

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 on Monday, June 27, 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 Garner, Karney, Smith, Vice Chair Walker, Chair Kepley

ABSENT: Commissioners McGuire and Anguiano

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Joel Shank, VP of Operations; Jackie Austin, VP of Finance/CFO; Rachel Tobin, VP of Human Resources; Greg Goodman, Director of Community Support Services; Gillie Henriksen, Administrative Manager/Executive Assistant; Kaelyn Spickler, PR/Social Media/Marketing Manager; Stephanie Moon Reynolds, City Council Liaison; Shawn Hunter, Peacemakers

Chair Kepley welcomed everyone to today's meeting.

II. REPORTS

1. Executive Report.

Mr. Bustamante addressed the Board stating that in addition to his written report he had a few items to bring to the Board. RRHA received the 2.7 million dollar check from HUD due to an operating reserve recapture in 2012. He stated that the final

repositioning study has come in and the contractors will be in attendance at the July 2022 Board Meeting to go over the report. Mr. Bustamante added that he would send the report to the Board after the meeting today so that Board members had ample time to prepare any questions for the July Board Meeting.

Mr. Bustamante told the Board that RRHA had applied for two grants. The first grant is through VA Housing for approximately 4 million dollars. This grant would be allocated to multiple projects such as the window replacement at Melrose Towers, replacement of the heating boilers at Hunt Manor and Bluestone Park, replacement of the windows for Bluestone Park, bathroom renovations at Bluestone Park, and the construction of the two new duplexes planned for Bluestone Park. The other grant RRHA applied for is asking for \$250,000 to provide security cameras for the stairwells, elevators, and other areas at both Morningside Manor and Melrose Towers. Mr. Bustamante told the Board that he would update them as to whether RRHA received the grants when he hears back around mid to late July. He asked for any questions.

Commissioner Garner asked for clarification on the grant regarding the cameras needed. He wanted to make sure that there are cameras outside at every development and that this grant is only covering indoor areas. Mr. Bustamante replied that all properties have cameras outside, but these would be for those indoor spaces. Commissioner Garner asked if there were cameras inside RRHA offices at the properties. Mr. Bustamante stated that most developments do not have cameras inside the offices, but this is something RRHA is looking to do in the future.

Chair Kepley asked for further questions. There were none.

2. Staff Reports

Chair Kepley asked for staff reports. There were none.

3. Committee Reports

Chair Kepley asked for committee reports. There were none

4. Commissioner Comments

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

5. City Council Liaison Comments or Discussion

Councilwoman Moon Reynolds addressed the Board stating that City Council unanimously passed a measure to include the Housing Authority in the Code prohibiting guns on certain properties and in certain facilities.

She met with Evangeline and Joel in regards to some concerns to report back to the city. One concern being the sidewalks along Salem Turnpike and another being the entrance at Horton Park where cars were going over the curb. The City Manager reported sidewalks on Salem Turnpike are to be repaired and will meet ADA standards. This should occur within nine months. Parks and Recreation staff is working on a possible solution to prevent motorists from driving over the curb at Horton Park, but she will continue to share updates.

Councilwoman Moon Reynolds spoke with the manager about the pruning of trees leading to the Melrose Library. He will be contacting Richmond Vincent to discuss the matter further since the trees are on private property. She stated that she will follow up

with the Manager or Mr. Vincent if they do not reach out to the Housing Authority.

She stated that she appreciated the assistance from Greg Goodman in working with City staff on National Night Out. Villages at Lincoln will be partnering with Hill Street and Lansdowne Park will be partnering with Peacemakers.

The second Amtrak train is scheduled to begin operating out of Roanoke on July 11, 2022. The Virginia Passenger Rail Authority will be conducting an event beginning at 1:00 p.m. at the train platform on the 11th. City staff continues working with Amtrak and others to secure permanent seating on the platform. Benches will be installed by Amtrak personnel, likely prior to the event on the 11th.

Lastly, the Freedom First Festival is scheduled to take place July 3, 2022, which will include a free family festival, ticketed concert, and free fireworks.

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

6. Residents or other community members to address the Board

Shawn Hunter with the Peacemakers approached the Board. He explained that the Peacemakers are an anti-violence group in Roanoke and they have been appointed by the Gun Commission to patrol Lansdowne Park. He added that this will be a paid position for them. There will be two people patrolling at first with one covering the top of the property and one covering the bottom while they both patrol the middle together. They are currently making sure that residents are comfortable by knocking on doors and introducing themselves. They make sure to let people know that they are not the police, but that they are trained in conflict resolution in order to deescalate situations.

Mr. Hunter stated that his hope is that their efforts will help residents of Lansdowne Park to respect where they live and keep it clean. The Peacemakers want to ensure that children feel safe playing at the various playgrounds and parks. He stated that he recently started patrolling at Lansdowne Park between 10:00 pm and 11:00 pm on some nights so that he can get to know people's typical whereabouts. This allows him to see people's established patterns. He said that sometimes he gets on his scooter so that people are aware that he is present.

Mr. Hunter told the Board that he would give them his contact information in the case that any of them wanted to reach out to him. He added that currently the Peacemakers are patrolling streets to see which cars have been dilapidated for a while. Residents are reporting to him that people are hiding contraband in these vehicles. He added that the Peacemakers are there to do whatever they can to help at Lansdowne Park. Chair Kepley asked for comments or questions.

Ms. Richie asked with regards to his definition of patrol, considering that RRHA has the Roanoke City Police Department in the area as well, and they do have access to a lot of RRHA systems, could he elaborate on what the Peacemakers are doing when it comes to patrol. In an apartment community, there are landlord tenant laws that need to be abided by. RRHA is also under HUD regulations that need to be abided by. When the Peacemakers go up to people's units and are representing the city, not the housing authority. RRHA needs to make sure that everything is covered in regards to that. Mr. Hunter replied that when the Peacemakers go to a unit, they are simply letting the tenant know who they are while passing out literature. His organization always informs the police of where they are and what information

they have received. He urged Ms. Richie to get in touch with him if there was anything she wanted to know regarding the information adding that the Peacemakers are informed of more than even the police are.

Ms. Richie asked Mr. Hunter what the Peacemakers do with the information they receive stating that RRHA has not received any reports to follow up with matters. She added that if there are residents that are creating havoc, RRHA needs to be informed to move forward with legal counsel for eviction. Mr. Hunter replied that both he and Ms. Richie will need to get together to figure out a way to communicate. He then stated that the Peacemakers have not started patrolling the Lansdowne Park area, but that he agreed that he needed to know more of what is allowed within public housing. He added that when he is on site if he hears anything, he always reports it to the police. If there are rumors of someone doing something, the Peacemakers will watch that area and patrol. The Peacemakers mingle with the residents so that they feel safe to come to them. They serve as mediators and stand between the fighting and he said that sometimes their physical presence deters criminal activity. Ms. Richie replied that if there are any units that are identified as potentially problematic, RRHA needs to be made aware in order to follow up. She added that if the residents and general public see the Peacemakers patrolling, they will assume that RRHA is receiving the information to be able to follow up with the units that might be troublesome. If RRHA is not receiving that information, it could put the authority in a negative light. Mr. Hunter stated that the Gun Commission requires the Peacemakers to write down everything they observe during patrol. They need to be able to look back and see if the Peacemakers deterred crime, lessened 9-

1-1 calls, and improved overall gun activity in the area.

Chair Kepley asked if Ms. Richie and Mr. Hunter had met before. Mr. Hunter replied that they had not. Vice Chair Walker stated that she was confused because the Peacemakers are on the property at Lansdowne Park, but it did not seem like RRHA had been made aware. She was wondering who placed him at Lansdowne Park. Mr. Hunter replied that the Gun Commission had made an agreement with him. Vice Chair Walker replied that in order for this idea to work, there needed to be a collaboration and an order to what was happening, adding that people should always be made aware when someone is on their property. Mr. Hunter stated that he did not come to the meeting properly, but was in the parking lot and was told that the meeting was open to the public. He added that he was usually more prepared, but that everyone is aware of the shootings that have been going on in this area. He claimed that the Peacemakers were first responders at the most recent shooting. With all of this going on, he said that the Gun Commission asked the Peacemakers to start patrolling. Vice Chair Walker asked who sent him specifically. Mr. Hunter replied that Councilman Cobb had assigned him to patrol Lansdowne Park, but that he acknowledged that he should have taken time to build better relationships with Mr. Bustamante, Mr. Goodman, and Ms. Parsley, but reminded the Board that he has not started patrolling. The Peacemakers have only been passing out leaflets to let resident know who they are. Chair Kepley stated that he was glad that Mr. Hunter was able to be there to meet people now. Mr. Hunter replied that the Peacemakers are doing great work in the area now with five residents already signed up for Job Corps. It allows a young adult to move out of a dangerous area to obtain skills that

they can then bring back and become an asset to the community.

Mr. Bustamante told Mr. Hunter that he believes that the Peacemakers are committed to what they are doing, adding that he does not have a problem with what they are doing, but that before this takes place himself, Mr. Hunter, and Councilman Cobb should meet together. He stated that RRHA should have been made aware of this prior to today's meeting. While something like this could be done, Mr. Bustamante believes that this is not the proper way to hear about it for the first time and it creates confusion on both ends. There needs to be a meeting to address all of the issues from both sides. That will work best for all involved. He offered to give a call to Councilman Cobb to set up a meeting. Mr. Hunter replied that the Peacemakers have not started their patrol and most of what they are doing is what they would be doing regardless. He added that regardless of payment, he would be patrolling his community to make sure that his son and other children were safe.

Chair Kepley asked for further questions. There were none.

CONSENT AGENDA

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

Monday, May 23, 2022.

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

C-2 Monthly Operations Report for the month of May 2022.

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, Garner, Karney, Smith, Vice Chair Walker, Chair Kepley

NAYS: None

REGULAR AGENDA

1. **Resolution No. 4125**

Mr. Shank presented Resolution No. 4125 asking for Board approval to award a contract for sign replacement and improvements for the various public housing sites using operating funds. This will be the primary sign at each public housing site. The signs have not been improved or replaced for approximately twenty years and a lot of them have fallen into disrepair due to lack of maintenance or natural wear and tear like wood deterioration. RRHA is proposing to install more permanent signs made out of masonry and concrete. The Housing Authority issued an invitation for bid and received one bid back from Russell's Remodeling, LLC. The proposed amount was higher than Mr. Shank's cost estimate by about \$50,000, so he worked with the contractor to find ways to save money and ask if they could lower their prices at all. The contractor consulted with his subs and came down on the price, resulting in a bid of \$256,000, \$30,000 less than they had originally proposed. Mr. Shank asked for questions.

Commissioner Garner asked if this proposal included additional signage. Mr. Shank replied that a few signs will be refurbished and repainted at locations like, the Villages at Lincoln, but signs made out of wood, like most properties, will require a total replacement. RRHA is not currently adding additional signs. Chair

Kepley asked how many signs were being refurbished and replaced in total. Mr. Shank replied that eleven signs would be replaced. Mr. Kepley stated that there are signs at Lansdowne Park on the sides of each building that need to be replaced and asked if those would be replaced too. Mr. Shank replied that RRHA would look at replacing those in the future, but those would not be included in this project.

Chair Kepley asked for further questions. There were none.

Commissioner Garner introduced Resolution No. 4125 and moved its adoption as introduced.

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

AYES: Commissioners Garner, Karney, Smith, Vice Chair Walker, Chair Kepley

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4125 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDED A CONTRACT FOR SIGN REPLACEMENT AND IMPROVEMENTS FOR VARIOUS SITES, USING OPERATING SUBSIDY FUNDS

WHEREAS, the property signs at the public housing developments are in need of replacement or major repairs; and

WHEREAS, RRHA needs a qualified contractor to complete replacement and major repairs to property signs for public housing developments; and

WHEREAS, RRHA issued an Invitation for Bid on April 17, 2022, with bids being due on May 10, 2022; 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	\$286,000.00

WHEREAS, as a result of value engineering and negotiations, Russell's Remodeling, LLC revised the amount of the bid to \$256,000.00; and

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

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

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

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

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

- (1) The 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 \$256,000.00.
- (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.

2. Resolution No. 4126

Mr. Shank presented Resolution No. 4126 asking for the Board's approval to authorize the execution of a contract with Woods Rogers, PLC to provide legal services

for the Housing Authority. RRHA issued a request for proposals for legal services in April and received three proposals in response. The evaluation committee was assigned to review those and rank them based on a criteria that was set forth. There was a competitive range amount of 360 points and Woods Rogers was the only firm above that ranking amount. He stated that he was requesting approval to award a two year contract for a total of \$300,000 and three one year options at \$160,000 for option year one, \$167,500 for option year two, and \$170,000 for option year three. Mr. Shank asked for questions.

Chair Kepley asked if this was a contract to hold the firm on retainer for any issues that may arise. Mr. Shank replied that Woods Rogers, PLC would be there for any legal counsel needed. The housing department frequently consults with them in regards to resident problems and evictions, while the operations department consults with them on property purchases and transfers. Commissioner Garner asked if there were any situations that would arise outside of their scope. Mr. Shank replied that the contract with Woods Rogers, PLC would encompass everything and RRHA would have legal counsel for all situations.

Chair Kepley asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4126 and moved its adoption as introduced.

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

AYES: Commissioners Garner, Karney, Smith, Vice Chair Walker, Chair Kepley

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4126 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A CONTRACT WITH WOODS ROGERS, PLC TO PROVIDE LEGAL SERVICES

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) issued a Request for Proposals for Legal Services for City of Roanoke Redevelopment and Housing Authority (RFP) on April 17, 2022 with a deadline for receipt of proposals of May 18, 2022; and

WHEREAS, the Executive Director assigned an Evaluation Panel comprised of four (4) RRHA staff members; and

WHEREAS, RRHA received three (3) proposals in response to the RFP from the following firms:

- Guynn, Waddell, Carroll & Lockaby, P. C.
- Reno & Cavanaugh, PLLC
- Woods Rogers, PLC

WHEREAS, the Evaluation Panel reviewed and evaluated the proposals according to the following Criteria, which were published in the RFP:

- Specialized professional experience of the person(s) who would be assigned to carry out the legal services outlined in this solicitation (39 points).
- Related experience in providing legal services to government agencies, experience providing legal services to public housing authorities being highly preferred (21 points).
- Specialized areas of practice (12 points).
- Proof of good standing with the State Bar and AV rating (6 points).
- Litigation experience, including Federal and State courts (11 points).
- Flexibility, accessibility and availability of the Offeror's staff who would be assigned to perform the services outlined in this solicitation (11 points).

WHEREAS, the Evaluation Panel rating for each firm's proposal based on the published Criteria are as follow:

- | | |
|--|------------|
| • Guynn, Waddell, Carroll & Lockaby, P. C. | 296 Points |
| • Reno & Cavanaugh, PLLC | 329 Points |
| • Woods Rogers, PLC | 384 Points |

WHEREAS, Woods Rogers, PLC met the established competitive range of 360 points or higher set for the evaluation of the proposals; and

WHEREAS, based upon the consideration of evaluation of proposals the Evaluation Panel recommends that the award of a contract to Woods Rogers, PLC is in the best interest of RRHA; and

WHEREAS, review, evaluation, and conformation of proposal documentation has been completed, and Woods Rogers, PLC has been found capable and all other respects acceptable to RRHA; 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 proposal and execute an appropriate contract.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director be and hereby is authorized to execute a two-year contract with three (3) one-year renewal option periods with Woods Rogers, PLC at hourly rates specified in the Proposal submitted by the firm for the provision of legal services to RRHA with a total contract not-to-exceed amount of \$300,000 for the two-year contract term, and three (3) one-year renewal option periods with not-to-exceed amounts of \$160,000 for Option Year 1, \$167,500 for Option Year 2 and \$175,000 for Option Year 3.

Chair Kepley stated that it looked like a lot of great things were happening in the human resources department, such as recruitment and trainings. Ms. Tobin replied that the housing department continued to send human resources certificates for completed trainings. In regards to recruitment, Ms. Tobin stated that when the compensation study had been announced, she was able to repost the job offerings, resulting in a larger applicant pool. She added that they have started screening and calling those applicants in for interviews. Commissioner Garner asked if the finance department was back up to full strength. Ms. Tobin replied that the person in the Accountant II position was not a fit, so they are no longer with RRHA. There is a person pending for the Accountant I position and she has started to recruit for the Accountant II position.

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 Vice Chair Walker and upon roll call the following vote was recorded:

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

NAYS: None

Chair Kepley declared the meeting adjourned at 3:31 p.m.

The Board of Commissioners attended an Ethics Training conducted by Mark Loftis from Woods Rogers, PLC directly after the Board Meeting.

Drew Kepley, Chair

David Bustamante, Secretary-Treasurer

Exhibits from June 27, 2022 Minutes previously circulated