**MINUTES OF THE (EMERGENCY) VIRTUAL SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE CHARLOTTESVILLE REDEVELOPMENT**

**AND HOUSING AUTHORITY**

May 14, 2020

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority, (hereinafter “CRHA” or the “Housing Authority”) held the Special Meeting at 7:00 p.m. on May 14, 2020, via Video Conference.

1. **CALL TO ORDER**

Chair Roettger called the Special Meeting of the Board to order at approximately 7:09 p.m. on May 14, 2020.

**ROLL CALL OF COMMISSIONERS**

**PRESENT** **ABSENT**

Ms. Betsy Roettger, Chair X

Ms. Audrey Oliver, Vice Chair X

Ms. Laura Goldblatt, Commissioner X  
Mr. Michael Osteen, Commissioner X

Ms. Carolyn Slaughter, Commissioner \**subsequent arrival*

Ms. Latita Talbert, Commissioner X

Mayor Nikuyah Walker, Commissioner \**subsequent arrival*

**Staff Present:**

Kathleen Glenn-Matthews, Interim Executive Director & Redevelopment Coordinator

**MOMENT OF SILENCE**

Chair Roettger called for a moment of silence.   
  
**GENERAL ANNOUNCEMENTS**

Redevelopment Committee Meetings: Thursdays at 2:30 p.m. via Virtual Zoom Meeting

CRHA Regular Meeting: Monday, June 22, 2020 at 6 p.m. via Virtual Meeting

1. **DISCUSSION/APPROVAL OF RESOLUTIONS**Members of the public were instructed to submit comments or questions to the Board via

e-mail to CRHAComments@gmail.com, either before or during the meeting. All comments and questions will be relayed to the Board during the meeting. Mr. Dave Norris, the CRHA

Redevelopment Coordinator will monitor all comments and questions that are received through email or phone.   
  
Chair Roettger invited Michelle Crown, CRHA staff, to introduce the Paycheck Protection Plan Program. Ms. Crown explained that the Branch Manager of the financial institution where CRHA banks prompted the Housing Authority to apply for an SBA-funded small business Paycheck Protection Plan loan. The loan is 100% forgivable if funds are used according to program guidelines. Loan funds must be used within eight (8) weeks of receiving them for payroll and up to 25% of utility expenses. In response to inquiries from Ms. Talbert and Mr. Osteen, Ms. Crown stated that information about the loan forgiveness is limited and that CRHA requested $200,000 based on the prior year’s payroll. The amount would offset lost staff income for about two and a half months. Kathleen Glenn-Matthews added that in the event of a second shortfall, CARES funding would be used to offset costs.

Chair Roettger invited public comments about the PPP. Brandon Collins, PHAR, 1000 Preston Avenue Suite B, www.pharcville.org, (434) 984-3255. Mr. Collins thinks the idea is “*super cool, super helpful and popular.*” Mayor Walker favored the idea of loan forgiven and the benefit to reducing the threat of potentially having to fire staff.

**RESOLUTION 1412: APPLICATION FOR PAYROLL PROTECTION PLAN PROGRAM PPP**

Chair Roettger read the resolution aloud. Resolution 1412 grants authority to the Interim Executive Director to apply for and administer loans and other types of CARES funding on behalf of the Housing Authority. Mr. Osteen motioned to approve Resolution 1412. Ms. Slaughter seconded. The “AYES” and “NAYS” were as followed.

AYES NAYS ABSENT ABSTAIN   
Betsy Roettger X

Audrey Oliver X

Laura Goldblatt X

Michael Osteen X

Carolyn Slaughter X

Latita Talbert X

Nikuyah Walker X

1. **PUBLIC COMMENTS**Mr. Collins remarked that he is happy with the relationship of the resident council and the Housing Authority during the COVID-19 crisis. He feels they are working well together and is excited about the funding opportunities and the emergency relief for rent. He confirmed his understanding that if a resident paid their May rent, that money would be applied towards their July rent.

Ms. Glenn-Matthews stated that Housing Director, Claudette Greene, is preparing a letter to be distributed tomorrow to the residents announcing the rent relief. Chair Roettger added that is great that PHAR has been working closely with CRHA to support the residents.   
  
**ADJOURNMENT**  
Chair Roettger called for a motion to adjourn. Ms. Goldblatt motioned to adjourn the Special Meeting of the CRHA Board. Ms. Slaughter seconded. Chair Roettger adjourned the Special Meeting of the Board at 7:24 p.m. The “AYES” and “NAYS” were as followed.

AYES NAYS ABSENT ABSTAIN   
Betsy Roettger X

Audrey Oliver X

Laura Goldblatt X

Michael Osteen X

Carolyn Slaughter X

Latita Talbert X

Nikuyah Walker X

1. **CCDC**  
     
   **CALL TO ORDER**

Chair Roettger called the CCDC Meeting of the Board of Directors to order at approximately 7:25 p.m.

**ROLL CALL OF COMMISSIONERS**

**PRESENT** **ABSENT**

Ms. Betsy Roettger, Chair X

Ms. Audrey Oliver, Vice Chair X

Ms. Laura Goldblatt, Director X

Mr. Michael Osteen, Director X

Ms. Carolyn Slaughter, Director X

Ms. Latita Talbert, Director X

Mayor Nikuyah Walker, Director X  
Chair Roettger invited Dave Norris, Redevelopment Coordinator, to give an overview of the funding for the first two Housing Authority redevelopment projects – the Crescent Halls renovation and the South First Street new construction. CRHA has received the final guaranteed price. The cost of both projects exceeds the initial projected budget by $4.3 million. The figures were reexamined closely.

Mr. Norris highlighted the commitments for the overall redevelopment initiative. They are as follows:

* The City of Charlottesville committed $3 million totaling $15 million over five (5) years.
* The Dave Matthews band agreed to match the $3 million. RiverBend/Dave Matthews/private donors committed to match the $15 dollar-for-dollar for the overall redevelopment initiative.
* Revisited private supporters; they committed $2.3 million additional above the $3 million and guaranteed a $2.1 million line of credit from bank.
* Asking VHDA to contribute additional $1 million over what they have granted.

Mr. Norris stated that the committee is not in favor of reducing the budget by using inferior quality materials in response to the shortfall. Jeff Meyer, Senior Development Officer of the Virginia Community Development Corporation (VCDC), proposed that the Housing Authority contribute one-half of its (through CCDC) developer fees to cover the remaining $1 million gap. Developer fees are not collected until the project is complete.

**PUBLIC COMMENT AND DISCUSSION FROM DIRECTORS**

Ms. Goldblatt asked if the shortfall would delay the redevelopment process. Mr. Norris explained that the funds would be recaptured after the completion of the development.

Mayor Walker expressed concern about repayment of the hard debt and its impact on funding needed for the new projects. Mr. Norris explained that it will not impact Phase III because Phase III will have already begun. Mayor Walker asked how the projects will generate revenue. Mr. Norris stated each project generates revenue in the form of rent and part of the money goes to pay off debt. The budget that the Housing Authority submits shows a positive net cash flow. Mr. Norris added that in the worst-case scenario, the $1 million is money that CRHA owes itself, so CRHA can defer the payment. Mayor Walker recommended writing that stipulation into the agreement. Ms. Goldblatt and Mr. Collins supported that recommendation.

Mr. Norris stated that the final amount of money needed to start redevelopment has been pledged. He added CRHA needed to discuss how to manage the monies received. He mentioned that the Bristol Housing Authority invested theirs into their next project. Joy Johnson said that during the visit to Bristol, she learned that all monies need to be separated out and suggested that CRHA hire a good financial officer to manage the finances and fiscal compliance.

Ms. Talbert recommended posting the Finance Director position and suggested adding it to the May 21 Board meeting agenda. Chair Roettger prompted Ms. Glenn-Matthews to circulate the draft job of the description for the Finance Director.

Mr. Norris asked for a vote to authorize Kathleen Glenn-Matthews to sign agreements for CCDC to lend the Housing Authority up to $1 million to cover the gap in redevelopment funding for Crescent Halls and South First Street Phase I redevelopment fees. The “AYES” and “NAYS” were as followed.

AYES NAYS ABSENT ABSTAIN

Betsy Roettger X

Audrey Oliver X

Laura Goldblatt X

Michael Osteen X

Carolyn Slaughter X

Latita Talbert X

Nikuyah Walker X

1. **ADJOURNMENT**

Chair Roettger called for a motion to adjourn the CCDC Board of Directors meeting. Ms. Slaughter motion to adjourn the CCDC Board of Directors meeting. Ms. Goldblatt seconded. Chair Roettger adjourned the meeting at 7:59 p.m. The “AYES” and “NAYS” were as followed.  
  
 AYES NAYS ABSENT ABSTAIN   
Betsy Roettger X

Audrey Oliver X

Laura Goldblatt X

Michael Osteen X

Carolyn Slaughter X

Latita Talbert X

Nikuyah Walker X