

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 MONDAY, JUNE 22, 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

**RRHA Staff**

Anthony Scott, Chief Executive Officer

Chairman Elliott M. Harrigan called the meeting to order at 5:43 p.m. with *General Counsel M. Maxine Cholmondeley, Esq.* serving as Legal Counsel.

***Special Recognition***

The 2009 Tomorrow's Promise Scholarship Award winners and their families were recognized. The winners were: Francyne Hamilton of George Wythe High School; Theron Haynesworth of Armstrong High School; Shyneka Jones of Thomas Jefferson High School; Victoria Jones of Franklin Military Academy; and Jennifer Tillery of Armstrong High School. Each student received a \$4,000 scholarship.

***Minutes***

The Minutes from the *May 20, 2009 Regular Board Meeting* were presented for approval.

In regards to Resolutions 7 and 8, Commissioner Sties asked that the minutes reflect that the co-op agreement would be returning to the Board for final approval.

***1 Motion: (Mims/Olds) Move to adopt the amended Minutes from the May 22, 2009 Regular Board Meeting.***

**Motion Carried – Olds and Beshah Abstained**

***Citizens Information Period***

Cora Hayes, a Randolph Community Resident and Chair of A Society Without A Name (ASWAN) Millennium Future-Present, was scheduled to speak but could not appear due to illness. Ms. Hayes asked that the following letter be read to the Board in her absence.

*Dear Mr. Scott:*

*ASWAN is a grassroots organization that serves as a voice for those who have no voice and to end/reduce homelessness in Richmond, Virginia.*

*I am writing to you to express my gratitude for you and your staff's assistance, in obtaining a residence in public housing for Ms. Bowen and her son.*

*When I spoke before the Board in February, I asked Mr. Scott and his staff to help her as soon as possible.*

*Ms. Bowen contacted me the first part of June and gave me the good news that she had received a unit in Hillside Court!*

*It cannot be expressed just how important it is to work together to reduce/end homelessness in Richmond, VA.*

*Thank You! Cora Hayes, Chair*

Ms. Anjernette Bowens, accompanied by her son, then addressed the Board. She expressed her sincere thanks and appreciation to Anthony Scott, Cora Hayes, and the Board. She said, "I am no longer homeless. It is a brand new start and I can finish pursuing my education."

### ***Committee Reports***

Commissioner Harrigan requested that Board Committee Reports be presented.

Controller Stacey Fayson delivered the *Administration and Finance* report. She reported that the Administration and Finance Committee met on June 11, 2009. Several items were discussed.

- A resolution to the Board to be voted on later in the meeting regarding the payment on the First Market line of credit. The proposal is to pay off that line of credit with one from Wachovia.
- April financial projections
- Cash flow projections (presented by Mr. Jerry Crews)
- 2008 audit update and financial statements presented, as well as management comments for the Commissioners' review
- A follow-up item regarding Dove Court and Carrington Gardens will be discussed at the next meeting

Michael Stephens of Clifton Gunderson (CG) gave a brief update as to the 2008 audit. There were no significant changes to the financials since Mr. Stephens (of CG) reported at the June 11<sup>th</sup> meeting. The only changes involved re-classifications. CG is ready to issue the report. However, they are waiting on the last legal letter. Mr. Stephens doesn't anticipate that it will change anything. The Board will receive bound hard copies of the financial statements. The audit is complete but RRHA does have one more step as a public housing authority to submit the legal letter to HUD. With the changes in reporting to HUD, there are some open issues.

Senior Vice-President of Property Management John Hill provided the *Affordable Housing Report*.

- The utilization for the Section 8 program has grown to 85% as of June 2<sup>nd</sup>. It continues to grow and is now closer to 87%.
- The KPI's continue to stabilize in the 90's.
- Rent collection remains above 91%.
- The lease up rate is at 98%, which is also stabilized.
- A PowerPoint presentation on the amended Agency Plan was shown to the Resident Tenant Organization (RTO) on May 28. The group was very receptive and made some great comments which will be incorporated in RRHA's final comments.
- The presentation was also shown to the Legal Aid Justice Center – they contributed significantly. There were only four (4) things that they recommended.

RRHA had Community meetings at seventeen (17) sites. All the meetings have gone well, the attendees have been very receptive, and some good dialogue has been produced. The meetings will end on June 24. Attendance at the meetings has been good with approximately 30+ attendees. Creighton Court had a full house.

Garland Curtis, Deputy Director of Community Revitalization, provided the *Real Estate Committee Report*. The committee met earlier in the day. The following topics were covered.

- A brief presentation was made by the Windsor Aughttry Group about the Jackson Place site.
- The Committee is recommending five (5) resolutions for approval by the Board.
- Resolution #5 was withdrawn and will be presented at a later date.
- Staff did an update on the Dove Street project. A summary will be presented to the Real Estate committee at a later date for their consideration.
- There is a need to do more appraisals and look at other appraisers. The committee is asking if some of the Board members know of appraisers that can be added to RRHA's list.

#### ***Chairman's Remarks***

Chairman Harrigan had no comments.

#### ***Chief Executive Officer's Comments***

Mr. Anthony Scott had no new comments in addition to the Executive Summary, which had been included in the Board packet highlighting the activities for the past month.

#### ***RESOLUTIONS***

*Note: Resolution number 5 was withdrawn. Resolutions number 1, 2, 3, 4, 6, 7, 8 and 9 were recognized.*

**Agenda Item No. 5 (Withdrawn)** - Resolution of the Richmond Redevelopment and Housing Authority Approving the Redevelopment Plan for the North Jackson Ward Redevelopment Area.

WHEREAS, the City Council of the City of Richmond approved a budget authorizing the Richmond Redevelopment and Housing Authority (RRHA) to prepare a blight study and redevelopment plan for the North Jackson Ward area; and

WHEREAS, RRHA has identified a portion of the North Jackson Ward area that is blighted and qualifies for designation as a redevelopment area; and

WHEREAS, RRHA has prepared a Redevelopment Plan for the North Jackson Ward Redevelopment Area, setting forth a program of acquisition, clearance, and disposition for redevelopment in accordance with the land use recommendations of the City Master Plan; and

WHEREAS, it is necessary in accordance with provisions of law that the Commissioners of RRHA consent to and approve said Redevelopment Plan;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority, that having duly reviewed and considered said Redevelopment Plan for the North Jackson Ward Redevelopment Area dated February 2008 and Revised March 2009 a copy of which is attached to and made a part of the minutes of this meeting, RRHA does hereby consent to and approve said Redevelopment Plan, and the Chief Executive Officer is hereby authorized and directed to submit said Redevelopment Plan for approval by City Council.

**Agenda Item No. 1** – Resolution of the Richmond Redevelopment and Housing Authority to Approve the Annual Plan for Fiscal Year 2010, which was read and considered:

**(09-18)** BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority (RRHA) that the Annual Plan for fiscal Year 2010 is approved and adopted.

**Agenda Item No. 2** – Resolution of the Richmond Redevelopment and Housing Authority accepting Clifton Gunderson, LLP Independent Auditor's Report for the fiscal year-ended September 30, 2008, which was read and considered:

**(09-19)** WHEREAS, chapter 24 of the Code of Federal Regulations, part 5 subpart H requires public housing authorities to have an independent audit annually; and

WHEREAS, the Richmond Redevelopment and Housing Authority has complied with this federal regulation by procuring Clifton Gunderson, LLP to conduct the independent audit for the fiscal year-ended September 30, 2008; and

WHEREAS, the independent audit was conducted in compliance with federal regulations issued by the Office of Management and Budget referred to as A-133, and generally accepted government auditing standards established by the U.S. Government Accountability Office; and

WHEREAS, the independent audit for the year-ended September 30, 2008 resulted in an unqualified audit opinion.

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of RRHA accept the Independent Auditor's Report for the Richmond Redevelopment and Housing Authority for fiscal year-ended September 30, 2008. Any significant modification made to this audit report subsequent to this resolution will require board approval.

**Agenda Item No. 3** – Resolution of the Richmond Redevelopment and Housing Authority Authorizing the Extension of the Line of Credit from Wachovia to Transfer Line of Credit from First Market Bank to Wachovia, which was read and considered:

**(09-20)** WHEREAS, by Resolution #08-07, the Richmond Redevelopment and Housing Authority ("RRHA") was authorized to borrow up to Two Million and Six Hundred Thousand Dollars (\$2,600,000) to acquire and redevelop a parcel of land located in the City of Richmond and more commonly known as Carrington/Northridge Apartments; and

WHEREAS, out of the Two Million and Six Hundred Thousand Dollars (\$2,600,000), First Market Bank provided RRHA an unsecured line of credit of One Million and Six Hundred Thousand Dollars (\$1,600,000); and

WHEREAS, the Richmond Redevelopment and Housing Authority ("RRHA") is requesting authorization to utilize the Wachovia Line of Credit in the amount of One Million and Six Hundred Thousand Dollars (\$1,600,000) in order to pay off the \$1,600,000 Line of Credit with First Market Bank; and

WHEREAS, it is necessary for the Commissioners of RRHA to take appropriate official action to authorize RRHA to extend the Line of Credit of One Million and Six Hundred Thousand Dollars (\$1,600,000) from Wachovia Bank and to authorize the Executive Director or in his absence, the Chairman of the Board of Commissioners, to execute and deliver any and all documents required in connection with this transaction;

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

1. RRHA is authorized to extend the Line of Credit from Wachovia Bank made on terms acceptable to the Executive Director, or in his absence, the Chairman of the RRHA Board of Commissioners.
2. Upon approval of the terms extending the Line of Credit by the Executive Director, or in his absence, the Chairman of the RRHA Board of Commissioners, the Executive Director, or in his absence, the Chairman of the Board of Commissioners, is hereby authorized, on behalf of RRHA, to execute and deliver any and all documents required in connection with closing the Loan, provided such documents are in a form acceptable to the Executive Director, or in his absence, the Chairman of the RRHA Board of Commissioners.

**Agenda Item No. 4** – Resolution approving the Deed of Lease by and between the Richmond Redevelopment and Housing Authority, as landlord, and City of Richmond (Department of Finance) as tenant, for approximately 7,464 rentable square feet of office space located in the Theatre Row Office Building and authorizing the Chief Executive Officer to execute such Deed of Lease, which was read and considered:

**(09-21)** BE WHEREAS, the Richmond Redevelopment and Housing Authority ("RRHA") is the owner of that certain building located at 730 East Broad Street in the City of Richmond and more commonly known as the

Theatre Row Office Building (the “Building”); and

WHEREAS, RRHA and the City of Richmond (the “City”) have negotiated the Deed of Lease attached hereto (the “Lease”) pursuant to which RRHA shall lease to the City, and the City shall let from RRHA, approximately 7,464 rentable square feet of office space on the seventh floor of the Building; and

WHEREAS, it is necessary for the Commissioners of RRHA to take appropriate official action to approve the Lease and to authorize the Chief Executive Officer to execute and deliver the Lease;

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

The Lease, with any changes thereto acceptable to the Chief Executive Officer, is hereby approved, and the Chief Executive Officer is hereby authorized, on behalf of RRHA, to execute and deliver the Lease.

**Agenda Item No. 6** – Resolution Approving the Form of the North Jackson Ward Redevelopment Program Area Implementation Program Cooperation Agreement Negotiated by and between the Richmond Redevelopment and Housing Authority and the City of Richmond and Authorizing the Chief Executive Officer to Execute and Deliver such Agreement, which was read and considered:

**(09-22)** WHEREAS, the City of Richmond and the Richmond Redevelopment and Housing Authority have entered into a City of Richmond 2008-2009 CDBG contract, dated July 1, 2008, for the purposes of acquiring blighted and underutilized property and completing a blight analysis and a redevelopment plan for the North Jackson Ward area, which area consists of nine city blocks bounded by Baker Street on the south, St. John Street on the west, North 4th Street on the east, and by West Charity Street, East Federal Street, and Bates Street on the north (the “Project Area”); and

WHEREAS, the City wishes to make available to RRHA funds up to \$750,000.00 to acquire blighted and underutilized property for neighborhood revitalization purposes in the Project Area; and

WHEREAS, it is necessary for the Commissioners of RRHA to take appropriate official action to approve the form of the Cooperation Agreement and to authorize the Chief Executive Officer to execute and deliver the Cooperation Agreement;

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

1. The form of the Cooperation Agreement attached hereto, with any changes thereto acceptable to the Chief Executive Officer, is hereby approved.
2. The Chief Executive Officer is hereby authorized, on behalf of RRHA, to execute and deliver the Cooperation Agreement, with any changes thereto acceptable to the Chief Executive Officer.

**Agenda Item No. 7** – Resolution of the Richmond Redevelopment and Housing Authority Approving Acquisition Price for One (1) Parcel in the 25<sup>th</sup> Street/Nine Mile Road Redevelopment Area – 1301 North 26<sup>th</sup> Street, which was read and considered:

**(09-23)** BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority (RRHA) that based on full and careful appraisals of the property that the price recommended by the Chief Executive Officer for the acquisition of one (1) vacant structure in the 25<sup>th</sup> Street/ Nine Mile Redevelopment Area be and hereby is accepted as the fully established and approved price for the acquisition of such parcel; and

BE IT FURTHER RESOLVED that the Chief Executive Officer, acting on behalf of RRHA, be and hereby is authorized to accept the signed option to purchase a vacant single-family home at 1301 North 26<sup>th</sup> Street, Block E-621; Parcel 19 at the said price.

**Agenda Item No. 8** – Resolution of the Richmond Redevelopment and Housing Authority to Establish Disposition Price and Purchaser for One (1) vacant parcel in the Blackwell neighborhood – 109 East 14th Street, which was read and considered:

**(09-24)** WHEREAS, Southside Community Development and Housing Corporation (SCDHC) submitted a letter requesting to purchase 109 East 14<sup>th</sup> Street, Block S-150; Parcel 8 in the Blackwell neighborhood for the development of a single-family residence and

WHEREAS, SCDHC has demonstrated that as of the date of this resolution, it possesses the financial qualifications and abilities to develop the property in accordance with the Blackwell Conservation Area Plan and the Blackwell Neighborhoods in Bloom Revitalization Plan to be made available for sale to a low-to-moderate income family and;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of RRHA that \$1.00 for the vacant parcel is the duly established and approved price for the disposition of 109 East 14th Street, Block S-150; Parcel 8 in accordance with the proposed use;

BE IT FURTHER RESOLVED THAT:

- 1) RRHA hereby approves the sale of the property to SCDHC for the sale price of \$1.00 for the parcel;
- 2) The Chief Executive Officer be and hereby is authorized and directed to execute contracts covering the sale of said parcel, design, construction and owner occupancy requirements;
- 3) The conveyance of the said property to SCDHC by RRHA, utilizing a form of deed satisfactory to counsel, be and hereby is in all respects approved.

**Agenda Item No. 9** – Resolution of the Richmond Redevelopment and Housing Authority Authorizing Approval to File for Condemnation for One (1) Vacant Parcel in the Carver Conservation Area – 902 North Harrison Street, which was read and considered:

**(09-25)** WHEREAS, BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority (RRHA) that the Chief Executive Officer and counsel are hereby authorized and directed to institute condemnation proceedings for the acquisition of the property listed herein. These proceedings are essential to the conveyance of

property and the construction of new single-family housing as part of the Carver Neighborhoods in Bloom Revitalization effort and the Carver Conservation and Redevelopment Plan.

<u>Block/Parcel</u>	<u>Name of Owner/ Address of Property</u>
N-518/19	Lucille Baker 902 North Harrison Street

BE IT FURTHER RESOLVED that prior to instituting eminent domain proceedings, staff is directed to avoid such proceedings if possible.

### **Discussion**

In regards to Resolution 3, Commissioner Beshah had a note from the Administration and Finance Committee to confirm the interest rate of 1.82%. Stacey Fayson reported an update of Wachovia's rate to 2.61%. Though this is an increase from the 1.82%, it is significantly lower than the rate First Market was offering to extend the line of credit.

Commissioner Parker reported on a question that came up at the Community Revitalization Committee meeting. "Regarding the \$1.6 million, when does RRHA think it might be getting that unsecured debt into a more applicable vehicle with some other type of financing?" Mr. Scott replied that it would be approximately one year.

Since interest rates are continuing to rise, Chairman Harrigan asked Ms. Fayson to obtain quotes on fixed rates for one and two-year loans in order to swap out the current debt. He explained that there could be a pre-payment penalty depending on the direction of the interest rates.

Commissioner Sties raised a question as to exactly which interest rate the Board was agreeing to on Resolution 3 since they now know it will be different. Commissioner Beshah pointed out that the resolution states: "on terms acceptable to the Executive Director or the Chairman of the Board."

**2 Motion: (Parker/Sties) Move to adopt Resolutions 1, 2, 3, 4, 6, 7, 8 and 9.**

**Motion Carried – Harrigan Abstained**

### **Closed Session**

Commissioner Harrigan stated that it would be necessary to go into closed session at 6:21 p.m. to discuss an issue. General Counsel Cholmondeley read the following:

#### ***CERTIFICATION OF CLOSED MEETING***

*WHEREAS, the Board of Commissioners of the Richmond Redevelopment and Housing Authority (the "Board") will convene 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 will be 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 will be 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 will be heard, discussed or considered by the Board that is settlement of a lawsuit.*

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

**Motion Carried Unanimously**

Vice-Chair Marilyn Olds recused herself from part of the discussion occurring in the closed session but was present for the vote to go into closed session.

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.

***The meeting officially reconvened at 7:10 p.m.***

**General Announcements**

1. It was proposed that the July meeting be for four (4) hours in order to incorporate a Board retreat. RRHA will work on a location and a date - probably the week of July 27. Doris Jackson-Crocker, Deputy Assistant to the CEO, will communicate with the Board for a confirmed date.

2. There will NOT be a Board of Commissioners meeting in August.
3. There WILL be a Finance Committee meeting in August to review the Budget as the vote on it will take place in September. Other committee meetings will be held as necessary.

**Adjournment**

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

**Motion Carried Unanimously**

There being no further business and upon unanimous vote, the meeting adjourned at 7:18 p.m.

---

Chairman

---

Chief Executive Officer/Secretary-Treasurer