

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

May 26, 2009

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority (hereinafter "CRHA" or the "Housing Authority") met in Special Session at 8:45AM on May 26, 2009 in South First Street Community Center.

I. **CALL TO ORDER**

Commissioner Jason Halbert called the meeting of the Board to order at 8:45AM on May 26, 2009.

II. **ROLL CALL OF COMMISSIONERS**

**Present:**

Mr. Jason Halbert, Chair  
Mr. Dave Norris, Commissioner  
Mr. Richard Jones Commissioner  
Mr. Bob Stevens, Commissioner

**Absent:**

Mr. Hosea Mitchell, Vice Chair  
Ms. Sherri Clarke, Commissioner  
Ms. Joy Johnson, Commissioner

**Staff Present:**

Mr. Randy Bickers, Executive Director  
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 APRIL 27, 2009.**

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

V. **PUBLIC COMMENTS**

There were no comments.

VI. **CONSIDERATION OF RESOLUTION #1259- SEMAP**

Mr. Bickers stated SEMAP is the monitoring system used by HUD to determine agency compliance with Section 8 HCV Program regulations. SEMAP data is primarily derived from internal audit of Section 8 files. He stated that aside from an annual change in the FMR's and payment standards, all responses remain the same as the previous year. He

noted that the required agency certification was due by May 29. Commissioner Jones made a motion to approve Resolution \$1259, seconded by Commissioner Stevens. Resolution #1259 was approved. The vote was recorded as:

**AYES**

Commissioner Halbert  
Commissioner Jones  
Commissioner Norris  
Commissioner Stevens

**NAYES**

**ABSTAIN**

**VII. CONSIDERATION OF RESOLUTION #1260- PHAS**

Mr. Bickers stated PHAS is the monitoring system used by HUD to determine agency compliance with Public Housing Program regulations. This information is used in part to determine CRHA's performance standing. PHAS data is system driven and most data points are base numbers/averages or dates. Mr. Bickers noted the required agency certification was due by May 29. While the commissioners expressed their concerns with the high numbers for agency work orders, they were pleased that the number of unit turnaround days was lower than last year. Commissioner Jones made a motion to approve Resolution #1260, seconded by Commissioner Stevens. Resolution #1260 was approved. The vote was recorded as:

**AYES**

Commissioner Halbert  
Commissioner Jones  
Commissioner Norris  
Commissioner Stevens

**NAYES**

**ABSTAIN**

**VIII. CONTRACT APPROVAL**

**A. RFP #CRHA 09-B-01 Weather Seal Replacement Services**

Mr. Bickers stated CRHA distributed 12 bid packages to remove old weather stripping, prime and paint mounting surfaces, and install new weather stripping as well as aluminum thresholds and new door sweeps for 607 single exterior doors and 19 double doors at all of the CRHA sites except Crescent Halls. He stated CRHA received 5 bids to perform the work ranging from \$89,952.07 to \$162,254.00. This project is included within CRHA's stimulus list and budget in the amount of \$81,300.00. Mr. Bickers asked for approval to award this project to Stonehaus Construction in the amount of \$89,952.07. The contract was awarded to Stonehaus. The vote was recorded as:

**AYES**

Commissioner Halbert  
Commissioner Jones  
Commissioner Norris  
Commissioner Stevens

**NAYES**

**ABSTAIN**

**B. IFB#CRHA 09-B-010 Grounds Maintenance Contract**

Mr. Bickers stated CRHA distributed 13 bid packages for grounds maintenance services to include grass mowing, edging, weedeating, maintaining fence lines, removing weeds from all areas including sidewalks, mulched areas, curbs, etc., and pruning shrubs with optional leaf removal services. He stated CRHA received 7 bids to perform the work ranging from \$56,850 to \$155,691. The leaf removal bids ranged from \$9,150 to \$17,100. Mr. Bickers asked for approval to award this project to Unique Services, Inc, in the amount of \$56,850 for the grounds maintenance and \$9,150 for leaf removal. The contract was awarded to Unique Services, Inc. The vote was recorded as:

**AYES**

Commissioner Halbert  
Commissioner Jones  
Commissioner Norris  
Commissioner Stevens

**NAYES**

**ABSTAIN**

**C. IFB #CRHA 09-B-013, Window Replacement Services - Crescent Halls**

Mr. Bickers stated CRHA distributed 10 bid packages to replace the windows and window frames at Crescent Halls. He stated CRHA received 4 bids to perform the work ranging from \$200,000 to \$397,487. Mr. Bickers asked for approval to award this project to Albemarle Glass and Mirror in the amount of \$200,000. The contract was awarded to Albemarle Glass and Mirror. The vote was recorded as:

**AYES**

Commissioner Halbert  
Commissioner Jones  
Commissioner Norris  
Commissioner Stevens

**NAYES**

**ABSTAIN**

**IX. OTHER BUSINESS**

There was no other business.

**X. PUBLIC COMMENTS**

There were no comments.

**XI. ADJOURNMENT**

The Board meeting adjourned at 9:15 AM