

COMMISSIONERS' REGULAR ELECTRONIC BOARD MEETING
June 15, 2022

Resolution(s) Passed:

22-21 Resolution approving the renewal of contracts for Architectural and Engineering Services between the Richmond Redevelopment and Housing Authority and KEI Architects, DJG Inc., AKF Group, LLC, Studio Twenty-Seven Architecture and CHA Consulting, Inc and authorizing the Interim Chief Executive Officer, or her designee, to execute the Contract renewals on behalf of Richmond Redevelopment and Housing Authority

MOTION: Hardiman/Pitchford
VOTE: Aye: Gooden, Hardiman, Pitchford, Shelton
ABSTAIN: Johnson
ABSENT: Blount

22-22 Resolution approving a contract for the Grass and Grounds Maintenance Services between Richmond Redevelopment and Housing Authority and Lawn Beautification, Inc. and authorizing the Interim Chief Executive Officer, or her designee, to execute the Contract on behalf of Richmond Redevelopment and Housing Authority

MOTION: Hardiman/Shelton
VOTE: Aye: Gooden, Hardiman, Pitchford, Shelton
ABSTAIN: Johnson
ABSENT: Blount

22-23 Resolution regarding the Issuance of Bonds by the Harrisonburg Redevelopment and Housing Authority for the Brookland Park Apartments

MOTION: Hardiman/Johnson
VOTE: Aye: Gooden, Hardiman, Johnson, Pitchford, Shelton
ABSTAIN: None
ABSENT: Blount

MINUTES OF REGULAR ELECTRONIC MEETING
OF THE COMMISSIONERS OF
RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY
HELD VIA GOTOMEETING
IN RICHMOND, VIRGINIA
ON WEDNESDAY, JUNE 15, 2022

Board of Commissioners

In Attendance Via GoToMeeting:

Dr. Basil I. Gooden, Chairman
Barrett Hardiman, Vice Chairman
W. R. "Bill" Johnson, Jr.
Charlene Pitchford
Patrice Shelton

Absent:

Veronica Blount

RRHA Staff

Sheila Hill-Christian, Interim Chief Executive Officer
Ben Titter, General Counsel

Chairman Basil Gooden called the meeting to order at 5:31 p.m. with Ben Titter serving as General Counsel. A quorum was established.

General Counsel Comments

RRHA's General Counsel offered an opening statement about the legal basis for the electronic meeting.

Agenda

Chairman Gooden asked if there were any additional items for the June 15, 2022 board agenda. No additional items were recommended; therefore, the agenda was accepted as presented.

Minutes

The Minutes from the *May 18, 2022 Regular Board of Commissioner's Meeting* were approved.

Motion: (Hardiman/Johnson) Move to adopt the Minutes from the May 18, 2022 Regular Board of Commissioner's Meeting.

Absent: Blount

Motion Carried Unanimously

Citizen Information Period

The one citizen that had signed up to speak did not attend the board meeting.

Chairman's Updates

Chairman Basil Gooden expressed his gratitude and appreciation to the staff for the work that they have been performing during these challenging times and to the Commissioners for the great work that they have provided. He thanked the Commissioners for their confidence and trust in him to provide a small element of leadership and support over the last year. He informed the Commissioners and staff that

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his term on the board expires at the end of the month. He said *"I want to thank you for the opportunity to serve in this capacity and work alongside each and every one of you to get to a better place with the families that we're going to serve."*

Interim Chief Executive Officer's and Agency Updates

Interim CEO Sheila Hill-Christian provided the following comments and updates:

- RRHA has two new Commissioners; Harold Parker, Jr., and Eddie Jackson, Jr. Additional information will be provided.
- Meetings were held with various partners throughout the month (VCU, LifeSpire, TAG Associates).
- Staff toured a couple of office spaces for relocating staff from 901 and 918 Chamberlayne Parkway. A recommendation will be brought to the real estate committee to discuss relocation options regarding these two offices.

Lease Enforcement Update:

Director of Public Housing Charles Williams provided the following comments and updates on RRHA's Lease Enforcement efforts.

- Lease enforcement activities have begun for those tenants who owe a balance of \$5,000 or more. There were 81 families in this group; one family from this group was issued a 30-day late notice in May 2022.
- The next area of focus will be on those tenants who owe a balance of \$1,000-\$4,999. Late notices for families in this group will be issued in June 2022.

Organizational Assessment Update:

Paul Galvin and Jeff Lines with TAG Associates provided an update on RRHA's Organizational Assessment. The assessment process consisted of:

- Evaluating RRHA goals and objectives.
- Reviewing current organizational structure, reporting relationships, span of control and coordination among departments.
- Assessing utilization of resources for efficiency.
- Reviewing performance through objective metrics, both quantitative and qualitative.
- Reviewing policies and procedures, data and reports.
- Interviewing Board members, executive, senior and select other staff across all departments.

Major recommendations:

- Staffing and Organization Structure - Reduce the number of direct reports to the Chief Executive Officer to allow for more involvement in other critical functions.
- Finance and Budget - Long-term strategic financial plan should be performed.
- Housing Operations - Increase the asset management capability.
- Real Estate - Increase current capacity of the department.
- HCVP - Stabilize staffing.

- Human Resources - Continued implementation of recommendations as contained in prior third-party reviews and creativity in recruitment to obtain better qualified job applicants.
- Information Technology - Ensure adequate capacity in terms of subject matter knowledge, skills and ability for both in-house staff as well as the use of third parties when appropriate to supplement existing staff skill sets.
- Public Safety - Work with the newly hired liaison at the police department. Explore the ability to provide dedicated officers at known troubled sites.

Next Steps:

- The Board will review the final report from TAG.
- Draft Implementation Plan under Board and CEO direction.
- Identify recommendations that can be implemented in the short-term.

Richmond Development Corporation (RDC):

General Counsel Ben Titter provided the following comments and updates on RDC.

- RDC is an instrumentality of RRHA. Although it is a separate entity from the housing authority, RRHA has total ownership and control over this entity.
- It creates some additional benefits and flexibilities that are not available to RRHA as a housing authority.
- RDC has been in existence since 1981.
- It has been RRHA's entity in the scattered site RAD conversions and some other opportunities.
- We are looking to increase the role of RDC and increase the use thereof so that we can take advantage of some of the benefits and flexibilities to further RRHA's mission of providing housing, particularly affordable housing, throughout the city of Richmond.

2021 Audit:

Interim Controller, Shannon Sterling provided the following comments and updates on the 2021 Audit.

- The waiver letter to request a sixty-day extension for the 2021 Audit was submitted to HUD by the May 26, 2022 deadline.
- We are waiting to receive HUDs response regarding this request.

Budget Timeline:

Interim Controller, Shannon Sterling provided the following comments and updates on the Budget Timeline.

- The budget training was held on June 15, 2022.
- Draft budgets will be presented to the various committees in August 2022.
- The final budget will be submitted to the Board for approval during the September 21, 2022 board meeting.

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Financials:

Interim Controller, Shannon Sterling provided the following comments and updates on the Financials.

- Staff is working on pulling together a financial statement for the Commissioner to review.

Comments: Commissioner Hardiman mentioned that the board has been receiving a cash flow statement to help them understand the cash that is coming into the agency and to reconcile that against the income statement.

Committee Updates

The *Real Estate and Community Development Committee* met on June 14, 2022. Chairman Hardiman provided an update on the items that were discussed during the meeting.

- Randolph Association Proposal.
- Scattered Site Homeownership Program.
- Bond Program.

The *Administration and Finance Committee* meeting was scheduled for June 13, 2022. A quorum was not established; therefore, it was recommended that certain key updates be provided at the June 15, 2022 Board of Commissioners meeting.

The *Property Management Committee* met on June 8, 2022. Director of Public Housing Charles Williams provided an update on the items that were discussed during the meeting.

- Lease Enforcement.
- Resident Services – Open House in the Village Event.
- Youth Leadership Academy.
- Tenant Obligations.
- Recognition of Property Managers for RRHA's Rent Relief Efforts.

Action Item(s):

1. Staff will provide the Commissioners with an update on the number of students that will be participating in the Youth Leadership Academy this year.
2. Staff will invite the Commissioners to attend several different events that are associated with the Leadership Academy.

The *Governance Committee* met on June 8, 2022. Chairman Hardiman provided an update on the items that were discussed during the meeting.

- Revisions to the Bylaws.
- Approval of Minutes from the May 11, 2022 Meeting.

Discussion: The Governance Committee meetings will be held on a quarterly basis. With regard to some of the other committees, staff will review the agendas to determine

the items that can be removed and shared with the Commissioners via e-mail. After that, a discussion can be held on how often the committees would like to meet.

Resolution(s)

Agenda Item No. 1 – Resolution approving the renewal of contracts for Architectural and Engineering Services between the Richmond Redevelopment and Housing Authority and KEI Architects, DJG Inc., AKF Group, LLC, Studio Twenty-Seven Architecture and CHA Consulting, Inc and authorizing the Interim Chief Executive Officer, or her designee, to execute the Contract renewals on behalf of Richmond Redevelopment and Housing Authority

(22-21) WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) entered into Contracts with KEI Architects, DJG Inc., AKF Group, LLC, Studio Twenty Seven Architecture and CHA Consulting, Inc to provide Architectural & Engineering Services in connection with various RRHA developments; and

WHEREAS, the Contracts were entered into in an amount not to exceed \$250,000.00 for a period of two (2) years with the option to renew for three (3) additional terms of one (1) year each in the amount of \$125,000; and

WHEREAS, it is necessary for the Board of Commissioners of RRHA to take appropriate official action to approve the contract renewals and to authorize the Interim Chief Executive Officer, or her designee, to execute the Contract renewals on behalf of RRHA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that Sheila Hill-Christian, in her capacity as Interim Chief Executive Officer, is authorized to exercise the first one year renewal option for Architectural and Engineering services with KEI Architects, DJG Inc., AKF Group, LLC, Studio Twenty Seven Architecture and CHA Consulting, Inc. Each renewal will be for a total of \$125,000.00 and each contract will have a new value not to exceed \$375,000 each.

Motion: (Hardiman/Pitchford) Move to adopt Resolution #1

Absent: Blount

Abstain: Johnson

Motion Carried Unanimously

Agenda Item No. 2 – Resolution approving a contract for the Grass and Grounds Maintenance Services between Richmond Redevelopment and Housing Authority and Lawn Beautification, Inc. and authorizing the Interim Chief Executive Officer, or her designee, to execute the Contract on behalf of Richmond Redevelopment and Housing Authority

(22-22) WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) issued an Invitation For Bids on February 9, 2022 for Grass and Grounds Maintenance Services (“the Services); and

WHEREAS, the Lawn Beautification, Inc. was the sole bidder for the Services; and

WHEREAS, RRHA staff has reviewed the bid determined that the bidder is responsive and responsible; and

WHEREAS, it is necessary for the Board of Commissioners of RRHA to take appropriate official action to approve the contract and to authorize the Interim Chief Executive Officer, or her designee, to execute the Contract on behalf of RRHA;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that Sheila Hill-Christian, in her capacity as Interim Chief Executive Officer, is authorized to execute a Contract between RRHA and Lawn Beautification, Inc. The total contract amount is \$342,235.26.

Motion: (Hardiman/Shelton) Move to adopt Resolution #2

Absent: Blount

Abstain: Johnson

Motion Carried Unanimously

Discussion: In regard to Resolutions #2 and #3, Commissioner Bill Johnson expressed concerns as to whether these were minority companies. Staff will research to determine if any of these are minority companies and provide this information to the Commissioners.

Agenda Item No. 3 – Resolution regarding the Issuance of Bonds by the Harrisonburg Redevelopment and Housing Authority for the Brookland Park Apartments

(22-23) WHEREAS, Nehemiah Ventures, LLC, A Virginia limited liability company (the "Purchaser") has proposed a plan for the acquisition and construction of an approximately 66-unit multifamily apartment project to be known as Brookland Park Apartments, which is to be located in the City of Richmond, Virginia (the "City") at 1218, 1224, 1226 and 1228 E. Brookland Park Boulevard, Richmond, Virginia 23222 (the "Project"), using the proceeds of tax-exempt bonds (the "Bonds"); and

WHEREAS, to accomplish this, the Purchaser has sought the assistance of the Harrisonburg Redevelopment and Housing Authority ("HRHA"), inasmuch as the Purchaser and HRHA have collaborated previously in the financing of projects such as the Project and have thereby developed certain working efficiencies and economies that will render the Project feasible, where it may not otherwise have been; and

WHEREAS, Section 36-23 of the Housing Authorities Law, Title 36, Chapter 1 of the Code of Virginia of 1950, as amended (the "Act") permits HRHA to exercise its powers by providing financing assistance for multifamily residential housing developments in the City; provided, among other things, that the Richmond Redevelopment and Housing Authority (the "Authority") declare that there is a need for HRHA to exercise its powers within the City; and

WHEREAS, based on the foregoing recitals and the representations of the Purchaser as stated therein, the Authority wishes to accommodate the Purchaser by taking the action necessary under the Act to allow HRHA to issue Bonds for the Project, and thereby facilitate the Project being undertaken;

NOW THEREFORE, BE IT RESOLVED BY THE RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY, as follows:

1. The Authority hereby determines and declares that there is a need for HRHA to exercise its powers within the City by issuing the Bonds to finance the Project.
2. This resolution does not constitute an endorsement to prospective purchasers of the Bonds or of the creditworthiness of the Purchaser.
3. The issuance of the Bonds shall not create any obligation of the Authority or the City, and the Authority shall not be required to execute any

documents related to the issuance of the Bonds, other than certification of the adoption of this resolution.

4. This resolution applies exclusively to the Brookland Park Apartments financing. Nothing contained herein shall be construed to authorize or permit the exercise by HRHA of powers within the City for any other project financing except as authorized by this resolution.
5. The Purchaser agrees to pay the Authority a \$1,500 administrative fee and the reasonable fees and expenses of the Authority's counsel incurred in connection with the actions authorized by this resolution.
6. This resolution shall take effect immediately upon its adoption.

Motion: (Hardiman/Johnson) Move to adopt Resolution #3.

Absent: Blount

Motion Carried Unanimously

Commissioners Comments

- o Commissioner Hardiman thanked Commissioner Gooden for his leadership in serving as Chairman and for pulling the Board together during a challenging time. He also thanked him for his friendship, commitment to RRHA, the residents, housing, and the region.
- o Commissioner Pitchford thanked Commissioner Gooden for his leadership and Sheila Hill-Christian for taking on the Interim CEO position.
- o Commissioner Johnson thanked Commissioner Gooden for his service and for grabbing hold of the reins during this challenging time. He also thanked him for assisting with getting the Interim CEO on board which has helped to stabilize the organization.
- o Commissioner Shelton thanked Commissioner Gooden and said *"It definitely has been a pleasure. You stepped in and made hard decisions on behalf of the residents, staff and the organization. I hope that whoever steps in as Chair can carry out the same mission of making sure that this organization goes forward"*.
- o Chairman Gooden expressed appreciation for the kind comments. He said *"I really appreciate the work that we've done together. I didn't do anything without your support, without all of us working together, and for that I am deeply grateful and appreciative that we all moved this agency forward. We are looking forward to continuing to do great things. I'm delighted that Sheila Hill-Christian has joined the team to help steady the ship and move it forward"*. He encouraged the Commissioners to keep doing the great work that they do. He thanked the staff and the team for all of their work.

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Adjournment

There being no further business, the meeting adjourned at 7:40 p.m.



Chairman



Interim Chief Executive Officer/Secretary