

**MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS OF
THE BRISTOL REDEVELOPMENT AND HOUSING AUTHORITY
January 18, 2023**

The Commissioners of the Bristol Redevelopment and Housing Authority met in a Regular Session on Wednesday, January 18, 2023, at the Administrative Office located at 120 Hope Lane, Bristol, VA.

I. Call to Order - Roll Call

Chair Franklin called the meeting to order at 12:02 p.m. and declared that a quorum was present. Franklin led everyone in the "Pledge of Allegiance".

ROLL CALL

COMMISSIONERS PRESENT: Ms. Denise Franklin, Chair
Ms. Jennifer Taylor, Vice-Chair
Mr. Mark Cofer
Mr. Josh Fleenor (virtual)
Dr. Gary Poulton

COMMISSIONERS ABSENT: None

OFFICER PRESENT: Ms. Lisa R. Porter, Secretary

ALSO PRESENT: Mr. Jake Holmes, Councilman, City Liaison
Mr. Todd Musick, Senior VP Operations & Dev.
Mr. Ray Austin, VP Finance & Administration
Ms. Camilia McNew, Executive Assistant
Ms. Enola Cardwell, O&D Admin. Assistant

II. Public Comment

There were no public attendees.

III. Approval of Minutes

Commissioner Taylor made a motion to approve the minutes of the Regular Meeting of December 21, 2022. Commissioner Poulton seconded and upon roll call the following vote was recorded:

Franklin, Aye, Cofer, Aye, Poulton, Aye, Taylor, Aye, Fleenor, Aye

Chair Franklin thereupon declared the motion carried as introduced.

IV. Staff Spotlight – Charles (J.R.) Stump - Charles (“J.R.”) has recently joined the Maintenance Dept. and has quite a bit of experience in maintenance and construction. J.R. has been with BRHA since December 27th of 2022. The Commissioners had a brief conversation with J.R. and welcomed him to BRHA.

V. Presentation/Approval of Reports

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|-----------------------------|--------------------------------------|
| A. Monthly Program Reports | December 2022 |
| | RECOMMENDED ACTION: Receive and File |
| B. Collection Loss Report: | December 2022 |
| | RECOMMENDED ACTION: Receive and File |
| C. Monthly Financial Report | December 2022 |
| | RECOMMENDED ACTION: Receive and File |

Monthly Reports Update – Porter reviewed the Public Housing Operations and Development monthly report. Unit occupancy is at 98.05%. Collection loss for December 2022 was Zero. Unfortunately, January 2023 is projected to be dismally low due to the 44 unlawful detainers that were taken to court for rent delinquencies. Judgement was received on many of the cases. Additional unlawful detainers will be taken in late January 2023. The Commissioners had several questions.

Emergency Housing Vouchers (EHV) has 15 out of 15 leased, Mainstream Vouchers (MS) has 35 out of 39 leased. HCV has 242 leased with approximately \$98,000 paid to landlords.

Resident Services Update – Porter stated lots of activities surrounding the holidays took place at the Resident Services/Envision Center. The Bristol Virginia Police Dept./Fire Dept. with local businesses handed out gifts on Christmas Eve to local children (even in the frigid temperatures). Forty-nine elderly residents were provided Christmas gifts through community partner, Home Instead, and the Salvation Army provided Food City gift cards for 17 elderly residents.

EnVision Center Update – Porter noted that the EnVision Center processed 37 referrals, assisted residents with Yardi Portal support, processed 17 UniteUs referrals and provided assistance to 12 residents with referrals to community partners for rent support.

Social Media Report – Porter stated the BRHA newsletter has had 176 opens for January 2023, and Facebook for December 2022 had 447 followers and Twitter had 367.

Financials – Austin provided some information about the Financials, including the final audit report was received and no findings were found. Austin stated the FDS report has been completed and awaiting approval. Austin noted the fiscal year ended in December 2022 for Sapling Gove and Village at Oakview and the audits will begin in the next couple of weeks. Austin stated the budget process will begin soon and will be different with the Yardi software.

Chair Franklin asked if there was any discussion on the reports.

Commissioner Cofer made a motion to approve the reports. Commissioner Fleenor seconded and upon roll call the following vote was recorded:

Franklin, Aye, Cofer, Aye, Poulton, Aye, Taylor, Aye, Fleenor, Aye

Chair Franklin thereupon declared the motion carried as introduced.

VI. Executive Director Report

A. Welcome Councilman Jake Holmes as BRHA's new City Liasion who is the legislative aide to Delegate O'Quinn.

B. Financial Audit for FYE 03/31/2022 – The FDS did get more complicated with MTW. Auditors are OK with digitally expense testing in Yardi.

- C. Family Self-Sufficiency (FSS) Program Award Renewal Grant – has been approved and is typically a one-year grant.
- D. Security concerns and Action Plan – there has been recent vandalism at Jones Manor, Stant Hall and the Admin office, specifically the rent deposit boxes which were installed during COVID. Since the Admin. Office is open and residents are able to pay through Rent Café and other avenues, the boxes have been removed. There has also been vandalism in some laundry rooms and issues with homelessness. A security company has been contacted about providing unarmed guards at Jones Manor and Stant Hall, seven days a week, from 7:00 pm – 7:00 am.
- E. Rent Collections and Court Activity – 44 warrants were issued in December and about half of those paid or did repayment agreements before court date. An additional 40 for January and 40 for February is expected. Some residents who have repayment agreements are in default of the agreements.
- F. Yardi update, Inspections & IQ Systems – UPCS inspections were done at Jones Manor & Stant Hall last week. Photos and reports can be uploaded in Yardi and will be able to generate workorders for Maintenance.
- G. Rebranding – We have contracted with Corporate Image for rebranding ideas, and they will be coming to a board meeting and making suggestions.
- H. ED Activity Summary - Bristol Chamber Government Relations, Committee, Virginia Housing Alliance Legislative Committee and VAHCDO Public Policy Committee.

VII. Items for Consideration/Discussion

- A. Resolution 2023-01 to approve Rent Increases for Mixed Finance/Tax Credit Properties. – Village at Oakview has not had a rent increase to date and Sapling Grove has only had 1 rent increase in approximately 10 years. The rent increase recommendation is a 7% increase. A discussion followed. Commissioner Poulton expressed concern about the impact on the residents. Commissioner Cofer made a motion to propose the recommendation as presented but to add language to look at this going forward on an annual basis. Commissioner Franklin seconded and upon roll call the following vote was recorded:

Franklin, Aye, Cofer, Aye, Poulton, Aye, Taylor, Aye, Fleenor, Aye

Chair Franklin thereupon declared the motion carried as introduced.

- B. Mixed Finance Development Update and Naming Decision - Musick indicated that information is being gathered for financial numbers to maximize BRHA's ability to pay for the buildings and mixed finance deals for subsidy levels for managing the properties. The A/E firm is currently looking at construction cost estimates. Other additional soft cost expenses shall also need to be considered. There should be more detailed information available next month.

Porter indicated that a decision for the proposed development name had to be decided at today's Board meeting due to the mixed finance application and other documents required in the process. Several names were given out for consideration, i.e., Goodson Place, Goodson Hills, Hope Meadows, Hope Villas and several other suggestions from the board members. A discussion followed. Commissioner Cofer made a motion to accept the name "Goodson Hills" as the proposed development name. Commissioner Poulton seconded and upon roll call the following vote was recorded:

Franklin, Aye, Cofer, Aye, Poulton, Aye, Taylor, Aye, Fleenor, Aye

Chair Franklin thereupon declared the motion carried as introduced.

Chairman Franklin indicated the next regular meeting is scheduled for Wednesday, February 15, 2023, at 12:00 PM.

With no other business to be discussed, Commissioner Franklin made a motion to adjourn, Commissioner Poulton seconded.

Franklin, Aye, Cofer, Aye, Poulton, Aye, Taylor, Aye, Fleenor, Aye

The meeting was adjourned at 1:25 p.m.

Dennis Fulk

Chairman

Lisa R. H.

Secretary

2/15/23

Date

2/15/2023

Date