

900/100MINUTES 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, November 28, 2022.

I. CALL TO ORDER – ROLL CALL

Chair Walker called the meeting to order at 3:01 p.m. and declared that a quorum was present.

PRESENT: Commissioners Anguiano, Kepley, Garner, Smith, Spickler, Chair Walker
Commissioner Kepley joined via phone after Chair Walker conducted a vote

ABSENT: Vice Chair Karney

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Joel Shank, VP of Operations; Jackie Austin, VP of Finance/CFO; Greg Goodman, Director of Community Support Services; Leanna Pagans, Interim Administrative Executive Assistant; Jasey Roberts, PR/Social Media/Marketing Manager; Suzzette McCoy, Compliance and Quality Assurance Specialist; Fredrick Gusler, Director of Redevelopment and Revitalization; Jason Michaels; Manager of Human Resources; Cathy Carter; Hackley Resident

Chair Walker welcomed everyone to today's meeting and stated that Commissioner Kepley would be joining the meeting via phone. She noted that Commissioner Kepley would provide a brief explanation about why he was calling in and where he was calling from. Commissioner Kepley said that, due to recently

having contracted COVID-19, he is calling in from his office so as not to get anyone else sick. Commissioner Anguiano introduced a motion to allow Commissioner Kepley to participate remotely.

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

AYES: Commissioners Anguiano, Garner, Smith, Spickler, Chair Walker

NAYS: None

Chair Walker thereupon declared said motion carried and Commissioner Kepley was allowed to join the meeting.

II. REPORTS

1. Executive Report.

Mr. Bustamante addressed the Board stating that all the commissioners should have a copy of next year's calendar. In today's meeting we will identify the meeting dates that we are going to have to change. Next month a resolution will be brought back in front of the Board confirming the new meeting dates. The meeting of November 20, 2023 has been changed to November 27, 2023 due to the fact that a lot of individuals and employees go on vacation Thanksgiving week. The meeting for December would fall on Christmas day, thus that meeting was changed to December, 18 2023. All the dates in blue are the proposed board meeting dates. If any commissioner has any issues with any of these meetings, please let me know and they will be changed.

Commissioner Garner stated that he plans to be out of town the week of Thanksgiving, thus would it be possible to move the November board meeting to the

Monday before. Mr. Bustamante explained that the only reason that it has been moved down one week is because the turnaround time from the last meeting to this meeting is very short. In order to get our board reports and everything in on time, staff would need that extra week. Mr. Bustamante stated that if no other commissioner has any changes that need to be made, we will bring back a resolution in December that states the two dates that have been changed which are in November and December.

Mr. Bustamante continued with the executive report by announcing that RRHA was awarded an additional seven VASH vouchers that were previously applied for. RRHA has housed a lot of our VASH families and according to HUD there has been an 11% decrease in homeless veterans living on the street due to programs like this. RRHA is very happy to participate in this program and to receive these vouchers. Mr. Bustamante added that RRHA had applied for the FSS grant this year and was subsequently awarded that grant. The initial funding for this year was received and the hope is that this will be for a two year period.

Chair Walker asked for further questions. There were none.

2. Staff Reports

Chair Walker asked for staff reports. There were none.

3. Committee Reports

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

4. Commissioner Comments

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

5. City Council Liaison Comments or Discussion

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

6. Residents or other community members to address the Board

Ms. Carter, a resident at Hackley, arrived at 3:20 P.M. after Chair Walker had called for resident comments. She stated that she has a safety concern she would like to bring to the Board's attention. Ms. Carter explained that she has been reporting issues to her property manager as well as the police regarding drug activity in the Hackley neighborhood.

Mr. Bustamante thanked Ms. Carter for coming to today's meeting and letting everyone know what is going on. Mr. Bustamante stated that RRHA will contact Roanoke City Police to facilitate a meeting at the Central Office and then hopefully form a plan of action.

Commissioner Garner noted that, since this issue is so pervasive, the Board would like to be notified about what transpires from the meeting. Mr. Bustamante replied that he will notify the Board once an outcome has been reached. Commissioner Anguiano stated that he would be interested in understanding the process involved when a resident has these kinds of concerns. For instance, how do we track these concerns and what are the actual steps that are taken. Commissioner Smith asked if he could be notified when this meeting will take place as he would like

to attend. Mr. Bustamante replied that he will let him know. Commissioner Anguiano asked if RRHA is able to inspect an apartment when there is a possible safety concern such as this. Mr. Bustamante stated that, as with any apartment, RRHA has to give notice before entrance can be made unless we smell gas or there is a fire etc. Most of the time, when you give a 48 hour notice, whatever it is that is going on is not there by the time of entry. However, the police might not be bound by those same restrictions. Commissioner Garner asked if Hackley is covered under the above baseline policing. Mr. Bustamante stated that it is not.

Ms. Carter went on to say that she would also like to see Hackley residents included in the events that RRHA's Community Support Services hosts throughout the year. Commissioner Garner asked, in regards to the resident services program, if Hackley is compounded in that as well. Commissioner Smith stated that Hackley does not fall under the same funding as some of the rest of the properties. This does not mean that we do not care or there is not some leeway to work with you on this issue. Mr. Bustamante noted that the health and safety issue is the primary issue for him here today. From that issue, we will branch out and make sure that you are invited and are a part of the other activities that RRHA has to offer. The financial aspect has more to do with the upkeep of the units. RRHA receives a certain amount of money from the Federal Government for the public housing units, but for Hackley, we do not receive any of that money. The issue being addressed here today has nothing to do, necessarily, with the funding. Mr. Bustamante introduced Ms. Carter to Mr. Goodman, the director of Community Support Services, noting that he will be happy to meet with her after today's meeting to try and make this happen. Chair

Walker asked who the property manager is for Hackley. Mr. Bustamante replied that Jasmine Talada is the manager for that property.

Chair Walker asked for further questions. There were none.

CONSENT AGENDA

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held
Monday, October 24, 2022.

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

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

RECOMMENDED ACTION: File as submitted.

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

AYES: Commissioners Anguiano, Kepley, Garner, Smith, Spickler, Chair Walker

NAYS: None

REGULAR AGENDA

1. Resolution No. 4136

Mr. Shank presented Resolution No. 4136 seeking the Board's approval to award a contract for improvements RRHA plans to do at Bluestone Park regarding the gas system there. This is the same thing that was done at Hunt Manor and Indian Village. An IFP was issued on October 18, 2022 and two responsive bids were

received from Classic City Mechanical and E. C. Pace & Co. Classic City Mechanical submitted the low bid which was very good compared to the cost estimate. Mr. Shank asked if anyone had any questions.

Commissioner Anguiano asked if this project is planned for any of the other sites. Mr. Shank said that, currently, the architect is working on the plans for Jamestown Place with Lansdowne Park being the last property.

Chair Walker asked for further questions. There were none.

Commissioner Garner introduced Resolution No. 4136 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Kepley, Garner, Smith, Spickler, Chair Walker

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4136 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDED A CONTRACT FOR NATURAL GAS UTILITY INFRASTRUCTURE IMPROVEMENTS FOR BLUESTONE PARK, AMP 259, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150122

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 VA36P01150122 in the amount of \$4,741,515.00; and

WHEREAS, Upgrade Gas Utility Infrastructure for Bluestone Park were included on the Annual Statement detailing the planned use of CFP grant number

VA36P01150122, which was approved by the RRHA Board of Commissioners by Resolution 4119 on May 23, 2022; and

WHEREAS, RRHA needs a qualified contractor to complete Upgrade Gas Utility Infrastructure for Bluestone Park; and

WHEREAS, RRHA issued a Invitation for Bid on September 18, 2022, with bids being due on October 18, 2022; and

WHEREAS, RRHA received two (2) responsive bids to the invitation, which were opened for consideration, such bids being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
Classic City Mechanical, Inc.	\$354,422.00
E. C. Pace Company, Inc.	\$646,900.00

WHEREAS, the amount of the bid submitted by Classic City Mechanical, Inc. was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate based on R S Means Cost Data, for the project; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Classic City Mechanical, Inc. has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends an award to Classic City Mechanical, Inc.; and

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

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

- (1) The bid submitted by Classic City Mechanical, Inc. be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between Classic City Mechanical, Inc. and RRHA for the fixed price of \$354,422.00.

- (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. 4137

Mr. Shank presented Resolution No. 4137 seeking the Board's approval to award a contract to replace some of the heating systems at Hunt Manor. This is the first of the projects that RRHA will use the Virginia Housing Grants we received for along with the capital fund. This grant was earmarked for projects at Hunt Manor, Bluestone Park and Melrose Towers. An IFP was issued on October 25, 2022 and three responsive bids were received. Control Maintenance submitted the low bid amount and was within the range needed regarding estimation. They are a small family owned company, but they have done a lot of HVAC work for us in the past and are qualified to do the job. This involves replacing the boilers, the pumps and all the other pieces of equipment that go in with the heating systems in the boiler rooms at Hunt Manor and the administration building. Mr. Shank asked if anyone had any questions.

Commissioner Spickler asked how quickly they will be replaced once this is approved. Mr. Shank explained that the first step in the process is to execute a contract. Control Maintenance will then present a submittal that explains what products they plan to use which will be reviewed in relation to the product specifications to make sure that they meet specification. Once approval is granted, the work that is scheduled for next spring, can begin.

Commissioner Anguiano asked if contractors are still experiencing supply chain

issues. Mr. Shank replied that they are. Commissioner Anguiano asked if this is causing delays and driving up costs. Mr. Shank said that is correct. The cost estimate on this project was \$525,000, therefore, having two bids that were over \$600,000 does reflect an increase in price. Mr. Shank noted that a little bit was added to the cost estimate to cover for inflation but, unfortunately, that was not enough. Often, on a job like this, there is one particular thing that the contractor just cannot get. Commissioner Anguiano asked if we are seeing this alleviate at all. Mr. Shank stated that it varies, but some things have gotten easier to acquire. Commissioner Garner asked if the contractors ever request an escalation cost to take in account for inflation. Mr. Shank said they do not because they have to honor their bid. Although infrequent, in a circumstance where they could not pursue the work within a year, an increase would be requested.

Chair Walker asked if all the units at Hunt Manor will be replaced. Mr. Shank noted that at Hunt there are boiler rooms at the back of each building that will serve anywhere from four to sixteen apartments. The work is just contained to the boiler rooms and will be done during non-heating season.

Chair Walker asked for further questions. There were none.

Commissioner Anguiano then introduced Resolution No. 4137 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, Kepley, Garner, Smith, Spickler, Chair Walker

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4137 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR REPLACEMENT OF HEATING SYSTEMS FOR HUNT MANOR, AMP 259, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150122 AND VIRGINIA HOUSING PUBLIC HOUSING REVITALIZATION GRANT

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 VA36P01150122 in the amount of \$4,741,515.00; and

WHEREAS, HVAC Upgrades for Hunt Manor was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150122, which was approved by the RRHA Board of Commissioners by Resolution 4119 on May 23, 2022; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a Public Housing Revitalization Grant from Virginia Housing in the amount of \$3,836,496.00; and

WHEREAS, Replace Heating Boilers for Hunt Manor was included on the budget detailing the planned use of the Virginia Housing Public Housing Revitalization Grant; and

WHEREAS, RRHA needs a qualified contractor to complete Replacement of Heating Systems for Hunt Manor; and

WHEREAS, RRHA issued a Invitation for Bid on September 25, 2022, with bids being due on October 25, 2022; and

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

<u>Bidder</u>	<u>Total Bid Amount</u>
Control Maintenance, Inc.	\$565,000.00
Russell's Remodeling, LLC	\$643,577.00
Valley Boiler & Mechanical, Inc.	\$634,995.00

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 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 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:

- (4) The bid submitted by Control Maintenance, Inc. be and hereby is accepted;
- (5) 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 \$565,000.00.
- (6) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

3. Resolution No. 4138

Mr. Shank presented Resolution No. 4138 requesting the Board's approval to award a contract for security improvements at Melrose Towers. RRHA plans to do this at the administration building at various sites due to managers having more frequent adversarial situations with the people they serve. A request for quote was issued and G & H Contracting was the only one that submitted a bid for the work. After reviewing their bid, the difference in the cost came from the electrical and IT work that had to be done. They will be adding door fobs to the office and maintenance doors, strengthening

and reinforcing walls and adding a camera outside of the manager's offices. Mr. Shank noted that while his estimate was \$21,000 the contractor's quote was \$39,000 and above due to these various items. Mr. Shank asked for any questions.

Commissioner Garner asked if G & H Contracting submitted the only bid. Mr. Shank stated that they did. They probably would not have bid if not for the fact that they were already doing the work on the window replacements which allows them to overlap the job.

Commissioner Smith asked if this work would include improvements to the cameras. Mr. Shank replied that no, it would be strictly for adding cameras to the lobby area around the elevators, the site manager's office and the doors around the maintenance shop. This is to ensure that RRHA has more control over who can gain entry. There will be one camera at each door that will be connected to a station at the manager's desk.

Commissioner Garner commented that previously installed cameras did not last very long, therefore, do we have any control over the type that will be used. Mr. Shank stated that he included in the price specifications certain criteria that the camera has to meet such as resolution.

Chair Walker asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4138 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, Kepley, Garner, Smith, Spickler, Chair Walker

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4138 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR SECURITY IMPROVEMENTS FOR MELROSE TOWERS, AMP 206, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150122

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 VA36P01150122 in the amount of \$4,741,515.00; and

WHEREAS, Building Security Non-Dwelling Interior Areas was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150122, which was approved by the RRHA Board of Commissioners by Resolution 4119 on May 23, 2022; and

WHEREAS, RRHA needs a qualified contractor to complete Security Improvements for Melrose Towers, AMP 206; and

WHEREAS, RRHA issued a Request for Quotation on October 17, 2022, with quotations being due on November 4, 2022; and

WHEREAS, RRHA received one (1) responsive quotation to the request, which was considered, such quotation being as follow:

<u>Offeror</u>	<u>Total Quotation Amount</u>
G & H Contracting, Inc.	\$119,100.00

WHEREAS, the amount of the quotation submitted by G & H Contracting, Inc. was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate based on R S Means Cost Data, for the project; and

WHEREAS, review, evaluation, and confirmation of the quotation has been completed, and G & H Contracting, Inc. has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends an award to G & H Contracting, Inc.; and

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

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

- (7) The quotation submitted by G & H Contracting, Inc. be and hereby is accepted;
- (8) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between G & H Contracting, Inc. and RRHA for the fixed price of \$119,100.00.

The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

4. Resolution No. 4139

Mr. Michaels presented Resolution No. 4139 stating that in 2012 the housing authority adopted a Premium Only Plan that allows employees the benefit of paying medical related insurance premiums on a pre-tax basis. Under Section 125 regulatory requirements, the written plan document must be restated and officially adopted each year. Total Administration Service Corporation (TASC) is RRHA's third party administrator of the POP plan. They have restated the plan document for plan year July 1, 2022 – June 30, 2023. RRHA would like to ask the Board to authorize the execution of the POP Plan Document and adoption agreement. Mr. Michaels asked for any questions.

Commissioner Garner asked if the \$238 new plan quote for this service is per

individual. Mr. Michaels stated that it is for the entire agreement to be administrated.

Chair Walker asked for further questions. There were none.

Commissioner Garner introduced Resolution No. 4139 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Kepley, Garner, Smith, Spickler, Chair Walker

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4139 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY (RRHA) TO ADOPT THE IRS SECTION 125 PREMIUM PLAN ONLY PLAN DOCUMENT FOR THE PLAN YEAR JULY 1, 2022 THROUGH JUNE 30, 2023 AND AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE ACCORDINGLY.

WHEREAS, IRS code Section 125 allows employers to set up a Premium Only Plan (POP), where an employee's insurance premium contributions can be deducted from his or her payroll on a pre-tax basis; and

WHEREAS, RRHA currently provides RRHA employees pre-tax benefits eligible under IRS Section 125's Premium Only Plan;

WHEREAS, RRHA's Section 125 Premium Only Plan was adopted originally July 1, 2022; and

WHEREAS, Section 125 includes an annual notification to all eligible employees which allows RRHA employees to voluntarily agree to a salary reduction so that the employer can pay their insurance premium as a business expense; and

WHEREAS, RRHA has previously engaged TASC as third-party administrator for this; and

WHEREAS, the new plan year quote for this service is \$238.44; and

WHEREAS, we have used this same vendor successfully in the past; and

WHEREAS, staff recommends continuing to use this same vendor for this service.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that the IRS Section 125 Premium Plan Only Plan Document is adopted for the Plan Year July 1, 2022 through June 30, 2023, and the Executive Director is authorized to execute accordingly.

III. ADJOURNMENT

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

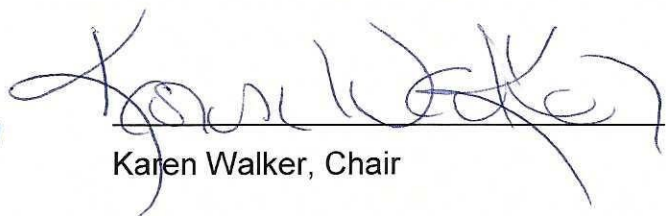
The motion was seconded by Commissioner Spickler and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Kepley, Garner, Smith, Spickler, Chair Walker

NAYS: None

Chair Walker declared the meeting adjourned at 3:36 p.m.



David Bustamante, Secretary-Treasurer

Karen Walker, Chair

Exhibits from November 28, 2022 Minutes previously circulated