

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, May 20, 2024.

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, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

ABSENT: Commissioners Kepley

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Jackie Austin, VP of Finance/CFO; Tina Bousman, Manager of HR; Leanna Pagans, Administrative Manager/Executive Assistant; Brenda Prieto, PR/Social Media/Marketing Manager; Frederick Gusler, Director of Redevelopment and Revitalization; Joel Shank, VP of Operations; Julia Draper, Director of Housing; Shauna Paxton, HCV Manager; Debra Carter, Melrose Towers Resident;

Chair Karney welcomed everyone to today's meeting.

PUBLIC HEARING

Chair Karney opened the floor to receive comments on the proposed 2024 Annual Plan update to the 2020-2024 Agency Plan. Chair Karney noted that no members of the public were in attendance to comment and closed the public hearing.

PUBLIC HEARING

Chair Karney opened the floor to receive comments on the proposed 2024 Capital Fund Program Five-Year Action Plan. Chair Karney noted that no members of the public were in attendance to comment and closed the public hearing.

II. REPORTS

1. Executive Report

Mr. Bustamante greeted the board and announced on March 11th the White House released the fiscal year 2025 budget proposal for the U.S. Department of Housing and Urban Development (HUD). The President's budget proposal for HUD requests \$72.6 billion in discretionary spending with another \$185 billion in mandatory spending over 10 years. Overall, the budget request proposes essentially level funding compared to fiscal year 2024, through the appropriations process for affordable housing programs. The President's funding proposal is limited by the strict spending caps agreed to by Congress and the White House under the Fiscal Responsibility Act of 2023, which allows for a spending increase of only 1% in fiscal year 2025 compared to fiscal year 2024.

Mr. Bustamante noted while mandatory spending amounts are important additions, realistically, they are unlikely to make it into a final budget passed by Congress for fiscal year 2025. The President's budget would provide \$5.050 billion for Public Housing Operating Fund Formula grants. This is a \$426 million decrease over fiscal year 2024 enacted. HUD estimates that this amount represents a 90% proration rate. The President's budget includes \$29.251 billion for Housing Assistance Payments

(HAP) renewals. This is a \$760 million increase over the enacted fiscal year 2024 level. It is important to understand that RRHA will be working under different provisions for fiscal year 2025. It has been suggested that PHA's use \$963 million from reserves to continue to assist families in calendar year 2025. Everyone at the authority is working collectively as though this is going to be the budget and staff is addressing issues within this budget that will affect RRHA.

Mr. Bustamante stated that Tenant Account Receivables (TAR) are an area that is audited when determining an authority's score for Public Housing Assessment System (PHAS). HUD has decided to decrease the number of points associated with TAR. If an authority's TAR is 80% or greater they will receive five points, between 60% and 79% they will receive two points and zero points if the TAR is below 60%. What this change does not take into account is the occupancy issues that result from having a high TAR. Currently, Bluestone Park and Jamestown Place are outliers with a below average occupancy rate. Management is working with these property managers to improve this issue. While some of the problem can be attributed to turnover in maintenance staff, there needs to be a greater urgency to turn these units in 15 days or less.

Mr. Bustamante announced that Yardi Inc. will be onsite at the central office this week to provide training to new staff members, as well as answer questions that may have arisen since the implementation of the software five years ago. The Housing Choice Voucher (HCV) department is scheduled to attend May 21st-22nd and public housing staff will attend May 23rd-24th. Lastly, the HCV 2022 waitlist is now active and RRHA will begin pulling names at the end of June 2024.

Commissioner Smith asked if we are attempting to collect on any of the back rent that is owed to RRHA. Mr. Bustamante stated that RRHA is part of the Virginia Tax's Integrated Revenue System (IRMS). Any family that moves out of a property owing the housing authority money is then placed into this system. If they are working and generate any type of tax refund RRHA is able to collect on a portion of that refund until the balance is paid in full. There are currently 1,064 names on this list totaling over \$1.5 million in bad debt owed to RRHA. These individuals are also entered into the Enterprise Income Verification (EIV) system which prevents them from obtaining any other affordable housing until they satisfy their debt with RRHA. Vice Chair Garner asked if there is a protocol in place for tenants who have fallen behind on their rent. Mr. Bustamante replied that the eviction moratorium prevented property managers from taking anyone to court, and thus, families are leaving with large balances. There is, however, a policy in place and Ms. Draper is monitoring the TAR for items that need to be addressed. Commissioner Carr asked what percentage of tenants are in arrears. Mr. Bustamante stated that he does not have an exact total, but it is estimated at over 50%. Unfortunately, there was a long period of time within this organization where collecting rent was not a high priority.

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 comments or questions. There were none.

4. Commissioner Comments

Vice Chair Garner asked for additional information on the outcome of the recent meetings with city council. Mr. Gusler replied that the purpose of these meetings was to update council on the steps RRHA has taken towards developing the new property at Old Spanish Trail and discussing potential funding possibilities through the American Rescue Plan Act (ARPA). This grant would assist with up to \$100,000 in developmental costs per unit. RRHA staff will meet with the city managers on Thursday, May 30th to request additional funding through the Community Development Block Grant.

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

Ms. Carter addressed the board announcing that the Joint Resident Council (JRC) and the Coalition for Environmental Justice is sponsoring the Crayon Initiative which is an event focused on keeping non-biodegradable crayons out of city landfills. Boxes will be placed at all RRHA housing developments and the crayons collected will be melted down to create new crayons that will be donated to various children's hospitals. Ms. Carter added that Melrose Towers' annual National Night Out will be held on Tuesday, August 6th and everyone is welcome to attend.

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

CONSENT AGENDA

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held Friday, April 26, 2024.

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

- C-2 Monthly Operations Report for the month of April 2024.

RECOMMENDED ACTION: File as submitted.

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

AYES: Commissioners Anguiano, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

REGULAR AGENDA

- 1. Resolution No. 4200

Ms. Austin presented Resolution No. 4200 seeking the board’s approval to accept the audited financial statements for the year ended September 30, 2023.

Don Jump presented a draft version of the report to the board on April 26, 2024.

The audit presented no findings and an unmodified opinion in the report.

Vice Chair Garner asked if this will be last year of the current contract. Ms.

Austin replied that is correct. A Request for Proposal (RFP) was issued on March 31, 2024 and one proposal was received. RRHA staff is currently reviewing that proposal.

Chair Karney asked for further questions. There were none.

Vice Chair Garner then introduced Resolution No. 4200 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, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4200 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY ACCEPTING THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2023 AND ASSOCIATED REPORTS PROVIDED BY JUMP, PERRY AND COMPANY, LLP.

WHEREAS, The City of Roanoke Redevelopment and Housing Authority has received documents from JUMP, PERRY AND COMPANY, LLP entitled "ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY FINANCIAL STATEMENTS, FOR THE YEAR ENDED SEPTEMBER 30, 2023 (with Independent Auditor's Report thereon)

WHEREAS, JUMP, PERRY AND COMPANY, LLP auditors provided a presentation of the reports to the Roanoke Redevelopment and Housing Authority Board of Commissioners at the April 26, 2024 meeting; and

WHEREAS, the Roanoke Redevelopment and Housing Authority Board of Commissioners having reviewed these reports has determined that they include the necessary components of an independent audit of the Agency's financial statements for the year ended September 30, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the JUMP, PERRY AND COMPANY, LLP report identified above is hereby accepted.

EXPLANATION:

This resolution is needed to document the RRHA Board of Commissioner's acceptance of the annual independent audit.

2. Resolution No. 4201

Mr. Bustamante presented Resolution No. 4201 requesting the board's approval for the 2024 Annual Plan update to the 2020-2024 agency plan for submission to HUD. RRHA staff has met with the Resident Advisory Board (RAB) and their comments have been included in the plan. The public hearing was held today with no comments received.

Chair Karney asked for further questions. There were none.

Vice Chair Garner introduced Resolution No. 4201 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4201 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE 2024 ANNUAL PLAN UPDATE TO THE 2020-2024 AGENCY PLAN FOR SUBMISSION TO HUD

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) receives operating funds from the Department of Housing and Urban Development (HUD); and

WHEREAS, pursuant to Section 511 of the Quality Housing and Work Responsibility Act of 1998, RRHA is required to adopt an Annual and 5-Year Plan (the Plan); and

WHEREAS, the Plan is designed to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic public housing and tenant-based assistance program policies, rules and requirements concerning operations, programs, and services; and

WHEREAS, RRHA staff have consulted with the Resident Advisory Board and with participants and landlords in the Section 8 program to gather input, which has been considered in development of the Plan; and

WHEREAS, RRHA Commissioners were provided with copies of the draft 2024 Annual Plan update to the 2020-2024 Agency Plan; and

WHEREAS, the Plan and Attachments have been revised to include updated information regarding the Rental Assistance Demonstration Program, the use of CFP funds to for land acquisition, Faircloth to RAD and to reflect items approved by the Board of Commissioners subsequent to publication of the draft; and

WHEREAS, RRHA gave 45 days public notice for the draft 2024 Annual Plan and made the Plan available for public review at RRHA administrative offices, public housing site management offices, the Roanoke City Municipal Building, and on the RRHA website; and

WHEREAS, the RRHA Board of Commissioners gave notice and held public hearings to receive public comments on the draft 2024 Annual Plan on May 20, 2024; and

WHEREAS, the 2024 Annual Plan meets the current regulatory and statutory requirements; and

WHEREAS, the final Plan must contain a certification by City officials that the Plan is consistent with the Consolidated Plan of the City of Roanoke; and

WHEREAS, RRHA is required to submit the 2024 Annual Plan to HUD by June 18, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the 2024 Annual Plan update to the

2020-2024 Agency Plan, in substantially the form circulated to the RRHA Board of Commissioners, is hereby approved for submission to the U.S. Department of Housing and Urban Development upon receipt of certification from City officials that the Plan is consistent with the Consolidated Plan of the City of Roanoke.

3. Resolution No. 4202

Mr. Shank presented Resolution No. 4202 requesting the board's approval of the 2024 capital fund 5-year action plan and budget. The public hearing was held today with no comments received. RRHA received \$4.9 million from HUD which is the largest total ever received. Major projects included in the budget are the replacement of the gas infrastructure at Lansdowne Park and HVAC system and domestic hot water systems at Lansdowne Park and at the EnVision Center, as well as porch renovations for Villages at Lincoln. A line item has also been added in the amount of \$25,000 for demolition work at Indian Rock Village.

Vice Chair Garner asked how long we have to commit all of those funds. Mr. Shank replied that 90% of the grant must be obligated within two years and expended within four years. Vice Chair Garner asked how many of those grants are currently outstanding. Mr. Shank stated that two were expended in the last two months and three are outstanding.

Chair Karney asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4202 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4202 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE 2024 CAPITAL FUND FIVE-YEAR ACTION PLAN AND BUDGET

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) receives Capital Funds from the Department of Housing and Urban Development (HUD); and

WHEREAS, pursuant to 24 CFR 905.300, RRHA is required to develop and submit to HUD a Five-Year Action Plan and budget reflecting capital improvements planned for RRHA's Public Housing developments; and

WHEREAS, HUD allows public housing authorities to adopt either a fixed or rolling Five-Year Action Plan, and RRHA has adopted a rolling plan; and

WHEREAS, the Plan is designed to provide a framework for local accountability and easily identifiable source by which public housing residents and other members of the public may review RRHA's Plan for capital improvements to Public Housing; and,

WHEREAS, RRHA staff have conducted community meetings at all public housing sites to gather input, which has been considered in development of the 2024 Capital Fund Program Five-Year Action Plan; and

WHEREAS, RRHA Commissioners were provided with copies of the draft 2024 Capital Fund Program Five-Year Action Plan; and

WHEREAS, RRHA gave 45 days public notice and made the 2024 Capital Fund Program Five-Year Action Plan available for public review at RRHA administrative offices, public housing site management offices, and on the RRHA website; and

WHEREAS, the RRHA Board of Commissioners held a public hearing to receive public comments on the proposed Plan on May 20, 2024; and

WHEREAS, the RRHA 2024 Capital Fund Program Five-Year Action Plan meets the current regulatory and statutory requirements; and

WHEREAS, RRHA is required to submit the 2024 Capital Fund Program Five-Year Action Plan to HUD following approval by the RRHA Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached RRHA 2024 Capital Fund Program Five-Year Action Plan is hereby approved.

4. Resolution No. 4203

Mr. Shank presented Resolution No. 4203 requesting the board's approval to award authorization to renew the commercial insurance policies currently held by Virginia Risk Sharing Association (VRSA). The total increase for fiscal year 2024 is \$27,497.00. The renewal includes an increase of 10% for general liability coverage related to the amount of expenditures for the organization as a whole and a 20% increase in public official's liabilities due to the claims that VRSA paid out for all municipalities that it services. There is also a 4% increase for cyber liability, a 10% increase for property liability and a 14% increase for excess liability.

Chair Karney asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4203 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4203 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE RENEWAL OF COMMERCIAL INSURANCE POLICIES CURRENTLY HELD BY THE VIRGINIA RISK SHARING ASSOCIATION

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) is required by 24 CFR 965 Subpart B to procure adequate insurance for its public housing properties to protect RRHA from financial loss resulting from various hazards; and

WHEREAS, on September 27, 2007, HUD authorized non-competitive procurement with the Virginia Municipal League (VML) Insurance Programs as provided for under 24 CFR Part 85 – Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments; and

WHEREAS, RRHA has held commercial insurance policies through the VML since 2008; and

WHEREAS, Virginian Municipal League Insurance Programs changed their name to Virginia Risk Sharing Association (VRSA) effective July 1, 2019; and

WHEREAS, the contract for commercial insurance policies was publicly competed in 2022, with VRSA submitting the highest ranked proposal; and

WHEREAS, VRSA provided a \$27,297.00 increase in the 2024-2025 renewal rate for RRHA's Automobile, Property, Excess Auto Liability, Boiler & Machinery, Crime, Worker's Compensation, General Liability, and Miscellaneous Coverage policies; and

WHEREAS, the cost of this insurance is deemed fair and reasonable, based on cost analysis completed by RRHA staff.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to provide a Notice of Renewal for and execute necessary documents to review Automobile, Automobile Excess, Property, Crime, Boiler & Machinery, Worker's Compensation, General Liability, and Miscellaneous Coverage policies from Virginia Risk Sharing Association for the term of July 1, 2024 through June 30, 2025, for a not to exceed contract amount of \$365,181.00.

5. Resolution No. 4204

Mr. Shank presented Resolution No. 4204 requesting the board's approval to award a contract for repairs, painting and cleaning for two units at Bluestone Park. The cast iron piping under the floor of these two units rotted out and, thus, the plumbing has failed. In addition, there is water damage, as well as cabinets that must be replaced. An

IFB was issued and one responsive bid was received from Russell’s Remodeling, LLC in the amount of \$217,900. After meeting with Mr. Russell and reviewing the submitted bid he was able to lower the bid amount to \$200,000. Based on the cost estimate of \$174,000 this price is considered to be fair and reasonable.

Chair Karney asked for further questions. There were none.

Vice Chair Garner introduced Resolution No. 4204 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, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4204 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR REPAIRS, PAINTING, CLEANING FOR 2717/2719 SAND RD., BLUESTONE PARK, AMP 259, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150123 AND 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 \$4,840,100.00; and

WHEREAS, Interior Flooring/Renovations for Hunt Manor/Bluestone Park, AMP 259 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 Repairs, Painting, Cleaning for 2717/2719 Bluestone Park, AMP 259; and

WHEREAS, RRHA issued a Invitation for Bid on March 24, 2024, with bids being due on April 16, 2024; and

WHEREAS, RRHA received one (1) responsive bid to the invitation, which was opened for consideration, such bid being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
Russell's Remodeling, LLC	\$217,900.00

WHEREAS, as a result of negotiations with Russell's Remodeling, LLC, the amount of the bid submitted by Russell's Remodeling, LLC was revised to \$200,000.00, which 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 revised 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 \$200,000.00.
- (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.

6. Resolution No. 4205

Mr. Shank presented Resolution No. 4205 requesting the board's approval to

award a contract for installation of passive radon vent systems for Jamestown Place and Indian Rock Village. An IFB was issued and one responsive bid was received from Russell's Remodeling, LLC in the amount of \$316,000. After reviewing the submitted bid with Mr. Russell he revised the bid amount to \$280,000. Mr. Shank noted his cost estimate was \$245,000.00, therefore, this price is considered to be fair and reasonable.

Commissioner Anguiano asked if this is a proactive or reactive project. Mr. Shank replied this is a HUD initiative in which all of the RRHA public housing developments will eventually be tested. Thus far, mitigation work has been completed at Hunt Manor and work will begin at Bluestone Park sometime this summer. A total of four units exceeded safe levels at Jamestown Place and twelve units at Indian Rock Village including the daycare center and administrative buildings.

Chair Karney asked for further questions. There were none.

Vice Chair Garner introduced Resolution No. 4205 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, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4205 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDED A CONTRACT FOR INSTALLATION OF PASSIVE RADON VENT SYSTEMS FOR JAMESTOWN PLACE, AMP 207 AND INDIAN ROCK VILLAGE, AMP 210, UNDER RADON TESTING AND MITIGATION DEMONSTRATION GRANT PROGRAM GRANT

NUMBER VALRT001023 AND 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”) Office of Lead Hazard Control and Healthy Homes (OLHCHH) Radon Testing and Mitigation Demonstration Grant Program, grant number VALRT001023 in the amount of \$449,000.00; and

WHEREAS, Radon Mitigation for Jamestown Place, AMP 207 and Indian Rock Village, AMP 210 was included on the Grant Budget detailing the planned use of grant number VALRT001023; and

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 \$4,840,100.00; and

WHEREAS, Abatement of Hazardous Materials for Jamestown Place, AMP 207 and Indian Rock Village, AMP 210 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 Installation of Passive Radon Vent Systems for Jamestown Place, AMP 207 and Indian Rock Village, AMP 210; and

WHEREAS, RRHA issued a Invitation for Bid on March 31, 2024, with bids being due on April 30, 2024; and

WHEREAS, RRHA received one (1) responsive bid to the invitation, which was opened for consideration, such bid being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
Russell’s Remodeling, LLC	\$316,000.00

WHEREAS, as a result of negotiations with Russell’s Remodeling, LLC, the amount of the bid submitted by Russell’s Remodeling, LLC was revised to \$280,000.00, which 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 revised 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 \$280,000.00.
- (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.

7. Resolution No. 4206

Mr. Gusler presented Resolution No. 4206 requesting the board's approval to execute documents necessary to consummate the purchase of property located at 4947 Showalter Drive, Northwest. The Homeownership program allows for \$275,000 in acquisition and rehabilitation costs and the sale price of this property is \$257,000. This property is essentially turnkey and will only require minor upgrades. Mr. Gusler noted in the interest of full disclosure, the buyer that has put down the deposit for this property is a HCV staff member, as well as a public housing resident.

Chair Karney asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4206 and moved its adoption

as introduced.

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

AYES: Commissioners Anguiano, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4206 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE THE PURCHASE OF PROPERTY LOCATED AT 4947 SHOWALTER DRIVE, NW BEARING CITY OF ROANOKE TAX MAP NUMBER 6130111, IN CONJUNCTION WITH THE HOMEOWNERSHIP PROGRAM.

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) operates a homeownership program (HOP) and has funding available to further RRHA's goals of providing opportunities for low to moderate income residents to achieve homeownership; and

WHEREAS, the RRHA Board of Commissioners passed Resolution Number 4192 on March 25, 2024, which authorized the Executive Director or a designee to negotiate and execute acquisition option agreements with owners or agents of two properties; and

WHEREAS, RRHA is currently working with HOP applicants to find suitable housing units that can be renovated to a standard consistent with the various HOP programs by which properties should not require significant maintenance for seven years after their sale; and

WHEREAS, RRHA was awarded a grant from the Roanoke Valley Allegheny Regional Commission in 2022 for a total of \$111,629 to use towards two (2) homeownership units; and

WHEREAS, RRHA signed a contract to purchase 4947 Showalter Drive, NW for \$257,000 contingent upon board approval and RRHA inspection; and

WHEREAS, RRHA has inspected the property at 4947 Showalter Drive, NW, and determined that it can reasonably renovate the property within the budget set by Resolution Number 4192 to the standards of the HOP; and

WHEREAS, the HOP allows RRHA to sell properties to qualified low to moderate income first-time homebuyers per HUD definitions and regulations; and

WHEREAS, Meghan Castaneda has complied with all requirements of the HOP to date and has provided evidence of pre-qualifications for financing with Freedom First Credit Union and made the required down payment on the mortgage in an escrow account; and

WHEREAS, Meghan Castaneda has signed a letter of intent dated April 5, 2024 with RRHA to purchase a property in the City of Roanoke subsequent to RRHA purchasing and completing numerous improvements to said property, with the final sales price to be based on an appraisal of the property and other considerations; and

WHEREAS, prior to closing RRHA will account for at least 20% of the purchase price in the form of seller financing through a forgivable second mortgage; and

WHEREAS, RRHA desires to purchase the property so that it may make needed improvements to comply with its homeownership program requirements and in turn sell the property to Meghan Castaneda.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is hereby authorized and directed to execute documents necessary to consummate the purchase of property at 4947 Showalter Drive, NW, bearing City of Roanoke Tax Map Number 6130111.

III. **ADJOURNMENT**

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

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

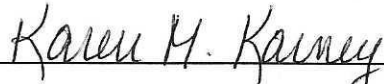
AYES: Commissioners Anguiano, Carr, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney declared the meeting adjourned at 3:48 p.m.



David Bustamante, Secretary-Treasurer



Karen Karney, Chair

Exhibits from May 20, 2024 Minutes previously circulated