

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF
COMMISSIONERS OF THE CHARLOTTESVILLE REDEVELOPMENT AND
HOUSING AUTHORITY**

February 23, 2009

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority (hereinafter “CRHA” or the “Housing Authority”) met in Regular Session at 7:00 PM on February 23, 2009 in Council Chambers at City Hall.

I. CALL TO ORDER

Commissioner Jason Halbert called the meeting of the Board to order at 7:00PM on February 23, 2009.

II. ROLL CALL OF COMMISSIONERS

Present:

Mr. Jason Halbert, Chair
Ms. Sherri Clarke, Commissioner
Ms. Joy Johnson, Commissioner
Mr. Richard Jones Commissioner
Mr. Dave Norris, Commissioner
Mr. Bob Stevens, Commissioner

Absent:

Mr. Hosea Mitchell, Vice Chair

Staff Present:

Mr. Randy Bickers, Executive Director
Ms. Amy Kilroy, Redevelopment Director
Ms. Heather Jeffries, Asset Manager
Ms. Rebecca Weybright, Housing Director
Ms. Donna Evans, Accounting Manager
Ms. Deetra West, Administrative Assistant

III. MOMENT OF SILENCE

Commissioner Halbert opened the meeting with a moment of silence.

**IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS HELD JANUARY 26, 2008.**

With no amendments to be made, Commissioner Norris made a motion to approve the minutes, seconded by Commissioner Stevens. The minutes were approved.

V. RESPONSE TO QUESTIONS FROM PREVIOUS MEETINGS

Mr. Bickers addressed the following two questions from the previous meeting:

Was all tree-trimming work completed according to schedule?

All tree-trimming work has been completed and was on schedule.

Was stump grinding included in the original contract?

For most of the trees that were removed or scheduled to be removed, stump grinding was included in the original quote. Stump grinding was not included for those trees that were located in an area where 1) it would not be feasible to get the grinding equipment to the stump or 2) the tree was located in a remote location making the grinding unnecessary.

VI. **PUBLIC COMMENTS**

Mr. Paul Vaughn, PHAR, introduced himself to the Board as the new Executive Director of PHAR and stated he is looking forward to working with CRHA in the near future.

VII. **REPORTS**

A. **Police Report – Sgt. Steve Upman**

Commissioner Halbert stated Sgt. Upman was not in attendance but the incident report for CRHA's sites was included in the board package.

B. **Executive Director's Report**

Mr. Bickers corrected a statement he made at last month's board meeting regarding the MOA window replacement at Crescent Halls. Mr. Bickers had stated that the windows replaced for the MOA would not be replaced again during the bigger window replacement project which involves replacing all the windows at Crescent Halls. In fact, they will be replaced again since the MOA window replacement project only replaced the window panes and the bigger project will involve replacing the frames as well as the panes.

Mr. Bickers stated that as of February 23rd, the number of vacant units is 25 of which 18 units have been offered. If those offers are accepted, this will bring the number of vacant units down to 7.

Mr. Bickers stated all MOA work is on schedule. He reported the fencing repair/replace work and parking lot repair IFBs have been issued. CRHA will be fast tracking these procurements in order to allow completion of the work prior to the April REAC inspections. Sidewalk grinding at all the sites was completed the week of February 13th and the window repair project at Crescent Halls was completed on February 17th. He stated The Inspection Group, Inc., the company that performed the UPCS inspections (Uniform Physical Condition Standard), will return towards the end of March to perform a follow-up site and system inspection. They will re-examine the repairs made to the major point deduction areas to insure that the deficiencies have been corrected.

Mr. Bickers stated that vegetation in the chain linked fences is considered a REAC site deficiency carrying significant point reductions. The fences at all sites except Crescent

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Halls and the individual homes have significant weed and other vegetation growing in them. He stated CRHA received four bids to remove the vegetation ranging from \$18,900 to \$47,668. Due to the high cost involved, CRHA has explored other options for getting the clearing performed including volunteer labor and contracting with the City of Charlottesville. Since the work is so extensive and needs to be completed by March 10th, those options were ruled out. Due to the date that these bids were received, this award did not go to the Finance Committee for review. He requested that the Board approve this project being awarded to Lawnscape of Central Virginia in the amount of \$18,900. Commissioner Norris noted that the local jail has an active work program for its non-violent inmates looking to obtain some work skills and to do something productive such as this. Commissioner Norris made a motion to approve the contract, seconded by Commissioner Stevens. Commissioner Halbert called for a vote.

AYES

Commissioner Halbert
Commissioner Clarke
Commissioner Johnson
Commissioner Jones
Commissioner Norris
Commissioner Stevens

NAYES

ABSTAIN

The contract was approved.

Mr. Bickers stated the two IFBs issued for fence and parking lot repair work related to the HUD REAC MOA have submission due dates of March 6. The fence repair project covers the white steel privacy fences as well as the chain link fences at South First, Westhaven, 6th Street, Riverside, Madison Ave., and Michie Dr. The parking lot repair work covers 6th Street, Riverside Ave., Madison Ave., Michie Dr., and Crescent Halls. The repair work will address potholes, missing pavement and cracks as well as the drain in the Crescent Halls parking lot. Mr. Bickers stated in order to get the projects awarded and under way as soon as possible, it would be necessary to make the awards before the March Board meeting. As a result, Mr. Bickers requested authorization to award the fence repair project in an amount not to exceed \$50,000 and to award the parking lot repair work in an amount not to exceed \$50,000. He added that should the Board not choose to grant that authorization or if the bids exceed the above limits, he would like for the Board to meet for a special session in early March to approve the project awards. Commissioner Jones made a motion to approve the request, seconded by Commissioner Norris. Commissioner Halbert called for a vote.

AYES

Commissioner Halbert
Commissioner Clarke
Commissioner Johnson
Commissioner Jones
Commissioner Norris
Commissioner Stevens

NAYES

ABSTAIN

The request for pre approval of the expenditures was approved.

Mr. Bickers stated that a draft of the budget was attached to his report and will be discussed at the upcoming budget work session on March 4 from 4-6pm at the City Hall Basement Conference room. He stated the audit submission was finally accepted by HUD on February 9th for the 3/31/08 fiscal year. The preliminary financial PHAS score was 24.420 out of a possible 30 points and as of now is certified.

C. Committee Report

1. Finance Report

Commissioner Stevens stated that some of the information in the committee meeting was covered in the Executive Director's report. He stated the committee talked about the vacancy rate and how he has seen the number of vacancies drop from the low forties to the high twenties in a short amount of time. Commissioner Stevens stated he hopes that it will drop down into the teens. The committee talked about the updates to the REAC MOA. Commissioner Stevens reported the third major item the committee discussed was the budget and the \$355K shortfall the agency is facing due to maintenance costs and salaries. Mr. Bickers stated that this is the first version of the budget and that it will be looked at again to lower the deficit. Commissioner Halbert encouraged all commissioners to attend the meeting with specific ideas and ways to increase revenue. Commissioner Norris asked if there would be an analysis of the funding that will be available through the stimulus package. Commissioner Halbert stated that there has been a state regulation that says CRHA does not qualify for federal low income home energy assistance program funds. Those funds have more than quadrupled for the City of Charlottesville in the last year and the agency that is responsible for spending these funds are looking to spend those funds.

Mr. Bickers stated that during a conference call, the HUD Richmond Field Office informed him that CRHA will get extra "stimulus" capital fund money this year in an amount to exceed \$629K. The spending deadlines are going to be accelerated and the agency cannot spend the normal 20% on operations and 20% on management improvements as with the regular capital funds. The funds must be obligated within a year and spent in three years. The reason behind this is that HUD wants the money to be put back into stimulating the economy to hire contractors. The contract for the additional stimulus capital money has to be signed by March 18th and the agency will need to put forth a spending plan.

2. Resident Services

Commissioner Johnson stated the committee had a discussion on how to make it a more functioning group. The ultimate goal for the committee is for it to be able to tackle relevant resident issues and make recommendations to the full Board as needed. The committee talked about attendance issues and decided to devote the next six months to

increase resident participation by having lease education sessions. The meetings will focus on a different part of the lease each month and staff will work with Legal Aid to make presentations to the committee. She stated the focus of each month's meeting will be highlighted in CRHA's newsletter. The first topic to be covered in March is Commissioner Clarke's recommendation that it be the community service component. Commissioner Johnson added that the committee discussed the various service providers that help CRHA residents and how inviting those providers to the meetings could prove to be beneficial to the residents.

3. Redevelopment Committee

Commissioner Norris stated the committee discussed the process for getting the master planning underway. He stated that Mr. Bickers and Ms. Allyson Manson-Davies will continue negotiations with the firm on the terms of that agreement. He stated the committee discussed the trip that took place on February 11th to Hagerstown Maryland for which Ms. Kilroy had put together a presentation for the Board. Lastly, Commissioner Norris stated Commissioner Johnson and Ms. Galvin have been working on a Youth Initiative committee creating ways for middle-school and high-school youth to get involved in the redevelopment process. He stated Charlottesville High School will be conducting a summer Urban Design Institute for interested students, and will incorporate the urban design courses into the school curriculum beginning in the fall of 2009.

A. Hagerstown, MD Trip –Amy Kilroy

Ms. Kilroy stated that one of the reasons that Hagerstown was chosen was because several of the teams interviewed mentioned Hagerstown as an award winning example of a housing authority that had successfully gone through the redevelopment process. Hagerstown is conveniently located three hours away which proved to be a nice day trip. It is similar to the size of Charlottesville in terms of geography and population. However, the city's median household income, rents and housing values are lower than Charlottesville. Their unemployment rate is higher than Charlottesville. In addition they have more vacant rental units. Their housing authority is three times as large as CRHA. They have close to 1,100 public housing units and close to 900 section8 vouchers, and have close to 2,000 families on their waiting lists.

She stated the CRHA group met the Hagerstown staff around 11am and had lunch with the staff involved in their redevelopment process. Their staff put on a presentation and allowed plenty of time to answer questions. The group took a tour of two communities, one that went through the redevelopment process called Gateway Crossing and then one community that had not, Noland Village. Ms. Kilroy stated the tour included going into a unit in each community. Ms. Kilroy stated that CRHA residents were able to see some things they liked and disliked about the redevelopment process. Ms. Kilroy presented a slide show presentation of pictures she and Ms. Jeffries took while they were on their tour.

VIII. **OTHER BUSINESS**

The CRHA Board of Commissioners will have a work session on March 4th in the City Hall Basement Conference Room from 4-6pm to discuss the CRHA budget.

IX. **COMMITTEE MEETING DATE CHECK-IN**

Redevelopment Committee Meeting – meets 2nd Tuesday of the month
Next meeting March 10th at 10:00am in the South First Street Community Center

Resident Services Committee Meeting- meets 2nd Thursday of the month
Next meeting March 12th at 5:30pm at Christ Community Church on Riverside Avenue

Finance Committee Meeting – meets 3rd Tuesday of the month
Next meeting March 17th at 8:30am in the South First Street Community Center

Regular Board Meeting – meets 4th Monday of the month
Next meeting March 23rd at 7pm in City Council Chambers

X. **PUBLIC COMMENTS**

Annette Wilcox stated she is pleased to see the new bricks on the downtown mall.

XI. **ADJOURNMENT**

The Board meeting adjourned at 8:10 pm