

MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS  
OF RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY  
HELD IN THE OFFICES OF RRHA  
901 CHAMBERLAYNE PARKWAY, RICHMOND, VIRGINIA  
ON WEDNESDAY, DECEMBER 16, 2009

**In Attendance:**

**Board of Commissioners**

Elliott M. Harrigan, Chairman  
Marilyn B. Olds, Vice Chair  
J. Russell Parker, III  
Guenet M. N, Beshah, Esq.  
Cindy A. Mims  
James A. Sties  
Orlando C. Artze

**RRHA Staff**

Anthony Scott, Chief Executive Officer

Chairman Elliott M. Harrigan called the meeting to order at 5:40 p.m. with *M. Maxine Cholmondeley, Esq.* serving as Legal Counsel.

**Minutes**

The Minutes from the *November 18, 2009 Regular Board Meeting* were presented for approval.

***1 Motion: (Mims/Olds) Move to adopt the Minutes from the November 18, 2009 Regular Board Meeting.***

**Motion Carried Unanimously**

**Citizens Information Period**

Ms. Marilyn B. Harris, an RRHA Resident, was scheduled to speak but did not appear at the meeting.

**Committee Reports**

Commissioner Harrigan requested that Board Committee Reports be presented.

Chief Financial Officer Rick Sample delivered the *Administration and Finance* report. He reported that the Administration and Finance Committee met on December 10, 2009, where several items were discussed or reviewed:

- Update on the Housing Choice Voucher Program (HCVP) and the receipt of \$725,000 to cover the December deficit
- Actions being taken with HUD to secure sufficient funding in a timely fashion for 2010

- The RRHA cash position, categorized between restricted and unrestricted cash by program, at the Commissioners' request, will be completed on a regular basis in the future
- Update on the status of the YARDI conversion
- Update on the capital fund grants

At the Committee meeting, Controller Stacey Fayson presented the fiscal year 2009 preliminary financial results, subject to audit – the financials will be given to the auditors in January, 2010 for their review.

Commissioner Parker requested an update on where RRHA is now and where RRHA is going in reference to HCVP. CFO Rick Sample responded that there were three steps:

- First, RRHA received the \$725,000 for December
- Second was to request “front-loaded” funding for the beginning of 2010 because the current spending run rate is higher than what RRHA has been confirmed as receiving in January
  - o This is not automatic but is a standard process
  - o RRHA has submitted one informal request
  - o RRHA will submit a formal request by Friday, December 18, 2009 which will cover the Authority for the first few months in 2010
  - o RRHA is scheduled to receive for 2010 approximately \$1.6 million less than what will be needed for the year because of the higher utilization rate RRHA had during 2009 compared to the average rate
    - The process will be to request additional funding through an exception process specifically designed for housing authorities like RRHA
- Third, Congress passed an Omnibus Spending bill which included the funding for HUD and \$150 million of set-aside funding specifically for cases like RRHA's (where the utilization rate is higher and the funding required is more than what would normally be received on the funding basis)
- If RRHA receives the funding it needs, it can stabilize out at 88% - 89% utilization and if RRHA receives the supplemental funding as part of the set-aside, it sets RRHA up for future funding at a higher utilization level so it can manage attrition and additions to the program from the waiting list in a logical way

Vice President of Community Relations and Marketing Valena Dixon provided a report on the Resident Services division of Property Management. She reported on the following events:

- Richmond City Health District Flu clinics

- First phase took place December 12 and 13, 2009
- Second phase planned for December 19 and 20, 2009
- “Meet and Greet” sessions with residents to re-introduce Resident Services to RRHA families throughout the city

Ms. Carol Jones-Gilbert, Property Manager of Gilpin Court and Acting Regional Manager of Section 1, provided the *Affordable Housing Report*.

- Occupancy rate for September 2009 is 95%
  - Experiencing some difficulties with YARDI in getting the inventory and unit count correct
  - In the process of doing a “clean up” to get the unit count in PIC (Public and Indian Housing Information Center) aligned with YARDI to make sure it is accurate and hope to have an accurate report by the end of December 2009
- Rent collection fell to 89%
  - Staff had been diverted from rent collection activities because of the YARDI conversion
  - Rent collection revenue has also gone down
    - More renters are coming in as “minimum renters”

Commissioner Sties noted that utilization can be either a function of dollars received versus dollars expended, or vouchers allotted versus vouchers used. If RRHA is spending every dollar, then the utilization rate is 100%. Mr. Scott agreed and said that, going forward, RRHA should probably use both. However, in the beginning of the year when setting things out, RRHA was focusing on unused vouchers and reserves to get its occupancy rate up as that is what drives the dollars allotted to the authority.

Garland Curtis, Director of Real Estate & Community Development, provided the *Real Estate Committee Report*. The Committee met on Thursday, December 10, 2009. The following topics were covered:

- Presented one resolution for the Committee’s consideration concerning the sale and disposition of the property located at 211 West Home Street to Harvest Homes 4 Heroes
- The Windsor-Aughtry Group will be presenting a more comprehensive and revised proposal for the development of the 5.6 acre site in Jackson Place along 2<sup>nd</sup> and 3<sup>rd</sup> Streets

#### ***Chairman’s Remarks***

Chairman Harrigan remarked that the new list of standing committee members had been distributed at the beginning of the meeting.

*Chief Executive Officer's Comments*

Mr. Anthony Scott made some comments in addition to the Executive Summary, which had been included in the Board packet, highlighting the activities for the past month.

- Introduced and welcomed Derek McDaniels, the new Vice President of Real Estate and Community Development
- Informed the Commissioners about the hiring of Charles Mikell as the new Director of Construction
- The H1N1 partnership with the City of Richmond Health District has turned out very well with very good attendance at the clinics that have already taken place
- Invited the Commissioners to RRHA's Holiday luncheon on Friday, December 18, 2009 at the Hilton Garden Inn on Broad Street
- The GRTC Board of Directors voted to approve the sale of the GRTC site to RRHA on behalf of the city

**RESOLUTIONS**

*Note: Resolution number 1 was recognized.*

**Agenda Item No. 1** - Resolution of the Richmond Redevelopment and Housing Authority to Establish Disposition Price for One (1) Parcel in the Battery Park Area – 211 West Home Street, which was read and considered:

**(09-49)** WHEREAS, the Richmond Redevelopment and Housing Authority (RRHA) is the owner of certain property in the Battery Park project; and

WHEREAS, Harvest Homes 4 Heroes submitted a proposal to purchase 211 West Home Street, Block N-369; Parcel 1, in the Battery Park Area for the rehabilitation of a home to be made available for sale to a homeowner; and

WHEREAS, Harvest Homes 4 Heroes has demonstrated that they possess the financial qualifications and abilities to acquire and develop the property in accordance with requirements established by Richmond Redevelopment and Housing Authority and the City of Richmond;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of RRHA that \$30,000 is the duly established and approved price for the disposition of 211 West Home Street, Block N-369, Parcel 1 in accordance with the proposed use;

BE IT FURTHER RESOLVED THAT:

- 1) The Chief Executive Officer be and hereby is authorized and directed to execute a contract and development agreement covering the sale, design, construction and owner occupancy requirements of said parcel;
- 2) The Chief Executive Officer is hereby authorized, on behalf of RRHA, to execute a contract authorizing the conveyance of said parcel to the Harvest Homes 4 Heroes utilizing a form of deed satisfactory to counsel, be and hereby is in all respects approved.

**Discussion**

Commissioner Beshah wanted to insert some additional context concerning the difference between the sale price and the assessment value. The house is significantly blighted and the assessment does not reflect that. Also, the sale is in connection with the Harvest Homes 4 Heroes program. Commissioners Parker and Harrigan also commented that the cost to retrofit the property compared to what the property could be sold for is in line with the market. In addition, the sale is something the City of Richmond brought to RRHA and encouraged RRHA to do. If the house happens to sell above the projected sale price, the proceeds will go back to the City. RRHA has no fiduciary responsibility.

**2 Motion: (Parker/Sties) Move to adopt Resolution 1.**

**Motion Carried Unanimously**

**CLOSED SESSION**

At 6:10 p.m., Commissioner Harrigan stated that it would be necessary to go into closed session to discuss an issue. General Counsel Cholmondeley read the following motion:

*“I move that we go into closed meeting to consult with legal counsel and staff pertaining to actual or probable litigation or other specific legal matters including an issue with a previous employee as permitted by Section 2.2-3711(A)(7) of the Virginia Freedom of Information Act.”*

**3 Motion: (Mims/Olds) Move to go into a closed session.**

**Motion Carried Unanimously**

General Counsel Cholmondeley read the following 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.

The Certification was signed by all Board members.

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**4 Motion: (Parker/Mims) Move to come out of closed session.**

**Motion Carried Unanimously**

*The meeting officially reconvened at 6:21 p.m.*

**Adjournment**

**5 Motion: (Mims/Olds) Move to adjourn.**

**Motion Carried Unanimously**

There being no further business and upon unanimous vote, the meeting adjourned at 6:22 p.m.

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Chairman

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Chief Executive Officer/Secretary-Treasurer