

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, June 23, 2025.

I. CALL TO ORDER – ROLL CALL

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

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

ABSENT: Chair Kepley

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; Victoria Croy, Jobs Plus Case Manager; Phazon Nash, Roanoke City Council Liaison; Todd Jackson, Managing Editor for Roanoke Rambler;

In the absence of Chair Kepley, Vice Chair Carr welcomed everyone to today's meeting and introduced Mr. Bustamante to present the Executive Report.

II. REPORTS

1. Executive Report

Mr. Bustamante provided the board with several key updates regarding RRHA's future funding. He informed the board Secretary Scott Turner had recently appeared before the Senate HUD Committee to defend the President's Fiscal Year 2026 budget request. Committee Chair Cindy Hyde-Smith, a Republican from Mississippi, expressed the Trump Administration's proposal to eliminate the Community Development Block Grant (CDBG) program and turn block grants over to the states was beyond her panel's jurisdiction. She also voiced concern over proposed cuts to public housing authorities of more than 50%.

Mr. Bustamante used this context to segue into a recent meeting he had with Representative Ben Cline. He noted Representative Cline was well-prepared and had extensive knowledge of the budget proposal. Representative Cline echoed the same sentiment as Chair Hyde-Smith—Congress's role is to appropriate funds, not make policy. Representative Cline communicated the only significant concern that seems likely to pass in the Senate was the proposed time restrictions on how long individuals may remain in subsidized housing programs.

Mr. Bustamante shared Representative Cline expressed willingness to address the board, provided the meeting was planned with sufficient notice. Although no definitive outcome was available regarding funding past the September 30th deadline, Mr. Bustamante noted a shift in tone from fears of a 50% funding reduction to the more likely possibility of another continuing resolution. While not ideal, a continuing resolution

would maintain level funding and be preferable to a drastic budget cut. He committed to keeping the board informed of any further developments.

He also informed the board he would be on vacation for 10 days in July but would remain available via phone and email. During his absence, Jackie Austin and Joel Shank will manage day-to-day responsibilities. Commissioner Carter suggested National Night Out in August might provide an ideal window to schedule the meeting with Representative Cline, as he usually attends neighborhood events that week. Mr. Bustamante agreed to propose that to the Representative and follow up accordingly. Vice Chair Carr clarified if a continuing resolution would result in level funding, to which Mr. Bustamante confirmed this would be the case, marking the third consecutive year of such funding.

2. Staff Reports

Vice Chair Carr opened the floor for any staff reports to be shared. Mr. Goodman provided an update on a Department of Criminal Justice Services grant awarded to the Housing Authority in the amount of approximately \$300,000. The grant focused on violence prevention efforts specifically targeting the Villages at Lincoln and Hunt Manor housing communities. Programming funded by the grant was scheduled to launch in late August and included weekly art classes, after-school tutoring, mental health and agricultural groups, trade camps, and other community engagement initiatives for youth.

A significant element of the initiative involved the construction of two organic gardens—one at Villages at Lincoln and another at Melrose Towers. The Melrose Towers garden was planned to be wheelchair-accessible, with construction expected to

begin as early as the following month. Youth from Villages at Lincoln and Hunt Manor were to receive stipends for their work in building and maintaining the gardens.

Mr. Goodman explained the grant also supported efforts to strengthen resident councils at the targeted communities, with art used to promote engagement and recognition of these groups. In response to questions, he added the grant had a two-year duration, and programming was to occur Monday through Thursday. A new coordinator position—It Takes a Village Coordinator—was being created to oversee program operations starting in July.

He noted external providers would be contracted to deliver instruction in art and gardening, with a goal of organizing services under a single umbrella organization when it is opened for proposals.

Commissioner Walker inquired why only two housing sites were included in the grant. Mr. Goodman responded Villages at Lincoln and Hunt Manor were selected due to their proximity and logistical feasibility, noting the funding amount limited the scope. He also confirmed other programming was already active at other housing sites.

Commissioner Karney offered support for accessible gardening needs and asked if funds for accessible gardening tools had been included in the grant proposal, to which Mr. Goodman responded toolkit funding was included and welcomed suggestions.

Mr. Goodman shared residents at Melrose Towers would be consulted on garden design, with a meeting scheduled for the upcoming Thursday. Commissioner Carter mentioned notice had not yet been posted; Mr. Goodman clarified flyers were distributed earlier that day.

The program's formal launch was scheduled for the end of August to align with the school calendar and the National Night Out event, which would provide an opportunity to recruit partners and participants. Mr. Goodman estimated the program had the potential to reach 200–300 youth, with smaller, more focused groupings planned for tutoring and similar activities.

In response to questions about public communication, Mr. Goodman acknowledged the grant announcement had not yet been shared on the Envision Center's Facebook page. He explained the timing was premature, as the Housing Authority was still finalizing its list of confirmed partners. He expected an official announcement within the next few weeks once those details were solidified.

Commissioner Carter encouraged a "coming soon" style announcement to raise awareness and interest among residents who follow the page. Mr. Goodman agreed that was a good suggestion and thanked the board for their questions and feedback.

3. Committee Reports

Vice Chair Carr asked for committee reports. There were none.

4. Commissioner Comments

Vice Chair Carr asked for commissioner comments. There were none.

5. City Council Liaison Comments or Discussion

Vice Chair Carr asked for comments or questions from the City Council Liaison. Mr. Nash provided a brief report in his capacity as city liaison to the Gun Violence

Prevention Commission. He shared the Commission had met earlier in the week, during which the RESET Team conducted a walk in response to a recent incident near the Lansdowne community. During the walk, residents provided feedback and voiced concerns, which the team compiled. Mr. Nash requested Deputy Chief Crawley and Lloyd Merchant share this feedback with him, emphasizing the importance of communication between agencies and the Housing Authority. He expressed without such information, issues could go unaddressed. He committed to forwarding the feedback to Mr. Bustamante once received.

Mr. Nash also raised a question regarding how the Housing Authority responds to extreme heat conditions, particularly in communities without air conditioning, and referenced recent legislation preventing utility companies from disconnecting services during excessive heat.

In response, Mr. Bustamante explained while some developments do have air conditioning units, others—such as Lansdowne—do not. He noted the Authority had previously applied for a grant through the Emergency Assistance Program (EAP), but the application was unsuccessful due to the closure of the relevant department under the current administration. As a result, the Authority lacked the financial resources to install or maintain air conditioning in all units. He clarified while HUD regulations require heating in the winter, they do not mandate the provision of air conditioning.

Mr. Goodman added the Department of Social Services (DSS) had been stationed at the EnVision Center, where staff had been assisting residents with on-site cooling assistance applications. This effort had been underway for the past three to four weeks, with a particularly strong turnout in Lansdowne.

Mr. Nash acknowledged the efforts and shared the Melrose Library was also operating as a designated cooling center for residents in need. He concluded by asking whether there were any current issues or legislative matters the Housing Authority needed support with from City Council. Mr. Bustamante responded the Housing Authority maintained a strong relationship with the city and would reach out if assistance were needed.

Vice Chair Carr thanked Mr. Nash for his report and asked if there were any additional questions. There were none.

6. Residents or other community members to address the Board

Vice Chair Carr asked for comments from residents or other community members. There were none.

CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, May 19, 2025.

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

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

RECOMMENDED ACTION: File as submitted.

Commissioner Carter introduced a motion to approve the Consent Agenda.

The motion was seconded by Commissioner Karney and upon roll call the

following vote was recorded:

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

NAYS: None

REGULAR AGENDA

1. **Resolution No. 4250**

Vice Chair Carr introduced Resolution 4250, a resolution of the City of Roanoke Redevelopment and Housing Authority to adopt the IRS Section 125 Premium-Only Plan document for the plan year July 1, 2025, through June 30, 2026. The resolution also authorized the Executive Director to execute the plan accordingly.

Ms. Bousman presented the item, explaining the purpose of the resolution was to allow the Housing Authority to continue deducting employee insurance premiums on a pre-tax basis. The Authority worked with a company called TASC to administer this service. TASC's quoted fee for the upcoming year was \$278.16.

Vice Chair Carr inquired if the amount was accurate, and Ms. Bousman confirmed it was correct, noting the cost was only slightly higher than the previous year's fee of approximately \$237. She emphasized this was an annual fee, not a weekly one, and such low rates were uncommon.

Vice Chair Carr invited any further questions. Hearing none, he called for a motion regarding Resolution 4250.

Commissioner Carter moved its adoption as introduced.

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

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

NAYS: None

Vice Chair Carr thereupon declared said motion carried and Resolution No. 4250 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY (RRHA) TO ADOPT THE IRS SECTION 125 PREMIUM-ONLY PLAN DOCUMENT FOR THE PLAN YEAR JULY 1, 2025 THROUGH JUNE 30, 2026, AND AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE ACCORDINGLY.

WHEREAS, IRS code Section 125 allows employers to set up a Premium Only Plan (POP), where an employee's insurance premium contributions can be deducted from his or her payroll on a pre-tax basis; and

WHEREAS, RRHA currently provides RRHA employees pre-tax benefits eligible under IRS Section 125's Premium Only Plan;

WHEREAS, RRHA's Section 125 Premium Only Plan was adopted originally July 1, 2021; and

WHEREAS, Section 125 includes an annual notification to all eligible employees which allows RRHA employees to voluntarily agree to a salary reduction so that the employer can pay their insurance premium as a business expense; and

WHEREAS, RRHA has previously engaged TASC as third-party administrator for this; and

WHEREAS, the new plan year quote for this service is \$278.16; and

WHEREAS, we have used this same vendor successfully in the past; and

WHEREAS, staff recommends continuing to use this same vendor for this service.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of

RRHA that the IRS Section 125 Premium Plan Only Plan Document is adopted for the Plan Year July 1, 2025 through June 30, 2026, and the Executive Director is authorized to execute accordingly.

2. Resolution No. 4251

Mr. Gusler presented a resolution requesting an extension of a redevelopment agreement concerning the property located at 217 Reserve Avenue, owned by Carilion Clinic Properties, LLC. He explained this resolution was similar to one adopted in the previous month, which extended a redevelopment agreement for a property on Williamson Road in partnership with the Virginia Tech Foundation.

This particular request concerned one of the last two remaining redevelopment agreements within the South Jefferson Redevelopment Area. The proposed extension would move the deadline for submission of a formal development plan to December 31, 2028. Carilion had been using the site as a staging area for construction of the new cancer center, and while development had not yet begun on this specific parcel, Carilion was still required to commence construction by the year 2030 under the terms of the original agreement.

In response to Commissioner Carter's inquiry about the delay, Mr. Gusler noted the overall development of the South Jefferson area had prioritized other parcels. The COVID-19 pandemic in 2020 had also contributed to delays. Mr. Loftis added he had maintained regular communication with Carilion and confirmed their development plans for the area had changed multiple times. The use for the 217 Reserve Avenue parcel had been revised at least twice, and Carilion now sought additional time to ensure they determined the most

appropriate and strategic use of the property rather than rushing to construct something prematurely.

Commissioner Coles asked for clarification about the agreement timeline. Mr. Gusler confirmed the property had already been sold to Carilion, and under Virginia Code, redevelopment agreements must include a timeline for submission of a development plan. The current resolution would extend that deadline to the end of 2028. If Carilion failed to begin construction by 2030, the Housing Authority would have the authority to reclaim the property.

Vice Chair Carr thanked Mr. Gusler and asked if there were any additional questions. There were none.

Commissioner Karney introduced Resolution No. 4251 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 and Vice Chair Carr

NAYS: None

Vice Chair Carr thereupon declared said motion carried and Resolution No. 4251 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT
AND HOUSING AUTHORITY AUTHORIZING FIFTH AMENDMENT TO
PURCHASE AND REDEVELOPMENT AGREEMENT WITH CARILION
CLINIC PROPERTIES, LLC RELATING TO PROPERTY IN THE
SOUTH JEFFERSON REDEVELOPMENT AREA**

WHEREAS, the City Of Roanoke Redevelopment and Housing Authority

("RRHA") and Carilion Clinic Properties, LLC, a Virginia limited liability company ("Carilion Clinic"), entered into a Purchase and Redevelopment Agreement dated March 15, 2011, with respect to two (2) parcels of real estate in the South Jefferson Redevelopment Area City of Roanoke, Virginia (the "217 Reserve Avenue Purchase Agreement");

WHEREAS, the 217 Reserve Avenue Purchase Agreement originally provided that Carilion Clinic would submit a "Development Plan" (as that term is used in the 217 Reserve Avenue Purchase Agreement) within eighteen (18) months after completion of the "Site Preparation Work" at the "Property" (as such terms are defined in the 217 Reserve Avenue Purchase Agreement); and

WHEREAS, by Amendment dated September 25, 2012, RRHA and Carilion Clinic amended Section 7(a)(ii) of the 217 Reserve Avenue Purchase Agreement to extend the time for Carilion Clinic to submit a Development Plan for the Property to not later than December 31, 2013; and

WHEREAS, by a Second Amendment dated, February 4, 2014, RRHA and Carilion Clinic amended Section 7(a)(ii) of the 217 Reserve Avenue Purchase Agreement to extend the time for Carilion Clinic to submit a Development Plan for the Property to not later than December 31, 2014; and

WHEREAS, by a Third Amendment dated April 2, 2015, RRHA and Carilion Clinic amended Section 7(a)(ii) of the 217 Reserve Avenue Purchase Agreement to extend the time for Carilion Clinic to submit a Development Plan for the Property to not later than December 31, 2019; and

WHEREAS, by a Fourth Amendment dated February 3, 2020, RRHA and Carilion Clinic amended Section 7(a)(ii) of the 217 Reserve Avenue Purchase Agreement to extend the time for Carilion Clinic to submit a Development Plan for the Property to not later than December 31, 2022; and

WHEREAS, RRHA and Carilion Clinic have been in periodic communication since that time regarding the planned use(s) of the Property, as Carilion Clinic has been using (and continues to use) the Property in support of other ongoing construction activities in the area; and

WHEREAS, the 217 Reserve Avenue Purchase Agreement provides that construction of the "Permitted Use" (as that term is defined in the 217 Reserve Avenue Purchase Agreement) will commence within twelve (12) months after approval of the "Development Plan"; and

WHEREAS, Carilion Clinic has requested a fifth amendment to the 217 Reserve Avenue Purchase Agreement to extend the date for submission of a Development Plan for the Property to not later than December 31, 2028; and

WHEREAS, the real property that is the subject of the 217 Reserve Avenue Purchase Agreement is located in the South Jefferson Redevelopment Area; and

WHEREAS, Virginia Code § 36-53 permits RRHA to establish such period of time for the building of improvements on property purchased in a redevelopment area as RRHA "fixes as reasonable"; and

WHEREAS, Carilion Clinic has presented substantial justification for its desire to extend the time period described in the foregoing recitals including but not limited to the fact that Carilion Clinic is still formulating and revising its short and long term development plans to ensure the best use of the Property; and

WHEREAS, based on the information provided to it, RRHA is satisfied that extending the date for submission of a Development Plan under the 217 Reserve Avenue Purchase Agreement to December 31, 2028 is reasonable under the circumstances; and

WHEREAS, RRHA and the City of Roanoke will be required to approve any Development Plan;

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

1. The Executive Director (or his designee) is authorized to execute a Fifth Amendment to the 217 Reserve Avenue Purchase Agreement in substantially the form attached to this Resolution; and
2. The Executive Director (or his designee) is further authorized to execute such documents as may be necessary to effectuate the Fifth Amendment to the 217 Reserve Avenue Purchase Agreement as described in this resolution.
3. Resolution No. 4252

Mr. Shank introduced Resolution number 4252 to modify contract 575-2402-1-7. He provided an update regarding compliance efforts with the federal Build America, Buy America (BABA) Act requirements. He explained the project in question originally began under the Housing-Related Hazards grant, which was not subject to BABA regulations. However, the project was later expanded to include additional cabinetry work, incorporating funds from the Capital Fund Grant

program—triggering compliance with BABA.

Mr. Shank and the contractor faced significant challenges, as the original project specifications had not accounted for BABA requirements. They engaged in extensive research and coordination with suppliers to identify materials that meet federal compliance standards. While major components, such as the kitchen cabinetry, were domestically sourced and compliant, the issue centered around the range hoods.

Initially, the project had specified GE range hoods, which were not BABA-compliant and likely manufactured overseas (e.g., in Taiwan). After further investigation, only two American companies were identified as potential suppliers for compliant range hoods, and ultimately, only one was willing to sign a certification attesting to full compliance.

The compliant, American-made range hoods were quoted at \$33,376 more than the originally specified GE models. Mr. Shank noted according to the Housing Authority's procurement policy, any contract modification exceeding \$25,000 on a project valued over \$200,000 required board approval. This resolution was therefore presented to authorize the additional expenditure and formally approve the modification.

In response to a question from Commissioner Coles, Mr. Shank clarified the BABA requirements applied specifically to projects funded by federal sources such as HUD. Any federally funded project exceeding \$250,000 must comply with the act. He confirmed this would include field work as well.

Vice Chair Carr asked if there were any further questions, and hearing

none, concluded the discussion and called for a motion and second to approve the resolution.

Commissioner Walker introduced Resolution No. 4252 and moved its adoption as introduced.

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

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

NAYS: None

Vice Chair Carr thereupon declared said motion carried and Resolution No. 4252 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY MODIFYING CONTRACT 575-2402-1-7
UNDER HOUSING RELATED HAZARD GRANT NUMBER
VA36H01150122 AND CAPITAL FUND PROGRAM (CFP) GRANT
NUMBER VA36P01150124

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a Housing Related Hazard Grant from the Department of Housing and Urban Development ("HUD"), grant number VA36H01150122 in the amount of \$2,317,269.00; and

WHEREAS, Installation of Range Hoods for Lansdowne Park, AMP 201 was in the budget detailing planned use of grant number VA36H01150122; 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 VA36P01150124 in the amount of \$4,923,972.00; and

WHEREAS, Kitchen Cabinet Replacement for Lansdowne Park, AMP 201 was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150124, which was approved by the RRHA Board of Commissioners by Resolution 4202 on May 27, 2024; and

WHEREAS, RRHA Board of Commissioners by Resolution 4219 authorized the execution of a contract for Installation of Range Hoods for Lansdowne Park, AMP 201 for a fixed amount of \$1,510,151.00; and

WHEREAS, October 28, 2024, RRHA Board of Commissioners by Resolution 4224 authorized increasing the contract amount by \$44,642.00 for furnishing and installing pulls for 300 sets of wall cabinets and the bid quantity of base cabinets; and

WHEREAS, December 16, 2024, RRHA Board of Commissioners by Resolution 4232 authorized increasing the contract amount by \$563,302.00 for the replacement of base cabinets for 248 apartment units based on unit costs submitted in bid and the replacement of kitchen countertops for 230 apartment units based on unit costs submitted in bid and installation of pulls for base cabinets for 247 apartments based on the unit costs established in Modification 1 for Contract 575-2402-1-7 approved by the Board by Resolution 4224; and

WHEREAS, funds from Capital Fund Program (CFP) Grant Number VA36P01150124 were then added to cover the increase in cost for the work under Modification 2; and

WHEREAS, in using funds from Capital Fund Program (CFP) Grant Number VA36P01150124 to cover the increase in the cost of the work, the project became subject to the requirements of Build America, Buy America Act; and

WHEREAS, since becoming subject to Build America, Buy America Act requirements, RRHA staff and Central Builders, Inc. have been performing research to find materials for the project, including range hoods, that meet the requirements of the Build America, Buy America Act; and

WHEREAS, as a result of research, one company, Imperial Cal Products, Inc. was found that was willing to certify that the range hoods that they manufacture meet the requirements of Build America, Buy America Act; and

WHEREAS, the cost of the range hoods manufactured by Imperial Cal Products, Inc. is \$112.00 greater per range hood than the cost of the General Electric range hoods that Central Builders, Inc. included in their bid; and

WHEREAS, the total increase in the contract amount for 298 range hoods to be installed for the project is \$33,376.00; and

WHEREAS, the Vice President of Operations recommends the acceptance of the change proposal submitted by Central Builders, Inc.; and

WHEREAS, the Executive Director has determined that this contract modification complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such change proposal and execute an appropriate contract modification; and

WHEREAS, RRHA's Procurement Policy states, "For all contracts of \$200,000 or more, any and all change orders, contract modifications, and/or amendments having a dollar value of \$25,000 or more must be submitted to the Board of Commissioners for review and approval prior to executing the contract modification."

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

- (1) The change proposal submitted by Central Builders, Inc. in the amount of \$33,376.00 be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a contract modification, which by reference, is inclusive of all Central Builders Inc.'s change proposal for furnishing and installing 298 range hoods that are certified to meet Build America, Buy America Act requirements;
- (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.

4. Resolution No. 4253

Vice Chair Carr introduced Resolution number 4253 modifying Contract number 575-2402-1-7, connected to the Housing-Related Hazard Grant VA36H01150122 and Capital Fund Program Grant VA36P01150124. He invited Mr. Shank to provide further explanation.

Mr. Shank clarified this resolution pertained to the same project discussed earlier, but required a separate action because supplier certifications for the components involved were received at different times. This modification covered two specific components: ductwork and kitchen sinks.

Mr. Shank explained locating compliant ductwork was particularly challenging. Most ductwork is manufactured using steel sourced from various countries depending on market prices, and very few suppliers could confirm U.S.-origin steel from extraction to final fabrication. One supplier was ultimately identified and certified

the steel used in their ductwork was sourced and processed entirely within the United States, in accordance with the BABA Act.

Additionally, the kitchen sinks initially specified in the project were replaced with products from Elkay, a domestic supplier, to ensure compliance. The original spec had included Moen sinks, which did not meet BABA requirements.

The total cost increase for these modifications was \$19,774. Mr. Shank noted the action required board approval because the cumulative change exceeded the 10% threshold of the overall contract value.

Commissioner Coles asked whether such compliance requirements would apply retroactively to existing systems, such as older boiler heating units in RRHA's units. Mr. Shank confirmed the Housing Authority was currently dealing with such a challenge during the third phase of boiler replacements at Lansdowne. He explained while some boiler units were assembled in the U.S., the components were often manufactured abroad, making it difficult to meet the sourcing requirements. Despite reviewing information from more than 30 manufacturers, the Authority had yet to find one willing to fully certify U.S. sourcing.

Vice Chair Carr asked what options were available if compliant products could not be located, to which Mr. Shank responded applying for a waiver would be the necessary course of action. In such cases—a process that was time-consuming and complex.. Commissioner Coles thanked Mr. Shank for sharing his expertise.

Vice Chair Carr invited any remaining questions for Mr. Shank; hearing none, asked for a motion and second. Commissioner Karney introduced Resolution No. 4253 and moved its adoption as introduced.

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

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

NAYS: None

Vice Chair Carr thereupon declared said motion carried and Resolution No.

4253 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY MODIFYING CONTRACT 575-2402-1-7 UNDER HOUSING RELATED HAZARD GRANT NUMBER VA36H01150122 AND CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150124

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a Housing Related Hazard Grant from the Department of Housing and Urban Development ("HUD"), grant number VA36H01150122 in the amount of \$2,317,269.00; and

WHEREAS, Installation of Range Hoods for Lansdowne Park, AMP 201 was in the budget detailing planned use of grant number VA36H01150122; 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 VA36P01150124 in the amount of \$4,923,972.00; and

WHEREAS, Kitchen Cabinet Replacement for Lansdowne Park, AMP 201 was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150124, which was approved by the RRHA Board of Commissioners by Resolution 4202 on May 27, 2024; and

WHEREAS, RRHA Board of Commissioners by Resolution 4219 authorized the execution of a contract for Installation of Range Hoods for Lansdowne Park, AMP 201 for a fixed amount of \$1,510,151.00; and

WHEREAS, October 28, 2024, RRHA Board of Commissioners by Resolution 4224 authorized increasing the contract amount by \$44,642.00 for furnishing and installing pulls for 300 sets of wall cabinets and the bid quantity of base cabinets; and

WHEREAS, December 16, 2024, RRHA Board of Commissioners by Resolution 4232 authorized increasing the contract amount by \$563,302.00 for the replacement of base cabinets for 248 apartment units based on unit costs submitted in bid and the replacement of kitchen countertops for 230 apartment units based on unit costs submitted in bid and installation of pulls for base cabinets for 247 apartments based on the unit costs established in Modification 1 for Contract 575-2402-1-7 approved by the Board by Resolution 4224; and

WHEREAS, funds from Capital Fund Program (CFP) Grant Number VA36P01150124 were then added to cover the increase in cost for the work under Modification 2; and

WHEREAS, in using funds from Capital Fund Program (CFP) Grant Number VA36P01150124 to cover the increase in the cost of the work, the project became subject to the requirements of Build America, Buy America Act; and

WHEREAS, since becoming subject to Build America, Buy America Act requirements, RRHA staff and Central Builders, Inc. have been performing research to find materials for the project, including steel sheetmetal duct for range hoods and stainless steel kitchen sinks, that meet the requirements of the Build America, Buy America Act; and

WHEREAS, as a result of research, one company, C. H. I. Manufacturing, Inc. was found that was willing to certify that the steel sheet metal duct that they manufacture meet the requirements of Build America, Buy America Act; and

WHEREAS, the cost of the steel sheetmetal duct manufactured by C. H. I. Manufacturing, Inc. is \$19,470.00 greater than the cost of the sheet metal duct manufactured by Grey Metal South, Inc. that Central Builders, Inc. included in their bid; and

WHEREAS, as a result of research, Elkay Manufacturing Co. was found that was willing to certify that the stainless steel kitchen sink that they manufacture meets the requirements of Build America, Buy America Act; and

WHEREAS, the cost of the stainless steel kitchen sink manufactured by Elkay Manufacturing Co. is \$304.00 greater than the cost of the stainless steel kitchen sink manufactured by Moen, Inc. that Central Builders, Inc. included in their bid; and

WHEREAS, the total increase in the contract amount for the steel sheetmetal duct and kitchen sink to be installed for the project is \$19,774.00; and

WHEREAS, the Vice President of Operations recommends the acceptance of the change proposal submitted by Central Builders, Inc.; and

WHEREAS, the Executive Director has determined that this contract modification complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to

accept such change proposal and execute an appropriate contract modification; and

WHEREAS, RRHA's Procurement Policy states, "For all contracts of \$200,000 or more, any and all change orders, contract modifications, and/or amendments that result in a cumulative dollar value that exceeds 10% of the original contract value, must be submitted to the Board of Commissioners for review and approval prior to executing the contract modification."

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

- (4) The change proposal submitted by Central Builders, Inc. in the amount of \$19,774.00 be and hereby is accepted;
- (5) The Executive Director be and hereby is authorized and directed to execute a contract modification, which by reference, is inclusive of all Central Builders Inc.'s change proposal for furnishing and installing steel sheetmetal duct for range hoods and a stainless steel kitchen sink that are certified to meet Build America, Buy America Act requirements;
- (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 Walker moved that the meeting be adjourned.

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

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

NAYS: Commissioner Carter

Vice Chair Carr declared the meeting adjourned at 3:38 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 June 23, 2025 Minutes previously circulated