

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, December 18, 2023.

**I. CALL TO ORDER – ROLL CALL**

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

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

ABSENT: None

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Olivia Moulds, 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; Fredrick Gusler, Director of Redevelopment and Revitalization; Suzzette McCoy, Compliance and Quality Assurance Specialist; Debra Carter, Melrose Towers Resident

Chair Karney welcomed everyone to today's meeting.

**II. REPORTS**

1. Executive Report.

Mr. Bustamante addressed the board stating that in addition to his written report there are three additional items he would like to address. In regards to the budget

appropriations, the Senate has proposed a budget of \$70.6 billion, which is \$8.26 billion or a 13% increase from fiscal year 2023. The House draft proposed a budget of \$68.2 billion, which is an increase of \$6.4 billion or roughly 10% from fiscal year 2023. Either scenario will leave approximately 112,000 families without assistance in fiscal year 2024. What the housing authority does as an organization is very important and failure to pass adequate funding for these housing programs will result in a tremendous amount of unnecessary consequences for RRHA and its' residents. Currently, the House Speaker is proposing a continuing resolution to last throughout the year. If that were to happen, RRHA would not receive any increase and the fiscal year 2024 budget would remain the same as fiscal year 2023. Furthermore, the number of families without a home would increase from 112,000 to 300,000 families. If Congress fails to pass these bills by April 30, 2024 RRHA will roll into mandatory sequestration which would be detrimental to the families that it serves. Mr. Bustamante encouraged the board to log onto the NAHRO website and submit a request to Congress requesting these bills be passed to ensure these housing programs are funded adequately.

Mr. Bustamante announced that a Request for Proposal (RFP) was issued for consulting services, in reference to the newly purchased property on Shenandoah Avenue, and one response was received from the Dominion Due Diligence Group (D3G). The next step in this process will be to review the proposal with the consulting firm for completeness and accuracy. Mr. Bustamante requested that one member of the board be present for this discussion.

Mr. Bustamante stated the recent issue with vacancies has started to improve, as referenced on page nine of the public housing board report. The issue is not

completely resolved, but it is moving in the right direction. Last week, the Lansdowne Park property manager went to court and was granted possession of 14 units. In order to avoid having a large number of vacancies at one time, the submission of the WRITs to the court will be staggered.

Lastly, Mr. Bustamante noted that RRHA submitted an application for the ROSS grant, as the previous three year grant will end in May of 2024. The new grant will provide funding from June of 2024 through May of 2027. Mr. Bustamante offered to answer any questions.

Commissioner Garner asked if we have closed on the new property. Mr. Bustamante replied that RRHA closed on the property December 1<sup>st</sup>.

Commissioner Garner asked if we will know before the expiration of the old ROSS grant if we have been awarded the new one. Mr. Bustamante stated that HUD usually provides notification beforehand, however, there have been instances where the decision came a month or so after the previous grant ended. Commissioner Garner asked what the time frame is for a decision. Mr. Bustamante stated a decision will likely be made in February or March of 2024.

Commissioner Garner asked how the implementation of the HUD 30 day eviction notice affects RRHA. Mr. Bustamante replied that RRHA is already integrated this procedure into it's' eviction process.

Chair Karney asked for further questions. There were none.

## 2. Staff Reports

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



### 3. Committee Reports

Chair Karney asked for committee reports. There were none.

### 4. Commissioner Comments

Chair Karney asked for commissioner comments. There were none.

### 5. City Council Liaison Comments or Discussion

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

### 6. Residents or other community members to address the Board

Chair Karney 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, November 27, 2023.

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

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

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, Kepley, Garner, Smith, Walker, Chair Karney

NAYS: None

### **REGULAR AGENDA**

1. **Resolution No. 4181**

Mr. Bustamante presented Resolution No. 4181 seeking the Board's approval to set the dates for the fiscal year 2024 board meetings. The proposed meeting dates are included in the agenda packet along with the resolution itself. If any of the board members have an issue with any of these dates, please let us know and the resolution can be ratified.

Chair Karney asked for further questions. There were none.

Commissioner Anguiano then introduced Resolution No. 4181 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, Walker, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4181 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY, PURSUANT TO ARTICLE III, SECTION 2 OF THE BYLAWS, DESIGNATING A DIFFERENT PLACE, DATE, AND/OR TIME FOR CERTAIN 2024 REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS

WHEREAS, Article III, Section 2 of the Bylaws of the City of Roanoke Redevelopment and Housing Authority (RRHA) provides that the regular meeting of the Board of Commissioners shall be held the fourth Monday of each month at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, Roanoke, Virginia; and

WHEREAS, Article III, Section 2 of the Bylaws of the RRHA provides that the Board of Commissioners may by resolution designate a different place, date, and/or time for any meeting; and

WHEREAS, it is in the best interest of RRHA to designate different place, date, and/or time for certain regular meetings of the Board of Commissioners in 2024.

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

- (1) The regular meeting of the Board of Commissioners for the month of May 2024 shall be held on Monday, May 20, 2024 at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, and Roanoke, Virginia 24017.
- (2) The regular meeting of the Board of Commissioners for the month of December 2024 shall be held on Monday, December 16, 2024 at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, and Roanoke, Virginia 24017.

## 2. Resolution No. 4182

Mr. Shank presented Resolution No. 4182 requesting the board's approval to award a contract for furnishing and delivery of new electric ranges for Villages at Lincoln. An Invitation for Bid was issued and two responsive bids were received from Indoff, LLC and Ferguson Enterprises. Although Indoff, LLC submitted the lowest bid, the ranges they submitted did not meet bid specs and thus, the contract was awarded to Ferguson Enterprises.

Commissioner Anguiano asked how many ranges will be installed. Mr. Shank replied that there are 165 apartments total. Range one is a standard 30 inch freestanding electric range and range two is for ADA compliance.



Chair Karney asked for further questions. There were none.

Commissioner Garner introduced Resolution No. 4182 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, Walker, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4182 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR FURNISHING AND DELIVERY OF NEW ELECTRIC RANGES FOR VILLAGES AT LINCOLN, AMP 202, 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, New Ranges for Villages At Lincoln 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 vendor to furnish and deliver new electric ranges for Villages At Lincoln; and

WHEREAS, RRHA issued a Invitation for Bid on October 23, 2022, with bids being due on November 28, 2023; and

WHEREAS, RRHA received two (2) responsive bids to the invitation, which were opened for consideration on a line item basis, such bids being as follows:

Bidder

Total Bid Amount

Indoff, LLC dba Allied Appliances	Range #1 -	\$91,166.00
	Range #2 -	\$9,328.00
	Range Connection Wire -	\$2,323.75
Ferguson Enterprises	Range #1 -	\$97,504.49
	(Corrected to \$97,504.96)	
	Range #2 -	\$9,426.74
	(Corrected to \$9,726.78)	
	Range Connection Wire -	\$2,127.20
	(Corrected to \$2,127.71)	

WHEREAS, contract award will be made based on cost submitted in bid for each type of range and range connection wire; and

WHEREAS, Range #1 and Range #2 that Indoff, LLC dba Allied Appliances submitted in their bid did not meet the specifications for Range #1 and Range #2 in the Invitation for Bid; and

WHEREAS, the amounts that Indoff, LLC dba Allied Appliances bid for Range #1 and Range #2 were disallowed; and

WHEREAS, Range #1 and Range #2 that Ferguson Enterprises submitted in their bid did meet the specifications for Range #1 and Range #2 in the Invitation for Bid; and

WHEREAS, the amount of the bid submitted by Ferguson Enterprises, was determined to be fair and reasonable when compared to the amount of the independent cost estimate based on previous purchase costs for similar types of ranges and range connection wires; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Ferguson Enterprises 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 Ferguson Enterprises; 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 Ferguson Enterprises be and hereby is accepted;



- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for materials, which by reference is inclusive of all specifications, addenda and related project documents, between Ferguson Enterprises and RRHA for the fixed price of \$109,359.45.
- (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. 4183

Mr. Bustamante presented Resolution No. 4183 requesting the board's approval to ratify the submission of the Section 8 Management Assessment Program Certification to HUD. RRHA completed the certification and self-evaluated and submitted the necessary documentation. Upon doing so, RRHA received a SEMAP score of 100%. RRHA has been a high performer in the Housing Choice Voucher program for the last five years and was a high performer again for 2023.

Chair Karney asked for further questions. There were none.

Commissioner Kepley introduced Resolution No. 4183 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, Walker, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4183 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY RATIFYING THE SUBMISSION OF SECTION 8 MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION TO THE

UNITED STATES DEPARTMENT OF HOUSING AND URBAN  
DEVELOPMENT

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) currently administers two thousand seventy-seven (2,077) units of Section 8 Housing; and

WHEREAS, pursuant to 24 Code of Federal Regulations (CFR), Part 985, RRHA is mandated to submit to the U.S. Department of Housing and Urban Development (HUD) a Section 8 Management Assessment Program (SEMAP) Certification concerning its performance in key Section 8 Program areas; and

WHEREAS, the purpose of the Certification is to allow HUD to objectively identify and measure RRHA's compliance with the Section 8 Program requirement, which measure is accomplished through the rating of performance indicators; and

WHEREAS, RRHA is required to submit this SEMAP Certification within sixty (60) days after the end of the fiscal year on September 30, 2023, resulting in a submission deadline of November 29, 2023; and

WHEREAS, the Section 8 staff complies with RRHA's written policies and procedures for the SEMAP performance indicators in the administration of the Section 8 Program. The staff conducts monitoring reviews of the following indicators and certifies to the Board of Commissioners that the information included on the SEMAP certification form is accurate and complete:

1. Selection from the Waiting List
2. Reasonable Rent
3. Determination of Adjusted Income
4. Utility Allowance Schedules
5. Housing Quality Standard (Quality Control Inspection)
6. Housing Quality Standard Enforcement
7. Expanding Housing Opportunities
8. Fair Market Rent Limit and Payment Standard
9. Annual Re-examinations
10. Correct Tenant Rent Calculations
11. Pre-contract Housing Quality Standards Inspections
12. Annual Housing Quality Standard Inspections
13. Lease-up
14. Family self-sufficiency

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to submit the Section 8 Management Assessment Program (SEMAP) Certification containing information listed on the attached form to the U.S. Department

of Housing and Urban Development.

EXPLANATION: RRHA's SEMAP scores for the past 5 years are as follows:

<u>Fiscal Year</u>	<u>SEMAP Score</u>
2020	100%
2021	100%
2022	100%
2023	100%

4. Resolution No. 4184

Mr. Shank presented Resolution No. 4184 requesting the board's approval to award a contract for repairs, painting and cleaning for four apartment units at 806 Hunt Avenue. An IFB was issued and two responsive bids were received with Colossal Contractors, Inc. submitting the lowest bid. Colossal Contractors, Inc. is a new vendor to RRHA and is based out of Maryland. They have completed similar projects for the housing authority in Prince George County and other local government entities and did so in a satisfactory manner.

Commissioner Garner asked if they have an office local to Roanoke. Mr. Shank replied that he has not gone over the logistics with them yet, however, they have provided their Virginia contractor's license and their SCC number. Commissioner Kepley asked if travel costs are included in their bid. Mr. Shank stated that those costs are included in the bid. Commissioner Kepley asked if this work only includes painting and cleaning. Mr. Shank replied that a variety of work will be done including, but not limited to, painting, cleaning, cabinet and countertop repair and door replacement.

Chair Karney asked for further questions. There were none.

Commissioner Anguiano introduced Resolution No. 4184 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, Walker, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4184 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR REPAIRS, PAINTING, CLEANING FOR FOUR APARTMENT UNITS FOR 806 HUNT AVENUE BUILDING, HUNT MANOR, AMP 259, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150123 AND PUBLIC HOUSING OPERATING FUNDS**

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 \$4,741,515.00; and

WHEREAS, Flooring and Renovations for Hunt Manor were 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 Repairs, Painting, Cleaning for Four Apartment Units for 806 Hunt Avenue Building, Hunt Manor; and

WHEREAS, RRHA issued a Invitation for Bid on November 12, 2023, with bids being due on December 5, 2023; 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>
Colossal Contractors, Inc.	\$118,510.00
Russell's Remodeling, LLC	\$183,022.00

WHEREAS, the amount of the bid submitted by Colossal Contractors, 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 Colossal Contractors, 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 Colossal Contractors, 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 Colossal Contractors, 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 Colossal Contractors, Inc. and RRHA for the fixed price of \$118,510.00.
- (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.

### **III. ADJOURNMENT**

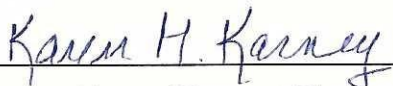
There being no further business to come before the Board, Commissioner Garner moved that the meeting be adjourned.

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

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

NAYS: None

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

  
\_\_\_\_\_  
David Bustamante, Secretary-Treasurer  
\_\_\_\_\_  
Karen Karney, Chair



Exhibits from December 18, 2023 Minutes previously circulated

