

CITY OF ROANOKE
REDEVELOPMENT AND HOUSING
AUTHORITY



BOARD OF COMMISSIONERS

REGULAR MEETING

September 27, 2021



PUBLIC NOTICE OF MEETING

The **REGULAR MEETING** of the
City of Roanoke Redevelopment and Housing Authority
BOARD OF COMMISSIONERS

will be held on

Monday, September 27, 2021
at 3:00 p.m.

Based upon Executive Order Number Fifty-One, issued by Governor Northam on March 12, 2020, Amended Executive Order Number Fifty-Three on April 15, 2020, Amendment 28 to HB29 (adopted April 22, 2020) (Section 4-0.01(g), Chapter 1283, Virginia Acts of Assembly (2020), Virginia Code Section 2.2-3708.2 (A), and other applicable Executive Orders, laws, and ordinances, the RRHA Board of Commissioners will be conducting this regular monthly meeting by electronic communication means without a quorum of the Board of Commissioners physically present in one location and without the presence of members of the public.

Citizens wishing to address the Board of Commissioners during this regular meeting conducted by electronic communication may sign-up by e-mailing or by calling the Executive Director's Office at info@roanokehousing.org or 540-983-9283, by 12:00 p.m. on Friday, January 22, 2021.

As set forth in the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, RRHA does not discriminate on the basis of disability, and is willing to assist citizens with special needs. If you have a hearing or vision disability and wish to attend any RRHA public meeting, please contact us seven (7) days prior to meeting date at (540) 983-9286 or Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, Roanoke, VA 24017.

Date of Public Notice: September 20, 2021



AGENDA

REGULAR MEETING OF THE COMMISSIONERS OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY 2624 Salem Turnpike, NW – Roanoke, Virginia – 24017

September 27, 2021
3:00 pm

I. CALL TO ORDER – ROLL CALL

Anguiano; Burruss; Garner; Kepley; McGuire Smith; Walker

II. REPORTS

1. Financial Report Questions or Discussion – Jackie Austin
2. Executive Director's Report – David Bustamante
3. Staff Reports – Stephanie Wanza
4. Committee Reports
5. Commissioner Comments
6. City Council Liaison Comments or Discussion
7. Residents or other community members to address the Board

III. 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, August 23, 2021.

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

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

RECOMMENDED ACTION: File as submitted.

Consideration for approval of the above Consent Agenda:

Motion _____ Second _____

Anguiano; Burruss; Garner; Kepley; McGuire Smith; Walker

IV. **REGULAR AGENDA**

1. **Annual Election of Officers for 2021 – 2022**

A. Nominations for Office of Chair

Motion _____ Second _____

Anguiano; Burruss; Garner; Kepley; McGuire Smith; Walker

B. Nominations for Office of Vice-Chair

Motion _____ Second _____

Anguiano; Burruss; Garner; Kepley; McGuire Smith; Walker

2. **Resolution No. 4100**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE CONSOLIDATED OPERATING BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2022.

Motion _____ Second _____

Anguiano; Burruss; Garner; Kepley; McGuire Smith; Walker

V. **ADJOURNMENT**

Motion _____ Second _____

Anguiano; Burruss; Garner; Kepley; McGuire Smith; Walker

The Public is advised that members of the Roanoke Redevelopment & Housing Authority (RRHA) Board of Commissioners receive the RRHA Board meeting agenda and related communications, reports, and resolutions, etc., on the Tuesday prior to the Board Meeting to provide sufficient time for review of information. Citizens who are interested in obtaining a copy of any item listed on the Agenda may contact the office of the RRHA Executive Director, 2624 Salem Turnpike, NW, Roanoke, Virginia 24017 or by calling 540-983-9283. NOTE: Full disclosure of some items on the agenda may not be available until after the RRHA Board of Commissioners has approved and/or acted upon such items.

APPROVAL OF MINUTES

REGULAR MEETING

AUGUST 23, 2021

MINUTES OF A REGULAR MEETING OF THE
COMMISSIONERS OF THE

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

The Commissioners of the City of Roanoke Redevelopment and Housing Authority met for a regular session on Monday, August 23, 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

Vice Chair Kepley arrived at 3:02 p.m.

Commissioner McGuire arrived at 3:15 p.m.

ABSENT: None

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Joel Shank, VP of Operations; Jackie Austin, VP of Finance; Evangeline Richie, VP of Housing; Rachel Tobin, VP of Human Resources; Melanie Reid, Community Support Services Director; Gillie Henriksen, Administrative Manager/Executive Assistant; Irisha Goodman, Manager of Public Relations; Stephanie Wanza, Section 3 Coordinator; Stephanie Moon-Reynolds, City Council Liaison

Chair Smith welcomed everyone to today's meeting.

II. PUBLIC HEARING

To receive comments on the proposed Fiscal Year (FY) 2022 Operating Budget.

Ms. Austin gave a brief overview of the 2022 Operating Budget. She notified the Board that RRHA continues to use the asset management model within the budgeting process for the 2022 fiscal year, which begins October 1, 2022. RRHA's total tenant revenues for the public housing program are projected at the same level as they were for the 2021 fiscal year. The operating subsidy is expected to increase 23% due to an estimated 95% proration of the subsidy calculation that was completed for 2021. The Central Office cost center is projecting a decrease of 1% in property management and bookkeeping fees due to a decrease in Section 8 vouchers projected to be leased during the 2022 fiscal year. The Section 8 budget is projecting an increase of 11% in administrative fees for the year due to an increase in the amount of funding received from HUD and a slight increase in the number of vouchers expected to be leased. Hackley tenant rental revenues are projected to increase 5% due to budgeting at the current rents being charged. The total Section 8 rental income for Hackley increased 6% due to a higher rent standard that became effective in June 2021. Overall the budgets reflect an increase in spending of 6% when compared to the 2021 budgets.

Ms. Austin explained that the Central Office administrative expenses increased 10% due to an increase in computer services anticipated for the upcoming year. In addition, Central Office has budgeted to add some additional recruiting and onboarding modules to its existing software, as well as an increase in salaries and benefits. General expenses increased 8% due to an increase in insurance premiums. Total non-routine expenses for Central Office are budgeted

at \$25,000 to replace the phone system that has become obsolete and to purchase a paperless filing system.

Ms. Austin went on to say that public housing administrative expenses are projected to increase 2% due to an increase in salaries and benefits as well as computer service costs. Tenant services are projected to decrease 15% due to salaries and benefits that are related to staffing changes. Ordinary maintenance and operations expense are set to increase 11% due to an increase in both material and contract costs. Prices have been escalating recently due to the pandemic and protective services are projected to increase 43%, due to a new camera system that is currently being installed at various sites.

In addition, Ms. Austin added, there are several projects that are planned under extraordinary maintenance for the housing sites including a retaining wall and fencing for Lansdowne. Lincoln plans to complete the weather stripping of the doors and repairing roof boots. In addition, Lincoln has also budgeted to make some extensive repairs to porches on eight buildings that were recently discovered to be in a crucial state of disrepair and will use reserves in the amount of \$39,000 to cover the costs of those repairs.

Ms. Austin noted that Hunt Manor and Bluestone Park have budgeted to make repairs to the playground and to replace GFI breakers. Melrose Towers has budgeted both to replace washers and dryers and to strip and wax the common area floor. Jamestown Place has planned for HVAC repairs and to pressure wash the building, as well as to replace several sidewalks, a transformer, and signage. Indian Rock Village has budgeted for storm doors and

to pressure wash the buildings. Lease Purchase has budgeted to make some unit repairs on the interior of some of its units. Morningside Manor has budgeted to receive \$25,000 from RRHA's Capital Fund grants to assist with operations for 2022. Overall, total expeditors for public housing are expected to increase 7% due to the items discussed.

Ms. Austin added that administrative expenses for the Section 8 program are projected to decrease 1% due to a decrease in property management and bookkeeping fees as a result of a reduction in the projection of units to be leased for 2022 when compared to 2021. The 2022 budgets portray a more realistic model of the number of units that are expected to be leased than the 2021 budgets did. Tenant services decreased 45% due to less need for hearing officer services. Since the pandemic began, there have been less complaints filed that required a hearing officer. Ordinary maintenance increased 5% due to anticipated need for additional janitorial services. Non-routine expenditures increased \$17,000 due to the cost anticipated to replace the phone system and for a paperless filing system. RRHA is currently working to obtain cost data for those new systems. Ms. Austin told the board that they had her full report in their packets and she would be happy to answer any questions they may have.

Commissioner Burruss asked if the health insurance premiums for RRHA had increased this year. Ms. Austin responded that the premiums had increase by 7%. Commissioner Burruss added that she was not surprised by the increase. Commissioner Garner asked if the increase in premiums was lower in comparison to other housing authorities. Ms. Austin responded that she did not

have information regarding other housing authorities, but RRHA's insurance premiums had decreased from an 11% increase in 2021 to a 7% increase in 2022. Commissioner Garner inquired if Ms. Austin thought it was a favorable increase. Ms. Austin responded that she found it favorable, as she had expected the premiums to increase more than 7%.

Commissioner Garner went on to say that he noticed the central cost center had a 1% decrease in total fees and bookkeeping fees. He noted that the budget stated that RRHA expected the total number of leased units to go down, but wanted more information on the calculation. He asked if it was compared to what was projected or compared to the actual number of units leased. Ms. Austin responded that in 2021 RRHA projected to have higher leased units in the Section 8 program than it actually should have. That projection resulted in over-budgeting for 2021. Ms. Austin said that her team has been watching that number all year and their projections are reflecting that RRHA should not have been at that number to begin with, so they adjusted the budget in order to portray a more realistic position of what they think will be done for the year.

Commissioner Burruss asked Ms. Austin if RRHA still had housing vouchers that could not get leased. Mr. Bustamante responded that RRHA has approximately ninety vouchers that are waiting for lease up, so RRHA is trying to lease up as many units as possible due to the availability of the money.

Commissioner Burruss added that rentals are hard to come by.

Commissioner Garner remembered RRHA having a prospective opportunity to lease additional units. He inquired if that had been accomplished.

Mr. Bustamante answered that RRHA is still trying to get the landlords that have available units to meet with those that are searching for units. It has been more complicated because RRHA is actively trying to lease these units, but that is something RRHA wants to accomplish as soon as possible. Commissioner Anguiano added that he imagines the eviction moratorium has effected that supply as well. Mr. Bustamante agreed.

Commissioner Garner asked why the operating subsidy amount with administrative fees was projected at 82% when HUD projected administrative fees at 6%. Ms. Austin replied that RRHA projected in the 2021 budget somewhere around 89 or 90% and since HUD is funding RRHA a bit more, it made sense to do a higher proration. Of course, RRHA doesn't have any solid numbers because nothing has passed yet, so budget presented is an educated guess on how much RRHA thinks will be needed. Each year it has been increasing and so far everything coming through has indicated that it has been higher than the 95%, so RRHA went with a conservative approach when budgeting.

Commissioner Burruss said that the Central Office cost center had increased 10%. She noticed that part of that is the initial recruiting and onboarding modules. She added that she would support anything that will help with staff retention and successful onboarding. She asked Ms. Tobin if she could explain how they will work and what they cost. Ms. Tobin replied that she didn't have a cost in front of her, but that her department is trialing a different platform now. RRHA hasn't been getting the inflow of applicants that is desired, so the

platform has been changed at no cost due to the budget not starting until October 2021. If that turns out that the new platform works better than the previous platform, then the other modules may not be necessary, but the intended modules were in addition to NeoGov or governmentjobs.com. They have additional modules that assist in applicant tracking with automation so that RRHA employees aren't doing as much paperwork as they are now. The modules would assist in syncing the new payroll and Human Resources system that RRHA converted to last year. Commissioner Garner asked if the new platform Human Resources was using is compatible with the new systems that RRHA just installed. He added that he trusted that RRHA has installed all of the current modules and that they are being properly utilized. Mr. Bustamante responded that they are.

Commissioner Garner reminded the Board of the problems that RRHA encountered before putting in a new IT system. He asked how often RRHA is auditing the system and if there was any expense incorporated into this budget for an audit of the IT system in order to ensure RRHA does not encounter some of those problems again. Mr. Bustamante answered that RRHA's contracted IT provider provides him their QA on the system on a monthly basis. If there is something wrong, outdated, a license expiring, a security system isn't working, or there's an upgrade, then they let him know and RRHA has the ability to approve the install. As it stands right now, the system is optimally functioning and he receives a report on a monthly basis. Commissioner Garner asked if the servers were on site or if they were cloud servers. Mr. Bustamante answered that YARDI

is on a cloud server, but there are on site physical servers as well.

Commissioner Garner asked about the fence mentioned in the budget and if the fence at Lansdowne was the same area that the railroad used to come through that RRHA had trouble with. Mr. Bustamante answered that the fence in question was at Hurt Park. Mr. Shank added that the project along the back side Centre Avenue is a retaining wall that is needing extensive repairs.

Commissioner Garner stated that the budget for 2022 looks to be about fourteen million dollars. Commissioner Anguiano added that he was pleasantly surprised due to his assumption that costs would increase significantly based on fees increasing.

Chair Smith asked if there were any other questions for Ms. Austin, as it pertains to the budget for the 2022 Fiscal Year.

There were none.

III. REPORTS

1. Executive Director's Report.

Chair Smith asked for the Executive Director's Report.

Mr. Bustamante addressed the Board stating that the Eviction Moratorium was extended until June 2022, so Evangeline and her staff are working to get the applications in for rent relief. As of today, 37 applications have been returned and RRHA has received \$88,000 for those applications. RRHA also has 50 to 55 more applications in the pipeline, so there is continuous work with tenants and providers, such as TAP and Virginia Housing to get as many tenants rent relief as possible. Mr.

Bustamante hopes that between now and June 2022 RRHA will be able to provide assistance to everyone. It is challenging, but Evangeline and her staff have done a great job of getting tenants to fill out these applications. Now some of them are doing them on their own, but RRHA is helping with a majority of these applications.

Mr. Bustamante added that RRHA has also received notice from HUD that the opportunity has been presented to apply for ten more VASH vouchers. RRHA contacted the Salem VA and they agreed, which allows RRHA will be award ten more VASH vouchers. Evangeline spoke briefly last month about the Virginia Housing Parcel, a new development RRHA is trying to pursue with Virginia Housing. Mr. Bustamante wanted to let the board know that he talked again with Virginia Housing, Virginia Tech and a company called Alquist. Alquist is a company that is doing some cutting edge construction development by using 3D printing with new construction. Mr. Bustamante stated that the way that he believes the conversation went this time around is that Virginia Housing is interested in the new innovation coming to Roanoke. They want to push it on this site and want this company to produce these 3D homes. In addition to that, they are looking at making an innovation center within this development so that individuals get training on this new technology. This is a great thing for RRHA because that's part of what is mandated for Section 3.

Mr. Bustamante went on to add that he wants ensure that everyone understands that if RRHA is not going to have any say in the project, then it can provide property management for the development, but will not go into debt for something that it does not have ownership of. He let the Board know that the meeting ended with Virginia Housing saying that they would get back to him and conversations would develop from there.

HUD does not allow a housing authority to choose anybody to become a developer, but the service must be procured. If Virginia Housing already has a developer, this is something that they would have to take on themselves. They were very specific with RRHA that this is who they want. He added that he thinks it's a great idea, but none the less, wants to make sure that everyone is aware that he is not moving forward without having the Board's input and doing it the way that HUD requires. Not to mention that he has also had some conversations with Mr. Shank recently and is circling back to what was left off with at Lansdowne with some RAD applications. Mr. Bustamante stated that this is based on what Lansdowne generates on a monthly basis for RRHA as far as subsidy, capital fund, and central office. There are a lot of factors and even though he would love to consider this project as the primary project, it is almost untouchable for now. Mr. Shank and Mr. Bustamante have been discussing the possibility pursuing some development activities with RAD for Bluestone Park and Hunt Manor to initiate our development for those two properties as first time RAD modifications or converting our public housing to RAD for those two developments. He added that it is early on and they will have more discussions.

Mr. Bustamante said that he wanted to let the board know about all possibilities and it has come to a point where some of these properties or developments, have reached their life expectancy a couple of times over. Due to this, it is time for RRHA to make some decisions. RRHA has families living in those units and it is time that they begin to look as if they are livable. Mr. Bustamante will be bringing that info back to the Board every month until a decision has been made as to how the project will be pursued. Mr. Bustamante asked for any questions the Board may have.

Commissioner Garner commented on the VASH vouchers, saying that it sounded great, but RRHA cannot lease the vouchers that we have. He wondered how it would work if there is not a place to lease the vouchers and if RRHA would give those vouchers priority since they would be dealing with Veterans. Mr. Bustamante responded that at this time everyone has equal access to vouchers. As long as RRHA has the ability to give a voucher, there is no priority level. He added that the Commissioner was correct about the leasing issue. Right now, there is a backlog of putting out vouchers into the community and of residents being unable to lease units simply because the units aren't available. It is not that RRHA payment standards are low, just that most of these units are occupied due to tenants being protected under the Eviction Moratorium. He added that RRHA will try its best and will continue to do the best that it can to find and advertise available units. As RRHA receives that information, it is posted up front in the lobby and every tenant is informed that these units are available.

Commissioner Anguiano inquired about if the RAD opportunities Mr. Bustamante spoke to would be focused on expanding housing inventory or maintaining and bringing current inventory up to current code. Mr. Bustamante responded that at this point, RRHA is focusing on maintaining and modernizing current inventory.

Commissioner Burruss said that she notices that the Moving to Work program was listed as having a budget of \$0 and wondered if that program was no longer funded or proposed for funding. Mr. Bustamante answered that the Moving to Work program is always listed as \$0 because HUD does not fund that program.

Commissioner Garner stated that the President's budget for Choice

Neighborhoods is listed at \$185,000,000 and the House budget is listed at \$400,000,000. He inquired if RRHA would be interested in looking into the Choice Neighborhoods Program again. Mr. Bustamante replied that the Choice Neighborhood Program is something that RRHA would definitely consider. The only difference would be that the previous written plan was for Lansdowne, so the plan would have to be re-written for a different development. Commissioner Garner asked if RRHA could use the current plan for Lansdowne. Mr. Bustamante stated that RRHA could likely use the existing plan for Lansdowne, but it would need modifications due to the age of the plan and RRHA no longer having ownership of some of the parcels it claimed in order to maintain Choice Neighborhood standing. It could be used, but would need to be modified.

Commissioner Garner noticed that there are proposed incremental vouchers in the President's plan, listed at \$1,552,000 for the President's budget and \$1,000,000 for the House budget. He asked if he was seeing this information correctly. Mr. Bustamante responded that there is something being proposed at the moment called "universal vouchers" and they would enable housing authorities to issue a lot more vouchers. Housing authorities would be given another allotment of vouchers, if this proposal were to pass, which is why this money is available now. The universal voucher has not passed, but the budgets still present it, so that is a good sign.

Chair Smith stated that he knows RRHA has been working with residents to catch up on their rent through funding sources, but wondered if tenants were actually taking advantage of this program and what would happen if a tenant was still being effected by COVID? Mr. Bustamante turned the question over to Ms. Richie. She

stated that RRHA has a large number of applicants for rent relief assistance. As Mr. Bustamante mentioned, as of today RRHA has received 37 awards totaling over \$88,000 and Ms. Richie knows, specifically, that RRHA has received one additional award from a tenant application that was over \$10,000. To date, RRHA has received close to \$100,000 in rent relief awards. The staff are continuing to submit rent relief applications on a regular basis and there are still over 60 application pending to be awarded through Virginia Housing. There have also been intake clinics at many RRHA properties through the CDBD funds that are available through TAP. When they initially came out for the first set of properties, RRHA received 35 applications from tenants as a result, which are still pending. As of this week there are additional intake clinics for Bluestone Park, Hunt Manor, Morningside Manor, and the Villages at Lincoln. RRHA still has additional clinics where rent relief assistance is coming here locally through TAP and Virginia Housing. Not everyone is approved through TAP, so if they aren't being approved through that particular program, they are filtering through Virginia Housing. If Ms. Richie's team sees that RRHA has received awards through Virginia Housing and TAP is contacting RRHA, they are making sure that the entities are aware that RRHA did receive those funds. Chair Smith clarified that the Eviction Moratorium will only protect the individuals from eviction as it pertains to COVID, not any eviction reason. Mr. Bustamante answered that the Eviction Moratorium just prevents evictions due to failure to pay rent. If there are other lease violations, RRHA can take those to court, but if those lease violations are somehow connected to COVID for whatever reason that may be, RRHA is usually better off not taking the matter to court because the judge won't hear the case. RRHA needs to ensure that any legal matter is a

legitimate lease violation and has nothing to do with COVID.

Vice Chair Kepley inquired more about the 3D printed structure, stating that the technology used is thinking far into the future. He asked for more information on the technology as it pertains to RRHA. Mr. Bustamante stated that the company has already completed a few developments. A more recent build was in Richmond, Virginia in June of 2021. He told the Board that he could send the article to them if they would like which states that costs can be cut by up to 10-15% with 3D construction. Vice Chair Kepley said that he was not aware it would reduce the price by that amount. Mr. Bustamante responded that he would send the Board the article. Mr. Shank told the Board that he wanted to lay eyes on the construction. Ms. Richie said that they were scheduling a time to go look at the construction. Mr. Bustamante added that they were given permission to view one of the sites and would allow the construction to finish and a tenant to occupy the space, so that RRHA could assess if the build would be sustainable for our population.

Chair Smith asked if there were any other questions for Mr. Bustamante.

There were none.

3. Staff Reports

Chair Smith asked if there were any staff reports.

Ms. Reid stated that she was excited to have a moment to focus on the services we provide for residents, it is far more than just housing. Overall, there is a new initiative with HUD asking public housing move towards a Trauma Informed Care approach for Resident Services. Trauma Informed Care is a new idea within social work for about the last 15 years to a decade. Ms. Reid was on a task force to bring Trauma Informed

Care to the state of Virginia about a decade ago and the Program Manager for Jobs Plus is certified in Trauma Informed Care. Resident Services is excited to be a Trauma Informed Care locality because there are very few. HUD continually tells RRHA that it is the gold star standard that they are looking for in Resident Services. Ms. Reid said that she wanted to provide an oversight of all that Resident Services does, given that she has been in this position for about six months.

Ms. Reid told the board that the new ROSS grant, that launched June 1, 2021, is completely different than the old ROSS grant in a positive way. It gives Resident Services the ability to service RRHA residents in a new way by offering full wrap around to services to every resident that is in public housing. The old ROSS grant was only specific to four sites. The ROSS program itself does not have any requirements, which allows Resident Services to service anybody that lives in public housing. Whether it is a small service they need to meet a basic need, a job search or skill building, Resident Services can meet that. Ms. Reid worked with the housing department to implement a new process because so that no resident falls through the cracks when they need help, especially given the last year and half with COVID. Resident Services now has a system they are rolling out soon which has the housing department notify Resident Services if anybody hits a certain kind of red flag, such as 30 days or more behind on rent, a significant drop in income or benefits, a significant life event occurs, etcetera. For elderly disabled residents, Resident Services is trying to keep an eye on if there are hospitalizations or a medical issue. Resident Services seeing every new move in to let them know that what services are offered for support. With that new implementation, Resident Services has seen an increase in 74.5% of

unique individuals within the housing community that have been serviced just in the last two months with the new ROSS grant.

Ms. Reid added that the FSS program, the 5 year program that has the escrow account incentive, has seen an almost 20% increase in enrollment participation in the last six months. The program is projected to have enough participants to allow for a fourth FSS Coordinator. Ms. Reid stated that she is so confident that they can get there, that she wrote that into the latest grant application for the 3rd and 4th quarters of next year. Resident Services has also partnered well with Ms. Goodman to get word out and highlight RRHA residents. Their success and what they are doing with their lives inspire others, so she has done a phenomenal job of getting their stories out there. Those stories that tug on your heart string important, especially when it comes to funding for future programs. It allows celebration of residents and all they are doing. There have been several residents highlighted in the media and on RRHA marketing platforms as well.

Ms. Reid said that the Jobs Plus grant is ahead of schedule for the HUD roll out. The program manager, Melissa, who is certified Trauma Informed Care, has been a great asset since she came on board. The projected roll out across the nation is January 2022, but Resident Services has informed HUD that they are ready to go. The partners and resources are in place and Resident Services is ready to roll out the program. Resident Services is in the process of hiring a Case Manager, Employment Specialist, and an Ambassador to start. When that program is at full capacity, it will have about ten employees. Resident Services is hoping to have about four employees by the end of this year and by next year to be fully staffed. Ms. Reid is hoping to launch

for Jobs Plus by the end of the fall.

The EnVision Center, which is open to the community as a whole, is located here at Lansdowne. Resident Services has had three successful vaccine clinics, vaccinating over 120 people in our community. Ms. Reid added, as she was telling Commissioner Burruss right before the meeting started, she just received confirmation that there will be mobile vaccination clinics at every one of our sites for vaccines here in the coming weeks. Resident Services is averaging 15-20 individuals physically coming in and using their services in the EnVision Center. That number does not include any referrals they may send out. Only people that physically come to the center to either use technology, get help one on one for resume building or, needing help.

The Resident Councils are doing phenomenally well. Ms. Reid stated that there are there are two chapters that are active right now, with two to three projected to start by the end of the year. One has an election coming up soon.

Ms. Reid went on to say that Resident Services has put a large focus on mental wellness and mental health, so there is a resident mental wellness provider at Lansdowne a few days a week. Resident Services has signed the MOU to start mental wellness counseling at every RRHA Public Housing location. The program should be slowly rolling out within the next couple of months, starting at Melrose Towers, Morningside Manor, and Jamestown Place. Ms. Reid added that the program will increase slowly until counselors are available at all sites. Once this happens, there will be a schedule where counselors are at a location a certain day during the week, slowly building up their clientele.

Ms. Reid told the Board that Resident Services is in the process of developing some youth programs, which she finds very important. It is an area that often gets missed and she has a passion for youth and for children. Summer lunch just ended and Resident Services was able to service over 500 children for lunch at all RRHA sites. They also partnered with other area services to feed even more children at sites where there was not a summer lunch program. At the Villages at Lincoln, Kids Soar was able to provide lunch, which led to a great turn out.

In the month of July, Resident Services successfully provided at least one service to 49% of residents at Melrose Towers. That service could have been healthcare, food or basic needs, cooling assistance, which was a high priority for this summer. Ms. Reid asked for questions.

Commissioner Burruss notified Ms. Reid that she was very familiar with the Trauma Informed Care approach and asked for her to provide an example of one person, that Resident Services has worked with, who has experienced trauma and how Resident Services used a Trauma Informed Care approach to help this individual. Ms. Reid responded that there is a resident with whom she worked with prior to being promoted into her position that Resident Services has used the Trauma Informed Care approach with. This resident was the caretaker for her mother and she passed away. Her whole identity was being that caretaker for her mother and then Ms. Reid left her position at the resident's housing location. The vacant position was difficult for her to process. The Site Manager also changed at that time, so all the people she perceived as her support system, left in the month of March at the same time. She struggled. Resident Services worked really hard with her while taking a Trauma

Informed Care approach. Sometimes this resulted in sitting and listening, which can be necessary. Resident Services offered her full wrap around services. Ms. Reid stated that one of the misconceptions about Resident Services is that they only offer job supports, but there are needs that have to be met before one can simply get a job, so providing her with those mental health services helped greatly. Ms. Reid went on to say that the crisis counseling helped her get back on her feet due to losing her mothers disability income that was paying rent. Ms. Reid added that this resident is now a full time employee here at the Housing Authority. This resident is doing phenomenally. Ms. Reid stated that her job didn't just give her the ability to pay her bills, but it gave her a sense of purpose. She comes to work every day with a smile on her face and so much drive. This resident is also working on her GED right now. Ms. Reid said that this resident is overcoming learning disabilities and all of RRHA is very proud to have her.

Commissioner Garner asked Ms. Reid what ROSS stood for and Ms. Reid responded that it stood for Resident Opportunity for Self-Sufficiency. He went on to asked if ROSS is a grant-funded program and if so, how far in the future before the funds would need to be renewed. Ms. Reid answered that the new ROSS grant began in June of 2021, but the grant was awarded in March or April of 2021, so it will be another four to five years before renewal. ROSS and FSS are a large portion of what makes up the Resident Services department. Ms. Reid stated that these programs would more than likely be renewed. FSS is renewed yearly, but all that is needed for renewal is to provide what was completed the year prior and what funds would be needed to continue that success.

Commissioner Garner asked what Resident Services interaction was with Joint Resident Council and asked if they councils were still in existence. Ms. Reid answered that she and Chair Smith work very closely and have a positive working relationship. Resident Service's success relies on the Resident Council and community involvement. She then invited Chair Smith to speak. Chair Smith responded that he and Ms. Reid are in constant communication and hopes for more involvement between Resident Council and Resident Services now that there is more a sense of normalcy. Chair Smith added that there has been a change, over the last few months, with Resident Council's structure, which resulted in Chair Smith needing to catch up on things. He added that the housing department worked to get some of this caught up. There will be a Resident Council election this week at Bluestone Park. Chair Smith stated that he believes there could be Resident Councils at all but two sites by the end of 2021. He added that he not only works closely with Resident Services, but also with Ms. Wanza, the Section 3 Coordinator and Ms. Richie. He believes that there will be many things coming up for Resident Council now that people are able to convene again. He told the Board that, due to COVID, people are still unable to allow large meetings. These functions can be expensive and if the community response is not large enough, it negates the event. Chair Smith said that Resident Counsel has worked with the housing department to identify some grants that could apply to the efforts. He added that he would keep the Board informed of Resident Counsel updates in the future.

Commissioner Burruss told Ms. Reid that she was impressed with all that Resident Services was doing and that it seemed to be healthy for the community. Ms.

Reid thanked her. Chair Smith asked for more questions. There were none.

4. Committee Reports

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

There were none.

5. Commissioner Comments

Chair Smith asked if there were any Commissioner comments.

There were none.

6. City Council Liaison Comments or Discussion

Ms. Moon-Reynolds stated that the Star City Strong Recovery and Resiliency Advisory Panel continued to meet in regard to their rescue plan. They are in their fifth meeting, but will meet again on August 25, 2021 and will hold their last meeting on September 1, 2021. She added that there will be a public hearing on the draft recommendations that will be held on August 30, 2021 at 6:00 p.m. at the Berglund Center in the Exhibition Hall. Keith Holland, the Community Resource Program Administrator will be assembling the team of community leaders with backgrounds in homeless services and housing development to aid the city in developing priorities for the use of HUD funding to address the critical needs of housing and supportive services for the homeless population in the city.

Ms. Moon-Reynolds added that the city is set to receive approximately 2.5 million dollars in a home investment partnership grant from HUD through the American Rescue Plan late this fiscal year. She said that the American Rescue Plan funds must be used primarily to benefit individuals and families within the following qualifying populations, homelessness or at risk of homelessness as defined in the McKinney-Vinto Homeless

Assistance Act; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking. She added that the city is providing supportive services or assistance pursuant to the state statute that would prevent the family homelessness or would serve those with a greater risk of housing instability as well as veterans and families that include a veteran family member that meet one of the proceeding criteria. These funds may be used for the following eligible activities, production and preservation of affordable housing, tenant-based rental assistance, and supportive services, including those defined in the 24 CFR Homeless Prevention Services and Housing Counseling Purchasing and Development of Non-Congregate Shelters. These structures can remain in use as non-congregate shelter or can be converted to an emergency shelter under the Emergency Solution Grants Program, permanent housing under the Continual Care Program, or affordable housing under the Home Program. She informed the Board that the group will hold their first meeting virtually on September 8, 2021 at 3:00 p.m. and invited anyone to contact Keith Holland if they would like to serve.

Ms. Moon-Reynolds provided an update from the Roanoke Valley Allegheny Regional Transportation Policy Organization. The policy board will be approving their regional study on transportation prioritization for economic development and growth for the region. She added that the organization will continue to address the challenges on route 460 down near the Walmart. That corridor is now on the list of priority projects. VDOT has done an ongoing study, which will provide project recommendations developed specifically for Orange Avenue at the 581 interchange near the Civic Center on 460 going east near Kimball and Plantation. The city will likely submit applications

for grant funding this fall to request regional funding as a match to leverage against the Smart Scale applications that they have for some work coming in the next year.

Ms. Moon-Reynold told the Board that the city has an active construction project on Hollins Road and Orange Avenue as well as the King Street intersection of 460 and down near Blue Hills Drive. The city has been awarded additional funding, which will address some of the traffic congestion. The city will continue to address that corridor as well as 11th Street and Gus Nicks near the Hardees. Likewise, funding has been awarded to Roanoke County for some additional work they are doing on 460 in the county. Ms. Moon Reynolds ended with updates on the improvement to the Peters Creek Road intersection, which she hopes will enhance some access to the Wood Haven Industrial Site along with some additional greenway work, which is an economic driver that supports local activities and brings the city tourism dollars. Ms. Moon-Reynolds asked for questions.

Commissioner Garner told Ms. Moon-Reynolds that he enjoys working with her and added that it is beneficial to have an “ear and mouthpiece” with the City Council. Ms. Moon-Reynolds responded that she worked with Ms. Goodman and Mr. Goodman on any updates from the Housing Authority and shares them openly at the council meetings on the third Monday of each month, so that the public is aware of all the RRHA does for the community. Commissioner Garner asked if Roanoke would be getting a new rail station going to Washington, DC. Ms. Moon-Reynolds asked for clarification. Commissioner Garner clarified that he was speaking on a physical station that would be built for the rail to going to Washington, DC. Ms. Moon-Reynolds replied that there is not any money in the plan currently for such station. The committee is still

working on the Transportation Intermodal Center where they are moving the Valley Metro. At one time they wanted to incorporate Amtrak. They are currently using the former Rutherford building as a waiting area, but unfortunately the owner either did not want to sell the property or was asking an astronomical amount, so the city backed away from the offer. If the sale had gone through, the city would be in the position for an Intermodal Center for Amtrak, Valley Metro, and Greyhound. Commissioner Garner asked if the Amtrak line would come from the New River Valley or Blacksburg to Roanoke and then to Washington, DC. Ms. Moon-Reynolds responded that Amtrak is working on that, but her committee was not involved. She explained that it may be difficult to connect, as it would be a very early train to meet a 6:00 a.m. train in Roanoke. It may affect the possibilities if not many passengers would be available, which would not justify a need for more train timeslots.

Ms. Moon-Reynolds added that she would like to Board to think of doing a joint meeting with City Council, as they had done in the past. She believes that the City Council would benefit from the Board sharing all of the exciting things on the horizon for RRHA. Chair Smith asked for comments or questions. There were none.

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

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

RECOMMENDED ACTION: Dispense with the reading thereof and approve as

recorded.

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

RECOMMENDED ACTION: File as submitted.

Commissioner Anguiano introduced a motion to approve the Consent Agenda.

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

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

NAYS: None

REGULAR AGENDA

1. **Resolution No. 4097**

Mr. Shank presented Resolution No. 4097 requesting the Board's approval for making improvements to the natural gas infrastructure at Hunt Manor and Indian Rock Village. This work will include replacing the existing systems. Everything from the meter to the exterior of the buildings. Mr. Shank added that the plan is for once the improvement work is done, Roanoke Gas Company will take over the systems. RRHA, as a housing department, is considered a small gas operations because we own the natural gas systems at some of our developments. This puts RRHA under a lot of regulatory requirements, so it is one of Mr. Shank's dreams and goals to get RRHA out from under that regulatory weight. This is the first step in that. Mr. Shank has worked with Roanoke Gas in putting this project together. He said that RRHA had two bids, as a result of the Invitation for Bids, with Classic City Mechanical and EC Pace Company being the two responders. Classic City Mechanical submitted the low bid at \$376,474 but

also include some repair and maintenance for the rest of our systems at other sites. This would be more than the replacement of the two infrastructures at Hunt Manor and Indian Rock Village. Chair Smith asked for questions.

Commissioner Burruss stated that there was a large difference in the bids. Mr. Shank agreed that there was a large difference in the provided bids. He added that his estimate was about \$467,000. Classic City Mechanical has worked with RRHA before on gas work, so they are familiar with our lines. Mr. Shank spoke with the lead and he is comfortable with the bid. Classic City Mechanical is purchasing their materials from Roanoke Gas, so everything will meet their standards. This will save RRHA money. Mr. Shank said that EC Pace is very busy right now and was recently awarded a project on Melrose, so the conversations with them were brief, but Classic City Mechanical was comfortable and they worked through the bid together.

Chair Smith asked if there were any questions for Mr. Shank. There were none.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR NATURAL GAS UTILITY INFRASTRUCTURE IMPROVEMENTS FOR INDIAN ROCK VILLAGE, AMP 210 AND HUNT MANOR, AMP 259, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150117, CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150119 AND CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150121

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 VA36P01150117 in the amount of \$2,066,639.00; and

WHEREAS, Upgrade Gas Utility Infrastructure for Indian Rock Village and Hunt Manor were included on the Annual Statement detailing the planned use of CFP grant number VA36P01150117, which was approved by the RRHA Board of Commissioners

by Resolution 3920 on May 22, 2017; 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 VA36P01150119 in the amount of \$3,444,054.00; and

WHEREAS, Upgrade Gas Utility Infrastructure for Indian Rock Village and Hunt Manor were included on the Annual Statement detailing the planned use of CFP grant number VA36P01150119, which was approved by the 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 VA36P01150121 in the amount of \$3,836,496.00; and

WHEREAS, Upgrade Gas Utility Infrastructure for Indian Rock Village and Hunt Manor were included on the Annual Statement detailing the planned use of CFP grant number VA36P01150121, which was approved by the RRHA Board of Commissioners by Resolution 4079 on May 24, 2021; and

WHEREAS, RRHA needs a qualified contractor to complete Upgrade Gas Utility Infrastructure for Indian Rock Village and Hunt Manor; and

WHEREAS, RRHA issued a Invitation for Bid on June 20, 2021, with bids being due on July 20, 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>
Classic City Mechanical, Inc.	\$376,474.00
E. C. Pace Company, Inc.	\$633,934.00

WHEREAS, the amount of the bid submitted by Classic City Mechanical, 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 project; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Classic City Mechanical, Inc. 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 Classic

City Mechanical, Inc.; 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 Classic City Mechanical, Inc. 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 Classic City Mechanical, Inc. and RRHA for the fixed price of \$376,474.00.
- (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.

Commissioner Burruss introduced Resolution No. 4097 and moved its adoption as introduced.

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

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

NAYS: None

Chair Smith thereupon declared said motion carried and Resolution No. 4097 was adopted as introduced.

2. Resolution No. 4098

Mr. Shank presented Resolution No. 4098, requesting the Board's approval to modify the contract RRHA has in place with Hughes Associates Architects and

Engineers for the open ended contract. He stated that this contract was awarded last November. The structure allows for a one year contract with an option for another year. RRHA has worked Hughes hard this past year. They have completed more complex and larger projects that we sometimes run into, so RRHA has used the money set aside for that contract quicker than originally planned. The initial contract was for \$140,000 for two years. Mr. Shank would like to increase the amount to get through the end of November. He said that his plan is to procure A&E Services again this fall and RRHA has several plans we are working with Hughes on right now, work that would be bid out in the winter, and work he is planning to do next year. Mr. Shank explained that he has to plan six to nine months in advance of when he plans to actually start a project and that was the purpose for the presented contract modification. He added that any time there is a modification needed for a contract of \$100,000 or higher, RRHA is required to ask for Board approval if the modification will exceed \$25,000 or 10% of the contract amount. Chair Smith asked for questions.

Vice Chair Kepley asked if the contract was open ended or done on an hourly basis. Mr. Shank responded that RRHA does an RFQ, or Request for Qualifications, which results in getting a statement of qualifications from a bidder. The qualifications are strictly technical as far as the criteria for determining who will have a contract with RRHA. Once we have a contract in place, then Mr. Shank negotiates hourly rates on the various positions within the firm. Everyone agrees to the hourly rates and that becomes part of the contract. When one of the companies submits a proposal, Mr. Shank meets with them and goes over the scope of works and then the company submits a proposal for his review based on what it will take hourly to complete the work.

Mr. Shank added that it often includes any consultants they use for mechanical engineering or electrical engineering. Vice Chair Kepley said that the explanation helped and he saw that there is a bit of give and take negotiation for each individual project. He asked if the projects are mainly maintenance projects or ADA compliancy projects. Mr. Shank said that sometimes there is an ADA aspect involved. The work across the street on the new EnVision Center involved a lot of ADA accessible work. The bathrooms and parking lot do not meet requirements, as well as the accessible route to the building. Those requirements will be factored into the design work that will be done. If it is something similar to a boiler replacement, that is strictly mechanical work.

Vice Chair Kepley asked if the company does the required code research and then put the bid together. Mr. Shank responded that a company will give him the specifications and drawings and then he assembles the IFB package internally, so RRHA has control over the procurement process.

Chair Smith asked if there were any other questions. There were none.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY MODIFYING CONTRACT NUMBER 569-2102-1-7
USING UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER
VA36P01150119**

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, Open-End Architectural and Engineering Services for RRHA was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150119, which was approved by the RRHA Board of Commissioners by Resolution 4007 on May 20, 2019; and

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

WHEREAS, Contract 569-2102-1-7 had an effective start date of November 24, 2020, for a period of one (1) year, with an option to extend the contract for an one-year period, with a not-to-exceed amount of \$132,500.00 for Basic Services and \$7,500.00 for Reimbursables; and

WHEREAS, Hughes and Associates Architects & Engineers have been tasked during the first eight (8) months of the contract period with a larger number of projects of more complex nature than normally experienced, which has resulted in costs much higher than expected for architectural and engineering services; and

WHEREAS, Open-End Architectural Services for RRHA are planned to be procured again in the fall of 2021; and

WHEREAS, in order to continue to obtain the architectural and engineering services RRHA needs in a timely manner, the Vice President of Operations recommends increasing the amount of contract 569-2102-1-7 by \$80,000.00 for Basic Services and \$5,000.00 for Reimbursables, for a total increase of \$85,000.00; and

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

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

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

- (4) The recommended change proposal in the amount of \$85,000.00 be and hereby is accepted;
- (5) The Executive Director be and hereby is authorized and directed to execute a modification of Contract 569-2102-1-7.
- (6) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

Commissioner Garner introduced Resolution No. 4098 and moved its adoption

as introduced.

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

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

NAYS: None

Chair Smith thereupon declared said motion carried and Resolution No. 4098 adopted as introduced.

3. Resolution No. 4099

Mr. Shank presented Resolution No. 4099, to awarding a contract for the renovation of the library or EnVision Center across the street. RRHA issues an IFB and there was a surprising response. This is a significant project, so there was a lot of interest. Mr. Shank received five responsive bids, which were provided in the packet. G&H Contracting had the lowest bid at \$974,500. The entire building, other than the shell, will be a remodel. The parking lot will be reworked to meet ADA and 504 requirements, as well as the steps and ramp up to the front of the building. There will be work to the lighting and the interior finishes will get redone. Some offices will be reworked and some rooms will be converted to a conference room, training room, and conference area. Mr. Shank said that there will be a lot of work done to the building and he hopes for the project to be completed by March of 2022. Chair Smith asked for questions.

Commissioner Garner stated that all of the bids looked very close in price and asked for Mr. Shank's estimate. Mr. Shank responded that he estimated the work to

be \$1,048,000, which was in the middle of all the bids. Vice Chair Kepley asked how many square feet the building was. Mr. Shank said the building was 6,700 square feet. Vice Chair Kepley asked if Hughes did all the work that was bid on. Mr. Shank explained that he worked with them on developing specifications. He did some things internally and Hughes did some things like the drawings. Some of the actual specifications for the project manual he did himself. They work out who is responsible for which parts of the project in meetings. Vice Chair Kepley asked if Mr. Shank would be responsible for contract administration. Mr. Shank responded that he would be to some degree.

Commissioner Anguiano asked Mr. Shank if the plan was still for some partner agencies to provide services in the new EnVision Center and if there was going to be dedicated space set aside or if it would be shared space. Mr. Shank responded that it was likely a question meant for Ms. Reid, but he believed some of the offices would be available to be shared with some training rooms used by multiple entities, but explained that Ms. Reid would know more. Ms. Reid said that Resident Services viewed the space as open for some community partners to have established office, especially mental wellness and healthcare providers. She was looking into Virginia Wester having an office there for training skill building. The building would be for Resident Services as a while, but also for community supports. Vice Chair Kepley asked if that had been presented to the Board. Ms. Reid explained that the overall plan was a bit of a grey area in that regard as they are still solidifying how the space will be utilized in order to be most productive for the community. Vice Chair Kepley clarified that he was speaking on the physical plan. Mr. Shank said that it had been

worked out. Vice Chair Kepley explained that it may be helpful to see the physical plan. Mr. Shank offered to bring him a set of drawings after the meeting. Vice Chair Kepley said that he was excited to see the plan, as it was a significant project for RRHA and a great benefit to the community.

Chair Smith asked if there were any other questions. There were none.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR ENVISION CENTER RENOVATIONS, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150120 AND CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150121

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, EnVision Center Renovations 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, 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 VA36P01150121 in the amount of \$3,836,496.00; and

WHEREAS, EnVision Center Renovations was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150121, which was approved by the RRHA Board of Commissioners by Resolution 4079 on May 24, 2021; and

WHEREAS, RRHA needs a qualified contractor to complete EnVision Center Renovations; and

WHEREAS, RRHA issued a Invitation for Bid on July 11, 2021, with bids being due on August 5, 2021; and

WHEREAS, RRHA received five (5) responsive bids to the invitation, which were opened for consideration, such bids being as follow:

Bidder

Total Bid Amount

Russell's Remodeling, LLC	\$1,147,182.00
KNA Contracting, LLC	\$1,027,696.00
Building Specialists, Inc.	\$1,088,600.00
Wall Construction, LLC	\$1,140,500.00
G & H Contracting, Inc.	\$974,500.00

WHEREAS, the amount of the bid 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 project; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and G & H Contracting, Inc. 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 G & H Contracting, Inc.; 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:

- D The bid submitted by G & H Contracting, Inc. be and hereby is accepted;
- E 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 G & H Contracting, Inc. and RRHA for the fixed price of \$974,500.00.
- F The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

Commissioner Anguiano introduced Resolution No. 4099 and moved its adoption as introduced.

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

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

NAYS: None

Chair Smith thereupon declared said motion carried and Resolution No. 4099 adopted as introduced.

IV. 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, Vice Chair Kepley Chair Smith

NAYS: None

Chair Smith declared the meeting adjourned at 4:17 p.m.

Duane Smith, Chair

David Bustamante, Secretary-Treasurer

Exhibits from August 23, 2021 Minutes previously circulated

RESOLUTION

NO. 4100

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 4100

Meeting Date: September 27, 2021

Agenda Item Number: 1

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE CONSOLIDATED OPERATING BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2022

WHEREAS, the City of Roanoke Redevelopment and Housing Authority has prepared a Consolidated Operating Budget for fiscal year ending September 30, 2022, covering the following programs: Central Office, Public Housing, Section 8, Hackley, Private Management, Jobs Plus Grant, Jamison/Downing, CDBG/HOME, Homeownership Opportunities (HOP), ROSS Grant, City Activities, and Capital Fund Grants; and

WHEREAS, RRHA is required to submit a Board resolution approving the annual operating budget for U.S. Department of Housing and Urban Development (HUD) funded programs to HUD within 60 days of the beginning of the fiscal year; and

WHEREAS, the Board of Commissioners having reviewed the Consolidated Operating Budget has determined that the budget presented is a fair representation of projected operating revenues and expenditures for fiscal year ending September 30, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Consolidated Operating Budget is approved for the fiscal year ending September 30, 2022.

Recommended by: Jacqui Austin Date 9/13/21
VP of Finance/CFO

Approved by: [Signature] Date 9/13/21
Executive Director

COMMISSIONERS ACTION: Approved Not Approved

Remarks: _____

