

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 24, 2025.

**I. CALL TO ORDER – ROLL CALL**

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

PRESENT: Commissioners Carter, Coles, Karney, Walker, Wright, Chair Kepley, Vice Chair Carr

ABSENT: None

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Joel Shank, VP of Operations; Jackie Austin, VP of Finance/CFO; Tina Bousman, Human Resources Manager; Meghan Castañeda, Administrative Manager/Executive Assistant; Fredrick Gusler, Director of Redevelopment and Revitalization; Greg Goodman, Director of Community Support Services; Brenda Prieto, Manager of PR/MKTG/SM; Hannah Abdullah, Lansdowne Resident

Chair Kepley welcomed everyone to today's meeting and

**I. REPORTS**

1. Executive Report

Mr. Bustamante shared that in addition to his written report which was provided, he wanted to inform the board that the 9% Tax Credit application was submitted on March

13<sup>th</sup>, and now we are waiting to see if RRHA will be allocated those credits. He advised results will be shared as soon as notice is received. Mr. Bustamante acknowledged the continuing resolution that was passed by Congress and noted that no changes were made to RRHA's Capital Fund Program nor the Public Housing Operating Fund at this time. There was, however, an increase to the Section 8 Housing Assistance Payments (HAP). RRHA's Administrative fees also remained at level funding. Mr. Bustamante pointed out that while this is not terrible news, there is some concerns about other measures that were passed in the continuing resolution that may prove negative to the population we serve including changes in the funding to Medicaid and Social Security payments. The extent that our families are affected by those changes remains to be seen, but as far as the Housing Authority's funding is concerned, there were minimal changes, he explained.

Mr. Bustamante notified the Board that RRHA will be holding Strategic Planning Meetings in April between the 14<sup>th</sup> and 24<sup>th</sup>. He requested two volunteers from the Board to serve on the planning committee and asked that they contact him after the meeting if interested.

Mr. Goodman was invited to the podium to discuss a grant that he submitted on behalf of the Housing Authority. He explained that an application was filed for a Virginia Department of Criminal Justice Services Firearm Violence Intervention and Prevention Grant that would allot \$300,000 for programs at Villages at Lincoln, Hunt Manor and Ashton Gardens that encourage community engagement. Some examples of programs it would create are bi-weekly art classes that focus on engagement with residents and increasing resident council participation, mental wellness workshops, and a pilot program

by the Western Virginia Area Labor Federation that introduces trade skills. The latter would even provide youth participants with a stipend for their participation, he explained.

Mr. Goodman went on to explain the plan to build a large-scale garden at both Villages at Lincoln and Melrose Towers that would also include fruit trees. He ended by saying there should be a determination on the application by May 8<sup>th</sup> or 9<sup>th</sup> and he will update the Board once the information is received. He hopes to begin these programs as early as June if the grant application is approved.

He asked for any questions, and Chair Kepley asked about how many grants are available and if RRHA would be competing with other Housing Authorities for the grant. Mr. Goodman answered that there are six (6) grants available and confirmed there would be competition to receive the grants. Vice Chair Carr asked if the grant was specifically targeted for youth, and Mr. Goodman confirmed, but added there is a desire to incorporate projects that also include the whole family to offer programs that have the potential to impact the whole community and see the big picture. He provided the example of the agricultural program which will have workshops for families to develop cooking skills that utilize the crops we are growing. This is another program that will offer a stipend for participation. He added he forgot to mention RRHA would be partnering with Taylor Tutoring Services to offer after-school tutoring services for students at all grade levels as part of the grant as well. Chair Kearny requested the gardens be accessible, and Mr. Goodman assured her the garden at Melrose Towers would be built right off one of the sidewalks and would be a raised garden bed so it is wheelchair accessible. She told him to let her know if there is anything they can do to help with the gardens. Commissioner Walker asked if the art classes would be held at the EnVision Center or at the different

property sites, and Mr. Goodman responded the main programming would actually be held at the Villages at Lincoln due to available space. He assured the Board that residents from Hunt Manor and even Afton Gardens would be included in those programs as well.

Chair Kepley asked for further questions. Vice Chair Carr asked if Mr. Bustamante had heard anything about a grant application that was presented by a professor from Virginia Tech working with some students about energy efficiency. Mr. Bustamante assured him that the grant was submitted, but no response has been received to date. He acknowledged that it could be a matter of the appropriation of funds affecting the grant approval at this time. Chair Kepley asked for any additional questions. There were none.

## 2. Staff Reports

Chair Kepley asked for staff reports. Hearing none he moved on.

## 3. Committee Reports

Chair Kepley asked for Committee reports. There were none.

## 4. Commissioner Comments

Chair Kepley asked for comments or questions. Commissioner Carter commented on a Town Hall she hosted at Melrose Towers on March 19<sup>th</sup> to which approximately 60 people were in attendance. She explained the purpose of the meeting was to put focus on the residents that live in Public Housing and all the services that are depended on by these families to survive. The meeting was a chance for constituents to voice their concerns over the changes being made by our federal

government to these services. She pointed out that Senator Tim Kaine, legislative aides for Delegate Rasoul, Mr. Bustamante, and the City Mayor were all in attendance while the chair for Representative Ben Kline was empty. Chair Kepley thanked Commissioner Carter for sharing and hearing no other comments moved on.

5. City Council Liaison Comments or Discussion

Chair Kepley asked for city council liaison comments. There were no representatives present, but he did point out there is an upcoming meeting with the city council and asked if anyone had any thoughts. Mr. Bustamante shared he believes the meeting is on May 6<sup>th</sup> and Chair Kepley confirmed the date and thought the time was 9:00 AM. Mr. Bustamante agreed and said he would notify the Board if he learned that was not correct. Commissioner Carter asked if the entire Board needed to be in attendance, and Mr. Bustamante said yes, if possible, the whole board needs to be present and it will be held at the City Council chambers. Hearing no other comments, Chair Kepley proceeded.

6. Residents or other community members to address the Board

Chair Kepley asked for other community members' comments. There were none.

**CONSENT AGENDA**

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, February 24, 2025.

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

- C-2 Monthly Operations Report for the month of February 2025.

RECOMMENDED ACTION: File as submitted.

Chair Kepley 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 Carter, Coles, Karney, Walker, Wright, Chair Kepley, Vice Chair Carr

NAYS: None

**REGULAR AGENDA**

1. Resolution 4239

Mr. Bustamante introduced Resolution 4239 to approve revisions to the Admissions and Continued Occupancy Policy (ACOP) for Public Housing. He explained most of the revisions were due to the upcoming changes with HOTMA, and that due to delays in implementing the changes, this policy created a chapter for program administration prior to HOTMA and a chapter for post HOTMA changes. Chair Kepley asked if anyone had any questions. Vice Chair Carr pointed out that a huge amount of material was provided for review and asked if there was anything significant in the changes that would affect the way the Housing Authority operates or that would impact

the residents. Mr. Bustamante replied there are many changes to how eligibility is determined and to how income and assets are reflected in rent calculations. He stated he would gather resources that provide more concise descriptions of how these changes will affect our programs and make them available to the Board. Vice Chair Carr asked if the HOTMA changes are further limiting who may be eligible for Public Housing, to which Mr. Bustamante assured that no it was not. The changes are more aimed at redefining what can be considered income and assets, he explained. He also reiterated he would be sure to send out a concise fact sheet for HOTMA after the meeting. There was general appreciation for that and Chair Carr pointed out that RRHA's policies needed to be updated in order to comply with federal regulations.

Chair Kepley introduced Resolution No. 4239 and Vice Chair Carr moved its adoption as introduced.

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

AYES: Commissioners Coles, Karney, Walker, Wright, Chair Kepley, Vice  
Chair Carr

NAYS: None

ABSTAIN: Commissioner Carter

Chair Kepley thereupon declared said motion carried and Resolution No. 4239 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. 4195 on April 22, 2024; 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 HOTMA revisions to certain chapters of the model policies to subscribers, 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.

2. Resolution 4240

Mr. Bustamante introduced Resolution No. 4240 to approve a revised Administrative Plan for the Section 8 Housing Choice Voucher Program. He

explained the reasoning is the same as for the ACOP resolution and match the changes previously discussed. He promised to send a fact sheet out for the Administrative Plan as well. Chair Kepley asked if there were any questions. There were none.

Vice Chair Carr introduced Resolution No. 4238 and moved its adoption as introduced.

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

AYES: Commissioners Carter, Coles, Karney, Walker, Wright, Chair Kepley, Vice Chair Carr

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4240 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A REVISED ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING CHOICE VOUCHER 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 Housing Choice Voucher (HCV) program, through the use of the PHA's Administrative Plan; and

WHEREAS, the Administrative Plan 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 Administrative Plan 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 Administrative Plan for the RRHA Section 8 HCV Program was approved by the RRHA Board of Commissioners by Resolution No. 4228 on November 24, 2024; and

WHEREEAS, 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 HOTMA revisions to certain chapters of the model policies to subscribers; and

WHEREAS RRHA staff have reviewed the Administrative Plan 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 Administrative Plan for the RRHA Section 8 Housing Choice Voucher 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 updates.
3. Resolution No. 4241

Mr. Shank presented a Resolution No. 4241 to approve the execution of a modification to the contract with Ferguson Enterprises, LLC. He explained the modifications would be made to a corporate agreement contract where another government entity does procurement work and, providing they've had the right language in the procurement process and said procurement meets federal HUD procurement guidelines, RRHA is permitted to enter into a contract taking advantage of that procurement. He went on to describe the contract entered into with Ferguson approximately a year ago as one such contract. Built into the contract was the option to have two (2) one-year extension periods, he expounded. This resolution is a request to add the first of those extensions and increase the funds to cover the cost of that one year option and to add \$200,000 to the contract amount to cover the cost for materials that are

ordered through this contract for the next year. He explained that this additional amount was based on the amount that was spent during the first year of the contract and would be utilized to cover the cost of materials used by the maintenance staff to complete ongoing repairs and other operations in the housing department. He provided further examples such as plumbing, building supplies and different types of equipment.

Chair Kepley asked if the materials were bought from local vendors to which Mr. Shank responded no, it was all through Ferguson. He further explained that when RRHA opened up for bids for companies to go into contract to provide these materials, Ferguson had been awarded the contract. Mr. Shank reminded the Board that RRHA procures these services because entering contracts such as this allow the Housing Authority to take advantage of more affordable prices that result from bulk pricing of materials due to these companies having the promise of large volumes of business. Vice Chair Carr asked if the materials are ordered as if from a catalog with set prices, and Mr. Shank said yes, all of the pricing was set during the procurement process. Commissioner Carter asked if there was any concern that the tariffs being implemented by the federal government would affect the cost of materials then since the prices were set during procurement. Mr. Shank went on to explain the prices are set as percentages of their costs which means if they have a piece of equipment that, for example, is sold for \$1,000, and during procurement the agreement was for RRHA to buy the same equipment at a rate 20% off of that price, then it would cost the Housing Authority \$800. So, he continued, if the prices increase, what RRHA pays will too but at a 20% reduction from standard rates. Commissioner Walker asked if extensions must be requested every year or if they are built into the contract to automatically go into effect. Mr. Shank responded that they must be requested annually

and that for this particular contract at the end of the second year option, RRHA will accept bids once again for a cooperative agreement for providing these materials.

Commissioner Kearny introduced Resolution No. 4238 and moved its adoption as introduced.

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

AYES: Commissioners Carter, Coles, Karney, Walker, Wright, Chair Kepley, Vice Chair Carr

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4241 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A CONTRACT WITH REGION 14 EDUCATION SERVICE CENTER/OMNIA PARTNERS AND FERGUSON ENTERPRISES, LLC**

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) includes Maintenance, Repair, and Operations supply (MRO) as a necessary expense in its annual operating budget; and

WHEREAS, the Department of Housing and Urban Development (HUD) procurement regulations allow RRHA to join intergovernmental cooperative agreements; and

WHEREAS, RRHA has determined that joining the Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC contract, identified as contract #02-138, as awarded on April 19, 2022 with an effective date of April 19, 2022 and with a term ending on April 30, 2025 with two (2) option years, if mutually agreed upon by Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC, is cost effective and in the best interest of RRHA; and

WHEREAS, RRHA has requested an option year extension and Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises has accepted the option year extension; and

WHEREAS, the Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC contract is routine in nature for purchasing plumbing supplies, HVAC products and building supplies; and

WHEREAS, the Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC contract fully satisfies HUD's five (5) intergovernmental cooperative agreement requirements; and

WHEREAS, the not-to-exceed amount for this contract was determined based on review of RRHA's average expenses for MRO for the past five (5) years; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to execute a contract modification adding option year one extension and increasing contract not-to-exceed amount by \$200,000.00 with Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC, contingent upon acceptance of RRHA's Memorandum of Understanding by Ferguson Enterprises. LLC.

## II. ADJOURNMENT

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

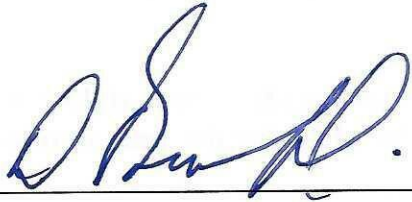
The motion was seconded by Commissioner Kearney and upon roll call the following vote was recorded:

AYES: Commissioners Coles, Karney, Walker, Wright, Chair Kepley, Vice Chair Carr

NAYS: None

ABSTAIN: Commissioner Carter

Chair Kepley declared the meeting adjourned at 3:22 p.m.

A handwritten signature in blue ink, appearing to read 'D. Bustamante', written over a horizontal line.

David Bustamante, Secretary-Treasurer

A handwritten signature in blue ink, appearing to read 'D. Kepley', written over a horizontal line.

Drew Kepley, Chair

Exhibits from March 24, 2025 Minutes previously circulated