

**MINUTES OF THE WORK SESSION OF THE BOARD OF COMMISSIONERS  
OF THE CHARLOTTESVILLE REDEVELOPMENT AND HOUSING  
AUTHORITY**

March 11, 2009

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority (hereinafter “CRHA” or the “Housing Authority”) met in Work Session at 4:00 PM on March 11, 2009 in the City Hall Basement Conference Room.

**I. CALL TO ORDER**

Commissioner Jason Halbert called the meeting of the Board to order at 4:00PM on March 11, 2009.

**II. ROLL CALL OF COMMISSIONERS**

**Present:**

Mr. Jason Halbert, Chair  
Mr. Hosea Mitchell, Vice Chair  
Ms. Sherri Clarke, Commissioner  
Ms. Joy Johnson, Commissioner  
Mr. Dave Norris, Commissioner  
Mr. Bob Stevens, Commissioner

**Absent:**

Mr. Richard Jones Commissioner

**Staff Present:**

Mr. Randy Bickers, Executive Director  
Ms. Amy Kilroy, Redevelopment Director  
Ms. Heather Jeffries, Asset Manager  
Ms. Donna Evans, Accounting Manager  
Ms. Deetra West, Administrative Assistant  
Ms. Allyson Manson-Davies, Legal Council

**III. CAPITAL BUDGET PLANNING**

Mr. Bickers provided a spreadsheet of available capital funds in which the commissioners reviewed. Mr. Bickers stated CRHA has estimated revenue of \$2,549,271.59 available from various capital funds and CDBG funds. The Operations fund is budgeted at \$251,834 and is used to cover day to day operations and to balance the public housing budget. Management Improvements funds are used to fund salaries for the Resident Apprentice positions, staff training, and any other costs associated with improving the management of the agency. Mr. Bickers proposed pulling \$250K out of this fund to cover the Master Plan. This does not affect the annual budget and it leaves a comfortable balance of \$197,481.60 to conduct business as normal. The Administration fund is budgeted at \$155,818 and is used to administer the capital fund, such as the Capital

Projects Manager salary and other admin costs. Fees and Costs funds are budgeted at \$83,723.85 and are used to pay for architect engineer fees and other costs associated with physical needs assessment. The Capital Projects fund is budgeted at \$1,180,414 and CDBG Capital is budgeted at \$430K. Commissioners suggested staff pursue Section 3 training when hiring contractors for upcoming capital improvement projects. Mr. Bickers stated CRHA has applied for Workforce Development grant money to help train residents for employment with contractors.

Mr. Bickers stated staff came up with a list of capital improvement priorities. Some projects are already in progress such as refrigerator replacement, tree removal contract, erosion control, sidewalk grinding, fence repair, paving repair, and Hot Water Heater Replacement. Mr. Bickers asked the commissioners to review the list to determine what they thought were priorities. The commissioners determined that this list needed to be cross checked against last year's priority list to see if any items were missing. After much discussion it was decided that the top priority would be given to any projects related to passing REAC passing inspections in April such as the erosion control, fencing repair, and paving repair. The next priority will be to take on projects that will increase energy efficiency to save on utility costs and will lower overall maintenance costs. Some items on staff's priority list have addressed this concern such as new refrigerators, new hot water heaters, new heating and cooling system at Crescent Hall, a green roof, and weather stripping/seals. Lastly, staff could look into sites that require the most attention such as Crescent Halls. Mr. Bickers stated he knows there are some problem areas that did not make the list but staff will be addressing these issues after REAC Inspections.

He noted some capital projects were moved to the stimulus list because they were not CDBG eligible like painting and pressure washing project. This project would remove the unsightly green stains off the buildings and then replace the paint that may be peeled off in the process. Commissioner Johnson reviewed the Executive Director's response to FY09 annual plan. The report recognized resident's priorities as removing mold and mildew from the buildings along with adding new stoves, new washer and dryers at Crescent Halls, renovating 8 playgrounds, improving 4 basketballs courts, and partial repair/replacement of privacy fences. Secondary issues were listed as renovation of Westhaven Community Center, install additional exterior lighting at Crescent Halls, exterior building cleaning (mold/mildew) at all sites, install new shades/screens on windows as needed, replace dumpsters, replace kitchen cabinets, and renovate accessible units to meet UFAS standards (Uniform Federal Accessibility Standard). Mr. Bickers stated CRHA will not have the power washing completed before this year's REAC and suggested some of the resident's priorities are put in the lists. After much discussion commissioners decided stimulus funds will be used to complete some power washing (hitting the acute areas), replacing washing machine and dryers at Crescent Halls, exterior lighting at Crescent Halls, and playground improvements.

Because of time restraints the commissioners had to end the work session.

#### IV. CLOSED SESSION TO DISCUSS A LEGAL MATTER

CRHA  
BOC Work Session  
March 11, 2009

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) For discussion and evaluation of salaries and positions of specific public employees and/or for evaluation of departmental performance, as authorized by Virginia Code sec. 2.2-3711 (A) (1).”

The motion was seconded by Commissioner Johnson. 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 Mitchell. The board came out of closed session.

V. **ADJOURNMENT**

The Board meeting adjourned.