budgets do not provide for additional capital improvements for the upcoming year as these expenditures will be covered through the Capital Fund Program. The budgets are based on estimated amounts for both operating subsidy and Section 8 admin fees. Once a federal budget is adopted, actual expenditures for the budgeted items may have to be reconsidered when actual funding amounts become known, which will most likely not be until 2016. The Board will not be asked to take any action at today's meeting. A resolution to approve the Authority's 2016 operating budgets will be brought before the Board at the September meeting for approval.

Commissioner Garner asked about the transfers for the HOP program and \$27,000 for the City program.

Ms. Austin stated that HOP program involves proceeds from a previous homeownership program, which are designated for use for additional homeownership units. The City program is a mortgage loan program, and funding is required for managing foreclosures. Additionally, these loans are funded partially through a RRHA credit line loan, and the Authority must make payments if there is an imbalance.

Commissioner Garner asked that if the reduction in reserve is the cause of such a steep decline of 71% in investment income.

Ms. Austin stated for the past several years, the Authority has not been reinvesting but instead projecting the use of reserves in order to avoid a situation of investing money and then being penalized if money is taken out early.

Commissioner Garner asked how much money is budgeted for use of reserves

this year in total.

Ms. Austin stated that \$759,000 total has been budgeted for use of reserves.

Commissioner Garner asked how that compares to previous years when there was a big projection and then it was not all used.

Ms. Austin stated that was for 2015 and, although it has not all been used to date, there are jobs pending which will continue to utilize those reserves budgeted in the current year through the end of September.

Commissioner Garner asked for clarification regarding the basis for the projection for operating subsidy.

Ms. Austin stated that last year a lower amount was projected, around 78% or 76% operating subsidy. The basis for the 2016 projection is striking a balance between the actual 2015 amount and the amounts proposed in federal budget bills.

Commissioner Garner asked for explanation of the amount projected for additional services for Private Management.

Ms. Austin stated this amount reflects service fee billing for computer services by RRHA's IT staff and electrical services when RRHA's staff electrician provides the service. In addition, if those properties have a higher occupancy, the management fees are higher. These amounts were budgeted slightly higher for 2016 based on the current actual expenses, in order to maintain the service level.

Chair Witten asked if there were any community members or other stakeholders who wished to make comments. There were none.

Chair Witten asked if any there were any additional questions or comments from Commissioners. There were none.

Chair Witten declared the Public Hearing closed at 3:11 p.m.

II. REPORTS

1. Financial Report

Chair Witten stated that Ms. Austin provided a Financial Narrative along with the Financial Report and asked if there were any comments or questions. There were none.

2. Executive Director's Report

Chair Witten asked for the Executive Director's report.

Mrs. Goh stated that the written report has been provided and that she would like to add a couple of items. As the Board was informed last month, Frederick Gusler formerly with the City of Roanoke, has been hired as the Director of Redevelopment and Revitalization, the position formerly held by Desi Wynter. Today is Frederick's first day on the job and he is present for the Board meeting. Ms. Goh stated that she would like to introduce him to the Board and welcome him to the RRHA staff.

Mrs. Goh stated there has been a change to the Human Resources monthly report that is included on page 2 in the Executive Office section of the Operations report. Last month Commissioner Anguiano raised a question regarding some of the salary funds noted in the Financial report as underspent and how that reflected on turnover and workflows. This generated some discussion and consideration by Mrs. Goh and Betsy Crow, RRHA Human Resources Director. Ms. Crow has undertaken to look at turnover rates within RRHA and will report each month to the Board. The review of these rates will be helpful in identifying what categories of positions are experiencing unusually high turnover rates, which will help focus on efforts to reduce

turnover. Ms. Crow also has some ideas to implement in the exit interview process in an effort to receive better information as employees depart the agency, and proposed revisions to the policy regarding exit interviews will be presented for Board consideration at a future meeting. Different methods of recruitment are also being implemented as result of focusing efforts on more effective recruitment and improved selection, resulting in better fit between those employees selected and the needs and culture of RHRA, which will in turn impact positively on retention and turnover rate. This information will be included in the report going forward.

Mrs. Goh stated that this concludes her report and that she will be happy to answer any questions.

Commissioner Garner asked how far along is RRHA on planning meetings for stakeholders for Choice Neighborhoods or if this is still an active task and asked if there has been any slowdown in Choice Neighborhoods activity since the implementation grant was not received this year.

Mrs. Goh stated that coordination of a stakeholder event will be one of the first priorities for Mr. Gusler, now that he is on board with RRHA. There has not been a slowdown to this point in the Choice Neighborhoods activity. The City has selected this as the target neighborhood for CDBG funds which helps with building momentum. Also, the library is planning renovation and expansion, including the possibility of including space for community use, and New Horizons just received funding for an additional dentist. New Horizons is looking to expand, and RRHA is in talks with them regarding the possibility of having them located dental services, at least in the short term, in space available at Melrose Towers. Goodwill is also moving forward with

expansion of the community garden and development of a food forest adjacent to the garden. The implementation grant is only one piece of the puzzle. The most significant impact of not getting the implementation grant is determining how to redevelop the public housing, because there are few avenues other than HUD money to redevelop public housing. The other efforts triggered by the transformation planning process are still moving forward as they were not dependent on the implementation grant. There is still a good level of momentum going with the other initiatives. The ongoing challenge is to make sure that stakeholders remain engaged and initiatives keep moving forward until another opportunity is available to apply for an implementation grant, to hopefully add those resources to the mix.

Commissioner Garner as if there is a timeframe for the next opportunity to apply.

Mrs. Goh stated there is not because it is dependent on the federal budgeting process so, until a budget is approved with appropriations for Choice Neighborhoods included, HUD does not have access to funds to start another grant cycle.

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

3. Staff Reports

Chair Witten asked if there were any staff reports. There were none.

4. Committee Reports

Chair Witten asked if there were any committee reports. There were none.

5. Commissioner Comments

Chair Witten asked if there were any Commissioner comments.

Chair Witten stated that he is glad to see that Mrs. Goh back and doing well.

He stated that he wanted Mrs. Goh and staff to know that the Board was not panicked when notified of Mrs. Goh's medical leave. The Board has confidence in RRHA staff to handle RRHA operations, which reflects well on Mrs. Goh and staff.

Mrs. Goh thanked Chair Witten for his comments.

Chair Witten asked if there were any other Commissioner comments. There were none.

6. Residents or other community members to address the Board.

Chair Witten asked if there were any residents or other 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, July 27, 2015.

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

C-2 Monthly Operations Report for the month of July 2015.

RECOMMENDED ACTION: File as submitted

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

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

NAYS: None

Chair Witten thereupon declared said motion carried as introduced.

IV. REGULAR AGENDA

1. Annual Election of Officers for 2015 – 2016

Chair Witten opened the floor for nominations for the office of Chairman.

Commissioner Smith nominated Vice-Chair Butler for the office of Chairman.

Commissioner Garner moved to close the nominations and accept the nomination of Vice-Chair Butler for the office of Chairman. Commissioner Anguiano seconded. The following vote was recorded:

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

NAYS: None

Chair Witten thanked Vice-Chair Butler for being willing to serve as Chairman.

Vice-Chair Butler thanked Chair Witten.

Chair Witten opened the floor for nominations for the office of Vice-Chairman.

Commissioner Garner nominated Commissioner Karnes for the office of Vice-Chairman. Commissioner Smith moved to close the nominations and accept the nomination of Commissioner Karnes for the office of Vice-Chairman. Vice-Chair Butler seconded. The following vote was recorded:

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

NAYS: None

2. Resolution No. 3854

Ms. Hall requested adoption of a resolution awarding contracts for service delivery under Jobs-Plus Program Grant No. VA011FJP000314. There are 8 areas of service that were procured; educational, training, vocational, consultation and technical support, financial literacy, family literacy, legal, and mentoring for children.

RRHA would like to award a contract for consultation and technical support to the Council of Community Services and a contract for the remaining services to the Goodwill Industries of the Valleys, Inc.

Commissioner Garner stated the contract amount was for \$1,045,226 for a term of 4 years and the grant is for \$3,000,000 and asked about the plan for the remaining funds.

Ms. Hall stated there is \$900,000 slated for rent incentives, which will pay for participants' rent not increasing as earned income increases, and the remainder is for in-house for administration, transportation services, childcare services, renovation of the center, and hiring of the Jobs-Plus program staff.

Mrs. Goh stated that a program manager and case manager have been hired. Two Lansdowne residents have been hired to work as Jobs-Plus ambassadors and are responsible for outreach to increase participation of the program.

Commissioner Garner asked how that is reflected in the operating budget.

Mrs. Goh stated that it is not included in the operating budget, because it is grant funded and has a separate budget approved by HUD.

Commissioner Anguiano asked for explanation of how the consultation and technical service works.

Ms. Hall stated that the way the grant is set up as far as the governing structure is that of an executive committee which is like a steering committee with 3 separate groups underneath: support services group, education and training group, and vocational group. The supportive services group will more than likely take more time and effort to bring together and stay in contact with those organizations on a

regular basis regarding service needs and coordination. Dan Merenda from the Council of Community Services will be leading that group.

Commissioner Garner asked if those were the only 2 bidders in the bidding process.

Ms. Hall confirmed that they were the only 2 bidders.

Mrs. Goh stated that, since a contract is being considered for award to Goodwill and 2 Commissioners serve on the Goodwill Board, she has asked Nick Conte to advise the Board prior to the Board voting on the resolution.

Mr. Conte informed the Board that Commissioner Garner and Commissioner Karnes had disclosed that they each also serve on the Goodwill Board and that they had requested that the full Board be made aware of that connection so the Board is aware of any possible conflicts.

Mr. Conte stated that each of them may choose to vote or abstain, depending on comfort level, since they had each confirmed that they had no economic interest in the transaction and had no direct or indirect benefit to be gained from it.

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

Commissioner Smith introduced Resolution No. 3854 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND

HOUSING AUTHORITY AWARDING CONTRACTS FOR SERVICE
DELIVERY UNDER JOBS-PLUS PROGRAM GRANT NO.
VA011FJP000314

WHEREAS, the City of Roanoke of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development (HUD) Jobs-Plus Program, which is grant number VA011FJP000314 in the amount of \$3,000,000 for a four (4) year period; and

WHEREAS, the grant will provide Consultation and Technical Support, Employment Services, Training Services, Vocational Services, Financial Literacy, Family Literacy, Legal Services, and Mentoring for Children for residents of Lansdowne Park who enroll in the Jobs-Plus program; and

WHEREAS, RRHA staff determined that the most cost effective and appropriate method for service delivery under this grant would be through contracting with qualified service providers; and

WHEREAS, RRHA issued a Request for Proposals (RFP) on June 14, 2015, with proposals being due on July 15, 2015; and

WHEREAS, RRHA received two (2) proposals in response to the RFP from the following organizations:

- Goodwill Industries of the Valleys, Inc.
- Council of Community Services; and

WHEREAS, the Executive Director assigned an Evaluation Panel comprised of five (5) RRHA staff members; and

WHEREAS, the Evaluation Panel reviewed and evaluated proposals according to the following evaluation criteria, which were published in the RFP:

- Proposal meets participant needs and assists in moving them forward while maintaining participant interest and participation. Proposal aligns well with the overall program model submitted in the grant application. Where relevant to the proposed service, the organization is equipped to provide industry-recognized certifications to program participants who successfully complete programs. (25 points)
- Organization's capacity and experience with delivering services of the type proposed. Qualifications and experience of team members and key personnel assigned to carry out proposed program activities. Proven record working alongside other service providers for a comprehensive approach to self-sufficiency for a low-income, ethnically diverse population. (25 points)

- Available match/leverage funding committed to the project (5 points)
- Program facility is readily accessible to participants and includes options other than public transportation. (15 points)
- Service delivery model is designed around the needs of residents rather than requiring the resident to adapt to an existing program model (10 points)
- Proposals for dedicated staff to be funded through the contract are necessary and contribute value to the structure and success of the program (5 points)
- Certified Section 3 Business Concern (7 points)
- Section 3 Strategy (8 points); and

WHEREAS, the Evaluation Team rated each proposal for each service area applicable to the proposal based on the published evaluation criteria, with proposals scoring in the competitive range in the following areas:

- Consultation and Technical Support: Council of Community Services
- Education Services: Goodwill Industries of the Valleys, Inc.
- Training Services: Goodwill Industries of the Valleys, Inc.
- Vocational Services: Goodwill Industries of the Valleys, Inc.
- Financial Literacy: Goodwill Industries of the Valleys, Inc.
- Family Literacy: Goodwill Industries of the Valleys, Inc.
- Legal Services: Goodwill Industries of the Valleys, Inc.
- Mentoring for Children: Goodwill Industries of the Valleys, Inc.

WHEREAS, the Evaluation Team determined that the cost of services under the Goodwill Industries of the Valleys and Council of Community Services proposals were fair and reasonable, based on comparison to RRHA's independent cost estimate completed prior to the beginning of the procurement process; and

WHEREAS, Goodwill Industries of the Valleys and Council of Community Services have been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Evaluation Panel recommended to the Executive Director that contracts be awarded to Goodwill Industries of the Valleys and Council of Community Services;

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

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of

Roanoke Redevelopment and Housing Authority that:

1. The proposal submitted by Goodwill Industries of the Valleys, Inc., be and hereby is accepted.
2. The proposal submitted by Council of Community Services be and hereby is accepted.
3. The Executive Director be and hereby is authorized and directed to execute RRHA's standard contract for service provision between Goodwill Industries of the Valleys, Inc., and RRHA for a term of four years in the not to exceed amount of \$1,045,226.
4. The Executive Director be and hereby is authorized and directed to execute RRHA's standard contract for service provision between Council of Community Services and RRHA for a term of four years in the not to exceed amount of \$7,800.
5. 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 Vice-Chair Butler and upon roll call the following vote was recorded:

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

NAYS: None

ABSTAIN: Commissioner Karnes

Chair Witten thereupon declared said motion carried and Resolution No. 3854 adopted as introduced.

3. Resolution No. 3855

Mr. Shank requested adoption of a resolution authorizing modification of a contract for re-roofing a warehouse for Villages at Lincoln, AMP 202, using Public Housing Operating Reserve funds. There was a roof leak which resulted in the need to replace the roof. The plan is to eventually sell the property, and re-roofing is part of that preparation. There was an area of decking that was in extremely bad condition where

the leak was located, and that was addressed in the initial bidding process. The back part of the roof was completed. Upon reaching the front of the roof the decking was determined to be in worse shape than originally thought. The contractor, John T. Morgan Roofing and Sheet Metal Co., Inc., was asked to give a proposal for replacing all the metal decking for the front half of the warehouse. The resulting proposal amount was for \$56,595. RRHA's Procurement Policy requires Board approval for any contract of \$100,000 and any change order of \$25,000 or more.

Commissioner Butler asked if the decking was galvanized steel.

Mr. Shank stated that most of it is galvanized or painted. The old decking was extremely hard to match. The company tried to match but the unit cost was considerably more. It would have been about \$70,000 if they used what would match the old decking. So they shopped around to find decking that would meet specifications for load requirements and did not have to match to the old by replacing it all, which saved about \$14,000.

Chair Witten asked about the current use of the property.

Mr. Shank stated the property is currently not in use; it served as the Central warehouse for many years.

Mrs. Goh stated that RRHA stopped using a central warehouse following the transition to asset management. Mrs. Goh stated that the plan is to sell the warehouse, which requires HUD approval because it is public housing property, and then most likely use the proceeds to build additional replacement units. RRHA has not submitted a plan yet because the warehouse is not marketable until the roof is fixed.

Vice-Chair Butler asked whether the warehouse is on its own tax parcel or will

have to be subdivided in order to sell it.

Mrs. Goh stated that it is on its own tax parcel.

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

Vice-Chair Butler introduced Resolution No. 3855 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING
AUTHORITY AUTHORIZING MODIFICATION OF A CONTRACT FOR RE-
ROOFING A WAREHOUSE FOR VILLAGES AT LINCOLN, AMP 202, USING
PUBLIC HOUSING OPERATING RESERVE FUNDS

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) receives Operating Funds from the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, Section 9(e) of the United States Housing Act of 1937, 42 U.S.C. 1437g, as amended, defines maintenance of public housing as an eligible use of Operating Funds; and

WHEREAS, the HUD recommended minimum operating reserve level for PHAs with 250 or more units is four months of formula expenses or \$100,000, whichever is greater; and

WHEREAS, re-roofing of a warehouse for public housing, Villages at Lincoln, AMP 202, was determined to be necessary due to unforeseeable roof leaks and deterioration of metal roof decking; and

WHEREAS, VA11-2 Villages at Lincoln, AMP 202, had sufficient operating reserves to fund re-roofing of a warehouse for Villages at Lincoln, AMP 202; and

WHEREAS, the Executive Director was authorized and directed to execute a standard contract for re-roofing of a warehouse for Villages at Lincoln between John T. Morgan Roofing and Sheet Metal Co., Inc. and RRHA with a fixed amount of \$183,611 by the RRHA Board of Commissioners in Resolution No. 3828 on January 26, 2015; and

WHEREAS, RRHA executed contract number 202-1501-1-7 with John T. Morgan Roofing and Sheet Metal Co., Inc. for a fixed amount of \$183,611 on February 5, 2015; and

WHEREAS, the total quantity of deteriorated metal decking needing to be replaced was unknown at the time of receipt of bids, and RRHA staff have subsequently determined that the existing metal roof decking for the entire front half of the warehouse building has deteriorated to the degree that replacement is necessary to maintain the integrity of the new roof system; and

WHEREAS, John T. Morgan Roofing and Sheet Metal Co., Inc. was requested to provide a proposal for removal and disposal of existing metal roof decking and furnishing and installing new metal roof decking for entire front half of the warehouse building; and

WHEREAS, the amount of the change proposal submitted John T. Morgan Roofing and Sheet Metal Co., Inc. is \$56,595 and a work completion time extension of 55 calendar days; and

WHEREAS, the amount and work completion time extension of the change proposal submitted by John T. Morgan Roofing and Sheet Metal Co., Inc. was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate, based on RS Means Cost Data, for the change proposal; and

WHEREAS, VA11-2 Villages at Lincoln, AMP 202, has sufficient operating reserves to fund a modification in the amount of \$56,595 to the contract for re-roofing of a warehouse for Villages at Lincoln, AMP 202; and

WHEREAS, review, evaluation, and confirmation of change proposal documentation has been completed, and has been found to be in all respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends the acceptance of John T. Morgan Roofing and Sheet Metal Co., Inc.'s change proposal; and

WHEREAS, the Executive Director has determined that this contract modification complies with RRHA's Procurement Policy and that it is in the best interest 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 change proposal submitted by John T. Morgan Roofing and Sheet Metal Co., Inc., in the amount of \$56,595 with a work completion time extension of 55 calendar days be and hereby is accepted;
2. The Executive Director be and hereby is authorized and directed to execute a contract modification, which by reference, is inclusive of all of John T. Morgan Roofing and Sheet Metal Co., Inc.'s change proposal for removal and disposal of existing metal decking and furnishing and installing new metal roof decking for entire front half of the warehouse building, dated August 4, 2015.
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 Garner and upon roll call the following vote was recorded:

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

NAYS: None

Chair Witten thereupon declared said motion carried and Resolution No. 3855 adopted as introduced.

Commissioner Garner stated that, before adjournment of the meeting, he had a quick question for Mr. Bustamante regarding the expiration date of the maintenance contract for the cameras with Virginia Tech/SDI and asked if that will need to be rebid.

Mr. Bustamante stated that RRHA joined this cooperative agreement contract and is waiting for Virginia Tech to execute a contract extension with SDI. Once the contract is extended, RRHA will also extend participation in the cooperative agreement.

V. **ADJOURNMENT**

There being no further business to come before the Board, Commissioner 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 Anguiano, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Witten declared the meeting adjourned at 3:32 p.m.

Timothy Witten, Chair

Glenda Edwards Goh, Secretary-Treasurer