

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

December 20, 2010

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority (hereinafter "CRHA" or the "Housing Authority") met in Regular Session at 5:30 PM on December 20, 2010 in Council Chambers at City Hall.

I. CALL TO ORDER

Commissioner Bob Stevens called the meeting of the Board to order at 5:30 PM on December 20, 2010.

II. ROLL CALL OF COMMISSIONERS

Present:

Ms. Holly Edwards, Vice Chair
Mr. Jason Halbert, Commissioner
Ms. Joy Johnson, Commissioner
Mr. Hosea Mitchell, Commissioner
Mr. Bob Stevens, Chair

Absent:

Ms. Sherri Clarke, Commissioner
Mr. Keith Woodard, Commissioner

Staff Present:

Mr. Randy Bickers, Executive Director
Ms. Amy Kilroy, Redevelopment Director
Ms. Allyson Manson-Davies, Legal Attorney
Ms. Deetra West, Administrative Assistant

III. MOMENT OF SILENCE

Commissioner Stevens opened the meeting with a moment of silence.

**IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS HELD NOVEMBER 22, 2010.**

Commissioner Halbert made a motion to approve the minutes, seconded by Commissioner Edwards. The minutes were approved.

V. RESPONSE TO QUESTIONS FROM PREVIOUS MEETINGS

Mr. Bickers stated there were several resident questions received and addressed during the November Board meeting. One of the issues is currently being addressed by the CRHA attorney. Staff have followed up with all of the other residents involved.

VI. PUBLIC COMMENTS

Due to inclement weather, the last scheduled annual plan public comment period was cancelled. Commissioner Stevens stated CRHA was giving the public a chance to make

annual plan comment during the first public comments session. He asked the public to hold all other comments for the second public comment session later on in the meeting.

Paul Vaughn, PHAR, stated PHAR submitted its comments regarding the Annual Plan. Some of the capital needs identified by the PHAR Board were new bath tubs, new vents in bathrooms, new stoves, new refrigerators, new thermostats, new stoves, lighting upgrades, and new playground upgrades at all sites.

VII. REPORTS

A. **Police Report** – Commissioner Stevens stated that he asked the police to not attend this meeting because of the time restraints the Board was facing to conduct business.

B. **Items Requiring Board Action**

1. Resolution #1281- Approval of FY11 Annual Plan

Mr. Bickers stated most of the capital needs identified by PHAR are already in an existing annual plan such as new stoves, lighting upgrades, new refrigerators, shower/bath tub upgrades, and playground upgrades. He stated the comments submitted by PHAR will be incorporated in the annual plan as well as his response to them.

A draft of the annual plan was initially included in the October Board packages and has been issued for public comments since that time. CRHA scheduled three public comment session meetings. The first meeting was held on December 9th at 12:00pm at Crescent Halls and the second meeting was held on December 9th at Westhaven at 6:00pm. The third session, scheduled for December 16th, at South First street was cancelled because of inclement weather.

Mr. Bickers reviewed the comments/questions heard at those meetings along with his response as follows:

Residents would like CRHA to purchase additional community room chairs that are higher and that have arms to help individuals that are having difficulty using the chairs. *Response: Additional community center chairs will be purchased and are covered within an existing plan.*

A suggestion was made to perform a sewer/pipe analysis to identify rusted pipes before they start leaking. *Response: Sewer/pipe analysis at Crescent Halls has been added to the annual plan.*

A suggestion was made to upgrade interior lighting improvements at Scattered sites. *Response: Interior lighting improvement project at scattered sites has been added to the annual plan.*

Doesn't the change in preferences mean that some that are most in need will no longer be housed quicker than others? *Response: While to some it may appear that the*

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elimination of preferences doesn't fairly address the true "need" of applicants, CRHA feels that the definition of "need" is subjective and open to interpretation. While the current preference system may help some in need, it certainly does not address all needs. The Executive Director sees housing as a fundamental need for all and supports a waiting list system based on time that will allow some that would otherwise never get housing from CRHA the opportunity to be housed.

Is there a way to still identify emergency need within the preference system?

Response: The Executive Director supports the idea of housing those in an emergency situation more quickly, but also sees the difficulty of objectively defining and quantifying what represents an emergency case. The Executive Director feels that CRHA's housing programs by their nature are not the best options for emergency or transitional housing due to eligibility requirements and the fact that units are not set aside for this type of housing.

Can CRHA set a twelve month residency requirement in order for an applicant to receive the local preference? *Response: According to HUD standards, an agency can not set time limits on the eligibility requirement.*

Pipe insulation needs to be repaired/replaced at Westhaven. *Response: Pipe insulation has been added to the annual plan.*

CRHA should include roof repair at the Westhaven community center/nurses clinic in the plan. *Response: The Westhaven community center/nursing clinic roof is already included in the annual plan.*

CRHA needs to continue to screen applicants no matter what change is made in the waiting list preference system. *Response: CRHA's screening process will not change due to a change in preferences*

Mr. Bickers stated these comments along with comments received at the Finance Committee meetings and additional staff input had all been incorporated in the plan. He asked the Board to approve the Annual Plan as presented along with any amendments agreed to, based on comments received during tonight's meeting.

Commissioner Edwards made a motion to approve Resolution # 1281 Adopting an Annual and Five Year Administrative Plan with the addendums, PHAR's comments, and the official Director's responses. Resolution #1281 passed, the votes were recorded as:

AYES

Commissioner Edwards
Commissioner Halbert
Commissioner Johnson
Commissioner Mitchell
Commissioner Stevens

NAYES

ABSTAIN

2. Resolution No. # 1282 Authorizing CRHA to Enter Into an Agreement with the City

Mr. Bickers stated the resolution authorizes the signing of a contract that is necessary for the City of Charlottesville via CRHA to provide project-based rental assistance for twenty-one units to the Virginia Supporting Housing's The Crossings at Fourth and Preston project. The contract with the City of Charlottesville details the City's commitment to providing assistance for the 21 project based vouchers. CRHA will establish a baseline of support for existing choice voucher holders at the date that the HAP contract is executed and City will fund the SRO project based vouchers for the first year of support under the terms of the project-based HAP contract. Should CRHA receive additional choice voucher funding from HUD in a subsequent year which exceeds the amount necessary to fund the base line number of choice vouchers which was established at the initial project-based HAP contract date, the City's level of funding will be decreased by the amount of that additional funding and CRHA will use the additional HUD funding to cover the project-based vouchers.

The contract includes a clause that allows both sides to terminate the agreement, for any reason, with 60 days notice. Another clause incorporated in the contract addresses the fact that the City is required to annually appropriate the funds during their budget process and that if this appropriation were to not occur at some point, the agreement would be terminated without liability or penalty.

The Finance Committee recommended that the full Board pass Resolution #1282 Authorizing the Executive Director to sign the final contract with the City of Charlottesville. Commissioner Johnson seconded the motion. The vote was recorded as:

AYES
Commissioner Edwards
Commissioner Johnson
Commissioner Mitchell
Commissioner Stevens

NAYES
Commissioner Halbert

ABSTAIN

Resolution #1281 passes.

3. Resolution No. #1283 Authorizing CRHA to Enter Into an AHAP Agreement for the SRO

Mr. Bickers stated Resolution #1283 authorizes the Executive Director to enter an AHAP agreement which is the agreement to enter into the project based housing assistance payments contract (HAP). The AHAP includes the approved owner's project-based voucher proposal, description of work to be performed, description of housing, the HAP contract, and building plans. Once construction is complete, units will have to be inspected by CRHA to determine compliance with HQS standards. If units are determined to be in compliance, the HAP contract will be signed

The Finance Committee recommended that the full Board pass Resolution #1283 Authorizing CRHA to Enter Into an AHAP Agreement for the SRO. Commissioner

Johnson seconded the motions to approve Resolution #1283. The resolutions pass, the vote was recorded as:

AYES

Commissioner Edwards
Commissioner Johnson
Commissioner Mitchell
Commissioner Stevens

NAYES

Commissioner Halbert

ABSTAIN

Resolution #1283 passes.

4. Authorizing CRHA to Sign Letter of Intent to Habitat for Humanity of Greater Charlottesville

Mr. Bickers stated Mr. Rosensweig, Executive Director of Habitat for Humanity of Greater Charlottesville, is requesting that CRHA project base Housing Choice Vouchers to help subsidize affordable housing for current and future residents (Replacement without Displacement) during Habitat's redevelopment process of the Sunrise Trailer Court. Mr. Rosensweig gave a presentation of how Habitat will provide affordable housing for residents in and around the City of Charlottesville. Finance Committee recommended that the full Board authorize the Executive Director to sign a letter of intent to project base four vouchers at the Sunset Park project.

Commissioner Johnson seconded the motion. The Executive Director was authorized to sign the letter of intent. The vote was recorded as:

AYES

Commissioner Edwards
Commissioner Halbert
Commissioner Johnson
Commissioner Mitchell
Commissioner Stevens

NAYES

ABSTAIN

C. Executive Director's Report

Mr. Bickers stated the vacancy number was down as staff was able to occupy 2 more units. Staff performed 4 much needed transfers. Had these transfers not occurred, these units would have been filled by new applicants further lowering the vacant unit number. Mr. Bickers stating exterior painting at South First Street has been put on hold due to the cold weather and will resume once the weather warms up.

Mr. Bickers stated rent receivables are around the same amount as last month. He noted that 38 of the 66 residents that owed amounts paid in their balances in full which is good news for CRHA.

Mr. Bickers reported Mr. Chris Gensic, the Trails Planner for the City of Charlottesville, made a request for a letter of support from CRHA for a proposed bike trail connector to

run alongside Washington Park and would connect Madison Avenue to Preston Avenue. It would not be on CRHA property nor do they seek any funding from CRHA. The Finance Committee recommended the signing of the support letter.

Mr. Bickers stated the 2011 Annual Calendar was presented in the board package. He noted the first Tuesday of the months have been designated as potential work-session dates if needed. The calendar also contained some key HUD reporting deadlines and committee meeting dates. Commissioner Halbert suggested changing the budget presentation to the City Manager scheduled in March to January to give CRHA a better chance at having financial requests approved by the City.

Mr. Bickers stated on the recommendation of a commissioner, the vacant trend analysis is being presented in graph form and any feedback is welcomed.

D. Committee Reports

1. Finance Report

Mr. Bickers reported Public Housing income is higher than the budgeted amount due to additional subsidy funding from HUD. CRHA is currently over budget in Plumbing Heating Repair Costs which is related to a failing pipe system at Crescent Halls that is being addressed in the Capital Plan for next year. Also contributing to this amount were some significant leaks at Westhaven.

2. Resident Services

Commissioner Johnson stated the committee discussed the Annual Plan for which Mr. Bickers was able to gather some feedback.

3. Redevelopment Committee

Ms. Kilroy stated the committee discussed the MOU between CRHA and City of Charlottesville. She stated a meeting with City Management has not yet been scheduled to discuss the MOU however staff is hoping to have a meeting after the beginning of the year. A decision was made to put the Redevelopment Committee on hold until the CRHA Board and City reps get together to work out direction and the details of the MOU. Once this has happened, there will be a better idea of who needs to be on the committee and what work will need to be done.

The remainder of the committee meeting was spent saying thank you to the committee members for their hard work and commitment over the past three years. Mr. Bickers thanked Ms. Kilroy for the way she recognized and thanked the committee members.

VIII. OTHER BUSINESS

There was none.

IX. COMMITTEE MEETING DATE CHECK-IN

Redevelopment Committee Meeting – meets 2nd Wednesday of the month

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****Will not meet in January****

Resident Services Committee Meeting- meets 2nd Thursday of the month
Next meeting will be January 13, 2011 at 12:00pm in the Crescent Hall Community Room.

Finance Committee Meeting – meets 3rd Wednesday of the month
Next meeting will be January 19, 2011 at 4:30pm, in 2nd Floor Conference Room in City Hall

Regular Board Meeting – meets 4th Monday of the month
Next meeting January 24, 2011, 2011 at 7pm, in Council Chambers

X. **PUBLIC COMMENTS**

Janyce Lewis, Hardy Drive, stated she is concerned with excess utility charges. She presented the Board with a petition that she asked them to review. She stated the residents are being over charged and residents want to know why.

Annette Wilcox, 1400 Monticello Road, stated she hopes Crescent Halls will eventually house Section 8 recipients.

Sterling Allen, Hardy Drive, stated she is also concerned with excess utility charges. Since she has moved from a 4 bedroom unit to a 2 bedroom, her charges have increased. She has written a letter to the Executive Director and would like a response. She suggested the possibility of having the utility charges billed separately from the rent.

Paul Vaughn, PHAR, stated PHAR and Legal Aid have been contacted by several residents that are upset and concerned about losing their housing because of excess utility charges. The two organizations are recommending to residents to not withhold rent and to pay the money however many can not afford to pay it. He asked that CRHA stop any evictions based solely on excess utility charges until the process can be sorted out.

XI. **ADJOURNMENT**

Commissioner Johnson made a motion to adjourn the meeting, seconded by Commissioner Stevens. By a unanimous vote, the meeting adjourned at 6:30pm.