

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

July 27, 2009

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority (hereinafter "CRHA" or the "Housing Authority") met in Regular Session at 7:02 PM on July 27, 2009 in Council Chambers at City Hall.

I. CALL TO ORDER

Commissioner Jason Halbert called the meeting of the Board to order at 7:02PM on July 27, 2009.

II. ROLL CALL OF COMMISSIONERS

Present:

Mr. Jason Halbert, Chair
Ms. Joy Johnson, Vice Chair
Ms. Sherri Clarke, Commissioner (left meeting early)
Mr. Richard Jones Commissioner
Mr. Dave Norris, Commissioner
Mr. Bob Stevens, Commissioner

Absent:

Mr. Hosea Mitchell, Commissioner

Staff Present:

Mr. Randy Bickers, Executive Director
Ms. Tom Winder, Capital Projects Manager
Ms. Rebecca Weybright, Housing 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 JUNE 22, 2009.**

Commissioner Norris made a motion to approve the minutes, seconded by Commissioner Johnson. The minutes were approved.

V. RESPONSE TO QUESTIONS FROM PREVIOUS MEETINGS

Mr. Bickers stated that there were no questions to address from the previous meeting.

VI. PUBLIC COMMENTS

There were no comments made.

VII. REPORTS

A. Police Report – Sgt. Tom McKeen

Sgt. McKeen was not present.

B. Executive Director’s Report

Mr. Bickers stated that CRHA put out two separate bids for Physical Needs Assessment and an Energy Audit both of which are a requirement for receiving stimulus funds. A Physical Needs Assessment is a review of the current status of all buildings and sites and makes recommendations for necessary improvements, repairs, and capital replacements. It is a HUD requirement that PHA’s perform an assessment every 5 years. A new PNA is also required as part of an agreement to receive Stimulus Capital Funds. CRHA put out an Energy Audit RFP to receive bids to update the existing Energy Audit and provide additional guidance for spending energy efficiency items included in the Stimulus Capital Fund budget. CRHA allowed contractors to bid on both bids separately or together to obtain better pricing. He stated concerns were raised about performing the Energy audit pending redevelopment. Commissioner Halbert stated he would like to put off the audit unless CRHA plans to address the items found in the audit. He added if the Board decides that CRHA should perform the Energy Audit, he would like staff to press upon The Nelrod Company, the winning bidder, to prioritize the highest priority items. Because The Nelrod Company submitted a proposal for dual services, Mr. Bickers stated if CRHA decided not to perform the Energy Audit, staff would then ask them to submit another proposal for PNA services. He added the cost associated with their new bid would surely increase. Mr. Winder stated that PNA and Energy Audit Services are required every 5 years. CRHA would save a substantial amount of money if it combines both of these projects now and going forward. The Finance Committee recommended that the Board approve the PNA Services contract in the amount for \$8,410 and the Energy Audit contract in the amount of \$6,677 to The Nelrod Company.

The vote was recorded as

AYES

Commissioner Halbert
Commissioner Johnson
Commissioner Jones
Commissioner Norris
Commissioner Stevens

NAYES

ABSTAIN

The contracts were approved.

Mr. Bickers stated there were two bids that went before the Finance Committee that were not approved. These two bids were for A&E Services for Crescent Halls Lighting Improvements and A&E Services for Crescent Halls Roof Replacement. Mr. Bickers stated he believes that he may not have fully explained to the Finance Committee the importance of considering these services. Mr. Winder stated that he recommends this type of service only when he is unsure of his specs for a particular job or is lacking expertise on the project to be procured. He added he certainly would rather save the

money and spend it on the job. A&E Services for Crescent Hall Roof Replacement will help shed some insight on the types of roofs, the roofing design, materials, walkways, types and amounts of insulation. He stated A&E Services for Crescent Halls Lighting would allow some insight on the types of fixtures that would best suit CRHA since what is being used now is old and finding the parts are becoming harder. Mr. Bickers added CRHA talked of going to a vegetated roof and having some insight on that type of roofing and what it would take to maintain them would be extremely helpful in any decision making. Commissioners expressed their concerns about spending extra funds on A&E Services that could be used towards other projects. After much discussion the Board decided it was very important to fix and maintain the buildings regardless of redevelopment and to pass next year's REAC Inspections. Commissioner Jones made a motion for CRHA to solicit an RFP to Design/Build the Roof Replacement at Crescent Halls and an RFP for Replacement Lighting at Crescent Halls without conducting separate A&E assessments. The motion was seconded by Commissioner Norris. The vote was recorded as:

AYES

Commissioner Halbert
Commissioner Johnson
Commissioner Jones
Commissioner Norris
Commissioner Stevens

NAYES

ABSTAIN

The motion carries. The A&E services will not be performed for those two projects.

Mr. Bickers stated that CRHA issued an RFP for Westhaven Painting and Power Washing to remove the discoloration on the bricks and stucco in an effort to improve curb appeal. CRHA distributed the bid to 24 firms and received 4 bids back. The bids ranged from \$43,000-\$92,500. Mr. Bickers asked the Board to recommend the contract to Empire in the amount of \$43,000. Commissioner Norris made a motion to award the contract to Empire, seconded by Commissioner Stevens. The vote was recorded as:

AYES

Commissioner Halbert
Commissioner Johnson
Commissioner Jones
Commissioner Norris
Commissioner Stevens

NAYES

ABSTAIN

The motion carries.

Mr. Bickers stated Mr. Peter Hunter, owner of a property directly behind Crescent Halls, is going to petition the City to close a "street" that is between Crescent Halls and his property. The street is a combination of gravel and grass and looks more like a driveway than a street. If and when the street is closed, the street will be divided between the adjacent property owners – Mr. Hunter and Crescent Halls. Mr. Hunter has requested

that if this happens that CRHA either give or sell its share of the street to him. No action has yet been taken.

Mr. Bickers stated he and Mr. Winder are recommending that CRHA's procurement policy be amended based on recommendations from HUD and the additional burden that the current procurement policy is creating. The major change between the old policy and the new is that the small purchase procedures and limits have been changed. Under the current policy all purchases over \$500 require three quotes, and purchases over \$15,000 require a sealed bid process and Board approval. The suggested policy requires all purchases over \$2,000 to have three quotes, purchases over \$30,000 to have four quotes, and purchases over \$50,000 to have a sealed bid process and Board approval. These limits are in line with those set by the State of Virginia (Federal limits are higher). This change would eliminate the bid process and Board approval for purchases less than \$50,000. The recommended policy that is being presented to the Board was adapted from HUD's suggested procurement policy. All language was taken from the HUD policy with the exception of those italicized items which were added or changed to better fit CRHA's operating environment. The policy is presented for review at this time.

C. Committee Report

1. Finance Report

Commissioner Stevens stated the committee met and discussed receivables and the vacant units report which stated that there were 21 vacant units. He stated CRHA had a lot of move outs but staff is confident that this number will come down. Mr. Bickers stated that since the loss of the Finance Manager position, CRHA has been reporting a month behind on financials, but staff is now caught up and reporting on time.

2. Resident Services

Mr. Bickers stated the committee met and in attendance was Commissioner Johnson, and Ms. Edith Goode. The committee talked about the redevelopment process and what was working and what was not. Other discussion involved ways to increase participation.

3. Redevelopment Committee

Commissioner Norris stated that the committee is committed to holding firm with the adopted Bill of Rights. He stated that a series of meetings are being held with residents and other community members for feedback about the process and will be ongoing throughout the redevelopment process.

VIII. OTHER BUSINESS

Commissioner Johnson stated Westhaven Community Day will be held August 1st from 10AM until dark.

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

**Redevelopment Committee Meeting – changed meeting date to the 2nd Wednesday of the month. The next meeting will be Wednesday, August 12th at 10:00am in the South First Street Community Center.

Resident Services Committee Meeting- meets 2nd Thursday of the month
Next meeting August 13th at 5:30pm at Christ Community Church

Finance Committee Meeting – meets 3rd Tuesday of the month
Next meeting August 18th at 8:30am in the South First Street Community Center

Regular Board Meeting – meets 4th Monday of the month
Next meeting August 24th at 7pm in City Council Chambers

X. **PUBLIC COMMENTS**

There were no public comments.

XI. **ADJOURNMENT**

The Board meeting adjourned at 8:40PM.