

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, August 22, 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, Karney, Vice Chair Walker, Chair Kepley

ABSENT: Commissioners Garner, Smith and McGuire

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Evangeline Richie, VP of Housing; Joel Shank, VP of Operations, Jackie Austin, VP of Finance/CFO; Jason Michaels, Human Resources Manager; Greg Goodman, Director of Community Support Services; Fredrick Gusler, Director of Redevelopment and Revitalization; Suzzette McCoy, Compliance and Quality Assurance Specialist; Leanna Pagans, Receptionist

Chair Kepley welcomed everyone to today's meeting and welcomed comments on the proposed fiscal year 2023 operating budget packet and asks Ms. Austin to present.

Ms. Austin announced that she would be presenting a brief overview of the 2023 operating budget.

RRHA continues to use the asset management model within the budgeting process for the 2023 fiscal year, which begins October 1, 2022.

Total revenues for the Public Housing program are projecting an increase of 7%. Operating subsidy is projected to increase 3%. It is unknown what the funding levels for 2023 will be at this time. The operating subsidy was based on a 95% proration rate of the 2022 operating subsidy calculation mass. The Central Office Call Center is projecting an increase of 9% in total fee income due to an increase in the Section 8 vouchers projected to be leased during 2023. Management fees from the capital funds area is anticipated to increase for 2023 and is contributing to the increase in fee income. The Section 8 budget is projecting an increase of 6% in admin fee due to an increase in the number of vouchers anticipated to be leased in 2023. Hackley tenant rental revenue is projected to increase 8% in order to bring the budgets on current rents being charged at that location. Total Section 8 rental income per Hackley increased 6% due to higher rent standards that became effective in June 2022.

Ms. Austin then gave a brief review of planned expenses for the 2023 fiscal year. The Central Office calls for budgets to reflect an increase of 5% in admin expenses that are attributable to the increase in salaries and benefits related to the compensation study and annual performance increases. Also, dues and fees increased as a result of anticipating additional hiring fees related to the current job market. Tenant services increased 16% due to the compensation study for salaries and benefits. Ordinary maintenance expenses increased 96% due to an increase in salaries and benefits and due to adding an additional Construction Specialist

position as well as budgeting for a new pipe and wire repair. General expenses decreased 18% due to a decrease in the amount budgeted for worker's compensation insurance to bring the budget in line with the actual premiums that are being paid. Non-routine expenditures increased 50% due to budgeting for purchase of a new truck for the new Construction Specialist position. Overall, total expenses for Central Office increased 9% due to the items just discussed. For the Public Housing program, administrative expenses are projected to increase 8% due to an increase in salaries and benefits related to the compensation study and also due to annual performance increases. Projected legal costs are anticipated to increase due to possible tenant issues related to the pandemic. Most other admin costs are expected to increase due to the record inflation numbers that are currently being experienced. Utility costs are budgeted to increase 17% due to higher cost and usage. Ordinary maintenance and operating expenses increased 21% due to an increase in salaries and benefits related to the compensation study and due to an increase in both material and contract cost. Prices have been escalating recently due to the pandemic and record inflation.

There are several projects that are planned under extraordinary maintenance for the Public Housing sites, which include sealing and striping the parking areas and replacing property signs at Lansdowne. Lincoln plans to repair or replace kitchen cabinets, replace property signs and make repairs to site lighting, vent boots and HVAC repairs. Hunt/Bluestone has budgeted to make repairs to playgrounds and to replace GFI breakers. Melrose is budgeted to replace property signs, repair vent boots, and seal and strip the parking lot.



Jamestown has planned for boiler replacement, installation of temporary water heaters, and for replacement of screen doors. Indian Village is budgeted to replace property signs and cabinet replacement, as well as replacing some HVAC units. Lease purchase has budgeted to make unit repairs to the interior of some of the units at that site. Overall, total expenditures for the Public Housing program are expected to increase 12% due to the items we just discussed.

Administrative expenses for the Section 8 program are projected to increase 12% due to an increase in salaries and benefits, which is related to the compensation study as well as budgeting to hire an additional staff person for the HCV program. In addition, it is anticipated that additional management fees will need to be made to the Central Office due to budgeting for a higher amount of vouchers to be released during the upcoming year. Ordinary maintenance increases due to the anticipated need for additional janitorial services and safety supplies are expected because of the continuation of the pandemic. Administrative expenses for Hackley are budgeted to increase 11% due to the compensation study. Tenant services increased 24% due to a projected increase in other miscellaneous expenses needed for supportive services for tenants. Hackley has budgeted \$40,000 in the non-routine expense category for the abatement of asbestos floor tiles. The Home Ownership Program has budgeted \$900,000 to purchase three new units at a cost of \$600,000 and to rehab two or three existing units at a cost of \$300,000. HOP reserves will be used to fund those activities.

Overall, the fiscal year 2023 budgets are projecting a decrease in income in the amount of \$476,000. The budgets reflect the use of Public Housing reserves

in the amount of \$209,000 to fund the operations of the Public Housing Program and \$906,000 in HOP reserves to fund the purchase and rehabilitation of additional housing and to make those additional houses for sale to the public. The budgets are based on estimated projections for both Public Housing operating, subsidy and Housing Choice Voucher admin fees.

Ms. Austin stated that the full reports are in the packets and that the board will not be asked to take any action on the proposed 2023 budget at today's meeting. A resolution will be brought before the board at the September meeting for consideration. She then offered to answer questions that anyone might have.

Commissioner Anguiano asked if the \$209,000 that we're drawing out of reserves is typical of what we will do for a year to year basis, or are there extraordinary expenses built into it. Ms. Austin replied that in the last few years, reserves have been used to fund some of the activities because at this time we don't really know what the funding levels are going to be and the expenses are escalating. In order to get the repairs done that are beneficial to our properties, it was decided that it was in the best interest of the sites to go ahead and budget to use reserves to fund those activities. Chair Kepley asked what kind of reserves are available right now. Ms. Austin said that it's around 18 million in Public Housing. Chair Kepley replied that that is a small amount of the total, which is comforting.

Commissioner Karney asked, in regards to the FSS Action Plan, when the replacements are done, will the new playgrounds be accessible to children with disabilities. Mr. Bustamante responded that yes, when the playground rehabs are being done we make sure that they are accessible to everyone. Mr. Shank further

explained that steps have been made in the last several years to make sure that they are accessible, as well as the route to get to them.

Vice Chair Walker asked how long it has been since the cabinets at Lincoln Terrace were replaced. Ms. Austin stated that it's an ongoing process. Typically cabinets are replaced on a yearly basis as needed. However, it's more economical to do them as we have move-outs and turnovers instead of doing a big project and inconveniencing a lot of people. Mr. Shank added that the cabinets that are there were installed from HOPE IV in 2000, 2001 and 2002 and some of them are at the point where they do need to be replaced. If RRHA went through and tried to replace all 165 of them it would cost half a million to \$2 million so it's just do as needed. That's how all problems have been approached so that the ones that really need to be replaced are taken care of. Chair Kepley then asked what we spend per unit on cabinetry. Mr. Shank stated that most of the time it depends on the contractor and his supplier. If the cost isn't greater than \$10,000 for the cabinets and the countertops then we've done very well. However, most of the time total cost is \$12-\$13,000. Chair Kepley asked if that includes both the countertops and face and wall cabinets. Ms. Austin answered that yes, when it's required although sometimes they can just be re-faced. It depends on the need of the unit at the time. Vice Chair Walker asked if those units still have a shelf space built into the unit. Mr. Shank replied that no, a lot of that was reconfigured.

Chair Kepley inquired about any other reports on the budget. Ms. Austin stated that it will all be covered at the meeting in October. Chair Kepley then asked Ms. Austin how the staff position hunt is going. She responded that RRHA hired a



person a couple of weeks ago, but are still in the process of hiring for an Accountant 1 position. There has not been much interest, but HR will be tasked with helping in this process. Vice Chair Walker asked if the position is listed on the company website. David said that yes, it is. Chair Kepley asked if web based recruiting is used. Jackie said that every avenue possible has been used to generate interest.

Chair Kepley asked for further questions. There were none.

## II. **REPORTS**

### 1. Executive Report.

Mr. Bustamante addressed the Board stating that there were two items to report on. The first being that last Thursday before the Section 8 waitlist was to open, the site crashed. RRHA was able to work through that and the waitlist opened on Monday, August 15, 2022. There was a long line outside. Ms. Richie, her staff and the front desk staff saw over 300 people and assisted them with applications this week. There were 4,106 applications. That is almost 1500 more applications than there were in 2019 and in 2015. RRHA now has a full caseload of applicants and vouchers will be issued throughout September, October, November and December. The goal is that contact can be made with enough landlords willing to participate in the program as it does not work without them. Turnout was great and everyone had the opportunity to apply that wanted to do so.

Mr. Bustamante then reminded everyone that the State of the City address is this Thursday at 7 a.m. at the Roanoke Hotel in the conference room. Mr. Bustamante then said if anyone had questions he would be happy to answer them.

Chair Kepley thanked Mr. Bustamante for his news appearances and commented that he represented the organization well. Mr. Bustamante replied that everyone stepped up and did an excellent job making sure that everyone had the opportunity and were able to apply.

Chair Kepley moved to Staff Reports and asked Mr. Shank if he had anything he would like to share with the board.

## 2. Staff Reports

Mr. Shank greeted everyone and said he'd like to update the board regarding repositioning. He stated that the senior leadership team at the Housing Authority had met recently and discussed plans for the future. The team looked at capacity at the agency including staffing as well as strengths and weaknesses and where help may be needed. There is also a struggle with contractors and a plan was discussed with them to do jobs of a greater magnitude to which they were receptive. In response, research on the capital funds found that a grant from Virginia Housing for \$3.8 million for capital items. Congress and the Administration plan for next year's budget to be as much if not more than last year. There is a great need for affordable housing as there are about 130 vouchers currently on the streets. It is taking an extended period of time for these people to find a place to live. Therefore, RRHA has decided to pursue a Faircloth-to-RAD project. In this process if the public housing portfolio were to be converted to a Section 8 platform, no additional affordable housing units would be gained. When RRHA was fully under our Faircloth we had 1,467 public housing units at one time. That was before the demo at Lincoln Terrace and at Hurt Park. Currently there are 1,281 units and a Faircloth authority of 186 units which can be made into Public



Housing units. Under RAD they would be constructed as public housing and converted to the Section 8 program. It gives more opportunities using tax credits to bring equity into the project and help with construction costs. This is handled through HUD with a mix finance transaction where the units are owned wholly or in part by some entity other than the Housing Authority. Once these units are entered into PIC system as Public Housing, they are then converted to the Section 8 program through the project based voucher process. The plan is to construct 85 to 90 units, as a larger development is able to sustain itself better financially than a smaller one. The process begins with a notification to HUD to request a notice of anticipated RAD rents. Those rents will be used to underwrite the budget for the project and will be a large part of the income stream. Second, will be Reserve Conversion Authority under RAD so that when the development reaches DOFA or a point that it is 95% ready to be occupied there are units available to put people into. That's a statutory limit currently set for 55,000 units. Part of that is set aside to reserve those units so that when they are ready to be converted to the Section 8 program there is authority under RAD to do so. The last thing is to find a piece of property that will be large enough to put a development that size on and that meets Fair Housing requirements. In the past we applied to HUD for the two units we intended to build at Lincoln and were turned down because of the poverty rate within that census tract. Minority concentrations can also come into play. We would then submit an acquisition proposal that would be considered Public Housing to HUD. The Fair Housing review would also take place during this process. The owners of Spanish Terrace, Virginia Housing or VH, would be contacted regarding an option for the property to insure site control. Due diligence would be performed and

everything has to work out before purchasing property that might require environmental studies. Geotechnical studies would be required as well to check out things on the ground to prevent possible structural issues in the future. This site is a little over 12 acres and is currently assessed at \$624,300. Capital funds can be used for the pre-development cost. We would need to procure an A&E firm to perform an environmental assessment that would allow us involvement in the design of the site and units. It would also require procurement of a consultant to help with creating a finance package as well as the RAD application process. Lastly, we would have to create a limited liability partner to be the entity of that particular property.

Mr. Shank then stated that at some point the conversion process will be brought back in front of the board for approval. Whether the project pans out financially or a Plan B must be created, the plan is to inform everyone along the way. At RRHA our mission is to provide affordable housing and we have a responsibility to take the lead in light of the need for affordable housing. Mr. Shank then asked if anybody has questions.

Commissioner Anguiano commented that in the proposal a five and ten year plan was discussed. Does initiating this preclude us from doing any of these other steps or does that add to our grand process. Mr. Shank replied that we're going to gain some experience from doing this that will be beneficial to us when we move forward with something else. The next step would be to convert our Scattered Sites. This would give us a year hopefully, with capital fund next year and the budget, to invest some capital into those properties. When those properties convert, there will be a lot less debt service on the property. Also there will be less to do as far as capital items and gives



us a chance to do a lot more planning.

Chair Kepley then if the \$3 million that we have can be used that for site acquisition, design fees etc. Mr. Shank said that the \$3.8 million that came from Virginia Housing is earmarked for projects at Melrose Towers, Hunt and Bluestone. Mr. Shank said that we submitted a plan to budget for that. What that does is it frees up part of the funds that are in the capital fund side to pursue other things with.

Chair Kepley then asked if 85 to 90 units would be a \$100 million project. Mr. Shank replied that it would be more like a \$25 million to \$30 million project. It also depends on the amount of infrastructure that's still on that site and what would have to be done there. Chair Kepley asked if these are going to be one bedroom, two bedroom or three bedroom units. Mr. Bustamante said that it would have to be a combination of everything. We do have a need for larger bedroom sizes, but right now that's still too early on. The decision to enter into any type of debt must be done with extreme caution. That's not something that we like to do. Every day we receive in excess of 20, 30 emails and phone calls from people that need a place to live. We've almost doubled our Section eight waitlist. Therefore, even though 85 to 90 units doesn't sound like a lot, it's 80 or 90 units that are not available right now that will be available at some point.

Chair Kepley asked if we're thinking of optioning Spanish Terrace and that site is available, will it accommodate 186 units because ultimately that would be the goal. Mr. Bustamante noted that when it was originally constructed there were 210 units. So it will be able to accommodate what we have available in Faircloth right now

Chair Kepley asked if there are consultants that you can hire who will coach you



through the whole financial process. Mr. Bustamante said that we do need somebody for a first run. That we are competent enough that if we have somebody explain to us the process one time that we'll be able to do it if we ever need to do it again. We want to make sure that we do the first one correctly

Commissioner Karney commented that she read in a report that we were 4,200 units short just in the City of Roanoke, so if we could increase the number of units that would be great. Mr. Shank replied that a certain percentage of these units would have to be wheelchair accessible and also accessible for visually impaired folks.

Commissioner Anguiano asks, in terms of authenticity, if anything needs to be done to lay the groundwork. Council Member Moon Reynolds said that the manager was out of town last week, but her plan is to ask for a meeting with the staff.

Chair Kepley asked in thinking about this site, if it will be available when we are ready. Mr. Shank replied that he has reached out to Virginia Housing and has not heard anything back yet, but as far as he knows there are no takers. The site has sat vacant for quite a while. Mr. Bustamante added that Virginia Housing's mission is parallel to ours. If that site is going to be used to build affordable housing it is in line with their mission.

Commissioner Karney asked where the property is located. Mr. Shank said that it is on Shenandoah Avenue just before you get to the city limits across from the Food Lion.

Commissioner Kepley noted that affordable housing is underserved and that there's just not that many people interested in providing it. Mr. Shank added that affordable housing has to be subsidized in the development process and on the back

side. Mr. Bustamante said that affordability for the Housing Authority is completely different than affordability for other individuals. Our affordability is for those 30% below, not 80% below. Mr. Shank mentioned that a lot of the rental market and the homeowner market's has moved away from a lot of people. It's become something that more and more people are not going to be able to obtain. So that's where we've got to stick.

Ms. Richie asked in the case that we were to buy and build on this property, could we have an outside company come in and build on the land as well and we would then lease it out to them. Mr. Bustamante said if the land could be used to build affordable housing, then it doesn't have to all be the Housing Authority, we could have somebody do that as well.

Vice Chair Walker stated that to her knowledge that whole area is owned by three people; the Housing Authority and two private owners. There is still that additional piece that was Spanish Terrace there was another apartment complex up there behind it. In line with what you all were saying, if you were able to purchase that and provide that as additional housing out to get income from.

Chair Kepley acknowledged that and asked if there were no further questions we would move into Committee Reports.

### 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

Chair Kepley greeted Councilwoman Member Moon Reynolds and she approached the podium. Ms. Moon Reynolds thanked everyone and said had a couple updates to share with the board. First, the city has set aside \$10 million for the Northwest Drama Club. They are identifying that initiative for a grocery store and they are still working with staff and neighborhood advocates working with Goodwill to implement this process. The plan is to transform the Goodwill campus into a grocery, a health and wellness facility, a financial institution, as well as job training. Mr. Moon Reynolds commended Greg on National Night Out which she thought was a great event and hopes that RRHA will participate on an annual basis.

Councilwoman Moon Reynolds continued by announcing that Peg McGuire will be removed from being a commissioner this month. Council uses a policy that requires attending meetings three fourths of the time. Due to extenuating circumstances she was not able to do that and council wanted to follow policy and found it best to seek a replacement. Ms. Moon Reynolds stated that she has been assigned that task. She reminded the board to notify council if anyone misses three consecutive meetings in a row. Lastly she commended Stephanie Wanza in her absence with regards to the interns. They were working on a pilot program as of last year that is now off the ground and looking for recognition as of this week. The hope is that the program will continue into next year.

Chair Kepley asked for further questions. There were none.



6. Residents or other community members to address the Board  
Chair Kepley asked if there were any residents or community members that would like to address the board. There were none.

### **CONSENT AGENDA**

C-1 Minutes of the Regular Meeting of the Board of Commissioners held  
Monday, July 25, 2022.

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

C-2 Monthly Operations Report for the month of July 25, 2022.

RECOMMENDED ACTION: File as submitted.

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

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

NAYS: None

### **REGULAR AGENDA**

1. Resolution No. 4128

Mr. Goodman presented Resolution No. 4128 asking for Board approval on the revised FSS Action Plan. Our revised plan will, in essence, function like our current Action Plan but with a few notable exceptions. One being that forfeited escrow balances that were sent to the operational fund will now be used by

RRHA to support eligible families in good standing within the FSS program. The other notable change is that any member of the family may execute that FSS contract, not just the head of household. The contracted participation within the FSS program is no longer five years from the execution date. Rather, it's the end date from the first recertification. I'm happy to answer any questions.

Chair Kepley asked if just these revisions are what you're asking for approval to do. Greg responded that yes, the plan in essence is the exact same thing day to day. In reference to HUD it's a matter of where the funding from the forfeited escrow is going. In this case, it's going directly to the residents to benefit their day to day needs and accomplish their goals.

Chair Kepley asked for further questions. There were none. He then introduced Resolution No. 4128 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 Anguiano, Karney, Vice Chair Walker, Chair  
9001Kepley

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4128 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY APPROVING A REVISED FSS ACTION PLAN  
FOR SUBMISSION TO HUD

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has received approval from the U.S. Department of Housing and Urban Development (HUD) to operate voluntary Family Self-Sufficiency (FSS) programs in Public Housing and Section 8; and

WHEREAS, pursuant to 24 CFR 984.201, RRHA has developed and implemented a FSS Action Plan, which was approved by HUD; and

WHEREAS, staff have determined that it is prudent and in the best interest of RRHA to update and revise the FSS Action Plan to better define and clarify current policies and practices; and the 2022 FSS New Rule

WHEREAS, this revised FSS Action Plan meets current regulatory and statutory requirements; and

WHEREAS, pursuant to 24 CFR 984.201, revisions to the FSS Action Plan which include policy changes require approval by HUD.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached revised FSS Action Plan is hereby approved for submission to the U.S. Department of Housing and Urban Development.

2. Resolution No. 4129

Mr. Shank presented Resolution No. 4129 asking for the Board's approval to modify contract 572-2103-1-7 which is the contract G&H has for the Envision Center. The modification is covering the cost of putting in a sign for the property. We had originally looked at having a sign with LED panels to write messages on however, that became prohibitively expensive. With the help of our firm A&E, a new sign was created. The new design will have a larger sign at the top with our logo as well as Virginia Western's logo as they are partnering with RRHA. The lower sign or the body will have the Envision center logo and the metal street number and address so that it is visible from street scale. RRHA received a proposal from G&H Contracting to do that, but because it's over \$25,000 we



have come to the board for approval. We are looking to approve a changed proposal of \$59,300 and to extend the contract period for 120 calendar days. The contractors estimate the project to take about three or four months. The sign will be reinforced to handle wind load on the upper part of the sign. It will be a split-face CMU construction with the upper part of the sign set out from the body itself and the address at the bottom.

Chair Kepley asked where the sign will be going. Mr. Shank replied that the new sign will go right where the old sign was for the old library along the property line. The new sign will be visible from both sides as you walk down the street, you're actually having to cast for two sides, you might say, looking at it from both sides. Chair Kepley asked what the measurements will be. Mr. Shank said that the upper part will be roughly eight by five and have a curved top and the bottom will measure three by six. Chair Kepley asked what his thoughts were on the cost. Mr. Shank stated that the cost for signs at the other properties is about \$165 per square foot for the signs themselves which meets with the expectations. Chair Kepley then asked if this amount includes the design work as well. Mr. Shank said that it does not. Vice Chair Walker asked if it would be possible to think outside the box and design a sign around art and graffiti. Mr. Shank replied that there is only so much you can do about that the idea was made to use material that would sustain any vandalism as anything new will attract attention for a while.

Chair Kepley asked for further questions. There were none. He then introduced Resolution No. 4129 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, Karney, Anguiano, Vice Chair Walker, Chair Kepley

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4129 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY MODIFYING CONTRACT 572-2103-1-7 UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150121

WHEREAS, at the time bids were received for EnVision Center Renovations planning for the installation of a sign for the property had not begun; and

WHEREAS, Hughes and Associates Architects and Engineers were tasked with designing a marquee sign would readily identify the EnVision Center from both directions on Salem Turnpike; and

WHEREAS, G & H Contracting, Inc. was requested to provide a proposal for installation of the marquee sign; and

WHEREAS, the amount of the change proposal submitted by G & H Contracting, Inc. is \$59,300.00 with an extension to the contract work completion period for an additional 120 calendar days; and

WHEREAS, the amount and requested extension of the contract work completion period of the change proposal submitted by G & H Contracting, Inc. was determined to be fair and reasonable when compared to R S Means Cost Data and prior costs for installation of property signs; and

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

WHEREAS, the Vice President of Operations recommends the acceptance of the change proposal submitted by G & H Contracting, Inc.; 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:

- (1) The change proposal submitted by G & H Contracting, Inc. in the amount of \$59,300.00 with an extension to the contract work completion period for an additional 120 calendar days be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a contract modification, which by reference, is inclusive of all G & H Contracting, Inc.'s change proposal for the marquee sign for the EnVision Center.
- (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.

### III. **ADJOURNMENT**

There being no further business to come before the Board, Chair Kepley 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, Karney, Anguiano, Vice Chair Walker, Chair Kepley

NAYS: None

Chair Kepley declared the meeting adjourned at 3:54 p.m.



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



David Bustamante, Secretary-Treasurer



Drew Kepley, Chair

Exhibits from August 22, 2022 Minutes previously  
circulated