

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, May 24, 2021, via electronic communication through live video conference and telephone conference due to the COVID-19 pandemic.

I. CALL TO ORDER – ROLL CALL

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

PRESENT: Commissioners Anguiano, Burruss, Garner, Vice Chair
Kepley, McGuire, Walker

Commissioner Kepley arrived at 3:23 pm

ABSENT: Chair Smith

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Ms. Richie, VP of Housing;
Joel Shank, VP of Operations; Jackie Austin, VP of
Finance; Rachel Tobin, VP of Human Resources;
Frederick Gusler, Director of Redevelopment and
Revitalization; Melanie Reid, Director of Community
Support Services, Stephanie Moon Reynolds, City
Council Liaison

Commissioner Burruss welcomed everyone to today's meeting.

PUBLIC HEARING

Commissioner Burruss opened the floor to receive comments on the proposed 2021 Annual Plan update to the 2020-2024 Agency Plan. Commissioner Burruss noted that no members of the public were in attendance to comment and closed the public hearing.

PUBLIC HEARING

Commissioner Burruss opened the floor to receive comments on the proposed 2021 Capital Fund Program Five-Year Action Plan. Commissioner Burruss noted that no members of the public were in attendance to comment and closed the public hearing.

II. REPORTS**1. Financial Report**

Commissioner Burruss asked if there were any questions regarding the financial reports for Jackie Austin, VP of Finance.

Commissioner Garner noted that he would save his financial report questions for the next meeting since this agenda was of significant length.

2. Executive Director's Report.

Commissioner Burruss asked for the Executive Director's Report.

Mr. Bustamante responded and in addition to his written report, shared with the Board that "the RRHA was awarded the Jobs Plus Program Grant for Jamestown and Indian Village. This is our second run at the Jobs Plus program which is pretty unique for HUD as far as funding these programs. RRHA Staff is very excited and look forward to getting started on this grant June 1st. He went on to say that the RRHA was not so lucky

in Moving to Work designation from HUD. The RRHA was not chosen as one of the Moving to Work agencies for Cohort #3 rent reform policies. The RRHA was informed by HUD that they were rescinding Cohort #3 work requirements due to the current status of unemployment in the nation. The RRHA will continue to reapply to other Cohorts, perhaps Cohort #4 or #5. The RRHA will keep the Board informed, as we receive more information and apply to those opportunities.”

Mr. Bustamante also encouraged the Board to visit the new RRHA website. “It is up and running and has received very good feedback from the community, our residents and staff. It is a little bit different, but it is easy to navigate and it definitely makes it a lot easier for our residents to find information and apply for housing or for current open positions.

Mr. Bustamante added that the RRHA was awarded 26 emergency housing vouchers. These vouchers are only supposed to be used in working and in corroboration with our local Continuum of Care (COC). RRHA requested additional EHV vouchers from HUD totaling 75.

Mr. Bustamante met internally regarding this program and he met externally with the COC and Council for Community Service with one more meeting scheduled before this program kicks off on July 1st. The RRHA is very excited to help these 26 homeless families! These vouchers only serve to help homeless families and those families that are victims of domestic violence.

Commissioner Garner inquired if the vouchers were part of the 70,000. He received a notice of 70,000 vouchers being made available and inquired if this was part of the 70,000 made available.

Mr. Bustamante responded, "Yes, this is part of the 70,000 homeless vouchers." Additionally, Mr. Bustamante added that the eviction moratorium was extended to June 30th. It was initially supposed to end May 31st. Ms. Richie is working very hard to help as many residents who qualify to apply for rental relief. Once June 30th arrives the Housing Authority has a large group of families facing eviction. If families cannot show that the loss of income related to COVID, Ms. Richie cannot assist them. The rental relief program makes it very clear that in order to receive assistance, this must be a COVID related issue. The RRHA is doing the best it can to reach as many families as possible this by the close of month, June 30th. There will be a large percentage of Unlawful Detainers...not only from the housing authority, but from all the landlords as well.

Mr. Bustamante added, that on May 26th at 10 AM we are going to have our ethics training for Board members and he just wanted to confirm that everyone received the email message and everyone will be available. According to Legal Counsel Mark Loftis, "it will only be 45 minutes". It is a very good refresher on Commissioners Ethics.

With nothing further to add, Mr. Bustamante concluded his report and opened for comments and questions.

Commissioner Garner had a few questions, but requested brief answers since the agenda was significantly longer than usual.

Commissioner Garner inquired about the CBDG Allocation/Funding, "Have we heard anything concerning that?"

Mr. Bustamante responded that RRHA had two applications in the pipeline. We applied independently to the CBDG to receive some funding for a virtual employment software and that application was denied by the City. What we did obtain was through

the RRHA partnership with Real Experiences Affecting Change (R.E.A.C.H., LLC). This involved 427 Gilmer and R.E.A.C.H., LLC obtaining \$60,000. As far as I know from the resolutions for today, the City did award R.E.A.C.H., LLC the \$60,000 from the CBDG Fund.

Commissioner Garner asked if that was the extent to what the RRHA would receive from those applications.

Mr. Bustamante replied yes and added that the RRHA will have the opportunity to remove 427 Gilmer from their books very soon.

Commissioner Garner also inquired about the Landlord Summit. "Were we able to execute that and what was the result?"

Mr. Bustamante replied that he, Ms. Richie and Ms. Relf are working on trying to get the Landlord Summit organized. There are a lot of moving parts and a lot of landlords would like to participate, but there is a timing issue. The RRHA is definitely on it and hopefully it will happen in the next month or two.

Commissioner Burruss inquired about Jobs Plus expanding to two other sites and if the RRHA was hiring new positions for Job Plus?

Mr. Bustamante answered yes we have hired someone to be the manager for the Jobs Plus Program. The RRHA posted and received some very qualified individuals who applied for the position. We are fortunate that person who was hired was willing to wait until June 1st to start.

Melanie Reid responded that the RRHA will be hiring three case managers and an administrative assistant. The RRHA will be working with community partners to include two employment specialists, a business analyst and a career coach.

Commissioner Burruss responded, "That's a lot of positions and you have June 1st right around the corner, but you have the administrator in place."

Ms. Reid added that the other positions will be hired in one to two months following the program managers starting date.

Commissioner Burruss asked if there were other comments or questions concerning Mr. Bustamante's report.

Councilwoman Stephanie Moon Reynolds inquired about the evictions. How many evictions are you looking at for the end of June?

Mr. Bustamante answered that the number of evictions was in excess of one hundred.

Councilwoman Reynolds answered that she thought there might be more. She also asked if the RRHA was doing anything to prepare these families/people for the eviction than to just be surprised that it happened.

Mr. Bustamante responded that if these families/people say that they are surprised, I would be surprised. We have been informing them that this is not a rent moratorium, but an eviction moratorium. The RRHA will continue to inform them up until the last day. Reminding residents that they must come in and enter into a repayment agreement or at least pay down some on the rent. The RRHA does not want to evict residents, but at the same time, there are some individuals who have not paid rent in a long time.

Councilwoman Reynolds said that she understood but added, "You understand how they may respond that they did not know. I just want them to be prepared and to know that there is no negotiation unless they come in."

Ms. Richie interjected that Mr. Bustamante may want to mention our meeting with

Roanoke City Public Schools and that they would be assisting with notifying families and providing additional resources.

Mr. Bustamante added that Ms. Richie made a very good point. She and I met with the Superintendent of Schools a couple of weeks ago. One of the reasons for the meeting was to inform them that the moratorium on evictions was coming to an end and many of our families have children who go to school. So we have been working with them to reach out to these families to let them know this is coming and it is for real. Maybe if there is some assistance we cannot provide, but perhaps the City schools could help. The schools are going to reach out to families to address evictions as well. We have done everything possible and obviously, the RRHA staff know that RRHA is the housing of last resort and an eviction will make finding other options for housing unlikely. So if residents were to come in and speak to their case managers and work with them the RRHA is willing to work with them. We just require that someone come in and make a commitment that they will pay what they owe. It does not have to be all at once, but they have to make some effort to make arrangements to pay it down.

Councilwoman Reynolds further inquired if the RRHA has also spoken to Social Services for assistance with this problem?

Mr. Bustamante answered, as a part of our COC conversation, the RRHA staff spoke to DSS and let them know this is something that will be happening. The DSS seems to be aware and understood that eviction moratorium is ending and they are as prepared as they can be.

Councilwoman Reynolds added I just asked since they will have to go to them for services...homelessness, you know, trying to find a place following eviction. Thank you for

your responses.

Commissioner Garner asked if the RRHA followed up on talking to them on utilizing the stimulus funds to at least make payment on the outstanding amounts. Did we get any results concerning that?

Mr. Bustamante responded, "Commissioner, we spoke to them at length and about their income tax returns as well. While some have come in and paid there are still a large percent of residents who have not. Based upon my experience, I do not know how true this will be, but usually what happens is that they will let this run until the end and in front of a judge and when the judge states that they have ten days to pay or be evicted and then all of a sudden they come up with the money and say they have it. Unfortunately, I am hoping that happens for the majority of our residents and that they are just waiting until the last second. Yes, we have spoken to them about the importance of placing their shelter first and their other items like televisions after but we still have some who have not complied.

Commissioner Anguiano interjected, "... In Mr. Bustamante's defense, that is not the best way to phrase it, but I appreciate his proactivism. I feel like we have been having this conversation since the Fall. It feels to me as Mr. Bustamante has said previously, we should be very surprised if any of these residents are surprised by an eviction.

Councilwoman Reynolds responded that she understood.

Ms. Richie added that the Resident Services Department has reached out to families as well to provide additional support and services. Ms. Reid recently reached out to the Rescue Mission to make certain that everyone is aware of what is coming down the pipeline because we would like to do everything we can to minimize the end result.

But there will be a few unfortunately who will be evicted but we are hoping to minimize that number. However, the RRHA did receive payments on behalf of some of our families with the stimulus. A lot of those were people who actually moved out and came back to pay some of that bad debt. We still have a ways to go, but we have made progress. RRHA staff are being proactive to save as many families as we can.

Commissioner Garner nodded in agreement.

Councilwoman Reynolds added that it was a shame that it is the children who will suffer as a result of the parents' negligence...neglect. Considering they did have money in hand and that is the sad part of it.

Ms. Richie responded that for these reasons, the RRHA reached out to the Roanoke City Public Schools. They provided us with brochures that will go out to every multifamily household with a lot of resources and a lot of information advising families that if they are having a lot of issues to please reach out to certain contacts that they have readily available to try to assist with the situation.

Commissioner Burruss shares with Commissioner Anguiano an appreciation of the proactiveness and very extensive work that was put in to try to minimize the number of evictions.

Mr. Bustamante thanked Commissioner Burruss.

Commissioner Burruss asked if there were any other comments concerning the Executive Director report. There were no additional comments or questions.

3. Staff Reports

Commissioner Burruss asked if there were any Staff Reports. There were none.

4. Committee Reports

Commissioner Burruss asked if there were any committee reports. There were none.

5. Commissioner Comments

Commissioner Burruss asked if there were any Commissioner Comments. There were none.

6. City Council Liaison Comments or Discussion

Commissioner Burruss noted the attendance of City Councilwoman Stephanie Moon Reynolds and asked if she had any comments.

Councilwoman Reynolds replied that she had no additional comments and that the meeting could move forward.

Commissioner Burruss noted that the City Council was working on the budget.

Councilwoman Reynolds responded yes, tonight we have a public hearing on the budget at 7 PM.

7. Residents or other community members to address the Board

Commissioner Burruss asked if there were any Residents or other community members to address the Board. There were none.

CONSENT AGENDA

Commissioner Burruss read: All matters listed under the consent agenda are considered to be routine by the Board of Commissioners and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, April 26, 2021.

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

- C-2 Monthly Operations Report for the month of April 2021.

RECOMMENDED ACTION: File as submitted.

Commissioner Anguiano 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, Garner, Walker, McGuire and Vice Chair Kepley

NAYS: None

REGULAR AGENDA

- 1. Resolution No. 4078

Commissioner Burruss introduced Resolution No. 4078.

Commissioner Burruss inquired if there was someone presenting the resolution or if there was ample understanding of the resolution and its updates.

Mr. Bustamante noted that the updates were sent out with the Board packages, but if there are any specific questions concerning the updates, he could address them. He did mention that the RRHA did comply with the public hearing, the 45 day comment period. The RRHA were unable to do community meetings due to COVID, but a questionnaire was sent out and we received a lot of feedback from the residents. All of those remarks were included as well as what our actions

would be in the annual plan submission. We are asking the Board's approval so we may submit our update to the plan at the end of June.

Commissioner Garner had two questions. Regarding pages two and five of the report that lists all the things the RRHA is doing that was revised. What did this have to do with deconcentration of other policies that govern eligibility? Footnote B reads, "...the PSA must submit its deconcentration policy for field office review. Is that not a part of this? What is that about? I know we have been held up on some things we wanted to do because of a deconcentration requirement that we were unable to meet."

Mr. Bustamante responded that the RRHA is required to submit on a yearly basis a deconcentration report to HUD. This just lets HUD know the RRHA is compliant with that submission and it is part of our annual plan.

Commissioner Garner inquired if there was a statement that he could be directed to that could show me how we intend to comply with this even though I think it is going to be pretty hard considering all the restrictions placed upon us by the cost of lands but anyway...

The second question has to do with the other capital programs. What are we talking about? This is down at the bottom. I circled the other capital grant programs. What other capital grant programs are the RRHA involved in that are not listed on here? Or is there a footnote delineating this. I did not see one.

Commissioner Burruss asked Commissioner Garner which page and he responded.

Mr. Bustamante answered, that refers to the emergency grants that the

RRHA received. For example, money was received for the elevators at Morningside Manor. Those are considered other capital grants and the emergency grant is what is referred to when we check that box.

Commissioner Burruss asked for a motion to accept Resolution No 4078.

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

AYES: Commissioners: Anguiano, Burruss, Garner, McGuire, Walker and Vice Chair Kepley

NAYS: None

Commissioner Burruss thereupon declared said motion carried and Resolution 4078 adopted as introduced to accept Resolution No 4078.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE 2021 ANNUAL PLAN UPDATE TO THE 2020-2024 AGENCY PLAN FOR SUBMISSION TO HUD

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) receives operating funds from the Department of Housing and Urban Development (HUD); and

WHEREAS, pursuant to Section 511 of the Quality Housing and Work Responsibility Act of 1998, RRHA is required to adopt an Annual and 5-Year Plan (the Plan); and

WHEREAS, the Plan is designed to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic public housing and tenant-based assistance program policies, rules and requirements concerning operations, programs, and services; and

WHEREAS, RRHA staff have consulted with the Joint Resident Council, Inc. and all active resident councils and have conducted community meetings at all public housing sites and with participants and landlords in Section 8 programs to gather input, which has been considered in development of the Plan; and

WHEREAS, RRHA Commissioners were provided with copies of the draft 2021 Annual Plan update to the 2020-2024 Agency Plan; and

WHEREAS, the Plan and Attachments have been revised to include updated information regarding the Rental Assistance Demonstration Program and to reflect items approved by the Board of Commissioners subsequent to publication of the draft; and

WHEREAS, RRHA gave 45 days public notice for the draft 2021 Annual Plan and made the Plan available for public review at RRHA administrative offices, public housing site management offices, the Roanoke City Municipal Building, and on the RRHA website; and

WHEREAS, the RRHA Board of Commissioners gave notice and held public hearings to receive public comments on the draft 2021 Annual Plan on May 24, 2021; and

WHEREAS, the 2021 Annual Plan meets the current regulatory and statutory requirements; and

WHEREAS, the final Plan must contain a certification by City officials that the Plan is consistent with the Consolidated Plan of the City of Roanoke; and

WHEREAS, RRHA is required to submit the 2021 Annual Plan to HUD by July 18, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the 2021 Annual Plan update to the 2020-2024 Agency Plan, in substantially the form circulated to the RRHA Board of Commissioners, is hereby approved for submission to the U.S. Department of Housing and Urban Development upon receipt of certification from City officials that the Plan is consistent with the Consolidated Plan of the City of Roanoke.

2. Resolution No. 4079

Commissioner Burruss introduced Resolution No. 4079.

Commissioner Burruss inquired if there were questions for Mr. Bustamante concerning this resolution and its updates. There were no questions or comments.

With there being no further inquiry, a motion to accept Resolution No. 4079 was made by Commissioner Garner, seconded by Commissioner Anguiano and upon roll call the following vote was recorded:

AYES: Commissioners: Anguiano, Burruss, Garner, McGuire, Walker and Vice Chair Kepley

NAYS: None

Commissioner Burruss thereupon declared said motion carried and Resolution 4079 adopted as introduced to accept Resolution No 4079.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE 2021 CAPITAL FUND FIVE-YEAR ACTION PLAN AND BUDGET

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

WHEREAS, pursuant to 24 CFR 905.300, RRHA is required to develop and submit to HUD a Five-Year Action Plan and budget reflecting capital improvements planned for RRHA's Public Housing developments; and

WHEREAS, HUD allows public housing authorities to adopt either a fixed or rolling Five-Year Action Plan, and RRHA has adopted a rolling plan; and

WHEREAS, the Plan is designed to provide a framework for local accountability and easily identifiable source by which public housing residents and other members of the public may review RRHA's Plan for capital improvements to Public Housing; and,

WHEREAS, due to COVID-19, a questionnaire/survey was distributed to all public housing residents instead of community meetings at all public housing sites to gather input, which has been considered in the development of the 2021 Capital Fund Program Five-Year Action Plan; and

WHEREAS, RRHA Commissioners were provided with copies of the draft 2021 Capital Fund Program Five-Year Action Plan; and

WHEREAS, RRHA gave 45 days public notice and made the 2021 Capital Fund Program Five-Year Action Plan available for public review at RRHA administrative offices, public housing site management offices, and on the RRHA website; and

WHEREAS, the RRHA Board of Commissioners held a public hearing to receive public comments on the proposed Plan on May 24, 2021; and

WHEREAS, the RRHA 2021 Capital Fund Program Five-Year Action Plan meets the current regulatory and statutory requirements; and

WHEREAS, RRHA is required to submit the 2021 Capital Fund Program Five-Year Action Plan to HUD following approval by the RRHA Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached RRHA 2021 Capital Fund Program Five-Year Action Plan is hereby approved.

3. Resolution No. 4080

Commissioner Burruss introduced Resolution No. 4080.

Commissioner Burruss noted that we had the opportunity at the last meeting to review this in great detail. Commissioner Burris opened asked for thoughts or comments.

Commissioner Garner reiterated what was said in previous meetings and at the last meeting with Don Jump. "The RRHA would like to congratulate the staff for coming through with a clean report, even with all the duress they were under with the pandemic, software issues and still we came up with a clean audit report. Don was really congratulatory to the RRHA staff on well they were able to provide the information. Having worked in Finance, I know it is not easy. Just remind everyone to look over this thing if you have any questions, get with Ms. Austin and if not Ms. Austin will give you Don's phone number. This is a great report and if there are no other questions Commissioner Garner offered a motion to accept Resolution No. 4080 as is.

Commissioner Burris asked if there were any other questions. There were no other comments or questions.

Both Commissioners Anguiano and McGuire seconded the motion and upon roll call the following vote was recorded:

AYES: Commissioners: Anguiano, Burruss, Garner, McGuire, Walker and Vice Chair Kepley

NAYS: None

Commissioner Burruss thereupon declared said motion carried and Resolution 4080 adopted as introduced to accept Resolution No 4080. She offered her congratulations to David and Jackie especially for her first full year. It is wonderful to have a clean report.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY ACCEPTING THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2020 AND ASSOCIATED REPORTS PROVIDED BY JUMP, PERRY AND COMPANY, LLP.

WHEREAS, The City of Roanoke Redevelopment and Housing Authority has received documents from JUMP, PERRY AND COMPANY, LLP entitled "ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY FINANCIAL STATEMENTS, FOR THE YEAR ENDED SEPTEMBER 30, 2020 (with Independent Auditor's Report thereon)

WHEREAS, JUMP, PERRY AND COMPANY, LLP auditors provided a presentation of the reports to the Roanoke Redevelopment and Housing Authority Board of Commissioners at the April 26, 2021 meeting; and

WHEREAS, the Roanoke Redevelopment and Housing Authority Board of Commissioners having reviewed these reports has determined that they include the necessary components of an independent audit of the Agency's financial statements for the year ended September 30, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the JUMP, PERRY AND COMPANY, LLP report identified above is hereby accepted.

4. Resolution No. 4081

Commissioner Burruss introduced Resolution No. 4081.

Mr. Shank noted that an invitation to bid was issued to a number of contractors back in the beginning of April. The RRHA sent that out to quite a number of contractors. The RRHA did receive two responsive bids. One from

Russell's Remodeling, LLC for \$572,589.10 and the other from Valley Boiler and Mechanical, Inc. for \$639,500. The RRHA reviewed the bid with Russell's Remodeling, LLC and are confident that they understand the work that is to be done. This work involves the replacement of heating boilers domestic and hot water boilers and a lot of the other equipment that is in the boiler rooms, as well as all the old valves and various equipment that goes into this system. It is a very extensive amount of HVAC and plumbing going into this project. The RRHA is doing 7 or 8 boiler rooms (about 7 boiler rooms) which will effect 15 or 16 builds at Landsdowne. The RRHA is requesting the Board's approval to award a contract for this work. It is the first of several years that the RRHA will be using capital funds to work through this development to make all these quick changes.

Commissioner Garner asked, since there was a substantial difference between the two bids, I put my faith and trust in your ability to know which figure...

Mr. Shank replied, I came up with the figure \$540,000.

Commissioner Garner replied, "Good," before continuing, "Does the RRHA keep any running record of change orders? For example, things that might cause the price to be raised or to avoid going over a certain limit. Does the RRHA keep those records?"

Mr. Shank responded that he keeps files on all the projects he has ever been involved with...just about. When the RRHA completed the first round, a review to see if there must be any adjustments made is done. What was learned out of this project will be used to make those changes as we move forward. This kind of work tends to run into the unexpected since working with old equipment

and older buildings is expected.

Commissioner Garner thanked Mr. Shank for his thoroughness. Over the years, I have noted your thoroughness and it is appreciated.

Mr. Shank, thanked Commissioner Garner.

Commissioner Burruss added that this would mean that the RRHA is expecting to maintain Lansdowne in its current configuration for the foreseeable future. The RRHA has had many other visions of this property.

Mr. Shank added that the RRHA has done research and has come to the conclusion that it would be best to keep things as they are at this time.

Commissioner Burris asked if there was a motion to approve. Commissioner Garner motioned to approve Resolution NO. 4081 with Vice Chair Kepley seconding the motion. Upon roll call the following vote was recorded.

AYES: Commissioners: Anguiano, Burruss, Garner, McGuire, Walker and Vice Chair Kepley

NAYS: None

Commissioner Burruss thereupon declared said motion carried and Resolution 4081 adopted as introduced to accept Resolution No 4081.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDED A CONTRACT FOR REPLACEMENT OF HEATING AND DOMESTIC HOT WATER SYSTEMS FOR LANSDOWNE PARK, AMP 201, PHASE 1, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150120

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 VA36P01150120 in the amount of \$3,729,394.00; and

WHEREAS, HVAC Upgrades and Replacement of Domestic Hot Water Boilers for Lansdowne Park, AMP 201 was included on the Annual Statement detailing the planned

use of CFP grant number VA36P01150120, which was approved by the RRHA Board of Commissioners by Resolution 4045 on May 18, 2020; and

WHEREAS, RRHA needs a qualified contractor to complete Replacement of Heating and Domestic Hot Water Systems for Lansdowne Park, AMP 201, Phase 1; and

WHEREAS, RRHA issued an Invitation for Bid on April 4, 2021, with bids being due on April 27, 2021; and

WHEREAS, RRHA received two (2) responsive bids to the invitation, which were opened for consideration, such bids being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
Russell's Remodeling, LLC (Self-certified as Section 3 Business Concern)	\$572,589.10
Valley Boiler & Mechanical, Inc.	\$639,500.00

WHEREAS, HUD regulations at 24 CFR 135.1 state that "section 3 of the Housing and Urban Development Act of 1968 (12 U. S. C. 1701u) (section 3) directs that employment and other economic opportunities generated by certain HUD financial assistance shall to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to business concerns which provide economic opportunities to low- and very low-income persons."; and

WHEREAS, Russell's Remodeling, LLC submitted the low bid amount and self-certified as a Section 3 Business Concern; and

WHEREAS, the allowable HUD Section 3 preference is not a determining factor in the procurement; and

WHEREAS, the amount of the bid submitted by Russell's Remodeling, LLC was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate based on R S Means Cost Data, for the project; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Russell's Remodeling, LLC has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends an award to Russell's Remodeling, LLC; and

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 bid 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 bid submitted by Russell's Remodeling, LLC be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between Russell's Remodeling, LLC and RRHA for the fixed price of \$572,589.10.
- (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.

5. Resolution No. 4082

Commissioner Burruss introduced Resolution No. 4082. "It warms my heart."

Mr. Gusler responded that we are happy the RRHA have a contract signed with R.E.A.C.H., INC. concerning this property. R.E.A.C.H., INC. is a local nonprofit which stands for Real Experiences Affecting Change. We signed a contract with them contingent upon them being awarded block grant money and Mr. Bustamante mentioned that in his report early. They were successful in being awarded \$60,000 with the original request of \$110,000. The RRHA have to amend the original contract with R.E.A.C.H., INC to reflect that, but that will allow them to move forward and acquire the property. They have been told by City that they will keep process of the additional funding next year so it may be a slower process to see the property actually change. Just a little background for people who are not as familiar with this as Commissioner Burruss.

The RRHA bought this property years ago with City Community Block Grant

Fund as part of the derelict structures program and then the RRHA essentially realized between the City and RRHA, it was a mistake to acquire the property. The neighborhood wanted to see the property/house salvaged. The RRHA basically estimated it and found that it was not a property that fit into any program that could be run as an end user. The RRHA worked for several years with Gainesboro Neighborhood Association and agreed to basically give it to them and their leadership declined. R.E.A.C.H., INC. stepped in. Several years ago R.E.A.C.H., INC. was trying to partner with Gainesboro Southwest. I would like to recognize Tim Dayton who many of you saw on the paper, just passed away. He was the founder of R.E.A.C.H., INC. Tim Dayton who is a really great guy to work with approached Gainesboro Neighborhood Association. He has since been replaced with Brad Stevenson. They are renovating some really old properties in South Eastern part of the city and they're long range plan is they do not hold on to properties. They are looking for homeowners. So this fits in very well with what the neighborhood wants to see there. They did not want any more rental units. With a lot of work and volunteers we will see this property saved on this historic block of Gilmore Avenue. We are basically giving this away as a \$10 property.

Commissioner Burruss inquired about a \$10,000 figure. Is it selling for \$10.00 or \$10,000?

Mr. Gusler responded that it is \$10. The \$10,000 figure is a mistake. Commissioner Burriss noted as long as the Resolution is corrected.

Attorney Loftis interjected that a motion to amend it and have it properly reflected in the minutes would work.

Commissioner Burruss asked for a motion to amend the Resolution from \$10,000 to \$10.00.

Commissioner Anguiano motioned to approve the change to Resolution No. 4082 and Commissioner Garner seconded the motion and upon roll call the following vote was recorded.

AYES: Commissioners: Anguiano, Burruss, Garner, McGuire, Walker and Vice Chair Kepley

NAYS: None

Commissioner Burruss thereupon declared said motion carried and requested a motion to approve the Resolution as amended.

Vice Chair Kepley asked if there was any recourse. Once it is sold it is sold, do we have any recourse? Is there any kind of agreement in place for them to follow through and do what they say they will?

Mr. Gusler responded, we do not really in this case but they are required to follow the community block grant regulations for a low to moderate income family, so they are going to be responsible to the city that will monitor them as a sub grant fund. We will not have to worry about that.

Vice Chair Kepley asked if that does not work out, are they able to sell to the highest bidder? What happens?

Mr. Gusler responded that they could. The RRHA does not want the property back. Since they are the sub grantor, there is a mechanism in place for them to follow through. Therefore, the RRHA does not see a need for a reversion clause since R.E.A.C.H. is going through a process that takes us out of it.

Mr. Bustamante clarified Mr. Gusler's response by adding, if they do not do

what they need to do, there is always a chance that this property will come back to the RRHA.

Vice Chair Kepley noted that there are questions whether we would like that to happen, but I believe it is in the best interest of the property to come back to us.

Mr. Bustamante asked Attorney Loftis to give further clarification.

Attorney Loftis responded that there was not provision in the contract that the property returning to the RRHA would happen automatically but I think if they were to fail under the CBD grant, it is likely that we would be asked to take the property back. It is highly likely.

Commissioner Garner added that we were able to amend the contract from awarding \$110,000 to \$60,000. Is that adequate? We are satisfied with that amendment to the contract for this?

Mr. Gusler noted that language was put in to protect R.E.A.C.H. grant application. They did not want to acquire the property until they knew they would have funds to renovate the property. Now that they received the funds and are comfortable with it for the renovation, we are comfortable with their ability to follow through.

Commissioner Burruss noted that she is very pleased that another Gainesboro property will not fall apart. I believe R.E.A.C.H. has an excellent reputation so far and would not want to damage it. Things can happen, but she feels optimistic.

Commissioner Garner motioned to approve the change to Resolution No. 4082 as amended, Commissioner Anguiano seconded the motion and upon roll

call the following vote was recorded:

AYES: Commissioners: Anguiano, Burruss, Garner, McGuire, Walker and Vice Chair Kepley

NAYS: None

Commissioner Burruss thereupon declared said motion carried to approve the Resolution as amended.

Resolution 4082 adopted as amended to accept Resolution No 4082.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING A SALE OF 427 GILMER AVENUE, NW TO R.E.A.C.H., INC.

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) owns a property with a single-family home at 427 Gilmer Avenue, NW; and

WHEREAS, RRHA acquired this property with Community Development Block Grant Funds (CDBG) through its Derelict Structures program in partnership with the City of Roanoke and currently does not have any intended or programmed use for the property; and

WHEREAS, R.E.A.C.H., INC. (REACH) is a local non-profit community organization whose mission is to “restore hope, alleviate loneliness, and empower individuals by bringing folks together to transform homes, lives and entire communities;” and

WHEREAS, RRHA and REACH executed a contract dated January 15,2021 that RRHA would sell the property to REACH for the amount of \$10,000, contingent upon REACH successfully being awarded no less than \$110,000 of Community Development Block Grant (CDBG) funds from the City of Roanoke for the Fiscal Year 2021-2022; and

WHEREAS, REACH, Inc. has been awarded \$60,000 of Community Development Block Grant (CDBG) funds from the City of Roanoke to stabilize and begin renovation of the house at 427 Gilmer Avenue; and

WHEREAS, REACH has expressed interest in amending the contract and purchasing the property; and

WHEREAS, a contract amendment has been drafted that will allow REACH to acquire the property and begin renovation of the property.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director or his designee is authorized to execute the attached contract amendment with R.E.A.C.H, Inc. for sale of the property at 427 Gilmer Avenue, NW for \$10.00.

6. Resolution No. 4083

Commissioner Burruss introduced Resolution No. 4083. Commissioner Burruss asked Mr. Gusler would this be your resolution to talk about.

Mr. Gusler responded yes. The Lease purchase Program has been around since 2001 and was a byproduct of HOPE 6 Grant, Villages at Lincoln. The original intent of the grant was to intended to advance home owner opportunities, especially in that neighborhood but also elsewhere I the city. The program has made a few changes but we have not sold a property in the city for the last 5 years due to lack of qualified applicants. A big change in the way we have been running the program is that we stopped financing any loans. In the beginning we had a line of credit. So that is no longer the case. The RRHA addressed a lot of program language to address the changes in the real estate market. The RRHA was shocked at some of the appraisals we have gotten so the need for a second appraisal was added. Also, potentially offering down payment assistance to meet people halfway. The RRHA still does not finance, but offer a grant that does not have to be paid back if the buyer stays in the property for 10 years. The RRHA currently has 3 qualified applicants that we are getting into units and getting units ready for.

Commissioner Burris asked when you use the term unit, you do means homes?

Mr. Gusler responded, yes. They are all single family homes.

Mr. Garner noted that there is a finite number of housing available. What is the

pool of housing and what are we doing to increase that?

Mr. Gusler answered that there are currently 8 properties and 3 are spoken for and that is where that stands. In terms of looking to expand the pool...the RRHA must first sell what we have. It has been a fairly dormant program for a number of years and now with the real estate market as hot as it is now. This is another tool to get people into home ownership. But again the RRHA has to make more progress on the units we have.

Commissioner Burruss asked if there were any other questions or comments. With no questions, Commissioner Burruss asked if there was a motion to approve. Commissioner Garner motioned to approve the change to Resolution No. 4083, Commissioner Anguiano seconded the motion and upon roll call the following vote was recorded:

AYES: Commissioners: Anguiano, Burruss, Garner, McGuire, Walker and Vice Chair Kepley

NAYS: None

Commissioner Burruss thereupon declared said motion carried and Resolution 4083 adopted as introduced to accept Resolution No 4083.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AMENDING PROGRAM REGULATIONS FOR THE LEASE-PURCHASE HOMEOWNERSHIP PROGRAM.

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) was awarded a HOPE VI grant in 1998 and created the 5(h) or Lease-Purchase Homeownership Program (LPHP) in 2000 for low-to moderate income first-time homebuyers as a component of the revitalization of the Lincoln Terrace development; and

WHEREAS, RRHA has operated the program since HUD's approval in 2001, amending it in 2011 through HUD's Special Applications Center; and

WHEREAS, due to real estate market conditions and RRHA staff changes, the

original program regulations no longer are conducive to providing optimal opportunities for low-income first-time homebuyers; and

WHEREAS, RRHA proposes amendments to the program to reflect the current staff responsibilities and offer incentives to qualified homebuyers under the program.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the LPHP is amended as attached.

7. Resolution No. 4084

Commissioner Burruss introduced Resolution No. 4084. She again asked if this Resolution was for Mr. Gusler to discuss, as well.

Mr. Gusler added that this another property on Gilmer Avenue. This is a property that is a remnant of one of our old programs. The RRHA had a home loan rehab program years ago but there are only have a couple properties left in that program. The RRHA financed the first loan and the second loan was through city HUD financing. The tenant has stayed with the property and now he wants to purchase the property. The RRHA made him a very reasonable offer that will basically allow us to break even from the cost incurred on the foreclosure. It would really be great to have him get his family home back. This will allow everyone to move on from it.

Commissioner Burruss added this was one of the more interesting stories. Commissioner Burruss asked if there were any other questions or comments. With no questions, Commissioner Burruss asked if there was a motion to approve. Commissioner Garner motioned to approve Resolution No. 4084, Vice Chair Kepley seconded the motion and upon roll call the following vote was recorded:

AYES: Commissioners: Anguiano, Burruss, Garner, McGuire, Walker and Vice Chair Kepley

NAYS: None

Commissioner Burruss thereupon declared said motion carried and Resolution 4084 adopted as introduced to accept Resolution No 4084.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE SALE OF 215 GILMER AVENUE, NW TO KHALID K. JONES.

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) owns a property with a single-family house at 215 Gilmer Avenue, NW; and

WHEREAS, RRHA acquired this property through foreclosure in 2014 after the default of a homeownership rehabilitation loan that it made to Khalid K. Jones; and

WHEREAS, RRHA has rented the property to Mr. Jones since it acquired it in 2014; and

WHEREAS, RRHA executed a contract for sale of the property in the amount of \$52,800 to Mr. Jones dated April 30, 2021; and

WHEREAS, Mr. Jones has provided a pre-qualification letter of financing, and paid the required earnest money deposit to RRHA as the contract requires.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director or his designee is authorized to execute the required documents to sell the property at 215 Gilmer Avenue, NW to Khalid K. Jones for the amount of \$52,800.

8. Resolution No. 4085

Commissioner Burruss introduced Resolution No. 4085. Commissioner Burruss looked to Mr. Gusler to discuss the final Resolution of this Board meeting.

This property actually has a connection to the 215 Gilmer property and we were approached by Chris Bartlett, LLC who was interested in this property and two others. That is when the RRHA approached Mr. Jones about an opportunity to purchase the property and we were glad it worked out this way. The RRHA was going to have to put in significant investment into the property since there was a plumbing leak upstairs that had done damage downstairs. There are two units there under lease. It would require

him to keep the residents there with a 90 day notice. So it was either invest in this property or sell it. Again, this is another property that we bought years ago that is not in public housing so there isn't a regular funding stream. The rent is what is keeping it afloat. It was just a good opportunity to sell. I can answer any questions you have.

Commissioner Burruss asked how the price of \$45,000 was reached.

Mr. Gusler responded we received an offer of \$40,000 and we countered at \$45,000. It is definitely priced to sell and it would be a very good deal for the buyer. If we put it on the market longer the RRHA would have gotten more money for it, but we felt very comfortable with moving on at the time. The RRHA did not want it to sit on the property too much longer, especially since there were a number of maintenance issues.

Commissioner Burruss asked if there were any questions or comments for Mr. Gusler. Hearing none is there a motion to approve Resolution 4085?

Commissioner Anguiano motioned to approve Resolution No. 4085, Commissioner Garner seconded the motion and upon roll call the following vote was recorded:

AYES: Commissioners: Anguiano, Burruss, Garner, McGuire, Walker and Vice Chair Kepley

NAYS: None

Commissioner Burruss thereupon declared said motion carried and Resolution 4085 adopted as introduced to accept Resolution No 4085.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE SALE OF 1142 JAMISON AVENUE, SE TO THE PHICAR GROUP, LLC FOR \$45,000.

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) owns property at 1142 Jamison Avenue, SE, in which it currently leases two units; and

WHEREAS, RRHA acquired this property with non-federal funds and currently does not have any intended or programmed use for the property; and

WHEREAS, RRHA acknowledges that the property is in need of significant capital repairs in order to continue leasing it; and

WHEREAS, The Phicar Group, LLC (“the buyer”) expressed interested in purchasing the property, renovating it and making it available for Housing Choice Voucher (Section 8) residents; and

WHEREAS, RRHA and the buyer have agreed to the terms of a contract in which the existing residents will receive at least 90 days’ notice if the buyer choses to vacate the units within the first year after closing; and

WHEREAS, the buyer must pass a Housing Quality Standards inspection within one year of closing.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director or his designee is authorized to execute the required documents for the sale of 1142 Jamison Avenue, SE.

III. 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 Anguiano and upon roll call the following vote was recorded:

AYES: Commissioners: Anguiano, Burruss, Garner, McGuire, Walker and Vice Chair Kepley

NAYS: None

Commissioner Burruss declared the meeting adjourned at 5:00 p.m.

Gail Burruss, Commissioner

David Bustamante, Secretary-Treasurer

Exhibits from May 24, 2021 Minutes previously circulated