

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, December 20, 2021.

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, Burruss, Garner, Vice Chair Walker, Chair Kepley

ABSENT: Commissioners McGuire and Smith

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Joel Shank, VP of Operations; 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.

II. REPORTS

1. Financial Report

Mr. Bustamante explained that Ms. Austin was out of the office, but he could take any questions for Ms. Austin and direct them to her upon her return. Commissioner

Burruss stated that she noticed the Accountant I position in the Finance Department was vacant. She asked if Ms. Austin had been aware of the vacancy last month when she approached the Board. Ms. McCoy answered that Ms. Austin had been aware. Mr. Bustamante added that the position had been vacant last month.

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

2. Executive Director's Report.

Mr. Bustamante addressed the Board stating that he and others met with the repositioning contractors for an exchange of names, titles, and expectations earlier that day. He added that he felt the meeting went well and that he would continue to inform the Board of any developments.

Mr. Bustamante reminded the Board that RRHA had a relationship with John McCloud and The Academy previously and he and Commissioner Garner met with Mr. McCloud a year ago to refer children to the Academy. Mr. Bustamante stated that he and Ms. Richie met with Mr. McCloud and his staff a week ago to begin sending referrals again. There are a lot of open slots and The Academy is looking for families who want to work while having their child's private school paid for.

Mr. Bustamante stated that the Jobs Plus program starts on January 3, 2022 at Jamestown Place and Indian Rock Village. He added that Commissioner Smith was not in attendance of the Board Meeting due to the Joint Resident Council feeding all RRHA residents. The Council has purchased meals for every development and will be at the Villages at Lincoln today and finishing up at Jamestown Place tomorrow. He added that it is a wonderful thing to serve all residents and that he truly appreciates all that they

have done. Chair Kepley stated that he was able to be on part of the call about repositioning and that he was excited for the process to begin.

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

3. Staff Reports

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

4. Committee Reports

Chair Kepley asked if there were any committee reports, comments or questions. There were none.

5. Commissioner Comments

Chair Kepley asked if there were any Commissioner comments.

Commissioner Burruss stated that she wanted to commend the staff for maintaining very high occupancy. She added that she knew that the waitlist helped with that, but she also understood that the turnover of units is not an easy job.

Commissioner Burruss asked Mr. Gusler about the Operations report on page six stating that RRHA has been in contact with somebody about a request of sale for a property. She asked if he was able to speak on it. Mr. Gusler stated that Ms. Richie had been in discussion with someone about a sale. RRHA had submitted an offer ten years ago and the development tried to close, but it was rejected. He stated that it doesn't sound like they are interested to the use of the property, but RRHA has gotten a verbal offer on five properties. There is no pending contract since it is in the redevelopment CDBG funds.

Commissioner Burruss wondered if anything had changed in the ten years to

where they might be more willing to close on the property. Mr. Gusler stated that Ms. Moon Reynolds submitted the committees plan for the funds through the city for the Claytor Building and small business incubator, but we have not been approached as being part of that. Commissioner Burruss added that RRHA does not have any involvement with the Claytor Building.

Mr. Bustamante told the Board that in the discussions with the repositioning contractors, they had spoken about Cherry Hill as potential land for repositioning. Chair Kepley asked what tracks Cherry Hill encompassed. Mr. Gusler replied that Cherry Avenue is downhill and is a whole block spanning from the Gainsboro YMCA and the entire wooded area that extends to the west. The property is up on a hill and slopes downward on each side. It is very steep, but could be used for redevelopment.

Chair Kepley asked for further questions. There were none.

6. City Council Liaison Comments or Discussion

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, November 29, 2021.

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

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

RECOMMENDED ACTION: File as submitted.

Commissioner Garner introduced a motion to approve the Consent Agenda.

The motion was seconded by Vice Chair Walker and upon roll call the following vote was recorded:

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

NAYS: None

REGULAR AGENDA

1. **Resolution No. 4103**

Mr. Bustamante presented Resolution No. 4103 seeking the Board's approval to change the Board Meeting for December of 2022 from December 26, 2022 at 3:00 p.m. to December 19, 2022 at 3:00 p.m.

Chair Kepley asked for questions. There were none.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY, PURSUANT TO ARTICLE III, SECTION 2 OF THE BYLAWS, DESIGNATING A DIFFERENT PLACE, DATE, AND/OR TIME FOR CERTAIN 2022 REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS

WHEREAS, Article III, Section 2 of the Bylaws of the City of Roanoke Redevelopment and Housing Authority (RRHA) provides that the regular meeting of the Board of Commissioners shall be held the fourth Monday of each month at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, Roanoke, Virginia; and

WHEREAS, Article III, Section 2 of the Bylaws of the RRHA provides that the Board of Commissioners may by resolution designate a different place, date, and/or time for any meeting; and

WHEREAS, it is in the best interest of RRHA to designate different place, date, and/or time for certain regular meetings of the Board of Commissioners in 2022.

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

- (1) The regular meeting of the Board of Commissioners for the month of December 2022 shall be held on Monday, December 19, 2022 at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, and Roanoke, Virginia 24017.

Commissioner Anguiano introduced Resolution No. 4103 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, Vice Chair Walker, Chair Kepley

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4103 was adopted as introduced.

2. Resolution No. 4104

Ms. Tobin presented Resolution No. 4104 seeking the Board's approval of Paid Time Off Payout. Ms. Tobin explained that due to the staffing issues that RRHA has had throughout 2021, many staff have not been taking their PTO. RRHA is seeking approval to pay employees anything they have left over the 75 hours they can carry into the next year.

Chair Kepley asked for questions. Commissioner Anguiano asked how many employees would be effected by the payout. Mr. Bustamante replied that more details could be provided next week, but if someone has an excess of 86 hours at the moment, it is likely that they could use the time above 75 hours before the end of the year. If an employee has 100 or more hours, it is unlikely for them to use the excess hours. He added that there aren't too many, but there are

a few. Commissioner Anguiano stated that the system has been stress in such a way that it doesn't make sense to punish employees for stepping up. Mr.

Bustamante added that since RRHA is not at full capacity, it could afford to pay out these employees without putting a strain on the budget.

Chair Kepley asked if there were any more questions. There were none.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING PAID TIME OFF PAYMENT

WHEREAS, the City of Roanoke Redevelopment & Housing Authority (RRHA) has undertaken a review of current employee Paid Time Off (PTO) balances for the 2021 calendar year and reviewed the basis for those who have excessive balances at the end of the year; and

WHEREAS, RRHA has determined that project commitments and employee turnover and employee recruitment issues have caused many to be unable to utilize balances in order to meet the needs of the Agency; and

WHEREAS, the Executive Director, under his authority has approved a PTO payout to employees who are in excess of the 75 Hrs. carryover allotment; and

WHEREAS, the Executive Director meets the excess PTO balance as referenced above.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that a PTO payout for the current Executive Director, is approved effective for the 2021 calendar year.

Commissioner Anguiano introduced Resolution No. 4104 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, Vice Chair Walker, Chair Kepley

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4104 was adopted as introduced.

3. Resolution No. 4105

Mr. Shank presented Resolution No. 4105 seeking the Board's approval for porch repairs at the Villages at Lincoln. The scope of this work went back to Hope VI and RRHA found that some porches that were added on at that time had water infiltration. Mr. Shank explained that the source of the problem was flashing that was not part of the design and allowed water to get into the porches. Bids were received during the first part of November. RRHA received one bid and found that it was significantly over the cost estimate. A lot of this had to do with the increase in the cost of materials such as vinyl siding as well as the cost of subcontractors. RRHA went back and picked 60% from the scope of work and asked the company to revise their bid. He stated that he was requesting the Board approval for Russell Remodeling.

Commissioner Burruss asked if this involved completely demolishing the porches. Mr. Shank replied that while they would not be demolishing the porches completely, most of the supports would need to be torn out and put back on, which would be substantial work. Commissioner Garner added that he admired the way Mr. Shank was able to manage these bids and how he is always so close to the cost estimate, but wondered about the reduction of the scope of work. Mr. Shank stated that RRHA will budget next year to review the scope. RRHA attempted to get them to lower the cost and found an error in the contractor's math, which

helped to lower the cost. Commissioner Garner stated that it didn't seem like the situation with contractors was getting better. Mr. Shank replied that most of them are booked and cannot handle more work.

Chair Kepley asked Mr. Shank how many porches would be redone. Mr. Shank answered that there are ten buildings with two porches each resulting in twenty porches needing work. The porches on the one bedroom units will be done on the second round of repairs.

Chair Kepley asked for more questions. There were none.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR PORCH REPAIRS FOR SINGLE-STORY APARTMENT UNITS FOR VILLAGES AT LINCOLN, AMP 202, 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, Porch 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 Porch Repairs for Single-Story Apartment Units for Villages At Lincoln, AMP 202; and

WHEREAS, RRHA issued an Invitation for Bid on October 10, 2021, with bids being due on November 9, 2021; and

WHEREAS, RRHA received one (1) responsive bid to the invitation, which was opened for consideration, such bid being as follows:

<u>Bidder</u>	<u>Total Bid Amount</u>
Russell's Remodeling, LLC	\$601,797.50

WHEREAS, as a result of negotiations, Russell's Remodeling, LLC revised the amount of the bid to \$305,322.00; and

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

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

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

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

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

- (1) The revised bid submitted by Russell's Remodeling, LLC be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between Russell's Remodeling, LLC and RRHA for the fixed price of \$305,322.00.

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. 4105 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, Vice Chair Walker, Chair Kepley
- NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4105 was adopted as introduced.

Commissioner Burruss asked questions regarding the Section 8 program. Mr. Bustamante advised that he would inform Ms. Relf, the Section 8 Manager and that she would update the board next month.

III. **ADJOURNMENT**

There being no further business to come before the Board, Commissioner Garner moved that the meeting be adjourned.

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

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

NAYS: None

Chair Kepley declared the meeting adjourned at 3:30 p.m.

Drew Kepley, Chair

David Bustamante, Secretary-Treasurer

Exhibits from December 20, 2021 Minutes previously circulated