

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

October 17, 2011

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 October 17, 2011 in Council Chambers at City Hall.

I. CALL TO ORDER

Commissioner Mitchell called the meeting of the Board to order at 7:00 PM on October 17, 2011.

II. ROLL CALL OF COMMISSIONERS

Present:

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

Absent:

Mr. Keith Woodard, Commissioner

Staff Present:

Mr. Randy Bickers, Executive Director
Ms. Robin Munson, Finance Director
Ms. Amy Kilroy, Redevelopment Director
Ms. Heather Jeffries, Property Manager
Ms. Deetra West, Administrative Assistant
Ms. Allyson Manson-Davies, Legal Attorney

III. MOMENT OF SILENCE

Commissioner Mitchell called for a moment of silence.

**IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS HELD SEPTEMBER 26, 2011.**

Commissioner Stevens made a motion to approve the minutes, seconded by Commissioner Norris.

V. RESPONSE TO QUESTIONS FROM PREVIOUS MEETINGS

There were no questions from the previous meeting.

VI. PUBLIC COMMENTS

Due to time restraints, the first public comment session was cancelled.

VII. TIERRA HOWARD – CITY OF CHARLOTTESVILLE SECTION 3

Ms. Tierra Howard, Section 3 Coordinator for the City of Charlottesville, introduced herself to the CRHA Board of Commissioners. She stated that she has been working for the City for about a month and she looks forward to presenting the Board with more Section 3 information at the November board meeting.

VIII. THYSSENKRUPP UPDATE

Mr. Stuart Willis, ThyssenKrupp Branch Manager, presented the Board with a service call analysis report for their review. He stated that he and his team visited Crescent Halls directly after the September board meeting. During the visit, the team observed some of the residents using the elevators and they also had a chance to speak with a CRHA Maintenance Tech to get some feedback on some of the elevator issues. Based on the analysis report, many of the service calls and elevator repairs pointed to possible power spikes as the cause of many of the breakdowns. ThyssenKrupp technicians raised the voltage on the already installed phase monitor on the elevator controllers. Phase Monitors are a safety feature, which monitors the main power supply and disables the elevator in the event of phase failure or phase reversal. The raised voltage allows the elevators to receive the high power spike without generating fault codes that the controllers would then read as a malfunction thus causing elevators to shut down. ThyssenKrupp has also ordered a power monitor to use on the elevators to monitor any power fluctuations during storms. The power monitor should be delivered soon and will be in place for about a month.

Mr. Willis noted that while visiting Crescent Halls, he observed a resident using the elevators improperly by putting a foot in the doorway of the elevators doors to stop them from closing and then pushing the doors open with their hands in order to continue a conversation with him. He stated that by doing this, a “fault” could be created in the elevator’s computer controls that could also cause the elevators to shut down. He believes that his team is moving in the right direction of fixing the elevators and he looks forward to meeting with residents to talk with them about the elevators and to help them understand how the elevators operate.

Commissioner Stevens stated he noticed that there have been three or four breakdowns due to power outages that occurred since repair work was performed on the elevators in May of this year. However, in the first four months of the year there were eighteen calls and in 2010 there were approximately thirty service calls made. Mr. Willis stated a few years ago during the modernization of the elevator equipment ThyssenKrupp installed improper equipment that ultimately resulted in the breakdown of the elevators. In May, the correct equipment was installed which has yielded favorable results and far less breakdowns. Commissioner Stevens stated the agency incurred overages of around \$17,600 because of the installation of incorrect sheaves by ThyssenKrupp. He added that the agency’s service contract is very expensive compared to contract costs of other area property management companies and that contract terms were not in favor of the agency. Mr. Willis stated costs vary due to the type of elevators that are in place but he is willing to explore contract options. Ms. Manson-Davies stated the agency is interested in looking at a new maintenance contract because the current service contract is unacceptable and dated. Commissioner Clarke suggested Mr. Willis provide a visual presentation for

residents at the next Resident Services meeting. It was also suggested that ThyssenKrupp provide a power point presentation and some literature regarding the do's and don'ts guidelines to post in the elevators to help the residents.

IX. REPORTS

A. Police Report

Mr. Bickers stated Sgt. McKean was not able to make the meeting due to the date and time change; however, he is planning on attending the November meeting to present crime trending analysis for the Board to review.

B. Items Requiring Board Action

1. Flexible Leave Dates

Mr. Bickers stated that in previous years, the City Manager has granted two additional flexible leave days to be used between November 1, 2011 and January 31, 2012. It has been CRHA's practice to operate under the same schedule as the City of Charlottesville and the agency has granted additional days during the holidays to coincide with those granted by the City. Mr. Bickers asked the Board to grant two additional days to CRHA staff. Commissioner Johnson made a motion to grant staff two additional days, seconded by Commissioner Stevens. Commissioner Mitchell called for a vote.

AYES

NAYES

ABSTAIN

Commissioner Clarke
Commissioner Green
Commissioner Johnson
Commissioner Mitchell
Commissioner Norris
Commissioner Stevens

The Flexible Leave Days were approved.

A. Executive Director's Report

Mr. Bickers stated staff was able to knock one vacant unit off the vacant list for the month of September. Staff has either a transfer scheduled or a "ready file" for most of the vacant units and is continuing to work with these applicants to help them overcome some of the issues they are facing such as gathering deposit money or by allowing applicants time to fulfill their current lease terms. Staff will continue to push hard to get the vacant units filled and hopefully October's numbers should reflect those efforts.

Mr. Bickers reported the draft annual plan has been completed and posted for a public comment period of 45 days. There are no significant policy changes incorporated into this year's annual plan. New capital projects added to this year's annual plan as identified at the capital work session include seal coat and top over of asphalt surfaces as necessary, agency wide plumbing repair and replacement as needed, replacing the air handler units in the heating systems, replacing HVAC systems at the community centers, replacing the generator at Crescent Halls, and addressing energy audit items provided money is available. Additional projects will be added based on resident comments at the

annual plan hearings. The hearings have been scheduled for December 1st at 6PM at Westhaven Community Center, December 8th at 1PM at Crescent Halls, December 15th at 6PM at South 1st Street Community Center. The Executive Director's response to comments will be given at the December 19th at 5PM at City Council Chambers in City Hall. Mr. Bickers will ask for approval of the plan at the December meeting in order to submit the plan by the submission date in mid-January.

B. Committee Reports

1. Finance Committee

The committee did meet because of the early scheduled Board meeting.

2. Resident Services Committee

Mr. Bickers stated the committee did meet for the month of October due to conflicting schedules due to training.

3. Redevelopment Committee

Commissioner Norris stated the committee has not met this month but a meeting has been scheduled for Wednesday, October 19th at 4:30pm in the Basement Conference Room in City Hall.

X. OTHER BUSINESS

There was no other business to discuss.

XI. COMMITTEE MEETING DATE CHECK-IN

Redevelopment Committee Meeting – meets 2nd Wednesday of the month

The next meeting will be Wednesday, November 9, 2011 at 10:00am at South First Street.

Resident Services Committee Meeting- meets 2nd Thursday of the month

The next meeting will be November 10, 2011 at 1:00pm in the Crescent Hall Community Room.

Finance Committee Meeting – meets 3rd Wednesday of the month

The next meeting will be November 23, 2011 at 4:30pm in the Basement Conference Room.

Regular Board Meeting – meets 4th Monday of the month

The next meeting will be November 28, 2011 at 7pm, in Council Chambers

XII. PUBLIC COMMENTS

Annette Wilcox, 1400 Monticello Road, stated she hopes the Crescent Halls elevators get fixed and she hopes that residents will use the elevators properly.

XIII. ADJOURNMENT

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Commissioner Johnson made a motion to adjourn, seconded by Commissioner Stevens.
The meeting adjourned at 5:46pm.