

**COMMISSIONERS' REGULAR BOARD MEETING**  
*July 19, 2023*

**Resolution(s) Passed:**

- 23-29 Authorizing the Richmond Redevelopment and Housing Authority's Chief Executive Officer, or His Designee, to Execute Two Amendments to the Master Development Agreement with The Community Builders
- MOTION:** (Real Estate and Community Development Committee) Move to Adopt Resolution #1
- VOTE: Aye:** Blount, Broidy, Elliott, Hardiman, Jackson, Johnson, Lewis, Parker, Pitchford
- ABSTAIN:** None
- ABSENT:** None
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- 23-30 Resolution approving the renewal of contract for Janitorial Services between the Richmond Redevelopment and Housing Authority and Pegasus Cleaning Corporation and authorizing the Chief Executive Officer to execute the Contract renewal on behalf of Richmond Redevelopment and Housing Authority
- MOTION:** (Administration and Finance Committee) Move to Adopt Resolution #2
- VOTE: Aye:** Blount, Broidy, Elliott, Hardiman, Jackson, Johnson, Lewis, Parker, Pitchford
- ABSTAIN:** None
- ABSENT:** None
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- 23-31 Resolution approving the renewal of contract for Relocation Consultant Services between the Richmond Redevelopment and Housing Authority and J&G Workforce Development and authorizing the Chief Executive Officer to execute the Contract renewal on behalf of Richmond Redevelopment and Housing Authority
- MOTION:** (Administration and Finance Committee) Move to adopt Resolution #3
- VOTE: Aye:** Blount, Broidy, Elliott, Hardiman, Jackson, Johnson, Lewis, Parker, Pitchford
- ABSTAIN:** None
- ABSENT:** None

MINUTES OF REGULAR MEETING  
OF THE COMMISSIONERS OF  
RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY  
HELD AT 600 EAST BROAD STREET, 5<sup>TH</sup> FLOOR  
IN RICHMOND, VIRGINIA  
ON WEDNESDAY, JULY 19, 2023

**Board of Commissioners**

**In Attendance:**

Barrett Hardiman, Chair  
W. R. "Bill" Johnson, Jr., Vice Chair  
Veronica Blount  
Dyanne Broidy  
Kyle Elliott  
Eddie Jackson, Jr.  
Gregory Lewis  
Harold Parker, Jr

**Virtual Attendance via GoToMeeting:**

Charlene Pitchford

**RRHA Staff**

Steven Nesmith, Chief Executive Officer  
George Martin, General Counsel

**Call to Order**

Chair Barrett Hardiman called the meeting to order at 5:32 p.m. with George Martin serving as General Counsel. A quorum was established.

Commissioner Charlene Pitchford had a personal matter in Richmond, Virginia which prevented her from participating in the July 19, 2023 Board of Commissioners meeting in-person.

***Motion: (Johnson/Jackson) Move to allow Commissioner Pitchford to participate in the July 19, 2023 Board of Commissioners Meeting remotely***

**Motion Carried Unanimously**

**Approval of Minutes**

The Minutes from the *June 21, 2023, Regular Board of Commissioners Meeting* were approved.

***Motion: (Jackson/Johnson) Move to adopt the Minutes from the June 21, 2023, Regular Board of Commissioners Meeting***

**Motion Carried Unanimously**

**Citizens' Comment Period**

No one appeared to speak during the citizens' comment period.

**Chair Updates**

Commissioner Barrett Hardiman apologized for missing a few meetings while engaged with work activities. He welcomed new Commissioner Dyanne Broidy to the board. One of Commissioner Broidy's chief concerns is to bridge the gap in communication between the Housing Authority and its residents.

**CEO and Agency Updates**

The following updates were provided to the Board of Commissioners:

*Lease Enforcement:* Charles Williams, Vice President of Public Housing, provided a lease enforcement update. As of June 2023, there were 1,613 residents with an aged receivable balance of \$51 or more.

*4<sup>th</sup> Annual "Open House in the Village Scholarship Banquet":* Angela Fountain, Vice President of Communications and Public Relations, introduced the Open House in the Village Scholarship Banquet. This program for public housing college-bound students provides items the students need for college. This year's open house event will be celebrating fifteen college-bound students at the VUU Living and Learning Center on July 2, 2023. Wanda Daniel, Resident Services Program Manager, then gave a presentation on the event, highlighting each of the college-bound students that RRHA is celebrating.

*State Attorney General Funding of \$130,000 for Violence Prevention and Programs in Gilpin:* Ralph Stuckey, Vice President of Resident Services, announced that RRHA received a competitive grant of \$130,000 from the state attorney general for prevention activities for the community. This is part of larger funding that will be announced sometime in August around a package of jobs and bringing back the security force for the Big Six communities.

*RRHA's Historic Homeownership Initiative for Public Housing Residents and HCVP Voucher Holders:* The Board was shown NBC 12's coverage of RRHA's new homeownership program. The program is designed not only to make an immediate impact but also to create affordable housing for future generations. Instead of looking at an applicant's credit score, the program will consider how consistently the resident pays rent on time. Applicants also will not be penalized if they went through a financial hardship during COVID. RRHA will be bringing in a mortgage coordinator to start up the program. There will be additional meetings with the Authority's mortgage partners and banks as well as with government partners.

*CEO Youth Leadership Academy and Upcoming RRHA STEM Event:* Vice President Ralph Stuckey gave a presentation on the upcoming leadership academy and STEM event. He specifically thanked Georgia Harrison, Eliza Stokes, and Wanda Daniel for their contributions to these programs. This year's leadership academy will have 223 students. On July 28, 2023, RRHA will partner with Microsoft to conduct a STEM lab

event at the Calhoun Center. The goal of the event is to increase digital literacy, which is an essential component for career success in the twenty-first century.

*RRHA's Real Estate Development Investment Strategy Options:* TAG Associates representatives Jeff Lines and Tyson Morton made a presentation to the Board related to three development business model options that the Housing Authority could utilize as part of their real estate investment strategy. The first model is long-term co-development partner, in which the Housing Authority acts as a sponsor to the project or may perform more development functions as part of an agreement with the co-developer. In this model, RRHA assumes less risk but receives a lower development fee. The second model is merchant developer. A merchant developer is a developer partner with whom the Housing Authority engages through predevelopment and construction only. In this type of agreement, the Authority typically takes on oversight and administrative tasks, while the merchant developer conducts the majority of development tasks. The third model is self-development, which carries the highest risk and is the most labor intensive but allows the Authority to maximize revenue. The Authority can utilize different models for different developments depending on the specific circumstances of each.

#### **Committee Updates**

The *Real Estate and Community Development Committee* met on July 11, 2023. CEO Steven Nesmith suggested that the Commissioners to review the July 2023 Real Estate and Community Development report for updates on the various real estate initiatives.

The *Administration and Finance Committee* met on July 17, 2023. Acting Chief Financial Officer Katrena Wolfram provided an update on the items that were discussed during the meeting.

- June 2023 financials.
- July 14, 2023 hiring event.
- Agency vacancies and Section 3 hires.
- Phishing test.
- Duo application integration.
- KnowBe4.
- Verito.

The *Property Management Committee* met on July 13, 2023. Vice President of Public Housing Charles Williams provided an update on the items that were discussed during the meeting.

- Lease enforcement.
- Motorola Ion – maintenance work orders.

Discussion: Several commissioners expressed concern about the plan for maintenance workers to take pictures of completed work in the residents' homes. Commissioner

Blount offered the suggestion that residents could refuse to allow a picture to be taken, but in that case, they should sign a statement saying that the maintenance work was satisfactorily completed.

The *Minority Contracting and Section 3 Committee* met on July 10, 2023. Interim Vice President of Procurement and Contract Administration Derek Brooks provided an update on the items that were discussed during the meeting.

- o MBE Policy.
- o MBE, WBE, and Section 3 Reports.
- o STEM Expo – July 28, 2023.
- o Compliance Officer.

### **Resolution(s)**

***Agenda Item No. 1*** – Resolution Authorizing the Richmond Redevelopment and Housing Authority’s Chief Executive Officer, or His Designee, to Execute Two Amendments to the Master Development Agreement with The Community Builders

(23-29) WHEREAS, Richmond Redevelopment and Housing Authority (“RRHA”) and The Community Builders, Inc. (the “Developer”) previously entered into that certain Master Development Agreement, dated January \_\_\_\_, 2015 and executed by Developer on January 19, 2015 and by RRHA on February 5, 2015 (the “MDA”); and

WHEREAS, RRHA and Developer subsequently entered into certain amendments to the MDA; and

WHEREAS, RRHA and Developer now desire to further amend the MDA, as more particularly described in that certain “Addendum No. 4 to Master Development Agreement Setting Forth Infrastructure Development Services to be Provided by Developer for Creighton Court” and that certain “Addendum No. 5 to Master Development Agreement Regarding Development Services for Creighton Court Phase 1”, attached hereto as Exhibit A (the “Addendum No. 4”) and Exhibit B (the “Addendum No. 5”); now, therefore:

BE IT RESOLVED, that the Amendments are hereby authorized, approved, adopted, ratified and confirmed in all respects

BE IT FURTHER RESOLVED, by the Board of Commissioners of RRHA that the Chief Executive Officer, or his designee, is authorized and directed to execute and deliver Addendum No. 4 and Addendum No. 5 to the Master Development Agreement between RRHA and Developer; and

BE IT FINALLY RESOLVED, by the Board of Commissioners of RRHA that the Chief Executive Officer, or his designee, is authorized and directed to negotiate, execute, and deliver any other document reasonably necessary to complete RRHA’s obligations under Addendum No. 4 and Addendum No. 5.

**Motion: (Real Estate and Community Development Committee) Move  
to adopt Resolution #1**

**Motion Carried Unanimously**

***Agenda Item No. 2*** – Resolution approving the renewal of contract for Janitorial Services between the Richmond Redevelopment and Housing Authority and Pegasus Cleaning Corporation and authorizing the Chief Executive Officer to execute the Contract renewal on behalf of Richmond Redevelopment and Housing Authority

**(23-30)** WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) entered into a contract with Pegasus Cleaning Corporation; and

WHEREAS, the Contract was entered June 18, 2019 in an amount not to exceed \$98,103.13 for a one-year period with the option to renew for four (4) additional one-year periods;

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 Chief Executive Officer to execute contract renewals 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 exercise the fourth and final one-year renewal option for Janitorial Services. The renewal will be for a total of \$139,078.20 and the contract will have a new value not to exceed \$607,420.32.

**Motion: (Administration and Finance Committee) Move to adopt**

**Resolution #2**

**Motion Carried Unanimously**

**Agenda Item No. 3** – Resolution approving the renewal of contract for Relocation Consultant Services between the Richmond Redevelopment and Housing Authority and J&G Workforce Development and authorizing the Chief Executive Officer to execute the Contract renewal on behalf of Richmond Redevelopment and Housing Authority

**(23-31)** WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) entered into a contract with J&G Workforce Development; and

WHEREAS, the Contract was entered September 7, 2022 in an amount not to exceed \$191,550.00 for a one-year period with the option to renew for one (1) additional one-year period;

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 Chief Executive Officer to execute contract renewals 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 exercise the one-year renewal option for Relocation Consultant Services. The renewal will be for a total of \$191,550.00 and each contract will have a new value not to exceed \$383,100.00.

**Motion: (Administration and Finance Committee) Move to adopt**

**Resolution #3**

**Motion Carried Unanimously**

**Commissioners' Comments**

Commissioner Parker addressed the possibility of conducting training for RRHA staff related to drug overdoses and lifesaving techniques. He also suggested having a blood drive at the Calhoun Center.

**Closed Session**

At 7:46 p.m., Commissioner Johnson asked to go into Closed Session.

*I move that we go into a closed meeting to discuss the performance of an RRHA employee as permitted by Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act.*

**Motion: (Johnson/Parker) Move to enter closed session.**

**Motion Carried Unanimously**

At 8:58 p.m., Commissioner Johnson 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 2.2-3712(D) 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.

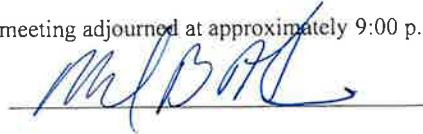
NOW, THEREFORE, BE IT RESOLVED that the Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only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

**Motion: (Johnson/Elliott) Move to come out of closed session.**

**Motion Carried Unanimously**

**Adjournment**

There being no further business, the meeting adjourned at approximately 9:00 p.m.



Chairman



Chief Executive Officer/Secretary