

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

December 28, 2009

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority (hereinafter "CRHA" or the "Housing Authority") met in Regular Session at 4:00 PM on December 28, 2009 in Council Chambers at City Hall.

I. **CALL TO ORDER**

Commissioner Jason Halbert called the meeting of the Board to order at 4:00 PM on December 28, 2009.

II. **ROLL CALL OF COMMISSIONERS**

Present:

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

Absent:

Ms. Sherri Clarke, Commissioner

Staff Present:

Mr. Randy Bickers, Executive Director
Ms. Robin Munson, Finance Director
Ms. Amy Kilroy, Redevelopment Director
Ms. Becky Weybright, Housing Manager
Ms. Allyson Davies, Legal Counsel
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 NOVEMBER 23, 2009.**

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

V. **RESPONSE TO QUESTIONS FROM PREVIOUS MEETINGS**

Mr. Bickers addressed two questions presented at the previous board meeting. The first question involved how many public housing residents were assisted between the Downpayment /Closing Costs Assistance Program and the HOP Program. Mr. Bickers stated for the fiscal years 2006 and 2007 there were no section 8 or public housing

residents that were assisted with the programs but since the start of the programs there has been 8-10 Section 8 recipients that have received help along with 2-3 public housing residents.

The second question asked if project based vouchers can only be used for supportive housing. Mr. Bickers stated project based vouchers can be used in a variety of buildings including those needing rehabilitation as well as new construction and rehabilitated buildings. Except for units designated for elderly, disabled, or receiving supportive services, no more than 25% of the units in a building can receive project based assistance. This limitation may have created the confusion about the ability to project base vouchers.

VI. PUBLIC COMMENTS

Paul Vaughn, PHAR, thanked staff for incorporating resident comments in the annual plan. On behalf of PHAR, he asks if staff would consider scheduling more time in between the completion of the draft annual plan and public comment meetings to allow PHAR time for resident outreach. PHAR would like to have regular meetings throughout the year with the Capital Projects Manager for increased communication. He added PHAR would like a copy of the approved annual plan. He also presented a list of suggested changes from PHAR that were not incorporated into the final annual plan.

VII. REPORTS

A. **Police Report – Sgt. Tom McKean**

Sgt. McKean reported officers Collier and Morton developed a customer service survey for the police department and distributed it in the Westhaven community. The results of the survey will be available within the next month or so for the Board to review. There were a few arrests made on public housing sites. One arrest was in the 6th Street SE community involving a domestic dispute. There were a few weapons arrests in and around Hardy Drive.

B. **Executive Director's Report**

Mr. Bickers reported staff approved a \$15,000 HOP loan in November which should close later in December. Reporting rates continued to be good for public housing and section 8 for the month of November. Staff was able to lease a few units which lowered the number of vacant units to 18 for the month of November. Staff recognizes more work is needed in this area but is hopeful that the Housing Authority is moving in the right direction.

Mr. Bickers stated the Capital fund budget included equipment for the maintenance department including a scissor lift, storm drain vacuum, utility tractor, and high speed buffer as well as three new trucks. The significant capital fund improvement projects include community center renovations, power washing and painting at all sites other than Westhaven, carpet replacement at Crescent Halls, range hood replacement, kitchen cabinet replacement, and exterior door replacement at all sites. There were 27 total individuals that attended the four Annual Plan hearing meetings. Mr. Bickers stated staff will definitely take PHAR's comment into consideration going forward and allow more

time between public comment periods to allow for more resident outreach. Based on comments received from PHAR and residents the following projects were added to the five year plan; retiling floors, replacing treads on interior stairs, replacing the baseboard molding, and replacing bathroom faucets at South 1st Street. In addition, several projects were added to the Capital plan based on recently identified needs. Those projects include addressing potential roof leaks at several sites, repairing a water leak at the Crescent Halls boiler room and re-coring all locks. Several other minor changes were made since the first draft based on comments from PHAR. They include the goal of providing voucher mobility counseling, committing to doing workshops related to fair housing, implementing measures to de-concentrate poverty by bring higher income public housing residents into lower income developments (if applicable), and making it a goal to have all supporting documentation for the plan available at all CRHA administrative sites. All other items remain unchanged from the first draft of the plan.

Mr. Bickers stated that there has been a discussion regarding the Capital Fund Program which allows a Housing Authority to set aside 1/3 of the Capital Fund to finance a bigger project. He stated CRHA is not ready to do this yet but may chose to use this financing mechanism as the redevelopment process moves forward. Should CRHA move in that direction, staff will have to develop a plan of how much money is needed and what it would be used for. A series of public comment meetings will have to take place before sending the plan to HUD for approval. If this process took place before next year's plan, staff will amend the annual plan.

There was some discussion on the projects listed in the annual plan. The Board suggested creating an annual calendar of meetings and having a series of work sessions to discuss the budget and annual plan to have a better understanding of what CRHA will actively implement.

Commissioner Stevens made a motion to approve Resolution #1268 to approve the FY10 Annual Plan, seconded by Commissioner Norris. The resolution was approved. The vote was recorded as:

AYES

Commissioner Halbert
Commissioner Jones
Commissioner Mitchell
Commissioner Norris
Commissioner Stevens

NAYES

ABSTAIN

Mr. Bickers stated Blue Ridge Websoft (dba Blue Ridge Internetworks) is requesting an easement for the installation of broadband facilities across the Crescent Halls site. The easement would cover 357 square feet on the northwest corner of the property. WRT has indicated that the easement should not negatively impact their current plans for that site. In exchange for the easement CRHA will be paid \$4,500 and receive a high speed Internet connection for the building. The connection does not commit CRHA to using their service but would provide the connection for service. The Finance Committee reviewed the easement and recommend that the full Board vote to grant this easement.

Commissioner Jones made a motion to adopt Resolution #1269 Right of Way and Easement at Crescent Halls, seconded by Commissioner Mitchell. The resolution was approved. The vote was recorded as:

AYES

Commissioner Halbert
Commissioner Jones
Commissioner Mitchell
Commissioner Norris
Commissioner Stevens

NAYES

Commissioner Johnson

ABSTAIN

Mr. Bickers updated the board on current contracts and procurements. The Crescent Halls window installation work began on December 17th. Installation began on the ground floor (no apartments involved). CRHA asked that installation occur in a vacant unit before occupied units to identify any potential issues and help better inform residents of what they can expect. Washer and dryer placement at Crescent Halls is going well. Coinmach has installed all new washers and dryers and have conducted three trainings related to the new money cards and machine operation. Commissioner Johnson stated she would like to see CRHA enforce the Section 3 Component with contractors with the possibility of hiring the Workforce Development Class graduates. Mr. Bickers added that a Section 3 component is included in all contracts and is definitely being looked at as Section 3 is a very important component to the Housing Authority.

Approval of the 2010 Board Meeting Calendar was tabled to incorporate the annual work session schedule.

C. Committee Report

1. Finance Report

Commissioner Stevens reported the committee met and discussed the Easement at Crescent Hall, the Annual Plan, November financials, and discussed the number of vacant units. There will be a meeting with staff to discuss a plan to get the number of vacancies down and units occupied by April. The committee also discussed developing a policy to handle high rent receivables.

2. Resident Services

Commissioner Halbert reported the committee met on Thursday, December 10th. He stated questions from the previous committee meetings were answered, the committee participants talked about maintenance issues, Workforce Development Class and the future of the program. Commissioner Johnson added the committee discussed having a few training sessions for residents like Fair Housing and knowing/understanding resident leases. She stated residents have started questioning the importance of the move-in inspection sheet. Commissioner Halbert said the committee seems to be moving in the right direction.

3. Redevelopment Committee

Commissioner Norris stated a majority of the meeting was spent hearing a presentation from Suzanne Morse's class on how to improve access to services for CRHA residents. The class identified a number of service providers in the community and recommended the establishment of a neighborhood services center in Westhaven. The committee agreed it was not interested in a stand alone center, however encouraged the class to merge with other centers to broaden services throughout all public housing sites.

Updates were given to the Master Planning process and the committee members wanted to see a greater variety of mixed-income and mixed-use on sites. WRT is compiling additional scenarios for the committee to review. Because of this, dates for scheduling the January round of meetings are temporarily on hold. Staff will bring different options to the committee for their selection as soon as they receive them.

Ms. Kilroy is working with the Greenville, SC staff to come up with a follow-up visit and will update the committee after the holidays.

VIII. **OTHER BUSINESS**

Commissioner Halbert stated he and Mr. Bickers met with Peter Loach of Piedmont Housing Authority to discuss the idea of PHA entering a partnership with CRHA to purchasing land around the Levy Avenue site. This was just a initial contact visit and no decision was made.

Commissioner Norris congratulated PHAR on their successful inauguration of another round with the Internship Leadership Program. He welcomed the two interns that attended the board meeting.

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

Redevelopment Committee Meeting – meets 2nd Wednesday of the month
Next meeting will be January 13, 2010 at 10:00am in the South First Street Community Center.

Resident Services Committee Meeting- meets 2nd Thursday of the month
Next meeting will be January 14, 2010 at 12:00pm in the Crescent Hall Community Room.

Finance Committee Meeting – meets 3rd Tuesday of the month
Next meeting will be January 19, 2010 at 8:30am in the South First Street Community Center

Regular Board Meeting – meets 4th Monday of the month
Next meeting January 24, 2010 at 7pm in City Council Chambers

X. **PUBLIC COMMENTS**

Annette Wilcox, 1400 Monticello Road #102, thinks the annual calendar will be very helpful to her in keeping up with the meetings.

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XI. **ADJOURNMENT**
The Meeting adjourned at 5:00pm.