

COMMISSIONERS' REGULAR ELECTRONIC BOARD MEETING  
*January 18, 2023*

**Resolution(s) Passed:**

- 23-01 Resolution approving a modification to the contract for repair of fire damaged units located at 2505-2511 Phaup St. at Fairfield Court between Richmond Redevelopment and Housing Authority and RMT Construction and Development Group, LLC. and authorizing the Chief Executive Officer, or his designee, to execute Contract Modification No. 1 on behalf of Richmond Redevelopment and Housing Authority
- 23-02 Resolution approving a contract for replacement of hot water boilers at Whitcomb Court between Richmond Redevelopment and Housing Authority and Plumber Near Me, LLC and authorizing the Chief Executive Officer, or his designee, to execute the Contract on behalf of Richmond Redevelopment and Housing Authority
- 23-03 Resolution approving a modification to the contract for the installation of underground piping at Gilpin Court between Richmond Redevelopment and Housing Authority and RMT Construction and Development Group, LLC. dated March 3, 2020, and authorizing the Chief Executive Officer, or his designee, to execute Contract Modification No. 4 on behalf of Richmond Redevelopment and Housing Authority
- 23-04 Resolution approving a contract modification for Architectural and Engineering Services between Richmond Redevelopment and Housing Authority and AKF Group, LLC and authorizing the Chief Executive Officer, or his designee, to execute the Contract Modification on behalf of Richmond Redevelopment and Housing Authority

**MOTION:** (Administration and Finance Committee) Move to adopt Resolutions #1 - #4

**VOTE: Aye:** Blount, Elliott, Hardiman, Jackson, Johnson, Lewis, Parker, 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, JANUARY 18, 2023

**Board of Commissioners**

**In Attendance Via GoToMeeting:**

Barrett Hardiman, Chair  
W. R. "Bill" Johnson, Jr., Vice Chair  
Veronica Blount  
Kyle Elliott  
Eddie Jackson, Jr.  
Gregory Lewis  
Harold Parker, Jr  
Charlene Pitchford  
Patrice Shelton

**RRHA Staff**

Steven Nesmith, Chief Executive Officer  
Tonise Webb, Associate General Counsel

Vice Chair Bill Johnson called the meeting to order at 5:30 p.m. with Tonise Webb 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.

**Minutes**

The Minutes from the *November 16, 2022 Regular Board of Commissioner's Meeting* were approved.

***Motion: (Blount/Parker) Move to adopt the Minutes from the  
November 16, 2022 Regular Board of Commissioner's Meeting***

**Motion Carried**

**Absent: Hardiman**

*Note: Chair Barrett Hardiman joined the meeting at 6:36 p.m., after the minutes from the November 16, 2022 Regular Board of Commissioner's meeting were voted on.*

**Citizen Information Period**

*Keisha Cummings* addressed the Board of Commissioners to discuss RRHA providing resources and services for the residents, bringing back RRHA's police department, and the status of the recreation centers in RRHA's communities that are currently closed.

*Tichi Pinkney-Eppes* addressed the Board of Commissioners to discuss the Homeownership Through Public Housing Assistance program for RRHA residents.

*Alecia Venable* addressed the Board of Commissioners to discuss training resources for the residents, the renovation of the elderly facility on North 20<sup>th</sup> Street, and the YES Energy charges that continue to show up on her monthly bill.

*Gwendolyn Harris* addressed the Board of Commissioners to discuss issues with resident's ledger accounts.

### **Chair Updates**

Vice Chair Johnson welcomed the two new Commissioners, Gregory Lewis and Kyle Elliott to the Board of Commissioners.

Commissioner Lewis said, *"It's a privilege and an honor to serve on this Board"*.

Commissioner Kyle Elliott said, *"I'm excited to join the RRHA Commission"*.

### **CEO and Agency Updates**

Lease Enforcement Update:

*Senior Vice President of Affordable Housing* Kenyatta Green provided the following update on RRHA's Lease Enforcement efforts.

- As of January 9<sup>th</sup>, there were a total of approximately 2,030 families with an aged receivable balance of \$50 or more.
- Staff continues to encourage residents to sign up for repayment agreements.

400 East Grace Street:

*CEO Steven Nesmith* provided the following update on 400 East Grace Street.

- RRHA acquired 400 East Grace several weeks ago.
- Staff held an introductory meeting with the residents of the building.
- Individual assessments were held with each individual and/or family that had a lease in the building.
- Due to a water main break, the building flooded on December 24<sup>th</sup>. The residents were relocated to an extended stay hotel.
- The building is currently being stabilized and assessed for redevelopment.

The Community Foundation:

*CEO Nesmith* provided the following update on the Community Foundation.

- A meeting was held with the Community Foundation to discuss RRHA's vision. As a result, the Community Foundation will allow RRHA to submit an impact proposal to receive future funding.
- A grant writer will be hired to assist with developing the impact proposal.

Gilpin RFQ and Community Engagement:

*CEO Nesmith* provided the following update on the Gilpin RFQ and Community Engagement.

- A Request for Qualifications (RFQ) was issued for the redevelopment of Gilpin Court.
- The RFQ will be re-issued to ensure that it reaches a wider market and that a bond financing component is included in the request.

**Board Meetings:**

*Chief Operating Officer* Mike Kelly provided suggestions for the Board of Commissioners to consider regarding the proposed structure for monthly board and committee meetings.

- The board standing committees would meet quarterly instead of monthly.
- The Board of Commissioners meetings would be held monthly. Staff will continue to provide updates on committee activities during the monthly board meeting.
- If there are contracts or resolutions that need board approval, the relevant committee will meet to review and discuss these items so that they can be brought before the full board for review and approval.

After a brief discussion on moving the standing committee meetings from monthly to quarterly, Chair Hardiman suggested that this item be discussed and handled by the Governance Committee.

**Other Item:**

*CEO* Nesmith introduced Fabio Spino as the new Senior Vice President and Chief Financial Officer. Mr. Spino thanked *CEO* Nesmith and the Board of Commissioners for the opportunity to serve RRHA.

**Action Item:**

1. Staff should send the Commissioners a copy of the updated RRHA organizational chart.

**Committee Updates**

The *Real Estate and Community Development Committee* met on January 10, 2023. Vice President of Redevelopment Alicia Garcia stated that the following items were discussed during the meeting.

- 400 East Grace Street.
- Amendment to the Richmond 300 Plan.

The *Administration and Finance Committee* met on January 17, 2023. Vice President of Finance Shannon Sterling provided an update on the items that were discussed during the meeting.

- Update on Closeout of the 2021 Audit.
- Income Statement/Balance Sheet.
- RDC.
- Agency Vacancies.
- IT Update.
- MBE/WBE Reporting.

The *Property Management Committee* met on January 11, 2023. Senior Vice President of Affordable Housing Kenyatta Green provided an update on the items that were discussed during the meeting.

- Action Items from the November Committee Meeting.
- Lease Enforcement.
- Powerpoint Presentation on Work Orders.
- Implementation of the HCVP Homeownership Program.
- HVAC Service.
- Earned Income Disallowance Program.

The *Minority Contracting and Section 3 Committee* met on January 9, 2023. Vice President of Procurement and Contract Administration Art Walker provided an update on the items that were discussed during the meeting.

- Revised Section 3 Plan.
- MBE Firms.
- Future Planning for MBE Participation Plan.
- Bond Financing Projects.
- STEM Activities.

**Resolution(s)**

***Agenda Item No. 1*** – Resolution approving a modification to the contract for repair of fire damaged units located at 2505-2511 Phaup St. at Fairfield Court between Richmond Redevelopment and Housing Authority and RMT Construction and Development Group, LLC. and authorizing the Chief Executive Officer, or his designee, to execute Contract Modification No. 1 on behalf of Richmond Redevelopment and Housing Authority

**(23-01)** WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) entered into a contract with RMT Construction and Development Group, LLC (“RMT”) on June 14, 2022 for the repair of fire damaged units located at 2505-2511 Phaup St. at Fairfield Court (“the Project”); and

WHEREAS, due to vandalism and specification changes, Contract Modification No. 1 is necessary to compensate RMT for completion of the Project; and

WHEREAS, RRHA staff has determined that the proposed modification to the contract is reasonable; and

WHEREAS, it is necessary for the Board of Commissioners of RRHA to take appropriate official action to approve the proposed modification to the contract and to authorize the Chief Executive Officer, or his designee, to execute and Contract Modification No. 1 on behalf of RRHA;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that Steven B. Nesmith, in his capacity as Chief Executive Officer, is authorized to execute Contract Modification No. 1 to Contract 2022-06 between RRHA and RMT Construction and Development Group, LLC. The total modification is \$105,321.42. The new contract amount is Not to Exceed \$255,609.42.

**Agenda Item No. 2** – Resolution approving a contract for replacement of hot water boilers at Whitcomb Court between Richmond Redevelopment and Housing Authority and Plumber Near Me, LLC and authorizing the Chief Executive Officer, or his designee, to execute the Contract on behalf of Richmond Redevelopment and Housing Authority

(23-02) WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) issued an Invitation For Bids on November 18, 2022 for replacement of underground piping at Fairfield Court (“the Project”); and

WHEREAS, Plumber Near Me was the lowest bidder for the Project; 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 Chief Executive Officer, or his designee, to execute the Contract on behalf of RRHA;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that Steven B. Nesmith, in his capacity as Chief Executive Officer, is authorized to execute a Contract between RRHA and Plumber Near Me, LLC. The total contract amount is \$598,642.23

**Agenda Item No. 3** – Resolution approving a modification to the contract for the installation of underground piping at Gilpin Court between Richmond Redevelopment and Housing Authority and RMT Construction and Development Group, LLC, dated March 3, 2020, and authorizing the Chief Executive Officer, or his designee, to execute Contract Modification No. 4 on behalf of Richmond Redevelopment and Housing Authority

(23-03) WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) entered into a contract with RMT Construction and Development Group, LLC (“RMT”) on March 3, 2020 providing for the installation of underground piping at Gilpin Court (“the Project”); and

WHEREAS, the Project includes, replacement of underground hot water mechanical piping for the existing heating and hot water supply systems at Gilpin Court through disturbance of approximately 3,400 sf of land; and

WHEREAS, RRHA and RMT previously entered into Contract Modification No. 1 addressing certain design changes which executed on December 10, 2021; and

WHEREAS, RRHA and RMT previously entered into Contract Modification No. 2 addressing certain design changes and cost increases which was executed on February 24, 2022; and

WHEREAS, RRHA and RMT previously entered into Contract Modification No. 3 addressing inadvertently omitted costs which was executed on August 22, 2022; and

WHEREAS, due to unforeseen conditions, Contract Modification No. 4 is necessary to compensate RMT for completion of the Project; and

WHEREAS, RRHA staff has determined that the proposed modification to the contract is reasonable; and

WHEREAS, it is necessary for the Board of Commissioners of RRHA to take appropriate official action to approve the proposed modification to the contract and to authorize the Chief Executive Officer, or his designee, to execute and Contract Modification No. 4 on behalf of RRHA;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that Seven Nesmith, in his capacity as Chief Executive Officer, is authorized to execute Contract Modification No. 4 to Contract 2019-44 between RRHA and RMT Construction and Development Group, LLC. The total modification is \$221,512.56. The new contract amount is Not to Exceed \$2,925,215.53.

**Agenda Item No. 4** – Resolution approving a contract modification for Architectural and Engineering Services between Richmond Redevelopment and Housing Authority and AKF Group, LLC and authorizing the Chief Executive Officer, or his designee, to execute the Contract Modification on behalf of Richmond Redevelopment and Housing Authority

**(23-04)** WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) entered into a Contract with AKF Group, LLC on June 1, 2020 for Architectural and Engineering (“the Services); and

WHEREAS, RRHA and AKF Group, LLC previously executed Contract Modification No. 1 on June 30, 2022 to allow for continuation of the Services; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that Steven B. Nesmith, in his capacity as Chief Executive Officer, is authorized to execute the Contract Modification between RRHA and AKF Group, LLC. The total amount of the Contract Modification is not to exceed \$250,000.00.

**Motion: (Administration and Finance Committee) Move to adopt Resolutions #1 - #4**

**Motion Carried Unanimously**

**Commissioners' Comments**

Commissioner Charlene Pitchford asked for staff to provide an update on the Family Self Sufficiency Program at the next board meeting.

Action Item:

1. Staff should provide an update on the Family Sufficiency Program at the next board meeting.

**Closed Session**

At 7:35 p.m., Associate General Counsel Tonise Webb made the following recommendation for the Board to go into Closed Session:

*I recommend that the Board go into a closed meeting to discuss plans to protect public safety as it relates to a specific cyber security threat with staff members and a*

*law enforcement official concerning actions taken to respond to such matters as permitted by Virginia Code Section 2.2-3711A(19) in the Virginia Freedom of Information Act.*

***Motion: (Parker/Shelton) Move to go into Closed Session.***

**Motion Carried Unanimously**

At 8:20 p.m., Commissioner Hardiman asked to come out of Closed Session and read the Certification of Closed Meeting.

***CERTIFICATION OF CLOSED MEETING***

WHEREAS, the Board of Commissioners of the Richmond Redevelopment and Housing Authority (the "Board") convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711(B) of the Code of Virginia of 1950, as amended, requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

***Motion: (Parker/Shelton) Move to come out of Closed Session***

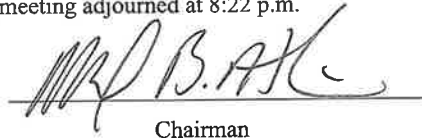
**Motion Carried Unanimously**

**Adjournment**

There being no further business, the meeting adjourned at 8:22 p.m.



Chief Executive Officer/Secretary



Chairman