

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

August 24, 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 August 24, 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 August 24, 2009.

II. **ROLL CALL OF COMMISSIONERS**

Present:

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

Absent:

Mr. Bob Stevens, Commissioner

Staff Present:

Mr. Randy Bickers, Executive Director
Ms. Amy Kilroy, Redevelopment Director
Ms. Becky Weybright, Housing Manager
Ms. Tom Winder, Capital Projects 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 ANNUAL MEETING OF THE
BOARD OF COMMISSIONERS HELD JULY 27, 2009.**

Commissioner Jones made a motion to approve the minutes, seconded by Commissioner Clarke. The minutes were approved with one abstention from Commissioner Mitchell.

V. **APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS HELD JULY 27, 2009.**

Commissioner Jones made a motion to approve the minutes, seconded by Commissioner Norris. The minutes were approved with one abstention from Commissioner Mitchell.

VI. RESPONSE TO QUESTIONS FROM PREVIOUS MEETINGS

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

VII. PUBLIC COMMENTS

There were no comments made.

VIII. REPORTS

A. Police Report – Sgt. Tom McKean

Sgt. McKean was not present. Mr. Bickers stated that there is a meeting scheduled with the Assistant City Manager and a City Council member to discuss their concerns related to a recent incident that took place in the Westhaven community. Mr. Bickers stated he is trying to coordinate a meeting with the police department to discuss his concerns surrounding the incident. He stated that residents would like to have a meeting at Westhaven with as many representative of the police department, community officers, Chief Longo, and CRHA staff to discuss what the residents view as “a lack of respect” that officers have for residents in the community. He added that resident concerns are taken seriously and that everyone is in agreement that police presence is needed.

B. Executive Director’s Report

Mr. Bickers stated that the Public Housing Program reporting rates for July is 100% and the Section 8 HCV Program reporting rate for July is 100.72%. He reported the total number of units vacant at the end of July was 18 and staff is working hard to get units occupied.

Mr. Bickers reported CRHA distributed 5 bids and received 2 bids back in response to its Waste Removal Services project. This project is to service dumpsters at all sites and provide waste removal services for a three year period. The contract includes provisions to safeguard against fuel surcharges and includes clauses that address contract termination pending the redevelopment process. In addition, CRHA will be adding a new open top dumpster at its maintenance office to decrease the number of trips to the landfill. The lowest bid received was from Waste Management in the amount of \$219,060.19 for three years; with a cost of \$71, 244.81 for the first year. Commissioner Halbert stated that he would like to see recycling added to the scope of work in the contract. Commissioner Norris suggested staff contact Mr. Van der Linde who has offered to set up recycling bins free of charge in and around the city. He noted that some of the resident youth that have been involved in the City’s summer Green Team program may be interested in educating residents on the importance of recycling. Mr. Bickers recommended the Board award the contract to Waste Management. Commissioner Norris made a motion to award the contract to Waste Management in the amount of \$219,060.19, seconded by Commissioner Jones.

The vote was recorded as

AYES

Commissioner Halbert
Commissioner Johnson

NAYES

ABSTAIN

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Commissioner Clarke
Commissioner Jones
Commissioner Mitchell
Commissioner Norris

The contract was approved.

Mr. Bickers reported CRHA distributed 10 bids to vendors to replace 164 security screen doors on CRHA sites. Out of 10 bids, 2 were received to replace doors in the communities of Madison Ave., Michie Dr., Riverside Ave., and 6th Street. The doors can be taken apart and put back up pending redevelopment and can be installed by the maintenance staff. The award of this project is time sensitive as it needed to help fulfill CRHA's obligation requirement for the 2007 Capital Fund. The obligation deadline for this grant is 9/12/09. Mr. Bickers asked the Board to award the contract to TAPCO in the amount of \$28,700. Commissioner Norris made a motion to award the contract to TAPCO, seconded by Commissioner Clarke.

The vote was recorded as

AYES

Commissioner Halbert
Commissioner Johnson
Commissioner Clarke
Commissioner Jones
Commissioner Mitchell
Commissioner Norris

NAYES

ABSTAIN

The contract was approved.

Mr. Bickers reported inspectors from HUD were on site on August 18th and 19th conducting a review of CRHA procurement and contract files related to the ARRA (Stimulus) Capital Grant. The team reviewed the procurement and contract files for four projects – playground mulch replacement, window replacement at Crescent Halls, exterior door weather stripping replacement at all sites, and exterior pressure washing and painting at Westhaven. All procurement and contract documents were approved without any findings or deficiencies noted. Mr. Bickers thanked Mr. Winder for the excellent file documentation. The remaining action items resulting from the visit were as follows: Board approval of new procurement policy and ARRA procurement policy amendment; reallocation of \$25,000 from the Physical Needs Assessment that had been planned but has now been canceled; and documentation of progress inspections and final inspections on large stimulus projects. CRHA is now allowed to obligate stimulus funds related to the four reviewed projects, begin the work, and draw funds as expended.

Mr. Bickers stated based on recommendations from HUD and the additional burden that CRHA's current procurement policy is creating, he and Mr. Winder are recommending that the agency policy be amended. The major change between the old policy and the newly proposed policy 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. Mr. Bickers stated the proposed policy was adapted from HUD's suggested procurement policy with the exception of a few changes to better fit CRHA's operating environment. Along with the policy is a procurement policy addendum required as a condition of receiving Stimulus Capital Funds. The addendum applies to Capital Fund Stimulus Grants only and includes two changes: a buy American provision and a statement that state and local procurement provisions may be waived for Capital Fund Stimulus Grant procurements. HUD reviewed this policy during their recent site review and determined that it met their requirements. After much discussion, the Board suggested having language incorporated in the policy regarding proof of Liability Insurance from contractors, living wage requirement, and Board notification of procurement projects. Commissioners also asked staff to actively look into implementing the Section 3 requirement. Pending the suggested changes, the Board agreed to table the policy so that it may be reviewed at the Finance Committee meeting.

C. Committee Report

1. Finance Report

Mr. Bickers stated the committee did not meet. He reported that overall CRHA is doing fine. There were some unforeseen additional costs of about \$21,000 at Crescent Halls associated with the building air conditioning system which were reimbursed out of the Capital Fund. He stated the Board should think about ways to fund the Master Planning Process; whether or not to shift money out of the Capital Fund or tap into a Reserve Fund. He stated CRHA shifted \$60K-\$70K out of the public housing reserves a few months back to help with a cash flow issue. It is CRHA's intention to shift the funds back into reserves as the cash balance permits. Commissioner Halbert stated the Reserve Policy will be added to the agenda to be discussed at the next Finance Committee meeting. Mr. Bickers was pleased to report CRHA's July Resident Accounts Receivable Report notes \$5,927.38 is owed from active residents versus \$7,520 reported for June. He added one resident was scheduled to be served with Unlawful Detainer summons and before the time the UD paperwork was complete another 15 residents paid their accounts in full. One resident was scheduled to be served with a writ and evicted.

CRHA has made an offer in the search for a Finance Director and has received a verbal acceptance. He thanked Bruce Holden for all his hard work and for volunteering every day during the last few months to help CRHA through a very tough situation in the absence of a Financial Director.

2. Resident Services

Mr. Bickers stated the committee did not meet. He also mentioned that he's planning on handing the committee over to another staff member.

3. Redevelopment Committee

Commissioner Norris stated that the committee met August 12th with very good attendance. The committee discussed the latest rounds of WRT meetings and was pleased with the increased attendance at community meetings. The committee heard numerous constructive suggestions of how to improve the meetings. A suggestion was given that the consultants should have more of an introduction period at the beginning of each community meeting to bring the attendees up to speed. Some resident and community members would like for the opportunity to present their opinions and feedback to WRT not just listen to them talk. Others liked the idea of having a presentation from residents that took part in the redevelopment field trips. There has been very positive feedback of the students of the Summer Urban Design Institute and the quality of their work. Commissioner Norris stated he'd like to make their work available to the public. He added that committee is continuing to work on getting a couple of representatives from the Greenville South Carolina Housing Authority to visit CRHA. The intention is to have that housing authority discuss their success in a mixed-use/mixed-income redevelopment process.

IX. OTHER BUSINESS

Commissioner Norris thanked staff, residents, and Commissioner Johnson for making Westhaven Community Day such a huge success.

X. COMMITTEE MEETING DATE CHECK-IN

**Redevelopment Committee Meeting – changed meeting date to the 2nd Wednesday of the month. The next meeting will be Wednesday, September 9th at 10:00am in the South First Street Community Center.

Resident Services Committee Meeting- meets 2nd Thursday of the month
Next meeting September 10th at 5:30pm at South First Street

Finance Committee Meeting – meets 3rd Tuesday of the month
Next meeting September 15th at 8:30am in the South First Street Community Center

Regular Board Meeting – meets 4th Monday of the month
Next meeting September 28th at 7pm in City Council Chambers

XI. PUBLIC COMMENTS

Annette Wilcox of 1400 Monticello Avenue stated she looks forward to the finished product from the redevelopment process.

XII. ADJOURNMENT

The Board meeting adjourned at 8:17PM