

COMMISSIONERS' REGULAR IN-PERSON BOARD MEETING

January 15, 2025

Resolution(s) Passed:

25-01 Resolution approving the change order for contract #ifb-2022-35 between the Richmond Redevelopment and Housing Authority Plumber Near Me, LLC, who is currently replacing the HVAC system at Gilpin and authorizing the Chief Executive Officer to execute the change order on behalf of Richmond Redevelopment and Housing Authority

MOTION: (Parker/Hardiman) Move to Adopt Resolution #1

VOTE: Aye: Broidy, Elliott, Hardiman, Jackson, Johnson, Lewis, McCray, Parker, Pitchford

VOTE: Nay: None

ABSTAIN: None

ABSENT: None

25-02 Resolution approving the change order for contract #C24-019 between the Richmond Redevelopment and Housing Authority Nan McKay & Associates, LLC, who is currently assisting our HCVP Department with recertifications and authorizing the Chief Executive Officer to execute the change order on behalf of Richmond Redevelopment and Housing Authority

MOTION: (Broidy/Pitchford) Move to Adopt Resolution #2

VOTE: Aye: Broidy, Elliott, Hardiman, Jackson, Johnson, Lewis, McCray, Parker, Pitchford

VOTE: Nay: None

ABSTAIN: None

ABSENT: None

25-03 Resolution approving the contract between the Richmond Redevelopment and Housing Authority and Gibraltar Construction Co. Inc. and authorizing the Chief Executive Officer to execute the Contract on behalf of Richmond Redevelopment and Housing Authority

MOTION: (Parker/Broidy) Move to Adopt Resolution #3

VOTE: Aye: Broidy, Elliott, Hardiman, Jackson, Johnson, Lewis, McCray, Parker, Pitchford

VOTE: Nay: None

ABSTAIN: None

ABSENT: None

25-04 Resolution approving the contract between the Richmond Redevelopment and Housing Authority and Gibraltar Construction Co. Inc. and authorizing the Chief Executive Officer to execute the Contract on behalf of Richmond Redevelopment and Housing Authority

MOTION: (Broidy/Pitchford) Move to Adopt Resolution #4

VOTE: Aye: Broidy, Elliott, Hardiman, Jackson, Johnson, Lewis, McCray, Parker, Pitchford

VOTE: Nay: None

ABSTAIN: None

ABSENT: None

25-05 Resolution Approving the Revisions to the Richmond Redevelopment & Housing Authority's Administrative Plan for the Housing Choice Voucher Program and the Public Housing Admissions and Continued Occupancy Plan for Fiscal Year 2024-2025

MOTION: (Pitchford/Hardiman) Move to Adopt Resolution #5

VOTE: Aye: Broidy, Elliott, Hardiman, Jackson, Johnson, Lewis, McCray, Parker, Pitchford

VOTE: Nay: None

ABSTAIN: None

ABSENT: None

MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF
RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY
HELD AT 600 EAST BROAD STREET, 5TH FLOOR BOARDROOM
IN RICHMOND, VIRGINIA
ON WEDNESDAY, JANUARY 15, 2025 AT 5:30 P.M.

Board of Commissioners

In Attendance:

Charlene Pitchford, Vice Chair
Dyanne Broidy
Kyle Elliott
Barrett Hardiman
Gregory Lewis
Marika McCray
Harold Parker

Attending Virtually

W. R. "Bill" Johnson, Chair
Eddie Jackson

RRHA Staff:

Steven Nesmith, Chief Executive Officer
Mike Kelly, Chief Operating Officer - virtual
Patrick Baisi, Associate Counsel
Kim Cole, Chief of Staff
Precious Faust, Senior Vice President and Chief Financial Officer - virtual
Angela Fountain, Vice President of Communications and Public Relations
Corey Franklin, Senior Vice President of Affordable Housing
Sherrill Hampton, Senior Vice President of Real Estate and Community Development
Jessica Hardin, Vice President of Human Resources
Jackie Salaam-Hicks, Vice President of Information Technology - virtual
Reed Johnson, Deputy Director of Human Resource - virtual
Pamela Kearney, Assistant Vice President of Public Housing Operations
Don Mullins, Vice President of Capital Projects
Colene Orsini, Assistant Vice President of Procurement and Contract Administration
Theo Reynolds, Assistant Vice President of Public Safety
Joseph Sarver, Vice President of Central Maintenance - virtual
Ralph Stuckey, Vice President of Resident Services – virtual
Calandra Trotter, Assistant Vice President for Housing Compliance - virtual
Tonise Webb, Assistant Lead Counsel

Counsel

George Martin, Lead Counsel
Gerald Carter, Counsel

Guest(s)

Toney Garrett, VAHCDO
Tyler Craddock, VAHCDO

Call to Order

Counsel, Gerald Carter called the meeting to order at 5:35 p.m. A quorum was established.

Remote Participation:

Chair W. R. “Bill” Johnson participated in the January 15, 2025 regular board meeting from his home in Richmond, VA remotely due to medical reasons.

Commissioner Eddie Jackson participated in the January 15, 2025 regular board meeting from Richmond, VA remotely due to personal reasons.

Motion: (Elliott/Parker) Move to allow Chair W.R. “Bill” Johnson and Commissioner Eddie Jackson to participate in the January 15, 2025 Regular Board of Commissioners meeting remotely.

Motion Carried Unanimously

Approval of Minutes

The Minutes from December 2, 2024, *Special Board of Commissioners Meeting* were approved.

Motion: (Parker/Hardiman) Move to adopt the Minutes from the December 2, 2024, Special Board of Commissioners Meeting

Motion Carried Unanimously

Citizens' Comment Period

Troy Garrett addressed the Board of Commissioners and spoke about upcoming legislation for 2025 that could impact housing authorities. He also mentioned that RRHA is a valued member of VAHCDO.

Motion: (Pitchford/Hardiman) Move to allow Omari Al-Qadaffi to address the Board of Commissioners during the Citizen Comment Period at the January 15, 2025 Board of Commissioners Meeting
Motion Carried Unanimously

Omari Al-Qadaffi addressed the Board of Commissioners to thank RRHA staff for the modernization work that will be done at RRHA's senior facility located at 3900 Old Brook Circle.

Chair Updates

Chair W. R. "Bill" Johnson welcomed Commissioner Marika McCray to the Board of Commissioners.

He mentioned the need to discuss the length and frequency of the board standing committee meetings to ensure better participation and that quorums are established.

Chair Johnson asked Vice Chair Pitchford to conduct the January 15, 2025 Board of Commissioners meeting.

CEO and Agency Updates

First Time in Many Years HCVP Received High Performer Status. CEO Nesmith informed the Commissioners that for the first time in many years, the Housing Choice Voucher Program has received the High Performer rating from HUD.

First Time in Many Years HUD has approved RRHA's Unaudited Financial Statement. CEO Nesmith stated that another *first* for the agency is HUD's approval of the unaudited financials the first time they were submitted. Senior Vice President and Chief Financial Officer Faust added that in years past, the unaudited financials were rejected and had to be resubmitted several times before being approved. She said "*This has been a great accomplishment and a lot of hard work on the part of the Finance department*".

Agency-wide Compliance Update. CEO Nesmith stated that the Agency-wide Comprehensive Compliance and Quality Control is being implemented.

Staff will provide the Commissioners with an update on the Comprehensive Compliance on an annual basis.

Update on Modernization of Six RRHA Senior Sites. Don Mullins provided an update on the modernization of the six senior sites. South Lombardy is nearing completion; the residents are tentatively scheduled to move back into their units by January 28th. Work will begin at 1920 Stonewall Avenue. The Bids for 1611 4th Avenue and 3900 Old Brook Circle have been received.

Update on Compassion Action Initiative. CEO Nesmith stated that lease enforcement will begin in the first part of February 2025.

Post Transfer of RRHA's Responsibilities of the Calhoun Center. CEO Nesmith reported that RRHA will still have access to the Calhoun Center after the transfer is completed. Construction is due to begin in late February or early March and should last for approximately 6 to 9 months.

RRHA Issues 50 Tenant Protection Voucher for First Time in Four Years and Provide Landlord Incentives to Address Affordable Housing Crisis. Senior Vice President Franklin spoke about the tenant-based vouchers that were issued to applicants on the waiting list. To further aid residents in their housing search, RRHA will be providing them with additional funds to help them with application fees, deposits, etc.

Action Item:

1. Commissioner Hardiman asked staff to keep a list of landlords who deny housing to RRHA voucher holders.

Frequency of Board of Commissioners and Committee Meetings for 2025. CEO Nesmith and Commissioner Elliott spoke about the frequency of board and committee meetings and the possibility of having the committees to meet every other month. It would be up to the individual committee chairperson to decide if a monthly meeting is needed. Board meetings will continue to be held monthly.

Committee Updates

The *Real Estate and Community Development Committee* met on January 14, 2025. Sherrill Hampton, Senior Vice President of Real Estate and Community Development provided an update on the following items.

- Creighton Court Redevelopment. Lease-up will begin in March.
- Gilpin Court Redevelopment.
- Mosby Court Redevelopment.

The *Administration and Finance Committee* met on January 13, 2025. Precious Faust, Senior Vice President and Chief Financial Officer provided an update on the following items.

- Auditors will be on site on the first week of February and March.
- Draft audit will be presented at the June board meeting.

Resolutions:

Agenda Item No. 1 – Resolution approving the change order for contract #ifb-2022-35 between the Richmond Redevelopment and Housing Authority Plumber Near Me, LLC, who is currently replacing the HVAC system at Gilpin and authorizing the Chief Executive Officer to execute the change order on behalf of Richmond Redevelopment and Housing Authority

(25-01) WHEREAS the Richmond Redevelopment and Housing Authority (“RRHA”) entered into a contract with Plumber Near Me, LLC to provide HVAC replacement services at our Gilpin Management office and Friends Family Center for \$827,468.23.

WHEREAS during the course of the initial construction phase, structural changes made by the engineer caused an increase in work; and

WHEREAS a change order in the amount of \$188,258.86 is needed to complete these changes, and

NOW THEREFORE, in consideration of the premises, the mutual undertakings, and benefits to accrue to the parties and the public, the parties hereto agree as follows:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that Steven Nesmith, in his capacity as Chief Executive Officer, is authorized to approve the change order for Plumber Near Me, LLC for

\$188,258.86. This will bring the current contract to a total not to exceed \$1,015,727.09.

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

Motion Carried Unanimously

Agenda Item No. 2 – Resolution approving the change order for contract #C24-019 between the Richmond Redevelopment and Housing Authority Nan McKay & Associates, LLC, who is currently assisting our HCVP Department with recertifications and authorizing the Chief Executive Officer to execute the change order on behalf of Richmond Redevelopment and Housing Authority

(25-02) WHEREAS the Richmond Redevelopment and Housing Authority (“RRHA”) contracted with Nan McKay & Associates, LLC to provide recertification services for our HCVP Department for \$60,000.00.

WHEREAS the HCVP department needs additional services from Nan McKay & Associates, LLC to assist them in reaching their goals and

WHEREAS a change order for \$50,000.00 is needed to allow for additional services to be provided and

NOW THEREFORE, in consideration of the premises, the mutual undertakings, and benefits to accrue to the parties and the public, the parties hereto agree as follows:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that Steven Nesmith, as Chief Executive Officer, is authorized to approve the change order for Nan McKay & Associates, LLC for \$50,000.00. This will bring the current contract to a total not to exceed \$110,000.00.

Motion: (Broidy/Pitchford) Move to adopt Resolution #2

Motion Carried Unanimously

Agenda Item No. 3 – Resolution approving the contract between the Richmond Redevelopment and Housing Authority and Gibraltar Construction Co. Inc. and authorizing the Chief Executive Officer to execute the Contract on behalf of Richmond Redevelopment and Housing Authority

(25-03) WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) seeks to enter into a contract with Gibraltar Construction Co., Inc. to provide rehabilitative services at our 1611 4th Avenue Senior Site; this

agency has recognized that this senior facility requires renovation better to meet the needs and expectations of our residents and adhere to regulatory standards.

WHEREAS, the solicitation for this project was conducted following HUD Procurement guidelines, Virginia State policies, and RRHA policies. A total of three bids were received in response to this solicitation:

WHEREAS, after reviewing the response received by Gibraltar Construction Co., Inc., it was deemed responsible and responsive; therefore, they are the anticipated awardee for this contract;

NOW THEREFORE, in consideration of the premises, the mutual undertakings, and benefits to accrue to the parties and the public, the parties hereto agree as follows:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that Steven Nesmith, in his capacity as Chief Executive Officer, is authorized to approve the contract to Gibraltar Construction Co., Inc. This contract will be for a not to exceed a total of \$5,410,000.00.

Motion: (Parker/Broidy) Move to adopt Resolution #3

Motion Carried Unanimously

Agenda Item No. 4 – Resolution approving the contract between the Richmond Redevelopment and Housing Authority and Gibraltar Construction Co. Inc. and authorizing the Chief Executive Officer to execute the Contract on behalf of Richmond Redevelopment and Housing Authority

(25-04) WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) seeks to enter into a contract with Gibraltar Construction Co., Inc. to provide rehabilitative services at our 3900 Old Brook Circle Senior Site; this agency has recognized that this senior facility requires renovation better to meet the needs and expectations of our residents and adhere to regulatory standards.

WHEREAS, the solicitation for this project was conducted following HUD Procurement guidelines, Virginia State policies, and RRHA policies. A total of three bids were received in response to this solicitation:

WHEREAS, after reviewing the response received by Gibraltar Construction Co., Inc., it was deemed responsible and responsive; therefore, they are the anticipated awardee for this contract;

NOW THEREFORE, in consideration of the premises, the mutual undertakings, and benefits to accrue to the parties and the public, the parties hereto agree as follows:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that Steven Nesmith, in his capacity as Chief Executive Officer, is authorized to approve the contract to Gibraltar Construction Co., Inc. This contract will be for a not to exceed a total of \$1,610,480.00.

Motion: (Broidy/Pitchford) Move to adopt Resolution #4

Motion Carried Unanimously

Discussion:

A brief discussion was held regarding amending the scope of work in this contract for 3900 Old Brook Circle so that the contractor can add proper sidewalk accessibility for residents with mobility devices.

Action Item:

1. Staff should reach out to the contractor and request pricing to amend the contract for 3900 Old Brook Circle to include proper sidewalk accessibility for residents with mobility devices.

Agenda Item No. 5 – Resolution Approving the Revisions to the Richmond Redevelopment & Housing Authority’s Administrative Plan for the Housing Choice Voucher Program and the Public Housing Admissions and Continued Occupancy Plan for Fiscal Year 2024-2025

(25-05) WHEREAS, by Resolution 2024-21 approved on June 21, 2024, the Richmond Redevelopment and Housing Authority (“RRHA”) Board of Commissioners approved the Administrative Plan for the Housing Choice Voucher Program (“Admin Plan”) and the Public Housing Admissions and Continued Occupancy Plan (“ACOP”) for Fiscal Year 2024-2025 outlining the agency’s policies, programs, services, and strategies it intends to operate during the fiscal year as required by the Department of Housing and Urban Development’s (“HUD”) regulations; and

WHEREAS, RRHA prepared revisions for certain sections of the Admin Plan for Fiscal Year 2024-2025 reflected in the “Summary of Changes to RRHA’s REVISED Administrative Plan for the Housing Choice Voucher Program (“Admin Plan”) FY2025”, as attached hereto as Exhibit A; and

WHEREAS, RRHA prepared revisions for certain sections of the ACOP for Fiscal Year 2024-2025 reflected in the “Summary of Changes to RRHA’s REVISED Admissions and Continued Occupancy Policy (“ACOP”) FY2025”, as attached hereto as Exhibit B; and

WHEREAS, the revisions were presented and discussed with the Board of Commissioners on October 28, 2024; and

WHEREAS, on November 4, 2025, the revisions to the Admin Plan and ACOP were made available for public review and public comment during the required 45-day period; and

WHEREAS, a public hearing that included a virtual option was held on December 19, 2024 regarding these revisions to the Admin Plan and ACOP; and

WHEREAS, a meeting with the Resident Advisory Board (“RAB”) was held on October 31, 2024 to provide input into the revisions for the Admin Plan and ACOP; and

WHEREAS, RRHA received verbal and written public comments at the public hearing on December 19, 2024; and

WHEREAS, RRHA is required by regulations to submit the revisions to Admin Plan and ACOP to the U.S. Department of Housing and Urban Development (“HUD”); and

WHEREAS, the RRHA Board of Commissioners must approve all revisions to RRHA Plans prior to submission to HUD.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Richmond Redevelopment and Housing Authority that:

1. The Board has reviewed and hereby approves the revisions, attached hereto as Exhibit A, to the Administrative Plan for the Housing Choice Voucher Program for Fiscal Year 2024-2025; and
2. The Board has reviewed and hereby approves the revisions to the Admissions and Continued Occupancy Plan for Fiscal Year 2024-2025; and
3. The Chief Executive Officer is hereby authorized to submit the specific revisions to the Administrative Plan for the Housing Choice Voucher Program and the Admissions and Continued Occupancy Plan for Fiscal Year 2024-2025, as reflected in Exhibits A and B, with all required documents and certifications to the Department of Housing and Urban Development as required.

Motion: (Pitchford/Hardiman) Move to adopt Resolution #5

Motion Carried Unanimously

CEO Goals and Objectives

Motion: (Parker/Pitchford) Move to allow CEO Steven Nesmith to complete his Goals and Objectives for the Board of Commissioners by the end of February 2025 due to the Water Crisis in the City of Richmond

Motion Carried Unanimously

Adjournment

There being no further business, the meeting adjourned at 7:00 p.m.

Chair

Chief Executive Officer/Secretary