

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

March 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 March 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 March 23, 2009.

**II. ROLL CALL OF COMMISSIONERS**

**Present:**

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

**Absent:**

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

**Staff Present:**

Mr. Randy Bickers, Executive Director  
Mr. Tom Winder, Capital Projects Manager  
Ms. Heather Jeffries, Asset Manager  
Ms. Rebecca Weybright, Housing Director  
Ms. Donna Evans, Accounting Manager  
Ms. Allyson Manson-Davies, Legal Council  
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 FEBRUARY 23, 2009.**

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

**V. APPROVAL OF MINUTES OF THE WORK SESSION MEETING OF THE BOARD OF COMMISSIONERS HELD MARCH 4, 2009.**

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

**VI. APPROVAL OF MINUTES OF THE WORK SESSION MEETING OF THE BOARD OF COMMISISONERS HELD MARCH 11, 2009.**

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

VII. **APPROVAL OF MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS HELD MARCH 17, 2009.**

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

VIII. **RESPONSE TO QUESTIONS FROM PREVIOUS MEETINGS**

There were no questions to address from the previous meeting.

IX. **PUBLIC COMMENTS**

There were no public comments.

X. **PROCUREMENT UPDATE – TOM WINDER**

Mr. Winder reported receiving a small number of proposals in response to the fence and paving repair bids despite his efforts of contacting and mailing solicitations to several companies. When following up with the companies, several indicated that they were not submitting a proposal because they would not be able to complete the work in the short time frame. A few companies were intimidated by the amount of paperwork involved. Mr. Winder indicated that he offered to go through the paperwork with them to overcome that obstacle. He reported the grounds-keeping/landscaping bid has not been advertised but will be shortly. He noted provisions will be outlined in contracts to insure vendors keep the same quality of work throughout the contract period. Mr. Winder said he would like to create a database of CRHA resident contractors to be used for Section 3 contracting. He added that he has had a little experience with Section 3 contracting noting that his one experience with a resident pressure washing company in Chesapeake, VA was a positive one. The Board thanked Mr. Winder for his hard work on the procurement items.

XI. **REPORTS**

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

Sgt. Upman reported the police department is undergoing its annual in-service training. A part of the training session is set aside for police officers to review the MOA on the No Trespass Authority between CRHA and Charlottesville Police Department. He stated officers will start foot patrolling the neighborhoods on April 1<sup>st</sup> from 4pm-8pm, 8pm-12:00am, and 12:00am-3am. The areas of patrol will be the 900 block of South First Street; 700 block of 6<sup>th</sup> Street SE; Friendship Court; 10<sup>th</sup>/Page Street; Prospect/Orangedale Avenue; and 5<sup>th</sup>/Dice Street. He added Mr. Bickers and some of his

staff members along with Sgt. Upman and a few officers have scheduled a meeting to discuss the gang and graffiti issues in around CRHA properties.

## **B. Executive Director's Report**

Mr. Bickers stated there were 20 vacant units at the end of February and 17 of those units have been offered. He stated that several items on the REAC MOA originally scheduled to have been completed in February have been reforecast to be completed in April before the REAC inspections. Some of the items include the roof repair at Crescent Halls, water supply leaks at Crescent Halls, erosion issues at Westhaven, numerous fence repairs, and installing handrails on the stairs leading to the basketball court at Westhaven. The final two major procurements required by the MOA, fencing repair/replace and paving, have been completed and the bid awards have been made. The work is scheduled to begin soon. He noted the overall MOA deadline is May 31<sup>st</sup> and that the monthly deadlines were established by CRHA. The MOA will be completed well before the May 31<sup>st</sup> deadline.

Mr. Bickers stated CRHA is to receive \$796,931 in stimulus capital funds. He stated the rules concerning these funds are that PHAs must give priority consideration to the rehabilitation of vacant rental units; PHAs must prioritize capital projects that are already underway and require additional funds or are included in the Five-Year Capital Fund Action Plan; PHAs must use the funds provided to supplement, not supplant, expenditures from other Federal, State or local sources; The PHA will be required to provide a physical needs assessment; PHAs must obligate 100% of the grant by 3/18/10; PHAs must expend at least 60% of the grant by 3/18/11; PHAs must expend 100% of the grant by 3/18/12; PHAs shall give priority to Capital Fund Stimulus Grant projects that can award contracts based on bids within 120 days from February 17, 2009 (roughly June 18, 2009).

Mr. Bickers and staff recommends using the stimulus funds as follows \$79,693 (10% as allowed by rule) on Administrative expense; \$25,000 on Physical Needs Assessment; \$197,759 on Energy Audit items; \$81,300 on exterior door weather stripping and sealing; \$45,962 on washers and dryers for Crescent Halls; \$10,800 on playground renovations; \$40,000 to upgrade/add exterior lighting for Crescent Halls; \$66,417 to renovate single family homes as needed; and \$250,000 to replace Crescent Halls windows. These projects will address hiring subcontractor labor which is a goal of the stimulus and help with energy efficiency to make a lasting impact on the budget.

Staff was asked to reassess a few of these projects to avoid duplicative work such as the weather stripping/sealing project if the housing authority is planning to replace screen doors as part of the annual plan; looking into a previous washer/dryer contract in which washers and dryers were going to be placed by a vending company; and having a Physical Needs Assessment done if it is or can be incorporated in the Master Planning process. Mr. Bickers stated that he agreed CRHA should avoid duplicative work and emphasized that other projects will be substituted in if the need arises.

Commissioner Norris made a motion to approve Resolution #1256 Recovery Act Capital Fund Grant, seconded by Commissioner Stevens. The vote was recorded as

**AYES**

Commissioner Halbert  
Commissioner Johnson  
Commissioner Jones  
Commissioner Norris  
Commissioner Stevens

**NAYES**

**ABSTAIN**

Resolution #1256 was approved.

Mr. Bickers stated that next for discussion was approving the FY10 Annual Budget. He stated that this budget is a different version than was presented at the last work session meeting. This budget is basically a break even budget that shows a net income of \$608 and includes a line item for \$100,000 in carryover funds from FY 08-09. The budget also includes an additional \$125,917 in Capital Fund operating income and salary changes as discussed in the closed session of the Board's special work session held on March 11<sup>th</sup>. The Finance Committee has recommended that the full Board approve Resolution #1257 approving the FY 09-10 budget. The vote was recorded as

**AYES**

Commissioner Halbert  
Commissioner Johnson  
Commissioner Jones  
Commissioner Norris  
Commissioner Stevens

**NAYES**

**ABSTAIN**

Resolution #1257 was approved.

Mr. Bickers stated that negotiations continue with the lead Master Planning firm and final details are still being worked out. The remaining items under discussion will not significantly impact the total contract price but do involve discrepancies that must be resolved to insure that contract supporting schedules are consistent. The latest response from the lead firm was received after business hours on Thursday March 19, 2009. Staff believes that an agreement with the lead firm on all conceptual aspects of the Master Plan is near.

Mr. Bickers added that CRHA's February Resident Accounts Receivable Report notes only \$1,776.85 was owed to CRHA and is by far the least amount owed to the housing authority for the past 13 months. He thanked Ms. Mason, Pat Lockley, Jacque Sedwick, and Heather Jeffries for their hard work in collecting rent.

**C. Committee Report**

**1. Finance Report**

Commissioner Stevens stated the committee met in two different meetings, its regular meeting and then a special meeting. In the first meeting the committee discussed the stimulus fund budget and the FY10 budget. He stated the committee discussed the vacancy rate and he congratulated staff on getting the rate down so far in such a short time. The committee also talked about the REAC MOA. In the special meeting, the committee met to discuss and approve the paving repair and fence repair contracts. The committee expressed their concerns over the expensive contract amounts but agreed they needed to be approved to score well on REAC inspections.

## **2. Resident Services**

Mr. Bickers stated Ms. Mason, Prevention Coordinator, gave a presentation about the Community Service requirement that is part of each resident's lease agreement along with the exemptions from the requirement. The committee discussed the list of activities that residents can do to fulfill these requirements. The committee talked about how flexible the housing authority is with matching residents with opportunities that interest them in order to fulfill their community service hours. The committee discussed different issues residents noticed at their sites and conversations they would like to see in the future. The next meeting will focus on parent's responsibilities for their children in the neighborhood and to discuss activities and opportunities for youth. Commissioner Norris suggested the committee discuss neighborhood clean up in a future resident meeting

## **3. Redevelopment Committee**

Commissioner Norris stated staff are still in negotiations with the lead Master Planning firm and hopes to have a conclusion soon. The Committee focused on various ways of engaging resident outreach with a possibility of getting the master planning meetings on Channel 10 and creating a comprehensive Marketing Strategy for getting residents involved in the master planning process. He stated the field trip to Hagerstown, MD was a successful trip and the committee discussed another field trip to the Washington DC/Alexandria area to view redeveloped communities and that more information will follow. He stated that a new youth council is in place to help the continuing process of youth engagement in the community. The committee talked about a few grant applications to support redevelopment like the Charlottesville Albemarle Community Foundation (CACF) Catalyst Grant, Low Income Home Energy Assistance Program (LIHEAP) funds, and stimulus funds. Commissioner Halbert commended Mr. Bickers and Ms. Kilroy for keeping him updated on the negotiations and their attention to the details of the contract and hopes that a recommendation will come out of the next committee meeting for the Board to approve the contract.

## **XII. OTHER BUSINESS**

Commissioner Halbert asked for staff to research and update the board on the status of the QCC Community Garden located at the Sixth Street site.

## **XIII. COMMITTEE MEETING DATE CHECK-IN**

CRHA  
BOC Regular Meeting  
March 23, 2009

Redevelopment Committee Meeting – meets 2<sup>nd</sup> Tuesday of the month  
Next meeting April 14 at 10:00am in the South First Street Community Center

Resident Services Committee Meeting- meets 2<sup>nd</sup> Thursday of the month  
Next meeting April 9<sup>th</sup> at 5:30pm in the South First Street Community Center

Finance Committee Meeting – meets 3<sup>rd</sup> Tuesday of the month  
Next meeting April 21<sup>st</sup> at 8:30am in the South First Street Community Center

Regular Board Meeting – meets 4<sup>th</sup> Monday of the month  
Next meeting April 27<sup>th</sup> at 7pm in City Council Chambers

#### XIV. **PUBLIC COMMENTS**

Annette Wilcox of 1400 Monticello Road Apt 102 stated she is pleased to see the new colors at the Monticello Vista Apartments.

#### XV. **CLOSED SESSION TO DISCUSS A LEGAL MATTER**

Commissioner Halbert stated “Pursuant to section 2.2-3712 of the Virginia Code, I hereby move that Charlottesville Redevelopment and Housing Authority close this open meeting and convene in closed session:

- (1) Discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, as authorized by Virginia Code sec. 2.2-3711 (A) (3).”

The motion was seconded by Commissioner Stevens. The motion was approved by a unanimous vote. The board entered a closed session.

Commissioner Halbert stated “ I moved that this Board certify a recorded vote that to the best of each member’s knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the Motion convening the closed session were heard, discussed or considered in the closed session.” The motion was seconded by Commissioner Norris. The board came out of closed session.

#### XVI. **ADJOURNMENT**

The Board meeting adjourned