

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 virtual session on Monday, January 24, 2022.

I. CALL TO ORDER – ROLL CALL

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

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

ABSENT: Commissioner Gail Burruss

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Evangeline Richie, VP of Housing; Rachel Tobin, VP of Human Resources; Frederick Gusler, Director of Redevelopment and Revitalization; Gillie Henriksen, Administrative Manager/Executive Assistant; Kaelyn Spickler, PR/Social Media/Marketing Manager; Suzzette McCoy; Stephanie Wanza, Section 3 Coordinator

Chair Kepley welcomed everyone to today's meeting. Mr. Bustamante stated that Commissioner Burruss had passed over the weekend and asked for a moment of silence in honor of her. He added that Commissioner Burruss advocated for all RRHA residents and employees. She loved the community she served. In addition, he asked that the Board honor her and recognize her for her service on the Board of Commissioners and the impact she had on the lives of those in attendance. Once the

moment of silence was complete, Mr. Bustamante told the Board that he would make himself available if anyone would like to discuss Commissioner Burruss' passing. Chair Kepley thanked Mr. Bustamante and stated that he hoped the Board could brainstorm a fitting tribute to Commissioner Burruss and her service to RRHA.

II. REPORTS

1. Financial Report

Chair Kepley asked Ms. Austin if she had any updates for the Board. Ms. Austin explained that she would not have financial updates until the April Board Meeting. Chair Kepley asked how the staffing situation was in finance. Ms. Austin replied that an applicant has been offered the Accountant II position and will be starting on January 31, 2022. The finance department is currently interviewing for the Accountant I position. So far an offer has not been accepted, but she is continuing to pursue an applicant for the position. She added that she is adamant that she will fill that position as quickly as possible.

Chair Kepley asked for any more questions. There were none.

2. Executive Director's Report.

Mr. Bustamante addressed the Board stating that in addition to his written report RRHA initiated talks with Baker Tilly, the consultants that were hired to conduct the compensation survey. They spoke with senior management and then with all employees informing everyone of how the information needed for the survey would be gathered for each position. Once each employee has completed their questionnaire, Baker Tilly will be able to begin the compensation survey. Mr. Bustamante hopes to

have this information to the Board by the February Board meeting. He added that he is hopeful this information will help RRHA to retain and attract qualified candidates for open positions.

Mr. Bustamante told the Board that the Dominion Due Diligence group, the consultants hired for the repositioning of RRHA's public housing, have all the information needed and are actively working on preparing their report. He hopes to have this information to the Board by the February Board Meeting, but no later than the March Board Meeting.

Mr. Bustamante reminded the Board of the joint meeting with City Council, to be held on February 7, 2022 at 9:00 a.m. through the Zoom platform. He added that the agenda he received from the City was lengthy, so he hoped to concise it in order to address everything within the hour timeframe given. He stated that if anything was left unanswered, that he would make himself available to discuss matters further with City Council.

Lastly, Mr. Bustamante reminded the Board that their Financial Disclosure Forms are due to the City by January 31, 2022.

Chair Kepley asked if there were any questions for Mr. Bustamante. There were none.

3. Staff Reports

Ms. Richie addressed the Board stating that she was sad today because the reason for a staff meeting today was to ensure there were additional updates to the questions Commissioner Burruss had asked in the December Board Meeting. She added that she is saddened that she is not able to hear the updates because RRHA is

currently leading the state of Virginia with the highest percentage of lease up utilization for the Emergency Housing Vouchers. Those vouchers were administered on July 1, 2021 to RRHA. This has been a major accomplishment for RRHA and Ms. Richie knows that Commissioner Burruss was interested in those numbers last month, so she wanted to give the update to her and the Board.

The Family Unification Program for the FUP vouchers are currently at full lease up capacity. Ms. Richie was aware that there was some discussion last month with regards to RRHA no longer accepting referrals from some of the partners of the Roanoke City and Count Departments of Social Security and the reasoning for that is because RRHA has received enough referrals to accommodate the vouchers currently in place, which is another major accomplishment on behalf of the organization in continuing to help families in need. Ms. Richie added that The Family Unification Program vouchers were at max capacity with the current referrals and that RRHA may exceed those vouchers by three or four families. The goal is to accommodate all of those referrals by utilizing a special code from property 306, which is the regular Housing Choice Voucher program as "FUP". The HCV department is at fully staffed with all positions filled, so the team is doing well with continuing to lease up during these times of uncertainty.

Ms. Richie added that she is pleased to announce that with the Rent Relief program, the housing teams have submitted well over 140 applications for rent relief assistance and to date have received an excess of over \$370,000 in rent relief funding on behalf of the families RRHA serves in order to prevent eviction and to offset some of the revenue lost from delinquencies. She added that as of December 1, 2021,

there was a new portal to submit the applications to. There have been a few glitches in the system as they have worked in collaboration with the Legal Aid Society and RRHA has worked with the new “GovToGo” platform to get those items resolved in order to continue the submission of applications without further issues.

Chair Kepley asked if there were questions for Ms. Richie. There were none.

4. Committee Reports

Chair Kepley stated that he assumed the report for the planning work would be presented within the next two months. Mr. Bustamante responded that he would be sharing them with the committee members as soon as he received them and then would bring them to the Board.

5. Commissioner Comments

Commissioner Anguiano stated that he was aware that the Board would address Commissioner Burruss and how to best honor her at a later point, but that this tragedy really struck hard today. He added that all in attendance acknowledge the role she played and how much she contributed to the Roanoke community on many different levels. He hopes RRHA will find a way to honor all of that. Chair Kepley stated that he agreed. Commissioner Burruss truly cared for RRHA and those it served. She spent years furthering the mission and he also hoped to find a way to honor that.

Chair Kepley asked for further comments. There were none.

6. City Council Liaison Comments or Discussion

Ms. Moon Reynolds stated with regards to Covid-19 as of January 21, 2022, based on the information provided by the Virginia Department of Health, there have been at least 18,271 confirmed cases reported in the city of Roanoke. This is the third

week in a row of a record number of new cases. The majority of new cases and hospitalizations continue to occur in individuals who are not fully vaccinated. The VDH continues to offer expanded vaccination and testing opportunities. She added that there is a vaccination testing site in Salem at their civic center and areas in the New River Valley and at Valley View. Ms. Moon Reynolds added that the VDH would like to clarify that they have no affiliation with the testing site “<https://www.covidclinic.org/Roanoke-VA/>” and they are saying that they have no information about their resources, methods, or reporting structure.

Ms. Moon Reynolds stated regarding gun violence interruption, Roanoke had about three of them over the weekend. Unfortunately one was a homicide that occurred on Saturday. Two others were wounds. With regards to the community forum held last November to solicit community input on use of the \$2 million identified for the violence interruption initiatives, there were several recommendations made with regards to using that funding that came out on January 11, 2022. Those recommendations were youth and gang violence prevention unit support, continuing the current programs, submitting grants, annual youth and gang violence community assessments, and more. Another suggestion was a proposal in working with the Roanoke City Police Department and their special unit as well as targeting areas to put in more cameras. The additional state ARPA funds have been approved by the Attorney General’s Office that will be used to respond to issues and needs identified in the youth and gang violence survey that was completed.

Ms. Moon Reynolds said that in response to the economic hardships experienced by micro businesses resulting from the COVID-19 pandemic, the City, in

partnership with Freedom First, is launching a Small Business Relief grant program utilizing the Community Development Block Grant- Coronavirus (CDBG-CV) federal funding. This is a grant program created in response to business that are at risk of closing or laying off employees. The goal is to keep those businesses open and to retain or create jobs in the city

Ms. Moon Reynolds added that the City has been awarded a \$2 million in funding from U.S Housing and Urban Development for the Healthy Homes Production grant program that will provide funding for a new 42 month program to address health and safety needs for low to moderate households as part of their rehabilitation efforts. This program builds upon HUD's successful Lead Hazard Control Program to expand the department's efforts to holistically address a variety of high-priority housing based health and safety hazards such as mold and moisture, poor indoor air quality, pests, carbon monoxide, injury, and safety hazards in addition to lead based paint. Implementation of this program will include partnerships with TAP, Roanoke Gas, Renovation Alliance, Blue Ridge Independent Living Center, and Carilion.

Roanoke Parks and Recreation is having a three vs three basketball tournament to be held at the Berglund center on January 29, 2022. This tournament is a Star City Safe event and is an initiative focused on expanded services and access to public facilities to keep the youth and neighborhoods safe.

Ms. Moon Reynolds added that lastly, the City Clerk's office is now accepting applications for two upcoming vacancies on the Roanoke City School Board for three-year terms that starting in July. Applications will be accepted up to March the 10, 2022 and the information with regards to the duties can be found on the city's webpage or

through the City Clerk's office for any additional information. She stated that it is encouraged to share this information with anyone interested. Ms. Moon Reynolds added that she looks forward to seeing everyone on Zoom at the next council meeting, stating that there may be additional time available in order to cover the full agenda.

Chair Kepley asked for comments or questions. There were none.

7. Residents or other community members to address the Board

Chair Kepley asked for comments or questions. There were none

CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held

Monday, December 20, 2021.

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

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

RECOMMENDED ACTION: File as submitted.

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

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

NAYS: None

REGULAR AGENDA

1. Resolution No. 4106

Mr. Gusler presented Resolution No. 4106 seeking the Board's approval to

award a contract for HVAC upgrades for Indian Rock Village under Capital Fund Program Grant Number VA36P01150121. He stated that the information on the agenda was incorrect, but that the Capital Fund Program number was correct. This is a resolution to authorize Control Maintenance Incorporated to replace all of the boilers at Indian Rock Village. It is a total of 47 boilers and all of the related pumps, thermostats, and anything else needed. RRHA will be switching to high efficiency units as part of a long term project to transition Indian Rock Village away from the Master Meter system that has been there. The bid from Control Maintenance Incorporated was favorable.

Chair Kepley asked for clarification stating that he wanted to make certain that the Capital Fund Program number was correct. Mr. Gusler stated that was correct. Chair Kepley asked was the dollar amount was for the total replacement. Mr. Gusler stated that the total amount was \$547,816 and the next closest bid was over \$776,000 making the awarded bid a good value. Commissioner Anguiano added that the variants in the bids would normally be a red flag, but he trusts Mr. Shank's judgement on these matters and is confident in the numbers. Mr. Gusler stated that Mr. Shank has specified that he has worked with this company in the past and they are very efficient. Control Maintenance Incorporated has a lower overhead and is a smaller organization, making them able to complete on quantum projects like this one at the right size and scale.

Mr. Bustamante asked for clarification that Control Maintenance was the lowest bidder. Mr. Gusler responded that they were. He added that many of the boilers at Indian Rock Village were originals from when the property was

developed in the 1970s. Chair Kepley asked if there was one boiler per unit. Mr. Gusler replied that he was unsure of the answer to that, but that Indian Rock Village was on a Master Meter system and Mr. Shank has been working to get the gas line dedicated to Roanoke Gas to move away from the Master Meter system, but that he would get back to Chair Kepley on his question.

Chair Kepley stated that he assumed that Mr. Shank had vetted this decision and would not recommend the bid if he had not. He added that it seems fairly reasonable at about \$10,000 per boiler. Mr. Bustamante replied that Mr. Shank's Independent Cost Estimate was a little bit higher than the bid by 5%-7%.

Chair Kepley asked for further questions. There were none.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR HVAC UPGRADES FOR INDIAN ROCK VILLAGE, UNDER 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 VA36P01150121 in the amount of \$3,836,496.00; and

WHEREAS, HVAC Upgrades for Indian Rock Village 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 HVAC Upgrades for Indian Rock Village; and

WHEREAS, RRHA issued an Invitation for Bid on November 14, 2021, with bids being due on December 14, 2021; and

WHEREAS, RRHA received three (3) responsive bids to the invitation, which were opened for consideration, such bids being as follow:

Bidder

Total Bid Amount

Control Maintenance, Inc.	\$547,816.00
Russell's Remodeling, LLC	\$776,331.00
Valley Boiler & Mechanical, Inc.	\$867,200.00

WHEREAS, the amount of the bid submitted by Control Maintenance, 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 Control Maintenance, 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 Control Maintenance, 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 Control Maintenance, 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 Control Maintenance, Inc. and RRHA for the fixed price of \$547,816.00.
- (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 Smith introduced Resolution No. 4106 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, Garner, McGuire, Smith, Vice Chair Walker, Chair Kepley

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4106 was adopted as introduced.

Commissioner Anguiano stated that he read the recent company newsletter and saw that there was mention of RRHA's repositioning efforts. He added that he is aware that the Board has talked about the reasoning behind this change, but wanted to make sure that all Board members be provided with information to explain the benefit and value to this decision in layman's terms. Mr. Bustamante replied that he would have something sent out to all Board members with talking points on the organization's desire to move forward with repositioning some assets. Chair Kepley added that one of the largest challenges RRHA seems to face is the long waiting lists. These lists are filled with people needing assistance and housing. He thinks that repositioning will allow RRHA to address this issue.

III. **ADJOURNMENT**

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

NAYS: None

Chair Kepley declared the meeting adjourned at 3:37 p.m.

D. Kepley 2/28/22
Drew Kepley, Chair


David Bustamante, Secretary-Treasurer

Exhibits from January 24, 2022 Minutes previously circulated