

COMMISSIONERS' REGULAR BOARD MEETING

*November 15, 2023***Resolution(s) Passed:**

- 23-40 Amended resolution authorizing the Richmond Redevelopment and Housing Authority's Chief Executive Officer, or his designee, to execute and deliver the ground lease and any and all documents required to consummate the transactions contemplated in ground lease for Creighton Court Redevelopment.
- MOTION:** (Hardiman/Jackson) Move to Adopt Resolution #1
VOTE: Aye: Elliott, Hardiman, Jackson, Lewis, Pitchford
ABSTAIN: None
ABSENT: Blount, Broidy, Johnson, Parker
- 23-41 Resolution approving a contract for Communications, Media Relations, and Marketing Services with The Ivy Group and authorizing the Chief Executive Officer, to execute the Contract and subsequent renewals on behalf of Richmond Redevelopment and Housing Authority
- MOTION:** (Lewis/Elliott) Move to Adopt Resolution #2
VOTE: Aye: Elliott, Hardiman, Jackson, Lewis, Pitchford
ABSTAIN: None
ABSENT: Blount, Broidy, Johnson, Parker
- 23-42 Resolution authorizing the Chief Executive Officer, or his designee, of the Richmond Redevelopment and Housing Authority to negotiate and execute an agreement with TAG Associates, Inc.
- MOTION:** (Hardiman/Elliott) Move to Adopt Resolution #3
VOTE: Aye: Elliott, Hardiman, Jackson, Lewis, Pitchford
ABSTAIN: None
ABSENT: Blount, Broidy, Johnson, Parker
- 23-43 Resolution approving and recommending adoption of the Richmond Redevelopment and Housing Authority's MBE/DBE policy.
- MOTION:** (Hardiman/Jackson) Move to Adopt Resolution #4
VOTE: Aye: Elliott, Hardiman, Jackson, Lewis, Pitchford
ABSTAIN: None
ABSENT: Blount, Broidy, Johnson, Parker

Note: Due to technical difficulties, Chair Bill Johnson was not able to respond when the votes were taken for Resolutions #1 - #4.

MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF
RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY
HELD AT 600 EAST BROAD STREET
IN RICHMOND, VIRGINIA
ON WEDNESDAY, NOVEMBER 15, 2023

Board of Commissioners

In Attendance:

Charlene Pitchford, Vice Chair
Kyle R. Elliott
Barrett Hardiman
Edward L. Jackson, Jr.
Gregory Lewis

Absent:

Veronica Blount
Dyanne Broidy
Harold Parker

Commissioners Attending Virtually:

W. R. "Bill" Johnson, Jr., Chair

RRHA Staff

Steven Nesmith, Chief Executive Officer
George Martin, Lead Counsel

Remote Participation:

Chair Bill Johnson participated in the November 15, 2023 board meeting from his home in Richmond, VA remotely for personal reasons.

**Motion: (Hardiman/Jackson) Move to allow Chair W.R. "Bill"
Johnson to participate in the November 15, 2023 Board of
Commissioners meeting remotely.
Motion Carried Unanimously
Absent: Blount, Broidy, Parker**

Call to Order

Chair Bill Johnson called the meeting to order at 5:41 p.m. A quorum was established.

Approval of Minutes

The Minutes from the *October 3, 2023 Special Board of Commissioners Meeting*, the *October 18, 2023 Annual Board of Commissioners Meeting*, the *October 18, 2023 Regular Board of Commissioners Meeting* were approved.

**Motion: (Hardiman/Jackson) Move to adopt the Minutes from the
October 3, 2023 Special Board of Commissioners Meeting, the
October 18, 2023 Annual Board of Commissioners Meeting, and the
October 18, 2023 Regular Board of Commissioners Meeting
Motion Carried Unanimously
Absent: Blount, Broidy, Parker**

Citizens' Comment Period

Tichi Pinkney Eppes with the Neighborhood Assistance Corporation of America (NACA) spoke to the Board of Commissioners to extend an invitation to the NACA Achieve the Dream event being held on the campus of Virginia Union from November 17–19, 2023.

Daniel Howard, also with Neighborhood Assistance Corporation of America, also addressed the Board of Commissioners about the upcoming NACA event.

Chair Updates

Statement about Vision as New Chair: Chair Bill Johnson thanked the Board of Commissioners for their support. He informed them that his focus is on the implementation of the ideas that the organization has already been building on.

Canceling Board Meetings for December 2023: The committee and board meetings for the month of December 2023 will be canceled to allow staff time to complete and close out year-end projects.

CEO and Agency Updates

CEO and RRHA Team One-Year Accomplishments: CEO Steven Nesmith outlined RRHA's accomplishments over the last year, including the implementation of items noted by the TAG assessment and the HUD audit in public housing, the finance department, IT, and the Authority's new legal counsel.

Strategic Plan: Staff will send a draft of the strategic plan in December for the Commissioners to review.

RRHA's Response to HUD Audit: Chief Operating Officer Mike Kelly presented the results of the comprehensive management review/audit of RRHA's operations by HUD. HUD contacted RRHA on March 1, 2023, to tell the Authority about the audit, the purpose of which was to determine if RRHA was programmatically complying with federal program requirements and regulations. The review was not targeted at RRHA but was one of several audits that HUD was conducting in the region and was originally scheduled to occur three years ago but was delayed due to the COVID pandemic. HUD required RRHA to deliver a number of documents that HUD needed to perform the review. HUD began its review of RRHA's operations in April.

In its review/audit released in the spring, HUD included 44 findings and 20 observations that covered governance, finance, public housing, capital, and Section 8. Observations are not tied to any regulatory disconnect, so there is not a need for corrective action. A finding is an operational activity that was not in compliance with a HUD regulation. RRHA has addressed or is in the process of currently addressing these findings and observations. This will come in the form of a corrective action plan.

Implementation of New HUD National Standards for the Inspection of Real Estate and Public Housing: Senior Vice President of Affordable Housing Kenyatta Green gave a presentation on the new standards for the new INSPIRE protocols released by HUD. This is a new national standard for the inspection of both real estate and public housing. This has already been done on the HCVP side but will now be done on the public housing side as well. The goal is to inspect each unit at a minimum of at least two times per year.

RRHA January 2024 Roundtable Discussion: RRHA will have a roundtable discussion in January of 2024 (exact date still undetermined) to identify additional contract opportunities for women and minority firms. The Authority will be inviting minority business advocate associations, smaller businesses, and majority firms to the roundtable and have a discussion about the challenges and opportunities to do business with RRHA.

Committee Updates

The *Real Estate and Community Development Committee* met on November 14, 2023. Darrell Davis, Senior Vice President of Real Estate and Community Development, provided an update on the items that were discussed at the meeting.

- Closing on Creighton Court Phase A.
- Sample project report.

The *Administration and Finance Committee* met on November 13, 2023. Chief Financial Officer Precious Washington provided an update on the items that were discussed at the meeting.

- Preliminary September financials.
- FY22 Audit.
- Building staff capacity.
- Introduction of New Deputy Chief Financial Officer, Sabrina Civils.

The *Property Management Committee* met on November 9, 2023. Kenyatta Green, Senior Vice President of Affordable Housing provided an update on the items that were discussed at the meeting.

- Lease enforcement.
- Implementation of the maintenance Ion radios.
- Inspector repair program as part of the INSPIRE protocol.

The *Governance Committee* met on November 8, 2023. Commissioner Kyle Elliott and Associate General Counsel Tonise Webb provided an update on the items that were discussed at the meeting.

- Amendments to RRHA's bylaws.
- HUD audit.
- All-virtual meeting policy.
- Mandatory board training.

Resolutions

Agenda Item No. 1 – Amended resolution authorizing the Richmond Redevelopment and Housing Authority’s Chief Executive Officer, or his designee, to execute and deliver the ground lease and any and all documents required to consummate the transactions contemplated in ground lease for Creighton Court Redevelopment.

(23-40) WHEREAS, by Resolution 15-01 approved on January 21, 2015, the Board of Commissioners (the “Board”) of Richmond Redevelopment and Housing Authority (“RRHA”) authorized and directed the Chief Executive Officer to execute and deliver the Master Development Agreement (the “MDA”) between RRHA and The Community Builders, Inc (the “Developer”) for the revitalization of the Whitcomb Court/Eastview area and the Creighton Court/Nine Mile Road area, including any changes acceptable to the Chief Executive Officer; and

WHEREAS, as required by the executed MDA, RRHA and the Developer have negotiated the terms of the Ground Lease for Phase A of the Creighton Court Redevelopment setting forth the obligations of RRHA and Creighton Court Phase A LLC, the owner entity, including the payment of rent in the amount of \$875,682;

WHEREAS, it is necessary for the Board of RRHA to take appropriate official action to approve the Ground Lease and rent payable thereunder in the amount of \$875,682 and to authorize the Chief Executive Officer, or his designee, to execute and deliver the Ground Lease and any and all documents required in connection with consummating the transactions contemplated in the Ground Lease on behalf of RRHA;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of RRHA;

1. That the Ground Lease is hereby authorized, approved, adopted, ratified, and confirmed in all respects; and
2. That the Board of RRHA does specifically approve and authorize RRHA’s Chief Executive Officer, or his designee, acting on behalf of RRHA, to execute and deliver the Ground Lease which provides for the payment of rent in the amount of \$875,682, with any changes thereto acceptable to the Chief Executive Officer, or his designee; and
3. That the Chief Executive Officer, or his designee, is authorized and directed to negotiate, execute, and deliver any and all documents required to consummate the transactions contemplated in the Ground Lease, including, without limitation, all closing documents required for Phase A of Creighton Court Redevelopment and any other agreements to effectuate the intent of this resolution.

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

Motion Carried Unanimously

Absent: Blount, Broidy, Johnson, Parker

Agenda Item No. 2 – Resolution approving a contract for Communications, Media Relations, and Marketing Services with The Ivy Group and authorizing the Chief Executive Officer to execute the Contract and subsequent renewals on behalf of Richmond Redevelopment and Housing Authority

(23-41) WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) issued a Request for Proposals on March 10, 2023 for Communications, Media Relations, and Marketing Services (“the Services”); and

WHEREAS, The Ivy Group was deemed the most qualified Firm for the Services; and

WHEREAS, RRHA staff has reviewed the bid and 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 The Ivy Group. The total contract amount is not to exceed \$ 325,000.

Motion: (Lewis/Elliott) Move to adopt Resolution #2

Motion Carried Unanimously

Absent: Blount, Broidy, Johnson, Parker

Agenda Item No. 3 – Resolution authorizing the Chief Executive Officer, or his designee, of the Richmond Redevelopment and Housing Authority to negotiate and execute an agreement with TAG Associates, Inc.

(23-42) WHEREAS, as part of the Richmond Redevelopment and Housing Authority's (the "**Authority**") ongoing efforts to improve and expand the availability of affordable housing in the City of Richmond, the Authority has determined it to be advisable and in the best interests of the Authority to contract with a third party to provide real estate advisory services related to the financing, acquisition, disposition, development or redevelopment of affordable housing assets;

WHEREAS, TAG Associates, Inc ("**Contractor**") is in the business of providing real estate advisory services and has significant experience providing such services to public housing authorities;

WHEREAS, Contractor was selected by the Housing Authority of the City of Atlanta, Georgia (the "**Atlanta Housing**") to provide real estate advisory services for Atlanta Housing, pursuant to Request for Proposal #2018-0107 (the "**Atlanta Housing Procurement**"); and

WHEREAS, the board of commissioners (the "**Board**") has determined it to be advisable and in the best interests of the Authority to enter into that certain contract for services by and between the Authority and Contractor substantially in the form attached hereto (the "**Contract**") pursuant to which Contractor will provide real estate advisory services (the "**Transactions**").

WHEREAS, in connection with the Contract, the Authority may enter into certain ancillary agreements as contemplated therein, and the Board has determined that such actions are advisable and in the best interests of the Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE AUTHORITY THAT:

I. The Transactions are hereby authorized, approved, adopted, ratified and confirmed in all respects.

II. The Chief Executive Officer (the "**CEO**"), Steven Nesmith, is hereby authorized to negotiate, finalize and approve the terms and conditions of the Contract, in consultation with the Chairman of the Board (the "**Chairman**"), W.R. "Bill" Johnson, Jr., and legal counsel.

III. The respective form, terms and provisions of the Contract, are hereby authorized, ratified and confirmed in all respects, and the CEO or his designee (each, an “**Authorized Representative**”), is hereby authorized, in the name and on behalf of the Authority to execute and deliver the Contract, with such changes, additions and modifications as the CEO, in consultation with the Chairman, W.R. “Bill” Johnson, Jr., and legal counsel, may approve.

IV. Any Authorized Representative is hereby authorized and empowered to take any and all action, to execute any and all documents, agreements, powers of attorney, instruments and certificates (including, without limitation, all notices, agreements and certificates required to be given or made under the Contract), in the name and on behalf of the Authority, as such Authorized Representative may deem necessary, advisable or appropriate to effectuate or carry out the purpose and intent of the foregoing resolutions and to perform the obligations of the Authority under such agreements and instruments.

V. The actions heretofore taken by the Authorized Representatives in connection with the Contract and the transactions contemplated therein, all other exhibits, agreements, certificates and documents to be executed in connection with the Contract and the resolutions contained herein are hereby ratified and confirmed.

VI. The Authorized Representatives are hereby authorized and directed to take any and all further actions, not inconsistent herewith, which may be necessary or desirable, to carry into effect the purpose and intent of these resolutions.

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

Motion Carried Unanimously

Absent: Blount, Broidy, Johnson, Parker

Agenda Item No. 4 – Resolution approving and recommending adoption of the Richmond Redevelopment and Housing Authority’s MBE/DBE policy.

(23-43) WHEREAS, Richmond Redevelopment and Housing Authority (“RRHA”), with input from the Minority Contracting and Section 3 Committee of the Board of Commissioners, and in accordance with relevant law and regulation, drafted a Minority Business Enterprise and Disadvantaged Business Enterprise (MBE/DBE) Policy as more particularly shown in Exhibit A, attached hereto; and

NOW, THEREFORE, BE IT RESOLVED that RRHA’s Board of Commissioners, believing the Minority Business Enterprise and Disadvantaged Business Enterprise Policy is prudent, approves and recommends that RRHA, by and through its Chief Executive Officer, adopt the Minority Business Enterprise and Disadvantaged Business Enterprise Policy.

Motion: (Hardiman/Jackson) Move to adopt Resolution #4

Motion Carried Unanimously

Absent: Blount, Broidy, Johnson, Parker


Note: Due to technical difficulties, Chair Bill Johnson was not able to respond when the votes were taken for Resolutions #1 - #4.

Commissioners’ Comments

There were no commissioners’ comments.

Adjournment

There being no further business, the meeting adjourned at 6:55 p.m.


Chairman


Chief Executive Officer/Secretary