

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 18, 2026.

I. CALL TO ORDER – ROLL CALL

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

PRESENT: Commissioners Jennings, Karney, Walker, Chair Carr, Vice Chair Carter

ABSENT: Commissioners Coles and Wright

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Jackie Austin, VP of Finance; Joel Shank, VP of Operations; Tina Bousman, Human Resources Manager, Meghan Castañeda, Administrative Manager/Executive Assistant; Frederick Gusler, Director of Redevelopment and Revitalization; Greg Goodman, Community Support Services Director; Suzzette McCoy, Property Manager II, Michelle Rhame, Property Manager II; Katherine Gibson-Cromer, Morningside Manor Resident;

Chair Carr welcomed everyone to today's meeting and opened the meeting to public comments on the proposed 2026 Annual Plan. There were none. Chair Carr opened the floor to receive comments on the proposed 2026 Capital Fund Program Five-Year Action Plan. Hearing none, he closed the Public Hearing.

II. REPORTS

1. Executive Report

Mr. Bustamante reported, due to the short time between board meetings, there were only a few updates to share. He informed the Board RRHA received its Capital Fund Program award for the year in the amount of \$4.8 million, reflecting an increase of approximately \$100,000 compared to the 2025 award.

Mr. Bustamante shared he had received correspondence from HUD on May 6 regarding an updated EIV SAVE tenant matching report. The refreshed report included approximately 55 additional names, some of which were duplicates from the initial list. He explained staff are required to review the list to confirm citizenship or immigration status has been accurately reported on form HUD-50058 and to initiate corrective actions where necessary. He stated most corrective actions have already been completed and notification letters were sent to affected individuals.

He further explained several cases involved individuals whose names had changed due to marriage, divorce, or widowhood. In such instances, if the agency properly reported the name change, no further action is required, as these individuals are U.S. citizens.

Mr. Bustamante added the updated HUD notice requires housing authorities to formally attest they have reviewed and verified the eligibility of the identified individuals. However, HUD has not yet provided instructions on how or to whom this attestation should be submitted. He indicated additional guidance is expected, and he will report back once the process is clarified.

Mr. Bustamante confirmed there have been no changes to the budget since his

April report, and asked if there were any questions.

Vice Chair Carter commented on name changes due to marriage and divorce. Mr. Bustamante confirmed her name has not appeared on any report to date. Chair Carr inquired about the status of HUD guidance, to which Mr. Bustamante responded the agency is still awaiting further direction. Chair Carr asked if there were any further questions. There were none.

2. Staff Reports

Chair Carr asked for staff reports. There were none.

Committee Reports

Chair Carr asked for committee reports. There were none.

3. Commissioner Comments

Vice Chair Carter shared about her experience pressure washing the patio near the new garden at Melrose Towers which led to her being sunburned. She shared her desire to have the sidewalks cleaned next.

There were no further Commissioner comments.

4. City Council Liaison Comments or Discussion

Chair Carr asked for comments from the City Council Liaison. There were none.

5. Residents or other community members to address the Board

Chair Carr asked for comments from community members. There were none.

CONSENT AGENDA

Monday, April 27, 2026.

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

C-2 Monthly Operations Report for the month of April 2026.

RECOMMENDED ACTION: File as submitted.

Commissioner Karney 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, Karney, Walker, Chair Carr, Vice Chair Carter

NAYS: None

ABSENT: Commissioner Jennings

REGULAR AGENDA

1. Resolution No. 4280

Ms. Austin presented Resolution 4280, requesting the Board's acceptance of the audited financial statements for the fiscal year ending June 30, 2025. She noted Mr. Jump previously presented a draft of the audit report and findings at the April 27 Board meeting and offered to answer any questions.

Commissioner Walker then introduced Resolution No. 4280 and moved its adoption as introduced. The motion was seconded by Vice Chair Carter and upon roll call the following vote was recorded:

AYES: Commissioners, Karney, Walker, Chair Carr, Vice Chair Carter

NAYS: None

ABSENT: Commissioner Jennings

Chair Carr thereupon declared said motion carried and Resolution No. 4280 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, 2025 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, 2025 (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 27, 2026 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, 2025.

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. 4281

Mr. Bustamante presented Resolution 4281, requesting Board approval of RRHA's 2026 Annual Plan for submission to HUD. He explained the Annual Plan is a required document outlining the Authority's activities over the prior year and planned

initiatives for the upcoming year, including updates on the Homeownership program, Housing Choice Voucher program, and Public Housing program.

He highlighted several key components of the plan, including the issuance of eight project-based vouchers to Restoration Housing for Trinity Commons, the proposed disposition of three buildings totaling 24 units at Indian Village in coordination with the City, and the pending acquisition of Spanish Trail, for which HUD approval has been requested.

Mr. Bustamante noted the plan also reflects resident engagement efforts, including site visits and incorporation of resident feedback. He added RRHA is awaiting final certification from the City of Roanoke confirming consistency with the City's Consolidated Plan. Once all required signatures are obtained, the plan will be submitted to HUD by the June 18 deadline.

Chair Carr commended staff for their thorough outreach and responsiveness to resident feedback in developing the plan.

Commissioner Walker introduced the resolution and moved its adoption as introduced. The motion was seconded by Commissioner Karney and upon roll call the following vote was recorded:

AYES: Commissioners Jennings, Karney, Walker, Chair Carr, and Vice Chair Carter

NAYS: None

Chair Carr thereupon declared said motion carried and Resolution No. 4281 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY APPROVING THE 2026 ANNUAL 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 Joint Resident Council, Inc. and all active resident councils and have conducted community meetings at all public housing sites and with participants and landlords in Section 8 programs to gather input, which has been considered in development of the Plan; and

WHEREAS, RRHA Commissioners were provided with copies of the draft to the 2026 Annual Plan in May 2026; and

WHEREAS, the Plan and Attachments have been revised to include updated information regarding the Rental Assistance Demonstration Program 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 2026 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 2026 Annual Plan on May 18, 2026; and

WHEREAS, the 2026 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 2026 Annual Plan to HUD by July 18, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the 2026 Annual 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. 4282

Mr. Shank presented Resolution 4282, requesting approval of the 2026 Capital Fund Five-Year Action Plan and Budget. He explained the first-year plan reflects updated funding levels following confirmation of RRHA's Capital Fund award from HUD, which exceeded initial estimates.

Mr. Shank highlighted key budget adjustments, including an increase to the administrative line item and an allocation of approximately \$190,000 in additional funds to general capital activities. He noted a portion of these funds has been designated for security enhancements at Melrose and Morningside, including potential installation of surveillance cameras and lighting improvements, such as upgrading to LED fixtures.

He further explained the plan includes flexible line items to address unforeseen needs, including vacancy-related work, environmental and abatement activities, and professional services such as architectural and engineering support. He also noted certain staff salaries are partially funded through the Capital Fund.

Vice Chair Carter inquired about planned security and lighting improvements at Melrose Towers and expressed concerns regarding insufficient lighting in the parking area. Mr. Shank confirmed the line items include provisions for lighting upgrades, fencing, and surveillance enhancements.

Chair Carr expressed appreciation for the continued investment in property improvements and responsiveness to resident concerns.

Mr. Shank outlined the next steps following the Board's approval, including submission of the plan to the City for the required environmental review process and subsequent entry into HUD's EPIC system, along with supporting documentation. He explained HUD approval occurs in multiple stages, including review of submitted documents, approval of the five-year plan, and finalization of the annual statement.

Chair Carr inquired about the timeliness of the City of Roanoke's environmental review process. Mr. Shank responded the City has engaged a consultant and expressed hope reviews will proceed more efficiently.

Chair Carr called for a motion to approve Resolution No. 4282. Commissioner Walker made a motion, which was seconded by Commissioner Jennings and upon roll call the following vote was recorded:

AYES: Commissioners Jennings, Karney, Walker, Chair Carr, and Vice Chair Carter

NAYS: None

Chair Carr thereupon declared said motion carried and Resolution No. 4282 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY APPROVING THE 2026 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 four (4) public housing sites with resident counsels and issued questionnaires to all public housing residents to gather input, which has been considered in development of the 2026 Capital Fund Program Five-Year Action Plan; and

WHEREAS, RRHA Commissioners were provided with copies of the draft 2026 Capital Fund Program Five-Year Action Plan; and

WHEREAS, RRHA gave 45 days public notice and made the 2026 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 18, 2026; and

WHEREAS, the RRHA 2026 Capital Fund Program Five-Year Action Plan meets the current regulatory and statutory requirements; and

WHEREAS, RRHA is required to submit the 2026 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 2026 Capital Fund Program Five-Year Action Plan is hereby approved.

4. Resolution No. 4283

Mr. Shank presented Resolution 4283, requesting approval of the RRHA's annual insurance renewal through the Virginia Risk Sharing Association, which provides coverage for municipalities and similar entities statewide.

He reported the proposed premium reflects an overall increase of approximately \$36,156, or 9.34%, compared to the prior year. Mr. Shank explained he conducts annual market research to benchmark projected increases and noted the increase is

slightly above his initial estimate of 8%.

He highlighted several factors contributing to the increase, including higher vehicle repair costs and the addition of two vehicles impacting auto physical damage coverage. He also noted a significant increase in public officials' liability, driven by rising litigation costs, higher jury awards, and broader industry trends such as "social inflation."

Mr. Shank further explained property insurance costs increased due to a \$5.25 million rise in assessed property values, though the adjusted rate increase remains moderate. He added workers' compensation costs remain favorable, with RRHA maintaining a strong experience modification factor below 1.0, resulting in a discounted premium.

Chair Carr asked if there were any questions. There were none. Commissioner Karney introduced the resolution and moved its adoption as introduced. The motion was seconded by Vice Chair Carter and upon roll call the following vote was recorded:

AYES: Commissioners Jennings, Karney, Walker, Chair Carr, and Vice Chair Carter

NAYS: None

Chair Carr thereupon declared said motion carried and Resolution No. 4283 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, when compared to the 2025 – 2026 renewal rate, VRSA provided a \$36,156.00 increase in the 2026-2027 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, 2026 through June 30, 2027, for a not-to-exceed contract amount of \$423,288.00.

5. Resolution No. 4284

Mr. Shank presented Resolution 4284, requesting approval to award a contract for Phase IV of the heating and domestic hot water system replacement project at Lansdowne Park. He noted this phase represents the final stage of a multi-year effort to upgrade systems across the property.

He reported two responsive bids were received, with the lowest bid submitted by Russell's Remodeling in the amount of \$678,062. Mr. Shank stated the contractor has

successfully completed earlier phases of the project. The work will include upgrades across nine boiler rooms serving 66 apartments and will be funded through the FY 2025 Capital Fund.

Mr. Shank noted the bid came in significantly below the estimated cost of approximately \$805,000. He also indicated the upgraded systems are expected to improve energy efficiency and reduce gas consumption.

In response to a question from Chair Carr, Mr. Shank confirmed the project is not subject to Build America, Buy America requirements due to the size of the affected buildings.

Board members briefly discussed the scope of “domestic hot water systems,” which Mr. Shank clarified refers to in-unit hot water systems.

Commissioner Walker introduced the resolution and moved its adoption as introduced. The motion was seconded by Commissioner Karney and upon roll call the following vote was recorded:

AYES: Commissioners Jennings, Karney, Walker, Chair Carr, and Vice Chair Carter

NAYS: None

Chair Carr thereupon declared said motion carried and Resolution No. 4284 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR REPLACEMENT OF HEATING AND DOMESTIC HOT WATER SYSTEMS FOR LANSDOWNE PARK, AMP 201, PHASE 4, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150125

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 VA36P01150125 in the amount of \$4,702,682.00; and

WHEREAS, HVAC Upgrades and Replacement of Domestic Hot Water Boilers for Lansdowne Park, AMP 201 was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150125, which was approved by the RRHA Board of Commissioners by Resolution 4246 on May 19, 2025; and

WHEREAS, RRHA needs a qualified contractor to complete Replacement of Heating and Domestic Hot Water Systems for Lansdowne Park, AMP 201, Phase 4; and

WHEREAS, RRHA issued a Invitation for Bid on March 22, 2026, with bids being due on April 14, 2026; and

WHEREAS, RRHA received two (2) responsive bids to the invitation, which were opened for consideration, such bids being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
Control Maintenance, Inc.	\$724,439.00
Russell's Remodeling, LLC	\$678,062.00

WHEREAS, the amount of the bid submitted by Russell's Remodeling, LLC 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 bid submitted by Russel'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 \$678,062.00.
- (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.

III. ADJOURNMENT

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

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

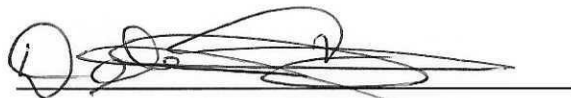
AYES: Commissioners Jennings, Karney, Walker, Chair Carr, and Vice Chair Carter

NAYS: None

Chair Carr declared the meeting adjourned at 3:29 p.m.



David Bustamante, Secretary-Treasurer



Thomas Carr, Chair

Exhibits from April 27, 2026 Minutes previously circulated