

There was a Regular meeting of the Wise County Redevelopment and Housing Authority Board of Commissioners on Tuesday, August 11, 2009 at 4:30 p.m. at the John P. Vandiver Community Center in Coeburn, VA.

Those members present were as follows:

Elsie V. Kern  
John Markham  
James R. Johnson, Sr.  
Robert Harrison  
James Cooper  
Fred Pack  
Jim Flanary  
Randy Carter

Also Present: Attorney Greg Gilbert  
Ralph Vandiver

Mr. Randy Carter opened the meeting with prayer. Mr. Jim Flanary led in the Pledge of Allegiance.

Chairwoman Kern asked if there were comments from the public. There were none.

Chairwoman Kern asked if there were any corrections or additions to the July 14, 2009 meeting minutes. Mr. Jim Flanary made a motion to approve the minutes as received; the motion was seconded by Randy Carter. All members voted aye.

Chairwoman Kern asked for a motion to approve the agenda. Mr. Salyer stated he had some changes to the agenda. Under old business, Commonwealth Apartments, insert a Resolution regarding funding; under old business, #4 add dog issues; and add under New Business #3, Flat Rent. Mr. Robert Harrison made a motion to approve the agenda as amended; the motion was seconded by James Cooper. All members voted aye.

Chairwoman Kern proceeded to Old Business – Commonwealth Apartments Funding. Mr. Salyer informed the board that the Authority did not receive the tax credit funds of \$1.5 million for the improvements of Commonwealth. We have resubmitted another application for funding from next year's monies. They have asked for a commitment from the board stating the equitable value of Commonwealth. Mr. Salyer read the following resolution #2009-03.

## RESOLUTION

Whereas, the Wise County Redevelopment and Housing Authority is a political subdivision of the Commonwealth of Virginia; and

Whereas, WCRHA owns and manages property known as Commonwealth Apartments formerly known as the Gladeville Apartments, LLC; and

Whereas, WCRHA has formed and is the managing member for Commonwealth Apartments, LLC; and

Whereas, Commonwealth Apartments, LLC is applying to the Virginia Housing Development Authority for funding from its tax credit programs in order to rehabilitate the Commonwealth Apartments; and

Whereas, the Wise County government has assessed the value of Commonwealth Apartments to be \$925,800.00; and

Whereas, the Virginia Housing Development Authority holds a deed of trust of \$180,000.00 leaving an equitable value of \$745,800.00.

Now, therefore be it resolved that the Wise County Redevelopment and Housing Authority Board of Commissioners at its regular meeting on August 11, 2009 commits the equitable value of \$745,800.00 as a portion of the permanent financing of the Commonwealth Apartments project and authorizes the Executive Director to enter such agreements for all funding that may be offered by the Virginia Housing Development Authority.

Greg Gilbert stated that a statement should be added to the resolution that states that the Executive Director will give the final approval. Mr. Salyer stated that he would revise the resolution and fax to Mr. Gilbert for his approval before submitting to VHDA.

Chairwoman Kern asked for a motion to approve the resolution. Mr. Harrison made a motion to approve the resolution with the modification and subject to Greg Gilbert's approval; the motion was seconded by Randy Carter. All members voted aye.

Litchfield Manor brick was discussed. Mr. Salyer stated that last week the Authority had a pre-construction conference. Eight contractors showed up for the meeting. Three contractors of the eight attended the pre-bid conference. We hope to sign a contract with the low bidder by September 1, 2009. Due to the Authority receiving the stimulus monies the contractors are required to use local products. Bids will be opened August 20, 2009. Mr. Salyer stated that he would like permission from the board to sign a contract with the low bidder after it has been reviewed by the Director and the architect. Mr. Johnson asked if the Authority had any idea of the parameters the bids will be. Mr. Salyer said the Authority is expecting the bids to be around \$600,000 to \$700,000. The amount of the stimulus money is \$447,000 and if the bid is over that amount the

Authority has capital improvement funds that can be used. Chairwoman Kern asked for a motion from the board. Mr. Johnson made a motion to approve signing a contract with the low bidder; the motion was seconded by Mr. Cooper. All members voted aye.

Property Sales was discussed. Mr. Salyer stated that the Authority is still trying to sell the two bedroom Wise house located at the Technical School. Mr. Cooper and Monty have shown the house to several different people. The price has been dropped to \$28,000.00. The Authority also advertised the house in the Clinch Valley Times.

Dog Issues was the next item to be discussed. Mr. Salyer stated that tenants who request an assistance animal must get a Disability Verification completed by their doctor stating they need an assistance animal. Mr. Mooney stated that some requests for an assistance animal have been sent to Greg Gilbert. These requests for an assistance animal are denied by the Authority and then sent on to Mr. Gilbert for his review. If the tenant is denied the tenant may request an appeal to Mr. Gilbert. If Mr. Gilbert denies the request for an appeal the tenant could be evicted if they have an animal in an apartment. Mr. Salyer stated that the HUD properties allow pets under certain specifications. The tenant has to pay a pet deposit. The Rural Development apartments do not allow pets.

Chairwoman Kern continued to New Business – Jeffco Audit – Inman Village. Jack Mooney stated that Inman Village was recently audited by Jefferson County Assisted Housing Corporation (JEFFCO). They audit HUD project-based section 8 properties every year. The Authority did well on the audit. Jack mentioned that the EIV (Enterprise Income Verification) system will be mandatory by September 30, 2009. This system will be able to track tenant incomes, new hires report, and occupancy match. We will need special training and be certified for the EIV system.

Utility Allowances were discussed. Mr. Salyer stated that the Authority is required to have an engineer to do a utility allowance study annually. Management Resource Group from Atlanta does this review each year. Mr. Salyer discussed the utility allowances for the voucher program, HUD properties, and Rural Development properties. The new utility allowances will become effective October 2009. The tenants will be notified of changes in their rent at the time of renewal. Chairwoman Kern asked for a motion to approve the utility allowances. Randy Carter made a motion to approve the utility allowances; the motion was seconded by Mr. Johnson. All members voted aye.

Flat Rents was discussed. Mr. Salyer stated that the Authority conducts a study of the average rents in Wise County in the private sector each year. The average rents are as follows:

- 1 Bedroom - \$417.00
- 2 Bedroom - \$500.00
- 3 Bedroom - \$579.00
- 4 Bedroom - \$696.00

5 Bedroom - \$835.00

Chairwoman Kern asked for a motion to approve the flat rents for Wise County. Randy Carter made a motion to approve the rent increases; the motion was seconded by Robert Harrison. All members voted aye.

Mr. Salyer informed the board that the Authority hired Roy Mullins as maintenance mechanic . He will be working mainly in Old Mill Village and Commonwealth. He lives at Old Mill Village in Pound. He previously worked for a housing complex in Charlottesville. Mr. Salyer stated that so far the Authority is very pleased with his work.

Board Comments/Requests was the last item on the agenda. Mr. Pack thanked everyone that supported him in getting reappointed to the board. Mr. Harrison asked if the Board will need to fill out compliance forms. Mr. Gilbert stated that the board may have to do this and Monty is going to check with other housing authorities to see if their boards have to fill out compliance forms. John Markham asked Jack what PUM on the Housing Management Report meant. Jack stated that it is the average amount of rent we get per unit per month. Mr. Harrison asked why the occupancy rate for Old Mill Village is down. Jack stated that is due to several vacancies. The vacancies should improve since the Authority has hired a maintenance mechanic.

Mr. Johnson asked about the water damage at the Towers. Monty Salyer stated that our insurance company paid for repairing the damage after the Authority paid the \$5,000.00 deductible. Kone Elevator Company did the repairs. We think there was vandalism involved but could not prove it.

Chairwoman Kern stated that she wanted a satellite office for the electoral board. With the election coming up, Ms. Kern requested that the board use the computer office room at the John P. Vandiver Community Center. Mr. Salyer stated that the room is only used by Adult Education on Monday and Wednesday nights. Mr. Salyer emphasized that Authority money could not be used, however, the Authority has a used computer that could be used. A motion is needed to approve the electoral board to use the computer office at John P. Vandiver Community Center. Mr. Harrison made the motion and it was seconded by Mr. Johnson. All members voted aye.

There was no further business to come before the board. Mr. Cooper made a motion to adjourn.