

**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, June 28, 2021.

**I. CALL TO ORDER – ROLL CALL**

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

PRESENT: Commissioners: Anguiano, Burruss, Garner, Walker, Chair Smith and Vice Chair Kepley

ABSENT: Commissioner McGuire

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Evangeline 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 and Councilwoman Stephanie Reynolds Moon

Chair Smith welcomed everyone to today's meeting.

**II. REPORTS**

1. Financial Report

Chair Smith asked if there were any questions or discussion regarding the financial reports.

There were none.

## 2. Executive Director's Report.

Chair Smith asked for the Executive Director's Report.

In addition to the written report, RRHA received an award for Outstanding Performer from the South Eastern Regional Council (SERC). It is a great acknowledgement for RRHA from our peers. This award represents all of the hard work that all of RRHA employees do.

We were informed, as everyone is aware that the eviction moratorium was extended to July 31, 2021, for one last time. Evangeline Richie is working very hard to get to as many of our residents emergency rental assistance. Unfortunately, the process is not very user friendly. It is time consuming and it is very difficult to confirm approval or disapproval of resident applications. RRHA is informing residents that July 31, 2021 is the last extension on the moratorium. If our residents do not come forward to communicate with RRHA and participate in the assistance/opportunity to be helped, RRHA will have no choice, but to move forward with evictions. There are quite a few possible evictions. What makes this troubling is that RRHA is the housing of last resort. Unless something can be done or there is money made available to us to pay off these evictions in bulk, it looks like RRHA will have to evict some of our tenants.

This does not just affect RRHA, which is the largest landlord in Roanoke city. Other landlords, in addition to RRHA, will process these eviction cases in August 2021.

RRHA had a very good meeting with Star City Strong. This was a housing meeting that RRHA participated in with Councilwoman Stephanie Reynolds Moon and a number of other local housing providers. The focus of the meeting was to discuss the housing

concerns in Roanoke.

The city is about to receive \$64 million from the American Rescue Fund and the participants were discussing ideas for better ways to spend that money received from the American Rescue Fund. RRHA was a participant in one of 7 groups. Each councilmember had the opportunity to pick a topic and coordinate these groups. All of the information from these groups will be presented to the city council on July 19, 2021. From that point forward there will be other special group activities concerning this Roanoke City housing. Basically it is not a secret that there is a shortage of affordable housing in the city. There is a shortage of places to rent. There is a problem becoming a first time home buyer. There are multiple issues that hopefully, some of the \$64 million can address very soon. I will let the Council member Stephanie Reynolds Moon speak when she has a turn. I am sure she has more to add.

We had a graduation celebration on June 12, 2021 at the Villages at Lincoln. This was organized by RRHA's Section 3 Coordinator, Stephanie Wanza. Over 35 residents and 7 graduates were in attendance. RRHA was able to provide \$1700 to be shared among the 7 graduates as part of an incentive for graduating. The event was very positive. Hopefully, the benefit and good energy from this event will spread and there will be a larger turn out for it in the future. This was the first event like this that RRHA has ever done and again the event was very positive.

RRHA had a meeting with the President of Virginia Western Community College, Dr. Robert Sandel. Virginia Western Community College is already an existing partner,



but RRHA is trying to bring them aboard as a fulltime partner within the EnVision Center, as soon as renovations are complete. The meeting was very positive and in a follow up call from Dr. Sandel, it was discussed that he just wants to make certain everyone "has bought into the idea" and if Virginia Western is to participate, President Sandel wants "it done right". Dr. Sandel appears to be interested in Virginia Western Community College participating in support of the EnVision Center. If RRHA is able to secure the partnership with Virginia Western Community College that will be an outstanding attribute for this community. The fact that Virginia Western recognizes that it is difficult for our residents to get to them and they are bringing their services to the community is a very important opportunity for our residents. Hopefully, if RRHA can continue meetings with the Virginia Western Community College, the partnership can become a reality, soon.

Lastly, RRHA were awarded the 26 emergency housing vouchers. Later on today Evangeline Richie will present a Resolution concerning an amendment to include these emergency housing vouchers in our Administrative Plan.

RRHA has already spoken with Matt Crookshank of the Continuum of Care and he is already sending RRHA referrals. Implementation is live July 1, 2021. We are very excited to provide this service to our homeless population. Hopefully, RRHA will have the ability to house all 26 of these voucher holders soon! RRHA has over 70 vouchers on the street right now. RRHA is facing the same problems of there not being enough affordable rentals available for our tenants to move into. Evangeline Richie came up with a great idea to bring landlords with available units to meet with people who are searching for available units. This meeting will hopefully occur sometime in July 2021. "These



vouchers must be leased up. The money is there to pay but without landlords, it does not matter how many vouchers we have. If the people with vouchers do not have a place to call home, then the program is not that successful.”

David Bustamante opened his report for questions.

COMMISSIONER BURRUSS: How do the people demonstrate that the pandemic had something to do with their ability to pay rent? Do many of our resident have the ability to demonstrate that?

D. BUSTAMANTE: RRHA attended meetings where the individuals in charge of these programs gave clarification. There appears to be a lot of money for this and there is not that much money being spent. Clarification was given to the group of Housing Authorities in attendance and what the parameters appear to be were not necessarily correct. There is a box that must be checked if COVID is responsible for the inability to pay rent. The speaker also went on to say that in this pandemic, COVID affected everyone's rent since the price of everything went up. For example if rent was \$50 but the price of food and any other need or service cost increased then your ability to pay rent was affected by COVID. With this additional information, the program has opened up more and we will be available to more people. However, helping applicants navigate the application process is difficult. It can be two or three weeks and then when a deposit arrives, then the understanding is, the application must have gone through , while other times there is no response simply for not signing page two and then the application starts over again to resubmit. RRHA requested that process be streamlined so it would be less

cumbersome for landlords/applicants with multiple residents hoping to obtain this benefit. At present, the process has not changed, but at least the issue of what is COVID related, was clarified.

VICE CHAIR KEPLEY: What is the percentage of the people not paying their rent that are legitimated affected?

D. BUSTAMANTE: There are some individuals who lost their jobs and were affected by the pandemic. However there are some individuals who misunderstood Eviction Moratorium for Rental Moratorium and it is not. Those are individuals we are reaching out to get on a payment plan. Guesstimating, David Bustamante suggested the percent was about 60/40.

E. RICHIE: Some people are trying and there are some who actually chose not to pay. Some of the resident who receive Social Security and SSI are a part of that number since some have been hospitalized and others have required extra care. However, there are some residents, who were still receiving income and just chose not to pay. These are the people who may have confused the eviction moratorium for a rent moratorium.

VICE CHAIR KEPLEY: Can we, as a Board, help to keep residents from being evicted since the back rent is piling up. Do we have the power to forgive a certain amount of debt? Is it blanket or is it case by case?

D. BUSTAMANTE: At present, RRHA is trying to determine who simply cannot pay because too much debt has been accumulated for them to pay. This is difficult to ascertain since so many income brackets are different and different amounts of rent are paid. A resident unable to pay \$300 each month starting in May, for example, could have

this problem because this amount accumulates very quickly. Commissioner I would have to check, unless Jackie can clarify, Mr. Bustamante answered that he did not believe that RRHA had the ability to forgive this amount of debt.

J. AUSTIN: Correct.

D. BUSTAMANTE: RRHA is not capable of doing a write off for that large an amount of money.

J. AUSTIN: It is technically a bad debt at this point. Most tenants are active and the policy is that RRHA does not recognize that.

D. BUSTAMANTE: RRHA must be careful not to write off too much debt since it could cause problems in an audit which would result in RRHA having an audit finding.

COMMISSIONER GARNER: The accrual of debt, does this mean it cannot be charged off.

D. BUSTAMANTE: If the resident is not paying their rent, we assume they are not paying their utilities. Debt cannot be charged as a bad debt if the tenant is still active.

D. BUSTAMANTE: Jackie made the distinction of whether the resident is still active and at present if it is a bad active debt, it cannot be charged off.

E. RICHIE: If this is possible, forgiveness of debt could go back as far as April 1 of 2020. Anything prior to that would have to be paid. We can recoup some of the past due debt from the Emergency Rental Assistance Program, but there would have to be a payment plan in place for the debt owed before April 2020.

VICE CHAIR KEPLEY: We are not the only body facing this issue...

D. BUSTAMANTE: No, RRHA can use the Emergency Rental Assistance



Program to maximum benefit but other than this, the organization must continue outreach to residents to set up payment plans.

COMMISSIONER GARNER: In the instance of penalties and or nonpayment of rent, does this include utilities?

D. BUSTAMANTE: To be certain, if a resident is not paying rent they are not paying utilities.

COMMISSIONER BURRUSS: Is there any awkwardness with those residents who pay and those residents who do not?

D. BUSTAMANTE: You are correct Commissioner. Residents live in close proximity and Residents know who pays and who does not. Tenants are watching to see what is happening and how RRHA handles things. So far we have been consistent and extremely transparent. RRHA works at getting the message out that if the resident communicates with us and they work with us to set up a repayment plan, we want to help.

COMMISSIONER BURRUSS: How many have come for repayment agreements?

E. RICHIE: We have had several residents come in to make payment arrangements within the past week as a result of the moratorium initially being over at the end of June 2021.

D. BUSTAMANTE: What is amazing is too many times they wait for the judgement before coming forward to do a payment agreement or producing money to pay.. The residents are watching the news just like RRHA is watching. Now that the moratorium was extended, if the resident was coming to see us in June, now they may wait until July to see what happens. Hopefully, they will come in soon to settle their debts.

COMMISSIONER GARNER: Energy/Climate review investment. Are we looking to take advantage of some of the climate resilient investment or new energy efficient power opportunities like solar?

D. BUSTAMANTE: That is one of the things that Joel and I discussed, doing the research for cost and benefit. Questions like what initial cost. We will follow up and bring that information back to the Board. If we can save money by investing money, we should definitely do that.

J. SHANK: This site was converted from gas fire heat to heat pumps and at that time electricity was very competitive against gas when came to heating cost and the like, today it is not. Now, Natural Gas is cheaper than electricity. This is what RRHA is up against when we consider conversion from one power source to another. Now we are looking that the potential cost for returning to natural gas since it is now cheaper than electricity for heating. That is the kind of issues of energy conversion that RRHA is discussing.

CHAIR SMITH: Any other questions?

### 3. Staff Reports

Chair Smith asked if there were any staff reports. There being none move to the next order of business.

4. Committee Reports

Chair Smith asked if there were any committee reports, comments or questions.

There being none move to the next order of business.

5. Commissioner Comments

Chair Smith asked if there were any Commissioner Comments.

COMMISSIONER ANGUIANO: Nice to be back

CHAIR SMITH: Housing authority as a whole has done a great job. It has not been easy on anyone, making adjustments. If you look at other cities and the problems they had. Again, Great job!

6. City Council Liaison Comments or Discussion

Chair Smith asked if there were any City Council Liaison Comments or Discussion.

S. REYNOLDS-MOON: It is great to be in person. Hopefully, the City Council will return to meetings in person. Concerning Star City Strong Phase Two meeting last Thursday, there were 7 focus groups and Housing was the group I coordinated. Out of 13 people 12 were on the ZOOM call, which was impressive. I picked the participants so we would have diversity involved and to hear from all aspects, which is what occurred during the meeting. The manager wanted primarily to seek input for COVID money and this time he chose the same 7 again with a plan to report to the Council on the 19<sup>th</sup> of July with an eye toward forming a group in August. All groups are interested in the \$64 MM allocated to the City and we are hoping to get the lion share of this allocation since



Housing is very important to residents. Meeting participants discussed the challenges in the community including derelict properties, abandoned properties and abandoned properties and over grown lots. Final discussion was concerning the transformation of these spaces. How do we transform to move forward? The 12 participants wanted to continue to meet on ZOOM. They were interested in partnerships, collaborations and investments in the community. Hopefully a meeting with the Manager could help us move forward together. Hopefully, returning to joint meetings can begin soon. They were very productive. A joint meeting over the next 6 months would be useful, there is a lot to talk about.

With a new council and a new commissioners getting the housing perspective on the table would be useful. Maybe this meeting can occur this winter.

7. Residents or other community members to address the Board

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

### **CONSENT AGENDA**

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, May 24, 2021.

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

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

RECOMMENDED ACTION: File as submitted.

Consideration for approval of the above Consent Agenda:

Commissioner Anguiano introduced a motion to approve the Consent agenda.

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

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

NAYS: None

**REGULAR AGENDA**

1. Resolution No. 4086

Joel Shank introduced Resolution No. 4086.

J. SHANK: We are mandated by HUD to carry insurance on our company. RRHA track/predict/follow (internet research) increases and decreases in operating costs. RRHA always does comparison of what was paid in previous and current years. For November and December RRHA looks to see what the industry trends are. Internet researchers predicted over 11% increase concerning insurance for this year for various forms of commercial insurance but when RRHA received its renewal from VRSA it turned out to be 6 ¼%. RRHA met with VRSA discussed aspects of our policy with VRSA and did comparisons using previous years to the current year. Vehicles

insurance actually went down a little bit. General liability stayed the same, public official liability went up about 10% percent which was a little bit less than what internet research said it would be.

- Cyber liability went up 10%
- Excess liability went up 15%
- Property Insurance up a little over 7%
- Boiler up 8%
- Workers comp 5.7%

When questioned, VRSA responded that in part salary increases contribute to this.

Mr. Shank opened the Resolution for questions.

COMMISSIONER GARNER: Glad we did well with workers comp.

J. SHANK: We actually went down based upon us having a very good previous year.

COMMISSIONER GARNER: HR did a great job with training and informing employees. How much excess liability do we carry?



J SHANK: I believe it is \$5 million but I can find out the exact amount for you.

VICE CHAIR KEPLEY: The Liability Insurance, is that yearly or multiple years and do you shop it for better prices?

J. SHANK: It is yearly and VRSA is so competitive and we had a reduction this year. We tend not to do too much shopping around for their services. VRSA tries to get the best deal they can from a carrier and they have a pretty large pool of coverage. They try to get the best deal for RRHA

VICE CHAIR KEPLEY: Just asking if we can do that at some point.

J. SHANK: Yes we can and will.

CHAIR SMITH: Any other questions for J. Shank?

There being none, consideration for approval of the above Resolution 4086.

Commissioner Anguiano introduced a motion to approve Resolution 4086. The motion was seconded by Commissioner Garner upon roll call the following vote was recorded:

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

NAYS:       None

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY AUTHORIZING THE RENEWAL OF  
COMMERCIAL INSURANCE POLICIES CURRENTLY HELD BY THE  
VIRGINIA RISK SHARING ASSOCIATION

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) is required by Section 13 of the Annual Contributions Contract (ACC) with the U. S. Department of Housing and Urban Development (HUD) to procure adequate insurance for its public housing properties to protect RRHA from financial loss resulting from various hazards; and

WHEREAS, on September 27, 2007, HUD authorized non-competitive procurement with the Virginia Municipal League (VML) Insurance Programs as provided for under 24 CFR Part 85 – Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments; and

WHEREAS, RRHA has held commercial insurance policies through the VML since 2008; and

WHEREAS, Virginian Municipal League Insurance Programs changed their name to Virginia Risk Sharing Association (VRSA) effective July 1, 2019; and

WHEREAS, VRSA provided a \$18,097.00 increase in the 2021-22 renewal rate for RRHA's Automobile, Property, Excess Auto Liability, Boiler & Machinery, Crime, Worker's Compensation, General Liability, and Miscellaneous Coverage policies; and

WHEREAS, the cost of this insurance is deemed fair and reasonable, based on cost analysis completed by RRHA staff.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to provide a Notice of Renewal for and execute necessary documents to review Automobile, Automobile Excess, Property, Crime, Boiler & Machinery, Worker's Compensation, General Liability, and Miscellaneous Coverage policies from Virginia Risk Sharing Association for the term of July 1, 2021 through June 30, 2022, for a not to exceed contract amount of \$307,275.00.

2. Resolution No. 4087

Joel Shank introduced Resolution No. 4087.

J. SHANK: This resolution is to approve a contract modification. This is for the job being done at Morningside, replacing the doors on the first level and the store front/asbestos problem. When they opened up the ceilings on the balcony. Problems with floors cracking and drains stopped up. This is one of the reasons for the work. All the steel structure was covered with spray on fire inhibitor (Asbestos) removed but must be put back on. The change order for this was \$23K and a cost analysis was done. A cost estimate was done to make certain we receive the best price for the job done.

The contractors went on to remove the physical concrete floor, which revealed a steel structure covered with spray on asbestos. The waterproof membrane was 60% asbestos. The abatement contractor basically said everything had to be considered asbestos contaminated which required another change order.

Due to the volume of asbestos found, this resulted in a higher cost than the money we had left. The cumulative amount of the change orders exceeded \$100K by more than 10% which is why we are coming for contract modification. RRHA is now at 12.3% over the initial contract amount. RRHA knows where we stand in the project and no other changes orders is foreseen. Operations does not foresee any more changes in the order.

COMMISSIONER BURRUSS: Where the asbestos was removed, what is



RRHA going to have the contractors spray back on it?

J SHANK: There is a fire proof material used not that does not contain asbestos.

CHAIR SMITH: Any other questions for Joel Shank?

There being none, consideration for approval of the above Resolution 4087 is there a motion?

Commissioner Anguiano introduced a motion to approve Resolution 4087.

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

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

NAYS: None

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY MODIFYING CONTRACT NUMBER 569-2101-1-7 USING CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150119 AND 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 VA36P01150119 in the amount of \$3,444,054.00; and

WHEREAS, Balcony Repairs for Morningside Manor was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150119, which was approved by RRHA Board of Commissioners by Resolution 4007 on May 20, 2019; and

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 \$3,702,478.00; and

WHEREAS, Balcony Repairs and Replacement of Entrance Doors for Common Areas for 1<sup>st</sup> Floor for Morningside Manor was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150120, which was approved by RRHA Board of Commissioners by Resolution 4045 on May 18, 2020; and

WHEREAS, the Executive Director was authorized and directed to execute a standard contract for Replacement of Aluminum Storefront, Exterior Doors and Balcony Repairs for Morningside Manor, AMP 208 between G & H Contracting, Inc. and RRHA with a fixed amount of \$447,645.00, by RRHA Board of Commissioners in Resolution No. 4059 on October 26, 2020; and

WHEREAS, asbestos-containing materials were discovered in the process of making repairs to the balconies, the presence of which being suspect but the quantity of which being unknown at the time of receipt of bids; and

WHEREAS, a modification to Contract 569-2101-1-7 in the amount of \$23,100.00 for the abatement of asbestos-containing sprayed fire-resistive material (SFRM) from the steel structure supporting the balconies and abatement of asbestos-containing insulation from the piping for the balcony floor drains was executed April 15, 2021; and

WHEREAS, a modification to Contract 569-2101-1-7 in the amount of \$9,526.60 for replacement of vestibule ceiling removed to abate asbestos-containing SFRM from the steel structure supporting the 2<sup>nd</sup> floor balcony was executed May 4, 2021; and

WHEREAS, a modification to Contract 569-2101-1-7 in the amount of \$8,849.25 for abatement of asbestos-containing waterproofing membrane installed the middle of the concrete floor slabs for the balconies and the repair of inspection holes cut to view balcony wall framing condition was executed May 12, 2021; and

WHEREAS, the bid for the project included bid quantities and unit costs for the application of protective primer/paint to the steel structure for the balconies and to re-apply SFRM to the steel structure for the balconies, the final quantities being unknown at the time of receipt of bids; and

WHEREAS, G & H Contracting was requested to submit a proposal for final quantities of protective primer/paint and SFRM applied to the balcony steel structure based on unit costs submitted in their bid; and

WHEREAS, G & H Contracting, Inc. submitted a change proposal with an amount of \$7,561.70 and five (5) additional work days for the final quantities based on unit costs submitted in their bid for application of protective primer/paint to the steel structure for the balconies and to reapply SFRM to the steel structure; and



WHEREAS, the reinstallation of commercial grade blinds for the storefront located in 1<sup>st</sup> floor offices, library and main lobby was overlooked in the bidding process; and

WHEREAS, G & H Contracting was requested to submit a proposal for the cost of installing commercial grade blinds for the storefront glazing located in 1<sup>st</sup> floor offices, community room, library and main lobby; and

WHEREAS, G & H Contracting, Inc. submitted a change proposal with an amount of \$5,972.07 and three (3) additional work days for the installation of commercial grade blinds for the storefront located in 1<sup>st</sup> floor offices, community room, library and main lobby; and

WHEREAS, the amount and contract time extension of the change proposal submitted by G & H Contracting, Inc. 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 change proposal; and

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

WHEREAS, the Vice President of Operations recommends the acceptance of both of G & H Contracting, Inc.'s change proposals; 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 that result in a cumulative dollar value that exceeds 10% of the original contract value, 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 two (2) change proposals submitted by G & H Contracting, Inc. with a total amount of \$13,533.77 and with a total contract work period extension of eight (8) working 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 G & H Contracting, Inc.'s change proposal for final quantities based on unit costs submitted in their bid for application of protective primer/paint to the steel structure for the balconies and to reapply SFRM to the steel structure, dated



May 14, 2021 and G & H Contracting, Inc.'s change proposal for the installation of commercial grade blinds for the storefront glazing located in 1<sup>st</sup> floor offices, community room, library and main lobby, dated June 3, 2021.

The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

3. Resolution No. 4088

Rachel Tobin introduced Resolution No. 4088.

R. TOBIN: This is the program we have which allows for the pretax from paychecks for our health insurance. This is an IRS code that RRHA has an annual notification that we are asking the Board to approve again this year.

CHAIR SMITH: Any other questions for Rachel Tobin?

There being none, consideration for approval of the above Resolution 4088.

Commissioner Burruss introduced a motion to approve Resolution 4088. The motion was seconded by Vice Chair Kepley upon roll call the following vote was recorded:

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

NAYS: None

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY (RRHA) TO ADOPT THE IRS SECTION 125 PREMIUM PLAN ONLY PLAN DOCUMENT FOR THE PLAN YEAR JULY 1, 2021 THROUGH JUNE 30, 2022, AND AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE ACCORDINGLY.

WHEREAS, IRS code Section 125 allows employers to set up a Premium Only

Plan (POP), where an employee's insurance premium contributions can be deducted from his or her payroll on a pre-tax basis; and

WHEREAS, RRHA currently provides RRHA employees pre-tax benefits eligible under IRS Section 125's Premium Only Plan;

WHEREAS, RRHA's Section 125 Premium Only Plan was adopted originally July 1, 2021; and

WHEREAS, Section 125 includes an annual notification to all eligible employees which allows RRHA employees to voluntarily agree to a salary reduction so that the employer can pay their insurance premium as a business expense; and

WHEREAS, RRHA has previously engaged TASC as third-party administrator for this; and

WHEREAS, the new plan year quote for this service is \$238.44; and

WHEREAS, we have used this same vendor successfully in the past; and

WHEREAS, staff recommends continuing to use this same vendor for this service.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that the IRS Section 125 Premium Plan Only Plan Document is adopted for the Plan Year July 1, 2021 through June 30, 2022, and the Executive Director is authorized to execute accordingly.

#### 4. Resolution No. 4089

Evangeline Richie introduced Resolution No. 4089.

E. RICHIE: This for a revised housing policy plan which includes Emergency Housing vouchers. RRHA is very excited to participate in the EHV program. RRHA will receive 26 vouchers and will disburse them based upon COC referrals (Blue Ridge Continuum of Care). This program assists families with successful lease up which includes utility deposits and assistance, recruitment and outreach to assist participants in locating landlords that have vacancies, as well as moving fees which include the security deposit and application fees, etc. Families must meet the following eligibility requirements in order to qualify for the emergency housing vouchers:

- The family must be homeless or at risk of being homeless
- Attempting to flee domestic violence
- Or recently homeless

Ms. Richie opened the Resolution for discussion.

COMMISSIONER WALKER: Explain homelessness instability?

E. RICHIE: People who meet the eligibility requirements I described for the emergency housing vouchers would define homeless instability. Families or persons with a high risk of becoming homeless, attempting to flee domestic violence or a recent homeless experience.

COMMISSIONER GARNER: Will this help someone on a waitlist?

E. RICHIE: They would have to get a referral from our COC partner.

D. BUSTAMANTE: We are not allowed to carry applicants on multiple waitlists

COMMISSIONER KEPLEY: People are in line already?

D. BUSTAMANTE: They just grab the first 10 off of their list

CHAIR SMITH: Any other questions for Evangeline Richie? There being none, consideration for approval of the above Resolution 4089.

Commissioner Anguiano introduced a motion to approve Resolution 4089. The motion was seconded by Commissioner Garner upon roll call the following vote was recorded:



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

NAYS: None

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT  
AND HOUSING AUTHORITY APPROVING A REVISED  
ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING CHOICE  
VOUCHER PROGRAM

WHEREAS the City of Roanoke Redevelopment and Housing Authority's (RRHA) Board of Commissioners and staff are committed to providing safe and affordable housing to eligible individuals and families, including persons with disabilities; and

WHEREAS, the United States Department and Housing and Urban Development (HUD) has authorized Public Housing Agencies (PHA) to administer a Housing Choice Voucher (HCV) program, through the use of the PHA's Administrative Plan; and

WHEREAS, the Administrative Plan must state the PHA's policies on matters for which the PHA has discretion to establish local policies; and

WHEREAS, a PHA is required to revise its Administrative Plan as necessary to remain in compliance with the Department of Housing and Urban Development (HUD) regulations as set forth in 24 CFR 5, 8, 35, 92, 882, 887, 888, 903, 908, 982, 983, 984 and 985; and

WHEREAS, the current Administrative Plan for RRHA Section 8 HCV Program was approved by RRHA Board of Commissioners by Resolution No. 4057 on September 28, 2020; and

WHEREAS, Nan McKay and Associates, Inc., the company to which RRHA subscribes for model policies to comply with changes in HUD regulations and policy, has released additional revisions to certain chapters of the model policies to subscribers; and

WHEREAS RRHA staff have reviewed the Administrative Plan and incorporated revisions received from Nan McKay and Associates, Inc., and revisions determined necessary by RRHA staff.

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

1. The Revised Administrative Plan for RRHA Section 8 Housing Choice Voucher Program, in substantially the form circulated to the Board, is

approved.

2. The Executive Director be and hereby is authorized and directed to make minor procedural changes as necessary between annual updates.

5. Resolution No. 4090

Joel Shank introduced Resolution No. 4090.

J. SHANK: This will primarily be funded from the sale of the warehouse.

HUD sets these TDC limits every year and it becomes the maximum amount we can spend. We are requesting to accept a waiver that allows us to above the TDC.

The total amount than can be spent for these two units is \$624,900. Last year, we spent close to \$200k per unit. These units will be wheelchair accessible and when you do that the square footage increases. Twelve hundred square feet is the HUD minimum and RRHA units will be 1400 square foot which is over 1200 for the other unit. The price of lumber is going up and due to shortages of labor, many other costs are going up.

Comments back from the folks at Richmond HUD making us aware of what is happening, resolutions and passing them.

COMMISSIONER BURRUSS: Understand, but over 373K for each unit strikes me as expensive?

J. SHANK: It is high

VICE CHAIR KEPLEY: You submitted a budget 19% over but they kicked it back for our approval? What is the biggest cost issue?

J. SHANK: Construction cost

COMMISSIONER ANGUIANO: Can we do a triplex and would there be savings in building Quads?

J. SHANK: Yes if we had the ability to do that then yes there could be money to save. I guess we could use more capital funds, but we must revise the building scale to do so.

CHAIR SMITH: Any other questions for Joel Shank? There being none, consideration for approval of the above Resolution 4090.

Vice Chair Kepley introduced a motion to approve Resolution 4090. The motion was seconded by Commissioner Burruss upon roll call the following vote was recorded:

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

NAYS: None

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY ADOPTING U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT'S (HUD) ALLOWABLE WAIVER OF HUD'S TOTAL DEVELOPMENT COST (TDC) LIMITS FOR THE DEVELOPMENT OF TWO NEW



## PUBLIC HOUSING UNITS ON BLUESTONE AVENUE.

WHEREAS, on April 22, 2019, RRHA Board of Commissioners approved Resolution 4004 authorizing the acquisition of property on Bluestone Avenue, NE, tax map number 3250110, for the purpose of developing scattered site public or project-based housing; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has submitted a development proposal to HUD to build two (2) three bedroom public housing units on the property on Bluestone Avenue, NE; and

WHEREAS, HUD regulation 24 CFR 905.314 (c) – (d) establishes the maximum amount of public housing funds that may be committed to the development (TDC) and construction (Housing Construction Costs) (HCC) of public housing. These limits may not be exceeded without a waiver approved by HUD or an exception approved by HUD pursuant to 24 CFR 905.314 (c); and

WHEREAS, the published 2020 TDC limit for a three-bedroom semi-detached public housing unit is \$312,450, for a total TDC limit of \$624,900 for the two (2) proposed units; and

WHEREAS, the estimated construction costs, based on R S Means Cost Data, when combined with development costs already incurred with the property acquisition, planning and design for the two (2) proposed units, results in an estimated TDC amount of \$746,067 for the two (2) new three (3) bedroom units, which is approximately 19% greater than the published 2020 TDC limit; and

WHEREAS, The Coronavirus Aid, Relief, and Economic Security (CARES) Act (Public Law 116-136) provides HUD with broad authority to waive or establish alternative requirements for numerous statutory and regulatory requirements for the Public Housing Program; and

WHEREAS, April 20, 2020, HUD issued PIH Notice 2020-05 by which HUD exercised its authority under the CARES Act to establish waivers and administrative flexibilities to provide relief to Public Housing Agencies (PHAs) in response to the COVID-19 pandemic; and

WHEREAS, HUD subsequently published PIH Notices 2020-13 and 2020-33 which restated all previously established waivers and alternative requirements from preceding notices, provided additional waivers and alternative requirements, extended the periods of availability for previously established waivers and alternative requirements, and issued technical amendments to several of the previously established waivers and alternate requirements.

WHEREAS, May 4, 2021, HUD issued PIH Notice 2021-14 which restates and/or revises the waivers and alternate requirements included previously in Notice PIH 2020-

33, carries forward information on previously specified HUD actions, adds new waivers and alternative requirements, and extends the period of availability on most waivers until December 31, 2021; and

WHEREAS, in PIH Notice 2021-14 HUD encourages PHAs to utilize waivers and alternate requirements to expand housing assistance opportunities, including families on waiting lists; providing affordable, safe housing during this time assists in addressing issues like homelessness and overcrowding that contribute to risk factors during the COVID-19 pandemic; and

WHEREAS, in PIH Notice 2021-14, Public Housing Program Waiver PH-2, HUD is waiving the TDC and HCC limits to allow the amount of public housing funds committed to development of a project to exceed the applicable TDC and HCC limits by 25 percent without a waiver from HUD; and

WHEREAS, RRHA is required to adopt PIH Notice 2021-14 Public Housing Program Waiver PH-2 to exceed the 2020 TDC and HCC limits for the two (2) proposed units which will allow the review of the development proposal submitted to HUD to move forward; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that RRHA adopt PIH Notice 2021-14 Public Housing Program Waiver PH-2 and authorize the Executive Director or his designee to submit the approved resolution to the HUD Field Office in Richmond.

#### 6. Resolution No. 4091

Rachel Tobin introduced Resolution No. 4091 by informing the Board, that RRHA has a 3 year contract with 2 temp agencies which is expiring July 1, 2021. A contract modification is needed to close out the contract and add funds to the Elwood staffing contract which in turn requires board approval.

CHAIR SMITH: Do we really utilize these agencies on a regular basis?

R. TOBIN: Not on a consistent regular basis, but we have had several openings we have not been able to fill.



CHAIR SMITH: Any success with those individuals?

R. TOBIN: We have hired a handful of temps, yes.

CHAIR SMITH: Any other questions for Rachel Tobin? There being none, consideration for approval of the above Resolution 4091.

Commissioners Garner and Walker introduced a motion to approve Resolution 4091. The motion was seconded by Vice Chair Kepley upon roll call the following vote was recorded:

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

NAYS: None

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY (RRHA) AUTHORIZING A MODIFICATION TO THE CONTRACT FOR TEMPORARY EMPLOYMENT SERVICES WITH ACTION PERSONNEL AND ELWOOD STAFFING.**

WHEREAS, RRHA utilizes temporary employment agencies for Maintenance, Office, and Resident Services staff as temp-to-hire and/or direct hire on project work or when meeting performance measurements require additional temporary staffing; and

WHEREAS, funding for these services is provided through the operating budgets of cost centers where temporary agency staffing is utilized; and

WHEREAS, temporary services act in partnership with RRHA to provide more opportunities and work more closely to help RRHA exceed their Section 3 goals; and

WHEREAS, the total contract amount for Temporary Staffing was for \$381,260



and was approved on July 13, 2018, and the total amount split between two vendors: Action Personnel and Elwood Staffing at \$190,630 each; and

WHEREAS, the Action Personnel contract was modified for additional \$150,000 in July 2018; and

WHEREAS, RRHA staffing needs have required a greater reliance on temporary agencies due to changes in the labor market in 2021; and

WHEREAS, the Elwood Staffing contract will need a modification to meet RRHA needs until the end of the contract (July 31, 2021);

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that:

1. The original amount of the contract for Elwood Staffing be increased \$60,000 (for a total of \$250,630) to cover the remainder of the contract and the fixed mark-up rates as quoted for each job category for a total contract amount not to exceed \$591,260;
2. The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

### III. ADJOURNMENT

There being no further business to come before the Board, Commissioner Garner and Vice Chair Kepley 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, Walker, Chair Smith and Vice Chair Kepley

NAYS: None

Chair Smith declared the meeting adjourned at 4:05 p.m.

  
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David Bustamante, Secretary-Treasurer

  
\_\_\_\_\_  
Duane Smith, Chair