

**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING**

**February 21, 2017
8:30 a.m.
227-27th Street, Newport News**

1. Pledge of Allegiance to the Flag of the United States of America
2. Roll Call
3. Consider approval of minutes of regular meeting, January 17, 2017.
4. Communications
5. New Business
 - a. Presentation on the Employee Compensation Study
 - b. Revised resolution authorizing execution of documents with NNRHA and other entities to effectuate the conversion of the Orcutt Townhomes III Project.
6. Report to the Board
7. Closed session in accordance with the Virginia Freedom of Information Act, Code of Virginia, Section 2.2-3711
8. Consider adoption of resolution certifying a Closed Meeting in conformity with Virginia law.
9. Any other business to come before the Board.
10. Adjournment

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
January 17, 2017**

Having duly given public notice, the Board of Commissioners of the Newport News Redevelopment and Housing Authority met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 8:30 a.m. on Tuesday, January 17, 2017

Pledge of Allegiance

Chairman Burgoyne led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

Roll Call

The meeting was called to order by Chairman Burgoyne, and those present were as follows:

Commissioners present: -
N. Douglas Burgoyne
George Knight
Josephine Clark
Lou Call
Gary B. Hunter
Bea Berry
Mark Hager

Also present: Raymond H. Suttle, Jr.
Jones, Blechman, Woltz & Kelly, P.C.

Karen R. Wilds
Executive Director

Carl V. Williamson
Director of Housing

Valarie Ellis, Director
Administrative Services

Sandra Powell, Director
Community Development

Lisa Dessoffy, Director
Finance

Teresa Bennett
Administrative Assistant

Tricia Wilson
Development Department, City of Newport News

Kenneth D. Penrose, Jr.

William Nusbaum
Williams Mullen

Alyssa Embree
Williams Mullen

John Tatum
Williams Mullen

Approval of Minutes, December 20, 2016

Commissioner Clark moved that the minutes of the meeting of the Board of Commissioners held on December 20, 2016 be approved as presented. The motion was seconded by Commissioner Berry and passed with a majority vote. Mr. Hager and Mr. Knight abstained as they were not present at the December meeting.

Election of Officers

Commissioner Hager made a motion to elect George B. Knight to the position of Chairman. The motion was seconded by Commissioner Hunter and passed with a unanimous vote.

Commissioner Hager made a motion to elect Bernice Berry to the position of Vice Chairman. The motion was seconded by Commissioner Hunter and passed with a unanimous vote.

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**Affirmation of
Appointments,
Secretary-Treasurer
and Assistant
Secretary-Treasurer**

Commissioner Hager made a motion to affirm the appointment of Karen R. Wilds as Secretary-Treasurer. The motion was seconded by Commissioner Knight and passed with a unanimous vote.

Commissioner Hager made a motion to affirm the appointment of Teresa G. Bennett as Assistant Secretary-Treasurer. The motion was seconded by Mr. Knight and passed with a unanimous vote.

Communications

The following communications were provided to the Board and reviewed by the Executive Director. 1) A data sheet that the Department of Planning provided for the committee members that are a part of the Marshall-Ridley Choice Neighborhood Planning Grant. The information applies to the Ridley Residents due to the revitalization effort that may take place as decided upon by the committees. The comparison of the average household income of the Ridley Place residents with Marshall-Ridley CNI, Newport News and the Hampton Roads Region is vastly different as well as the number of school age children living in Ridley being 183. 2) Ms. Wilds provided the Board with a list of Community and Civic Involvement that she is affiliated with and will update them on a yearly basis.

New Business

Public Hearing

The Chairman announced a public hearing was being held to receive comments on the proposed issuance of Newport News Redevelopment and Housing Authority Multi-Family Housing Revenue Bonds for the benefit of Berkley Preservation, L.P. to facilitate the acquisition, rehabilitation and equipping of Berkley West and Berkley Village Apartments. Notices advertising the Public Hearing appeared in the Daily Press stating the application was available for public inspection at the Authority's office. Chairman Burgoyne opened the hearing. Mr. William Nusbaum and John Tatum of Williams Mullen addressed the Board and described the scope of the project. Mr. Nusbaum reviewed the approval procedure. No public comments were made.

Commissioner Knight made a motion to close the Public Hearing. Commissioner Berry seconded the motion which was passed with a unanimous vote.

**Resolution of the Board
of Commissioners of the
Newport News
Redevelopment and
Housing Authority
Approving Issuance of
Multi-Family Housing
Revenue Bonds for
Berkley Preservation, LP**

The Board had been provided copies of a resolution approving the issuance of Multi-Family Housing Revenue Bonds not to exceed \$43,000,000 for Berkley Preservation, LP. Ms. Wilds stated that the bonds would be used for rehabilitation and equipping of a 373 unit, 31.27 acre affordable multi-family residential rental for seniors and disabled housing project known as Berkley West and Berkley Village Apartments. All fees and costs related to the issuance will be the responsibility of the borrower, and that neither the Authority nor its Board will be liable in any way for this debt. Ms. Wilds stated that NNRHA has the authority to do this under Title 36 of the code of Virginia. It's part of our role to further affordable housing preservation opportunities in the City.

Commissioner Knight made a motion to approve the resolution. Commissioner Berry seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

**Resolution of the Board
of Commissioners of the
Newport News
Redevelopment and
Housing Authority
Approving a Revision to
the Initial Housing
Assistance Program
(HAP) Contract the
WODA Group for
Brennen Point II
Apartments**

The Board had been provided copies of a resolution approving a revision to the initial Housing Assistance Program (HAP) for five (5) Project Based (PB) Vouchers for the WODA Group. The first phase of this development received low income housing tax credits from VHDA in 2015 and is in the final stages of construction and lease up. Ms. Wilds stated the applicant has requested that the originally approved ten year contract be increased to a fifteen (15) year period. The investor, Bank of America, requests that the initial term of the project based voucher HAP contract be at least fifteen years which would be consistent with the projects' Initial Tax Credit Compliance Period.

Commissioner Clark made a motion to approve the resolution. Commissioner Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

**The Board of
Commissioners of the
Newport News
Redevelopment and
Housing Authority
Approving a Resolution
of Appreciation for
Dominion Terminal
Associates**

The Board had been provided copies of a resolution of appreciation for Dominion Terminal Associates (DTA) for their continued support of the NNRHA scholarship program and co-sponsor of the annual holiday luncheon for senior citizens living in public housing. DTA has been a valuable corporate neighbor in the Southeast Community for over thirty (30) years.

Commissioner Berry made a motion to approve the resolution. Commissioner Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

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The Board of Commissioners of the Newport News Redevelopment and Housing Authority Approving a Resolution of Appreciation for Kinder Morgan Terminals

The Board had been provided copies of a resolution of appreciation for Kinder Morgan Terminals (KMT) for their continued support of the NNRHA scholarship program and co-sponsor of the annual holiday luncheon for senior citizens living in public housing. KMT has been a valuable corporate neighbor in the Southeast Community for over thirty (30) years.

Commissioner Berry made a motion to approve the resolution. Commissioner Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

The Board of Commissioners of the Newport News Redevelopment and Housing Authority Approving a Resolution of Appreciation for Village Bicycles

The Board had been provided copies of a resolution of appreciation for Village Bicycles for their partnership with Oyster Point Rotary Club in donating bicycles, at their cost, to assist in providing bicycles to low income youth living in NNRHA properties. Mr. Walt Gardner, owner, has personally donated bicycle helmets to each child receiving a bicycle.

Commissioner Berry made a motion to approve the resolution. Commissioner Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

The Board of Commissioners of the Newport News Redevelopment and Housing Authority Approving a Resolution of Appreciation for Oyster Point Rotary Club

The Board had been provided copies of a resolution of appreciation for the Oyster Point Rotary Club (the "Club") for their donation of bicycles to low income youth living in NNRHA properties. Club members have exhibited kind generosity and spend countless hours assembling bicycles, coordinating the holiday event and assisting with bicycle distribution. The Club has also been a generous donor to the NNRHA Scholarship Program since 2006. In 2013 the Club began a Scholarship in memory of Howard Manly, a past club President and former Chairman of NNRHA.

Commissioner Berry made a motion to approve the resolution. Commissioner Clark seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

Report to the Board

A Report to the Board for January, 2017 had been provided to the Commissioners. A copy of the subject report is on file in the office of the Executive Director.

Mr. Williamson reported on the Shop Til You Drop held on December 9, 2016 at Ridley Recreation Center. The Senior Holiday Luncheon was held on December 15, 2016 at the John H. Ridley Recreation Center. The Bicycle Give-A-Way was held on December 17, 2016 at the YMCA. A total of 75 bicycles were available for children ages 6-11. Free tax preparation will begin on February 13, 2017 at the Family Investment Center, Ridley Circle.

Ms. Dessoify reported the funding for the Section 8 program is on a calendar year, not fiscal year. For the calendar year our reserve balance is 1.16 million which is approximately 6.6% of our budgeted authority. For the calendar year 2017 the estimated proration is 95%. Last year it was 99%.

Ms. Ellis reported that we will be working diligently on the compensation program. There are two other components of the study, the classification and the performance evaluation.

Ms. Powell reported Newport News City Council approved, in December, 2016, the conveyance of five buildable City lots to NNRHA. Four of the lots were included in the proposal that was sent out January 13, 2017. These lots are for single family homes to be sold to owner occupied residents. There is no income restriction on the homes. We anticipate construction and selling of the homes will be completed by the end of the year, 2017. We are more than 70% complete on the RAD projects. Completion of the projects is anticipated to be April along with residents moved back into their apartments.

Ms. Wiids reported the compensation study has been delayed from Springsted Incorporated due to a staffing change. A letter of apology was sent to her from the Senior Vice President for the delay. The study is expected to be completed and presented at the February 21, 2017 Board meeting.

Closed Session

Commissioner Knight made a motion to go into closed session (1) Discussion of a personnel matter consistent with Virginia Code 2.2-3711 (A) (1). The motion was seconded by Ms. Berry.

Coming out of closed session a motion was made by Commissioner Knight certifying only public business matters lawfully exempted from open meeting requirements by Virginia Law and only those matters as identified in the motion were discussed in the closed meeting, today. The motion was seconded by Commissioner Clark in

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accordance with Virginia law, 2.2-3711 (A) (1) (3) (7). The resolution is attached to and made a part of these minutes.

Other Business

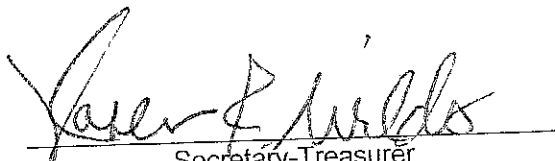
The Board of
Commissioners of the
Newport News
Redevelopment and
Housing Authority
Approving a Resolution
of Appreciation for
N. Douglas Burgoyne

The Board had been provided copies of a resolution of appreciation for Commissioner N. Douglas Burgoyne for his service to the Board of Directors of the Newport News Redevelopment and Housing Authority since 2009. Mr. Burgoyne served as Chairman and Vice-Chairman. Mr. Burgoyne has played a major role in representing the Authority and leading the Board.

Commissioner Knight made a motion to approve the resolution. Commissioner Clark seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:33 a.m.


Secretary-Treasurer