

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, March 27, 2023.

I. CALL TO ORDER – ROLL CALL

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

PRESENT: Commissioners Anguiano, Garner, Kepley, Smith,
Vice Chair Karney

ABSENT: Commissioner Spickler, Chair Walker

OFFICER PRESENT: Ms. Evangeline Richie, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Jackie Austin, VP of Finance/CFO; Joel Shank, VP of Operations; Leanna Pagans, Administrative Executive Assistant; Jasey Roberts, PR/Social Media/Marketing Manager; Suzzette McCoy, Compliance and Quality Assurance Specialist; Jason Michaels, Manager of Human Resources; Frederick Gusler, Director of Redevelopment and Revitalization; Lucie Rowan, Executive Assistant, Housing; Jasmine Talada, Property Manager II

Vice Chair Karney welcomed everyone to today's meeting.

II. REPORTS

1. Executive Report.

Ms. Richie addressed the Board stating that on behalf of Mr. Bustamante she

would be giving the Executive Report for today's meeting. RRHA received a HUD audit review of the Emergency Housing Voucher Program, which concluded with no findings in terms of program compliance and financial records. The new program was implemented on July 1, 2021. RRHA would like to congratulate Ms. Austin and Ms. Relf as well as their teams for their excellent work.

RRHA was further nominated for consideration for the Public Housing Communities Honor Roll, which recognizes housing authorities that are doing exceptional work to advance the goal of learning, equity and grade level competency. Mr. Goodman submitted an application based on the Book Rich Environment Program, which is a collaboration between RRHA and Roanoke City Libraries, literacy partners, Roanoke City Public Schools and other community partners to enrich our youth in low income public housing with opportunities to engage in literacy events, receive new books and participate in activities that encourage grade level and advanced reading levels. Last week, the 2023 campaign for Grade-Level Reading Public Housing Communities Honor Roll Award was given to RRHA because of the program's success. Congratulations to Mr. Goodman and the resident services team for a job well done.

On March 16, 2023 HUD awarded nearly \$6 million to public housing agencies and a state housing authority to protect children and families from housing related hazards, including radon exposure. Ten grants were awarded to housing agencies under its Radon and Mitigation Demonstration Grant program, where agencies will test public housing units and mitigate identified elevated radon levels. Mr. Gusler submitted the grant application on behalf of RRHA and are pleased to announce that RRHA was

awarded \$449,000 for the Radon Testing and Mitigation Demonstration Grant program.

Vice Chair Karney asked for further questions. There were none.

2. Staff Reports

Mr. Gusler addressed the Board stating that he would like to provide additional information about the recently awarded Grant and how it will be utilized at RRHA. The \$449,000 will go towards post mitigation testing at Hunt Manor, where mitigation work has been done and contracted as well as at Bluestone Park. Capital funds were used recently for testing at Bluestone Park and plans were to do testing and any kind of mitigation and post mitigation work at Jamestown Place and Indian Rock Village. RRHA will also be looking at another hazard grant that is due in a few weeks that will allow for more radon work to be done. The application for the grant advised you to estimate conservatively in terms of the number of units that you think would need mitigation. For these three developments, RRHA estimated conservatively that 30 units would need mitigation. Subsequent to this application, the results for Bluestone Park came back with 51 units that are above the level that they require radon mitigation. Often, RRHA does not compete well on some of these grants, because the properties are in pretty good condition. These grants are geared towards agencies that have units with mold damage or something environmental that keeps them from being occupied. RRHA happens to be in zone one which is a high radon area. On April 13, RRHA will be applying to, hopefully, do additional radon testing. Mr. Gusler offered to answer any questions.

Commissioner Kepley asked if RRHA has some partially below grade units. Mr.

Gusler replied that this grant will cover slab-on-grade construction which is especially susceptible to radon. Mr. Shank added that RRHA is going to work on the slab-on-grade units first and then start on the units, like Lansdowne Park, that are on a crawlspace. Contractors will be going back and putting in a passive system that includes a fan in the vent. In the event that the passive system does not remove the radon to a safe level, the fan can be turned on to create a negative pressure to help draw some of that out. Commissioner Garner asked if that will work with slab-on-grade construction. Mr. Shank confirmed and said that you have to cut a hole in the slab, run a pipe down below and seal it back up. The gas is like water and will find the path of least resistance. At Hunt Manor there was a total of 19 units, including the administration building that tested over the action threshold level. Commissioner Kepley asked what the threshold is. Mr. Shank said that the EPA mandated action level is 4 Pci/L (picocuries per liter of air) and the recommended action level is 2 Pci/L to 4 Pci/L. Commissioner Garner asked if radon detection is part of the Section 8 inspection process. Ms. Richie stated that the homes in the Housing Choice Voucher program are privately owned developments. When RRHA does conduct the HQS inspections prior to someone moving in, the radon testing is not a requirement.

Commissioner Garner asked, in regards to the Silicon Bank Foundry, if RRHA is making sure that all of its money is not concentrated in one institution. Ms. Austin replied that RRHA is regulated and thus, required to have all funds collateralized. Treasury funds are used and set aside in the housing authority's name. Should something happen, the federal government would step in and meet the obligations that the bank would have to RRHA for its deposits. The FDIC requires that any funds over

\$280,000 must be collateralized.

Vice Chair Karney asked for further questions. There were none.

3. Committee Reports

Commissioner Garner announced that the Personnel Committee met on March 14, 2023 to discuss the proposed changes to the employee health care benefits and received some great news. The committee was advised that a resolution would be brought to the Board at today's meeting, detailing said changes.

Vice Chair Karney asked for further questions. There were none.

4. Commissioner Comments

Vice Chair Karney asked for comments or questions. There were none.

5. City Council Liaison Comments or Discussion

Vice Chair Karney asked for comments or questions. There were none.

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6. Residents or other community members to address the Board

Cathy Carter, a resident of Hackley, addressed the Board stating that she had some concerns she would like to discuss. Ms. Carter stated that there still appears to be some drug activity within the Hackley community. Also, two years ago, residents were told that the buildings would be pressure washed and that has yet to be done. Ms. Carter added that the wood on her front door was busted when she moved in and it gets jammed and is very hard to lock. Also, code enforcement came by and

checked the light in the bathroom ceiling because it has a short in it and changing the lightbulb does not help. Ms. Carter stated that she put in a work order over a year ago for her bathroom door and heater to be looked at, but no one has come by. Hackley residents were also told that new refrigerators and stoves would be installed and that has not happened yet either. Ms. Carter also mentioned that last time she attended a board meeting she was referred to Mr. Goodman that runs the EnVision Center across the street and she has not been able to connect with him.

Commissioner Anguiano thanked Ms. Carter for taking an interest in her community and being a resource for her fellow residents. A lot of these issues are things that go beyond what we do as the Board, but it always helps for us to hear it so that we can make sure that it is being responded to properly and aggressively.

Ms. Richie stated that on behalf of the organization she would like to address some of the matters mentioned with code enforcement coming out to the property. Hackley is part of the four year rental inspection program in the city of Roanoke. When code enforcement came out last week that is because they are required to do so every year to ensure that the units pass. There were several units that passed and there were some notable items that the property manager has been working with maintenance on in order to get those items addressed.

Ms. Richie went on to say that with regards to some of the criminal elements, RRHA has been working in collaboration with Roanoke City Police Department but, due to confidentiality of tenant records and information of that nature, we are unable to go into details about what has been done to address those concerns. RRHA has been working with the legal team, Woods Rogers, to address some of these matters

at Hackley. Sometimes this process does take a little longer do to due process and being innocent until proven guilty. A lot of people have sought legal counsel on their side in situations where the housing authority has sought possession of their unit. RRHA is acting on the information as it is given even if it does not look like it on the front end.

Ms. Richie added that with regards to Mr. Goodman, steps will be taken to ensure that he does follow up with you. He is actively trying to get events and activities coordinated at the EnVision Center.

CONSENT AGENDA

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held
Monday, February 27, 2023.

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

- C-2 Monthly Operations Report for the month of February 2023.

RECOMMENDED ACTION: File as submitted.

Commissioner Garner introduced a motion to approve the Consent Agenda.

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

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

NAYS: None

REGULAR AGENDA

1. Resolution No. 4152

Mr. Shank presented Resolution No. 4152 requesting the Board's approval to award a contract for replacing heating and domestic hot water systems at Lansdowne Park. This will be the second phase of that work and will be funded by capital funds from fiscal year 2022. An IFB was issued on January 22nd and two responsive bids were received. Russell's Remodeling presented the lowest bid at \$567,834. They did the work on phase one so they are very familiar with the job and gave a competitive price. This work will affect 14 buildings at Lansdowne Park and a total of 72 units. They will be replacing 14 boilers, 7 commercial water heaters, pumps, accessory equipment and expansion tanks. It is a total rebuild of the plumbing work in the boiler rooms as well as in the adjacent buildings. Mr. Shank offered to answer any questions.

Commissioner Smith asked if any of the work will inconvenience the residents. Mr. Shank replied that all of the work will be done during non-heating season. The only thing that it will affect is the hot water and most of the time that gets switched off and back on within a day.

Commissioner Kepley asked how long the work will take to complete. Mr. Shank said that during phase one, the same amount of boilers were replaced and the job took several months. This will include rebuilding a lot of the manifolds and things that are in the system. Commissioner Kepley asked if it is all gas firing. Mr. Shank said it is gas firing and they are high efficiency systems as opposed to the older conventional type boilers.

Vice Chair Karney asked for further questions. There were none.

Commissioner Garner introduced Resolution No. 4152 and moved its adoption as introduced.

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

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

NAYS: None

Vice Chair Karney thereupon declared said motion carried and Resolution No. 4152 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR REPLACEMENT OF HEATING AND DOMESTIC HOT WATER SYSTEMS FOR LANSDOWNE PARK, AMP 201, PHASE 2, 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, HVAC Upgrades and Replacement of Domestic Hot Water Boilers for Lansdowne Park, AMP 201 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 Replacement of Heating and Domestic Hot Water Systems for Lansdowne Park, AMP 201, Phase 2; and

WHEREAS, RRHA issued a Invitation for Bid on January 22, 2023, with bids being due on February 21, 2023; and

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

Bidder

Total Bid Amount

Russell's Remodeling, LLC	\$567,834.00
Valley Boiler & Mechanical, Inc.	\$695,000.00

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 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 \$567,834.00.
- (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. 4153

Mr. Michaels presented Resolution No. 4153 seeking the Board's approval for the Executive Director to execute the documents necessary for the RRHA employee health care benefits for 2023 to 2024. Staff at RRHA recently had a meeting with the

health insurance partners, TLC, where they disclosed that premiums would not be increasing this year. Mr. Michaels added that the record will show that the amount that was covered for last year is the same amount for this year. Typically, no information is given about supplemental benefits until June timeframe, but they are expected to be within budget and a relatively small increase. The amount for TLC, as well as BOST, would be an amount not to exceed \$900,000. The bulk of this is TLC for its health benefits and the remainder is for BOST, which is the supplemental benefits. Mr. Michaels offered to answer any questions.

Commissioner Garner congratulated Mr. Michaels for a job well done. It is rare for employees to receive a merit increase that is not decimated by an increase in the cost of health care premiums. Commissioner Garner then asked how much more is the \$100,000 allocated for BOST than the amount for last year. Mr. Michaels stated that it is roughly the same amount.

Ms. Richie asked if employees should anticipate any changes with the actual coverages that are going to be provided. Mr. Michaels noted that the only change would be with the high deductible plan for single employees which will increase from \$2,800 to \$3,000. The deductible for the employee plus one plan and the employee family plan will go from \$5,600 to \$6,000. This was not a decision by TLC, but rather, an IRS requirement. Ms. Richie asked if there will be any changes for the employees with regards to the formularies and prescriptions. Mr. Michaels said that RRHA has not been notified of any changes as it relates to the prescription plan.

Vice Chair Karney asked for further questions. There were none.

Commissioner Garner then introduced Resolution No. 4153 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, Garner, Kepley, Smith, Vice Chair Karney

NAYS: None

Vice Chair Karney thereupon declared said motion carried and Resolution No. 4153 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE DOCUMENTS FOR RRHA EMPLOYEE HEALTH CARE BENEFITS.

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) employee insurance contract expires June 30, 2023; and

WHEREAS, HUD procurement procedures asks RRHA to join intergovernmental cooperative agreements, The Local Choice Health Benefit Program fully satisfies HUD's five intergovernmental cooperative requirements and was created exclusively to provide health benefits for local Commonwealth of Virginia's Department of Human Resources; and

WHEREAS, RRHA is currently enrolled in The Local Choice Health Benefit Program with satisfactory service to RRHA, and the Anthem Renewal rate in not increasing which is reasonable; and

WHEREAS, RRHA is enrolled in supplemental coverages through BOST Benefits, pending acceptable renewal rates which are available closer to plan yearend (May 2023); and

WHEREAS, staff recommends continuing with The Local Choice (TLC) for medical/dental/vision, BOST Benefits for voluntary and supplemental plans pending renewal rates.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized and directed to execute the necessary documents for the 2023-2024 benefit plan year with TLC and BOST for an amount not to exceed \$900,000.00 (\$800,000 TLC/\$100,000 BOST) for health/dental/vision/life/voluntary/supplemental benefits.

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 Smith and upon roll call the following vote was recorded:

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

NAYS: None

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



David Bustamante, Secretary-Treasurer

Karen Karney, Vice Chair

Exhibits from March 27, 2023 Minutes previously circulated

