

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, September 25, 2023.

I. CALL TO ORDER – ROLL CALL

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

PRESENT: Commissioners Anguiano, Garner, Kepley, Spickler, Chair Walker

ABSENT: Commissioner Smith, 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; Jason Michaels, Human Resources Manager; Greg Goodman, Director of Community Support Services; Leanna Pagans, Administrative Executive Assistant; Brenda Prieto, PR/Social Media/Marketing Manager; Suzzette McCoy, Compliance and Quality Assurance Specialist; Fredrick Gusler, Director of Redevelopment and Revitalization; Debra Carter, Resident of Melrose Towers

Chair Walker 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 would like to remind the Board that the joint meeting with city council, at council

chambers, will be held on November 6, 2023. Mr. Bustamante also announced that Kerri Schmitt, the HUD Field Office Director and Michael Heckles, the Region 3 Administrator, will be visiting RRHA on October 24, 2023 at 2:00 p.m. The board is encouraged to attend, however, this meeting is contingent upon whether or not the government will shut down on Saturday.

Mr. Bustamante noted that there has not been much progress towards issuing a continuing resolution or to pass a budget. There is a possibility that the government will shut down effective Saturday, September 30th. Although RRHA works through a fiscal year, meaning October 1st – September 30th, the funding operates through a calendar year. All of the programs that have already been funded such as the Operating Fund, the Housing Choice Voucher Program and administrative fees, will be operational through December 31, 2023. The previous government shutdown lasted a total of 35 days and RRHA remained operational throughout that time. Mr. Bustamante noted that should the government shutdown, there will be no HUD staff available for questions or approvals.

Mr. Bustamante added that he would like to announce that RRHA was awarded \$2.3 million from the Housing Related Hazards and Lead Based Paint grant. This grant will be used to install new range hoods at Lansdowne Park, as well as the continuance of radon testing at Bluestone Park, Lansdowne Park and Villages at Lincoln.

Lastly, Mr. Bustamante stated that on Friday, September 22nd RRHA was awarded 26 additional VASH vouchers, or \$155,000, which specifically help to house veterans who are homeless. RRHA is happy to be working with the VA Hospital to get more veterans housed. Mr. Bustamante offered to answer any questions.

Commissioner Anguiano asked if there is currently a waiting list for these vouchers. Mr. Bustamante replied that RRHA receives referrals from the VA for these vouchers. Commissioner Garner asked if all of the current VASH vouchers are leased up. Mr. Bustamante said that there are a couple of veterans still looking for units, but the utilization rate for this program is high.

Commissioner Anguiano asked if RRHA learned anything from the last shutdown about how operations are impacted. Mr. Bustamante replied that the biggest impact is the unavailability of any HUD staff for situations where their assistance is necessary.

Commissioner Garner asked if there will continue to be large write offs of delinquencies as a result of the pandemic. Mr. Bustamante noted that there will continue to be large write offs as more individuals are taken to court. Since June 2023, RRHA has begun to take more families to court and the money that is owed will continue to be written off until every delinquent household has been taken to court.

Commissioner Anguiano asked if there is a particular reason why the numbers for the occupancy comparison chart are poor. Mr. Bustamante replied that it is a reflection of inability to turn units due to staff shortages. RRHA is aware and working on this issue. The waitlist at Lansdowne Park for three and four bedroom units is currently open and the waitlist for Villages at Lincoln for three and four bedroom units will open on October 9th. RRHA is working to have the issues surrounding accounts receivable and vacancy rates resolved as soon as possible.

Commissioner Garner asked if RRHA is in collaboration with any other organizations in the Roanoke valley regarding the lack of affordable housing. Mr.

Bustamante stated that RRHA has not asked for specific types of grants or loans since the purchase and development of the formerly named, Ashton Hill property. Mr. Gusler will provide an update today on the current status of that development process.

Chair Walker asked for further questions. There were none.

2. Staff Reports

Mr. Gusler greeted the Board stating that he will be providing a brief update on the acquisition process of the former Ashton Hill or Spanish Trace site at Peters Creek Road and Shenandoah Avenue. The contract was signed on August 29, 2023 and the required deposit has been paid. A phase one environmental site assessment was performed which revealed there are no recognized environmental conditions, as expected. RRHA's legal team, Woods Rogers, has begun the title work and expects a closing date no later than December 1, 2023. The next steps in this process include preparation of a request for proposal for a consultant that is knowledgeable and experienced with Rental Assistance Demonstration (RAD), financing opportunities, relocation planning and low income housing tax credit applications. Subsequent to the first RFP, a second RFP will then be issued for a quote for design services. Mr. Gusler added that this would put the earliest tax credit application that could be submitted, in March of 2025. In the next couple of months RRHA will submit a request for a notice of the anticipated RAD rent, to HUD. RRHA will then provide a rough estimate of what the proposed rent would be in the Faircloth-to -RAD demonstration process which allows the units to start as public housing and then convert to a Section 8 subsidy long term with a public private partnership. Mr. Gusler offered to answer any questions.

Commissioner Garner asked if we anticipate the rates being favorable to a good return on investment. Mr. Gusler replied that it is highly variable and he would not want to speculate at this juncture. The higher the corporate tax rate, the more attractive the low income housing tax credits are on the market. Commissioner Garner asked if there are other economic considerations that come into play with the corporate tax rate. Mr. Gusler stated that when you submit a tax credit application, you go through a process to create a basis. The pro forma identifies what the costs are, what the rents are and how the project will be operated. It is very hard to score high on the point system that Virginia Housing uses to evaluate an application, as they require that a great number of those units be devoted to the lower income brackets. While this is something that RRHA is attempting to do, it does make it harder to charge rents that generate enough money to operate the property. The tax credits create the equity that is then syndicated on the market. Commissioner Kepley asked if we are asking for proposals from different firms to help with the master plan. Mr. Gusler said that a Request for Quote (RFQ) will be issued to help with the design work of the site and to provide guidance with the financial aspect. Commissioner Kepley asked for further explanation on the master planning process, specifically the design of the site. Mr. Shank replied that Virginia Housing granted RRHA "X" number of dollars to meet the property cost beyond the \$750,000 that RRHA is paying. There are stipulations with this grant that the authority is locked into. The construction of the property must include 86 units, so many of which are wheelchair accessible, etc. Commissioner Kepley asked if that is only for a portion of the site. Mr. Shank stated that Virginia Housing has not dictated any terms for the remaining portion. Commissioner Garner asked if the 86 units will be mixed use. Mr.

Gusler said that is incorrect. Long term, the 86 units would be on a 13 acre portion of the site and would go into the low income tax credit program through the capital fund public housing process. Commissioner Spickler asked if a government shutdown would hinder this process. Mr. Gusler noted that it is doubtful. HUD largely staffs help with the rental assistance demonstration with nonfederal employees on a contractual basis.

Chair Walker asked for further questions. 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

Debra Carter, a Melrose Towers resident, greeted the Board stating that she would like to share information on behalf of Evans Springs. Ms. Carter explained that the destruction of Evans Springs would negatively affect RRHA residents and staff. Evans Springs is a 150 acre woodland forest that includes a lake and a spring that runs into Lick Run and is classified as a wet metal. It is the last remaining cold spot in Northwest Roanoke, however it is under threat of commercial development. The

development of the area would destroy this unique ecosystem and displace the wildlife that depend on it. Evans Springs borders the predominately black neighborhoods of Melrose Rugby, Fairland and Villa Heights and is bordered by the Lick Run Greenway going to Valley View Mall.

In 1988 Roanoke's tree canopy dropped from 40% to 35%. The second report released in 2002 indicates the tree canopy dropped to 32%. American Forestry reported a 40% tree canopy is the minimum amount necessary for a healthy urban community. Like many cities of its size, Roanoke is home to 158 types of trees that span more than 13,146 acres of tree canopy. As a result of Roanoke's commitment to take care of its trees, it was designated as a Tree City USA in 2001. A plan was adopted on April 21, 2003 by the City Council as an element of vision. This quote from page 48 of the vision says it best, "trees and other vegetation represent both an environmental resource and important landscape feature and quality of life in the city". Maintaining and increasing the city's tree canopy will have a beneficial impact on air quality, storm water control, noise level, temperature and physical appearance. Achieving a 40% tree canopy coverage within ten years is a long term goal at this point. Part of their plan was to enlist cooperation with other organizations to encourage people to plant one tree per citizen in order to reach a 40% tree canopy.

In 2015 Roanoke's tree canopy dropped to 30.6%. In August of 2019 the citywide total dropped to 25.9%. Roanoke has had since 2003 to bring this city to a 40% tree canopy. Current research shows that 40% of our 27.8% tree canopy comes from forested areas, which include Evans Springs and Mill Mountain. Roanoke's impervious surfaces which include buildings, pavement, sidewalks and lights cover

35.5%. The goal is to bring the city to a 60% tree canopy with each neighborhood having a 40% tree canopy. Ms. Carter stated that Roanoke cannot afford to lose these trees and springs. If Evans Springs is destroyed excess storm water could cause major flooding for Villages at Lincoln and other Roanoke residents.

In 2020 the city of Roanoke of Sustainability worked with citizen scientists to develop a detailed map depicting the areas of the city with the highest air temperatures. The mapping showed areas with the highest levels of social vulnerability, including low income housing households, seniors and communities of color that were on average seven to ten degrees Fahrenheit warmer than other areas of the city. If the trees in Evans Springs are removed the city's temperature will increase by two degrees. The Roanoke city 2023 climate action plan states that the earth has warmed at least 1.9 degrees Fahrenheit since 1880. The work to minimize climate change impacts must be front loaded, meaning the citizens and businesses of Roanoke must work deliberately and diligently over the next eight years to avoid more than a 2.7 – 3.6 Fahrenheit temperature increase. One connection that researchers have found, is a link between areas with higher temperatures and gun violence. These higher temperatures disproportionately affect neighborhoods of lower socio economic systems.

RRHA can help mitigate the urban heat island effect by installing cool rooves. A cool roof can absorb and transfer less heat from the sun to the building compared with conventional rooves. A cool roof can also impact surrounding areas by lowering temperatures outside of the building and thus, mitigating the heat island effect. A cool roof can provide several benefits beyond urban heat island mitigation, including

reduced energy use, air pollution and greenhouse gas emissions. The current body of scientific evidence shows that low income individuals and communities of color are disproportionately exposed to heat at home. Cool roofs can help mitigate the resulting health hazards and energy health burdens. Increasing trees and vegetation cover lowers the surface and air temperatures by providing shade and cooling through evapotranspiration. Trees and vegetation can also reduce storm water runoff and protect against erosion. Using materials on sidewalks and parking lots that remain cooler than conventional pavements can aid in the reflection of more solar energy, enhance water evaporation and cool the surrounding air.

Ms. Carter stated that when Melrose Towers' residents go outside in the evenings to escape the heat inside the building, they find that the heat from the parking lot is also unbearable. Ms. Carter also asked that more trees be planted at Melrose Towers.

Evans Springs is either home or within the home range of several federally protected and federally endangered animal species. When President Biden took office in 2021, he issued an executive order commonly referred to as the 3030 Initiative to conserve 30% of U.S. land and water by 2030.

Ms. Carter stated that she is asking for RRHA's help to save Evans Springs from commercial development. Roanoke does not need unnecessary, irresponsible development that degrades its environment and lowers the quality of life. Please support the creation of a park and green space around Evans Springs that respects the wishes of the local neighborhoods and aligns with Roanoke's values and goals.

Commissioner Anguiano asked if there are specific things being asked of

RRHA for this project. Ms. Carter replied that if the trees in Evans Springs are destroyed, the sunlight glaring off of the new development will keep Melrose Towers' residents from being able to open their curtains during the day. It would also greatly increase the risk of potential flood damage to Villages at Lincoln.

Commissioner Garner commented that he is unfamiliar with cool rooves and pavement. Ms. Carter added that you can also have this feature in reflective siding. Commissioner Garner asked if this is something that RRHA would consider installing at its properties. Mr. Shank replied that both Melrose Towers and Morningside Manor currently have white rooves. Commissioner Garner noted that he foresees some type of compromise where greenery may be integrated into a potential development. Commissioner Kepley stated that this appears to be a political situation. Mr. Kepley suggested that a study of the properties that the housing authority owns be conducted to see if there is potential to improve the tree canopy etc. at each of these sites.

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, August 28, 2023.

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

- C-2 Monthly Operations Report for the month of August 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, Spickler, Chair Walker

NAYS: None

REGULAR AGENDA

1. Annual Election of Officers for 2023-2024

A. Nominations for Office of Chair

Chair Walker nominated Karen Karney for the office of Chair beginning October 1, 2023. There being no further nominations, Chair Walker introduced a motion to approve Karen Karney for the office of Chair. The motion was seconded by Commissioner Anguiano and upon roll call the following vote was recorded:

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

NAYS: None

Chair Walker thereupon declared said motion carried as introduced.

B. Nominations for Office of Vice-Chair

Commissioner Anguiano nominated Kaelyn Spickler for the office of Vice-Chair beginning October 1, 2023. There being no further nominations, Commissioner Anguiano introduced a motion to approve Kaelyn Spickler for the office of Vice-Chair. The motion was seconded by Commissioner Kepley and upon roll call the following vote was recorded:

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

NAYS: None

Chair Walker thereupon declared said motion carried as introduced.

2. Resolution No. 4169

Mr. Shank presented Resolution No. 4169 seeking the board's approval to award a contract for the improvement of security measures at the Jamestown Place administrative building. This project would include the addition of this building to the door access system currently in place at the RRHA central office. It would also involve the replacement of doors and electrical work, as well as upgrading lighting and flooring that would increase the facilities energy efficiency. Three responsive bids were received with G&H Contracting, Inc. submitting the lowest bid at \$216,600. This project will be funded through the capital fund grant for fiscal year 2023.

Commissioner Kepley asked if the received bids were positive. Mr. Shank stated that he routinely goes over the low offer to ensure that everything is included. Mr. Shank noted that the cost estimate was \$190,000 and the difference in cost is due to inflation.

Chair Walker asked for further questions. There were none. Commissioner Garner then introduced Resolution No. 4169 and moved its adoption as introduced.

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

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

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4169 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR ADMINISTRATION BUILDING SECURITY MEASURES AND IMPROVEMENTS FOR JAMESTOWN PLACE, AMP 207, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150123

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 VA36P01150123 in the amount of \$4,824,916.00; and

WHEREAS, Building Security and Section 504 Modifications for Common Areas was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150123, which was approved by the RRHA Board of Commissioners by Resolution 4157 on May 22, 2023; and

WHEREAS, RRHA needs a qualified contractor to complete Administration Building Security Measures and Improvements for Jamestown Place, AMP 207; and

WHEREAS, RRHA issued a Invitation for Bid on July 16, 2023, with bids being due on August 22, 2023; and

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

<u>Bidder</u>	<u>Total Bid Amount</u>
Russell's Remodeling, LLC	\$269,866.00
G & H Contracting, Inc.	\$216,600.00
Building Specialists, Inc.	\$264,000.00

WHEREAS, the amount of the bid 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 bid documentation 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:

- (1) The bid submitted by G & H Contracting, 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 G & H Contracting, Inc. and RRHA for the fixed price of \$216,600.00.
- (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.

3. Resolution No. 4170

Ms. Austin presented Resolution No. 4170 seeking the board's approval for the consolidated operating budget for the fiscal year ending September 30, 2024. RRHA is required to submit a board resolution approving the annual consolidated operating budget for HUD prior to the beginning of the year. A public hearing was held on August 28, 2023 in order for the board to receive comments on the fiscal year ending September 30, 2024 operating budget. There have been no changes to the budget since the public hearing.

Commissioner Kepley asked, in reference to page two of the revised budget, if the total Section 8 rental income is expected to decrease 100%. Ms. Austin stated that there was very little fraud activity for the year and thus, no new contracts were signed with any of the participants. Commissioner Kepley asked, in reference to page four of the revised budget, if the \$821,000 in reserves for the Homeownership Program is a

projected amount. Ms. Austin replied that it will depend on if the projects that have been planned actually get completed. Due to turnover and delays in materials etc. these projects are often postponed. The developments have the reserves in order to fund those expenses should they need it.

Chair Walker asked for further questions. There were none.

Commissioner Garner introduced Resolution No. 4170 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, Spickler, Chair Walker

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4170 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE CONSOLIDATED OPERATING BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2024

WHEREAS, the City of Roanoke Redevelopment and Housing Authority has prepared a Consolidated Operating Budget for fiscal year ending September 30, 2024, covering the following programs: Central Office, Public Housing, HCV, Hackley, Private Management, Jobs Plus Grant, CDBG/HOME, Homeownership Opportunities (HOP), ROSS Grant, City Activities, and Capital Fund Grants; and

WHEREAS, RRHA is required to submit a Board resolution approving the annual operating budget for U.S. Department of Housing and Urban Development (HUD) funded programs to HUD within 60 days of the beginning of the fiscal year; and

WHEREAS, the Board of Commissioners having reviewed the Consolidated Operating Budget has determined that the budget presented is a fair representation of projected operating revenues and expenditures for fiscal year ending September 30, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Consolidated Operating Budget is approved for the fiscal year ending September 30, 2024.

4. Resolution No. 4171

Mr. Shank presented Resolution No. 4171 seeking the board's approval to authorize the conveyance of natural gas distribution equipment and the granting of a related utility easement at Bluestone Park. Bluestone is the third of five properties that will have their natural gas infrastructure upgraded. RRHA funded the labor and equipment costs, with Roanoke gas supplying the material and taking over ownership upon the project's completion. An easement will be granted along the gas lines in order for Roanoke Gas to have access for maintenance and repair purposes.

Commissioner Garner asked if this will ease the burden of maintenance and repair responsibilities for RRHA. Mr. Shank replied that RRHA will only be responsible for maintenance and repair of anything that is beyond the meter. Commissioner Kepley asked if there is any downside to this project. Mr. Shank stated that there is not. RRHA is under the Department of Transportation regulations, as well as state regulations under the State Corporation Commission, thus, it is very hard to find a contractor to perform the leak surveys and tests that these regulations require every year.

Chair Walker asked for further questions. There were none.

Commissioner Garner introduced Resolution No. 4171 and moved its adoption as introduced.

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

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

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4171 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE CONVEYANCE OF NATURAL GAS DISTRIBUTION EQUIPMENT, AND THE GRANTING OF A RELATED UTILITY EASEMENT, AT BLUESTONE PARK

WHEREAS, the City of Roanoke Redevelopment and Housing Authority ("RRHA") currently owns the underground utility lines and related equipment for the distribution of natural gas to units and administration building at Bluestone Park (VA11-9; AMP 259); and

WHEREAS, RRHA is therefore classified as a small natural gas operator for purposes of state and federal pipeline safety regulations, subjecting RRHA to extensive regulatory requirements in addition to the cost of maintaining the equipment; and

WHEREAS, RRHA desires to transfer ownership of the underground utility lines and related equipment in order to relieve itself of the burden, costs and potential liability associated with ownership, and it is in RRHA's interests to do so; and

WHEREAS, Roanoke Gas Company worked with RRHA on the specifications for upgrades and improvements to the underground utility lines and related equipment for the distribution of natural gas to units at Bluestone Park so that the equipment would meet Roanoke Gas Company standards and could be accepted into Roanoke Gas Company's system; and

WHEREAS, RRHA has negotiated with Roanoke Gas Company toward an agreement by which RRHA would convey the underground utility lines and related equipment for the distribution of natural gas to units at Bluestone Park to Roanoke Gas Company; and

WHEREAS, RRHA, as a part of any such conveyance, would also be required to convey a non-exclusive easement to Roanoke Gas Company for the operation, maintenance, repair, removal and/or replacement of equipment; and

WHEREAS, RRHA and Roanoke Gas Company have reached agreement on the terms for this transaction, subject to the approval of RRHA's Board of Commissioners; and

WHEREAS, HUD'S Richmond Field Office has confirmed to RRHA that the transfer of utility equipment and associated easements incidental to the normal operation of public housing properties does not require HUD approval; and

WHEREAS, RRHA now desires to convey the underground utility lines and related equipment for the distribution of natural gas to units at Bluestone Park, along with the related non-exclusive utility easement, to Roanoke Gas Company on the terms set forth in the attached proposed Asset Purchase Agreement; and

WHEREAS, the transaction has been approved by the Virginia State Corporation Commission;

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

1. The conveyance of the underground utility lines and related equipment for the distribution of natural gas to units at Bluestone Park (VA11-9; AMP 259) to Roanoke Gas Company, on the terms set forth in the attached proposed Asset Purchase Agreement, is approved;
2. The conveyance of a non-exclusive utility easement to Roanoke Gas Company at the Bluestone Park (VA11-9; AMP 259) property, on the terms set forth Schedule C of the attached proposed Asset Purchase Agreement, is approved;
3. The Executive Director, or his designee, shall be and hereby is authorized to execute the attached proposed Asset Purchase Agreement; and
4. The Executive Director, or his designee, shall be and hereby is directed to execute all documents necessary to consummate the sale and conveyance of the utility lines and related equipment for the distribution of natural gas to units at Bluestone Park (VA11-9; AMP 259), and the associated utility easement, to Roanoke Gas Company as contemplated in the attached proposed Asset Purchase Agreement, including any documents required to be filed with the Virginia State Corporation Commission.
5. Resolution No. 4172

Mr. Bustamante presented Resolution No. 4172 requesting the board's approval of a revised Admissions and Continued Occupancy Policy (ACOP) for the public housing program. There were various revisions, however the biggest policy change is regarding families that are over income. The new policy states that if a family is over income for two consecutive recertifications, or 24 months, they will have to move out

within 6 months. There are specific letters, which have been attached to this resolution that must be sent out after the first and second recertification. If these families remain over income after the second recertification, a third letter will be sent out notifying these families that they must find other housing.

Commissioner Spickler asked how this policy compares to policies at similar housing authorities. Mr. Bustamante stated that these policy changes apply to all housing authorities. Commissioner Anguiano asked if HUD administered these changes. Mr. Bustamante replied that yes, they came from HUD. Commissioner Kepley asked how the over income amounts were calculated. Mr. Bustamante said that they were determined by multiplying the very low income for each household size by 2.4. If at any time during the 24 months, the family falls under income, they will become a regular public housing tenant again. Commissioner Spickler asked how many families this will impact. Mr. Bustamante replied that this will impact approximately two to three families currently in the public housing program.

Chair Walker asked for further questions. There were none.

Commissioner Anguiano introduced Resolution No. 4172 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, Garner, Kepley, Spickler, Chair Walker

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4172 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY APPROVING A REVISED ADMISSIONS AND
CONTINUED OCCUPANCY POLICY FOR THE PUBLIC HOUSING
PROGRAM

WHEREAS the City of Roanoke Redevelopment and Housing Authority's (RRHA) Board of Commissioners and staff are committed to providing safe and affordable housing to eligible individuals and families, including persons with disabilities, and

WHEREAS, the United States Department and Housing and Urban Development (HUD) has authorized Public Housing Agencies (PHA) to administer a Public Housing program, through the use of its Admissions and Continued Occupancy Policy (ACOP).

WHEREAS, the Admissions and Continued Occupancy Policy (ACOP) must state the PHA's policies on matters for which the PHA has discretion to establish local policies; and

WHEREAS, a PHA is required to revise its Admissions and Continued Occupancy Policy (ACOP) as necessary to remain in compliance with the Department of Housing and Urban Development (HUD) regulations as set forth in 24 CFR 5, 8, 35, 92, 882, 887, 888, 903, 908, 982, 983, 984 and 985; and

WHEREAS, the current Admissions and Continued Occupancy Policy (ACOP) for the RRHA Section 8 HCV Program was approved by the RRHA Board of Commissioners by Resolution No. 4057 on September 28, 2020; and

WHEREAS, Nan McKay and Associates, Inc., the company to which RRHA subscribes for model policies to comply with changes in HUD regulations and policy, has released additional revisions to certain chapters of the model policies to subscribers, HOTMA changes Section 103 Income limits in Public Housing; and

WHEREAS RRHA staff have reviewed the Admissions and Continued Occupancy Policy (ACOP) and incorporated revisions received from Nan McKay and Associates, Inc., and revisions determined necessary by RRHA staff.

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

1. The Revised Admissions and Continued Occupancy Policy (ACOP) for the RRHA Public Housing Program, in substantially the form circulated to the Board, is approved.
2. The Executive Director be and hereby is authorized and directed to make minor procedural changes as necessary between annual update.

6. Executive Session

The closed session began at 4:05 p.m. with Chair Walker stating that the

Executive Session of the Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority to discuss personnel issues relating to physical attendance in the workplace including specific performance issues relating to identifiable employees of the Authority, which discussion is exempt from open meeting requirements under Virginia Code § 2.2-3711(A)(1).

The commissioners came back into an open session at 4:28 p.m. Commissioner Garner moved to approve the closed meeting certification and Commissioner Spickler seconded the motion. Mr. Loftis conducted a roll call vote, which was unanimously voted yes.

III. ADJOURNMENT

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

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

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

NAYS: None

Chair Walker declared the meeting adjourned at 4:29 p.m.



David Bustamante, Secretary-Treasurer

Karen Walker, Chair

Exhibits from September 25, 2023 Minutes previously circulated