

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY  
MINUTES OF THE  
March 27, 2019  
4:00 p.m.  
The Enterprise Building  
Accomac, Virginia

DIRECTORS PRESENT:

Charles Kolakowski  
Ernest H. Washington  
Vincent Holt

Northampton County  
Northampton County  
Section 8 Representative

DIRECTORS ABSENT:

Richard Jenkins  
Mike Mason

Accomack County  
Accomack County

OTHERS PRESENT:

Elaine Meil  
Susan Haycox  
Christine Ross  
Kat Edwards

Bobbie Jo Wert  
Melissa Matthews  
Colin Keane  
Russ Williams

1. Call to Order

Vice Chairman Holt called the meeting to order at 4:00 p.m.

2. Minutes of the January 23, 2019 Meeting

Presented were the minutes of the January 23, 2019 meeting.

Adoption of the presented minutes was requested.

Director Kolakowski moved to approve the minutes of the January 23, 2019 meeting as presented. Seconded by Director Washington, the motion carried by unanimous vote.

3. Bills Payable and Financial Statement

Commission approval was requested for the following Bills Payable and attached Financial Statements:

General Operating Account		
A-NPDC	A-NRHA Management Services, Jan./Feb.	\$ 334.09
A-NPDC	Crispus Attucks Management, Jan./Feb.	404.75
A-NPDC	Sunnyside Village Management, Jan./Feb.	419.10
A-NPDC	William Hughes Management, Jan./Feb.	495.87
A-NPDC	Virginia Street Management, Jan./Feb.	1,662.99
A-NPDC	Mill Run Management, Jan./Feb.	482.91
A-NPDC	Onancock Square Apts, Jan./Feb.	356.11
A-NPDC	Tax Credit Compliance, Jan./Feb.	955.68
A-NPDC	DHCD-Homeowner Rehab Proj, Jan./Feb.	<u>8,671.28</u>
	Total Due A-NPDC	\$13,782.78*

Section 8 Checking Account		
A-NPDC	Administration and Fraud Recovery, Jan./Feb.	\$56,458.37*

\* Detail was included with agenda item "Current A-NPDC Financial Report"

Director Washington moved to approve all the Bills Payable as presented. Seconded by Director Kolakowski, the motion carried by unanimous vote.

4. Current A-NPDC Projects Financial Report

The attached report indicated that 62.34 percent of the budget had been expended while 66.67 percent of the fiscal year had passed.

Board acceptance of the attached report was requested.

Director Kolakowski moved to accept the Current A-NPDC Financial Report as presented. Seconded by Director Washington, the motion carried by unanimous vote.

5. Election of FY 2020 Officers

The Authority By-Laws state that officers of Chairman and Vice Chairman should be elected at least two months in advance of the end of the fiscal year, normally our March meeting.

The Authority By-Laws further state that the Chairman and Vice Chairman serve for one-year terms and may serve up to three consecutive terms. Having served two terms, Chairman Jenkins and Vice Chairman Holt are eligible for re-election.

For your information, the Executive Director serves as Secretary-Treasurer and serves at the pleasure of the Board.

Board election of FY 2020 Chairman and Vice Chairman is requested.

Director Kolakowski moved to re-elect current slate of officers for an additional term. Seconded by Director Washington, the motion carried by unanimous vote.

6. Property Management

Mill Run Apartments – 26 Duplex Apartments

- Vacancies: Mill Run is fully leased.
- Rent: Two tenants are delinquent, should resolve by end of the month
- Maintenance Issues: Resolving day to day work orders found during inspections or as units become available.
- Other: No other concerns.

Sunnyside Village – 23 Single Family Houses

- Vacancies: Sunnyside is fully leased; turned a unit in February.
- Rent: Two tenants are delinquent, should resolve by end of the month
- Maintenance Issues: Resolving day to day work orders found during inspections or as units become available. Weather continues to slow progress on outside projects.
- Other: No other concerns.

Virginia Street – 10 Single Family Houses

- Vacancies: Virginia Street is fully leased.
- Rent: All tenants are current on their rent
- Maintenance issues: Worked on floor issues in the two-story three-bedroom. Also, worked on minor floor and front door issues for one of the two bedroom units. Resolving day to day work orders found during inspections or as units become available.
- Other: No other concerns.

Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: Crispus Attucks has one vacancy, scheduled to be occupied shortly.
- Rent: One tenant is delinquent, should be resolved by the end of the month.
- Maintenance: Resolving day to day work orders found during inspections or as units become available.
- Other: Two, possibly three, vacancies are anticipated; working through applications to minimize delay.

### William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: William Hughes has two vacancies and a transfer, turning three units for two vacancies. Scheduled to be filled shortly.
- Rent: All tenants are current on their rent.
- Maintenance issues: Resolving day to day work orders found during inspections or as units become available. Turning three units while temporarily shorthanded. In the process of hiring a new maintenance person.
- Other issues: A bedbug problem has been identified at a unit, affecting two other units, due to visitation and traffic. The primary tenant claimed they were unaware of the infestation. It was determined this is a severe case and traditional measure will not remedy the situation. A more expensive, heat treatment is required. Scheduling is in process.
- Moisture Issue: Five (5) dehumidifiers have been installed in units previously identified with moisture concerns. Monitoring will be continued for additional signs.

### Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: Onancock Square has no vacancies. One is scheduled to move out March 31<sup>st</sup>.
- Rent: All tenants are current on their rent
- Maintenance: Continue to address routine maintenance issues and unit turns. Inspections occur in one building a month, with all building being inspected at least twice a year. No major issues were found in Building 164.
- Other: No concerns at this time.

Current financial reports for each property were attached for review.

## 7. Housing Development Projects

### Rural Homeowner Rehabilitation (RHR)

The RHR Oversight Committee met on January 23, 2019. Members present discussed the status of the five (5) approved cases and the next three (3) cases in process. The staff reported the proposed units may come in over-budget. Strategies were discussed to minimize the Scope of Work to meet requirements and budget restrictions. Staff expressed concerns with obtaining contractors that are qualified to perform rehabilitation projects, outreach is required. Staff was instructed to research our procurement policy, and proceed accordingly.

Staff continues to receive applications daily. To date, close to 200 applications have been accepted. Unfortunately, most applications are incomplete, over income, or heir properties. A vast majority of the applicants have homes that are not able to be brought up to Section 8 HQS standards under the RHR program budget limits. These particular units are being assessed for the IPR program, or provided alternative resource referrals, as applicable.

### Rural Homeowner Rehabilitation Oversight Board

A meeting was held immediately following the RHA Board Meeting. An update will be provided at the next RHA meeting.

### 8. Housing Choice Voucher Section 8 Program

We are currently serving 527 families (up 2 from last RHA report). We have 28 families pending action. Two of these pending families have found units to rent and are waiting on an inspection or some other part of the process to be completed.

The waiting list update was completed in February. Since then staff has pulled 30 people off the revised waiting list. The waiting list will open April 1<sup>st</sup> for one week. Staff anticipates upwards of 200 new applications. If you know of anyone who could benefit from receiving rental assistance, please let them know.

We are currently in the public comment period for our 5-yr plan. A copy has been included in your packet for your review. No changes have been made this year. It is the final year for this plan and the RHA will begin developing the next 5-yr plan based on your priorities. The process will begin in October.

Director of Housing Services Edwards stated that due to cost constraints, we should delete the Eastern Shore News from the Admin Plan as a form of advertising when we open the Section 8 waiting list. We will continue to use other avenues that are more cost effective.

Director Kolakowski moved to delete the Eastern Shore News as a form of advertising from our Admin Plan. Seconded by Director Washington, the motion carried by unanimous vote.

### 9. HUD/VHDA Housing Counseling

A two-day Homebuyer Education Class was held in January in the Workforce Development Center at the Eastern Shore Community College. The A-NPDC partnered with the Eastern Shore Association of Realtors to provide an educational event for the local first-time homebuyers. There were six topics covered, with three additional speakers in attendance. Additionally, a program outreach session was held at the Eastern Shore Area on Agency in January at the request of their director. An additional outreach program is scheduled for the second week of March at Head Start in Accomac. Homeownership calls and appointments have been increasing.

10. Executive Director's Report

Asset Management Activities

25 individuals are being managed for debt owed to the Housing Choice Voucher Program.

Updated Small Purchase Procedures Adoption

Staff is requesting the adoption of updated small purchase procedures. The Code of Virginia was amended to increase the limits where types of procurement procedures are required. The small purchases procedure still seeks to maximize competition while also reducing the cost in staff time and direct costs associated with procurement. The changes are indicated are below.

Adoption was requested.

Eastern Shore of Virginia Housing Alliance  
Small Purchase Procedures, Adopted x/xx/xxxx

Estimated Cost	General Procedure
\$1,000 or Less	Must be approved by the Executive Director. No competition is required. This level of purchase may be accomplished with a purchase order or a local supply order.
\$1,000.01 - \$10,000	Requires documentation of at least 2 telephone, catalog or electronic solicitations. All responses must be forwarded to the Director of Administration and attached to a purchase order approved and signed by the Executive Director.
\$10,000.01 - <del>\$30,000</del> \$60,000	Requires the documented solicitation of at least 3 electronic or written quotes. Documentation of the solicitations and all responses must be forwarded to the Director of Administration. The Director of Administration will forward the documents along with a purchase order to the Executive Director for approval and signature.
<del>\$30,000.01</del> \$60,000.01 - \$100,000	Requires the written informal solicitation of a minimum of four bidders or offerors. Documentation of the written request along with all responses from bidders and offerors must be forwarded to the Director of Administration. The Director of Administration will forward the documents along with a purchase order to the Executive Director for approval and signature.
<del>\$30,000.01</del> \$60,000.01 and Over - For Professional Services Only	Requires a formal, published Request for Proposals, ranking criteria and committee as prescribed and governed by the Virginia Public Procurement Act.
<del>\$50,000.01</del> \$100,000.01 and Over	Requires a formal, published Invitation to Bid or Request for Proposals and ranking criteria, ranking committee, or formal public bid opening as prescribed by the Virginia Public Procurement Act. All bids and RFPs must remain "on the street" for a minimum of 10 days as required by law.

Exceptions to Above

Emergency Purchases	When the health or safety of the public or operation of equipment is in jeopardy. Competition is not required. Executive Director approval and written justification is required as soon as practicable. Justification shall be posted in a public place for 10 days.
Sole Source	Written justification is required before purchase. Sole source purchases must be approved by the Executive Director and notice posted in a public place for 10 days.
State Contracts	No competition is required on items purchased from a state contract. Executive Director must approve before purchase.
Professional Services up to \$15,000	No competition is required for a professional service (accounting, architecture, land surveying, landscape architecture, law, medicine, actuarial services, optometry or professional engineering) when service is practicably available from only one source.
Legal Services	No competition is required for legal services or expert witnesses or other services associated with litigation or regulatory proceedings.

Director Kolakowski moved to adopt the updated small purchase procedures as requested. Seconded by Director Washington, the motion carried by unanimous vote.

11. Other Matters

No other matters were discussed.

12. Public Participation

No public participation took place at this time.

13. Adjournment

There being no further business, the meeting was adjourned.

Copy teste:

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Richard Jenkins, Chairman

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Elaine K. N. Meil, Secretary/Treasurer