

SCRHA Board of Commissioners

May 22, 2025
Scott County Community Office
190 Beech St.
Gate City, Virginia

MINUTES

Chairman, Joe Horton called the meeting to order at 5:00 P.M. on May 22, 2025, at the Scott County Community Office, 190 Beech Street, Gate City, Virginia.

Present: Carlene Cross
Joe Horton
Jack Compton
Michael Kinkead
Kevin Barnett

Absent: None

Others: Sue Smith & Sally Kegley

Approval of Minutes

Carlene Cross, made a motion, seconded by Michael Kinkead, to approve the minutes of the April 24, 2025 meeting.

Voting Aye: All Members Present

Voting Nay: None

New Business

A. Approval of Payment of Bills for May 2025

Kevin Barnett, made a motion, seconded by Michael Kinkead, to approve the payment of bills for May 2025.

Voting Aye: All Members Present

Voting Nay: None

B. Public Housing Financial Report

Sue Smith, Executive Director gave the board an update on all banking accounts.

C. Public Housing Report

Sue Smith, Executive Director gave the board an update on the Public Housing and the Housing Choice Voucher Program.

D. Approval for Sue Smith and Debby Lovell to attend the Virginia Housing Governor's Conference November 18th through November 21st, 2025 which will be held in Roanoke, VA. (Resolution #2025-12)

Michael Kinkad, made a motion, seconded by Kevin Barnett, to approve for Sue Smith and Debby Lovell to attend the Virginia Housing Governor's Conference November 18th through November 21st, 2025 which will be held in Roanoke, VA (Resolution #2025-12)

Voting Aye: All Members Present

Voting Nay: None

E. Approval of annual certification and board resolution for civil rights certification. (Resolution #2025-13)

Michael Kinkad, made a motion, seconded by Carlene Cross, to approve the annual certification and board resolution for civil rights certification. (Resolution #2025-13)

Voting Aye: All Members Present

Voting Nay: None

F. PHA Board Resolution Approving Operating Budget approved/submitted & revisions approved/submitted form HUD 52574 (To be submitted through the Public Housing Portal hyperlink) (Resolution #2025-14)

Michael Kinkad, made a motion, seconded by Carlene Cross to approve the PHA Board Resolution approving operating budget approved/submitted & revisions approved/submitted form HUD 52574 (To be submitted through the Public Housing Portal hyperlink) (Resolution #2025-14)

Voting Aye: All Members Present

Voting Nay: none

Open Discussion:

Sue Smith, Executive Director gave an update on the Kitchen Project at Whippoorwill Hills, Apts. in Duffield, VA. After Ms. Smith left the agency to attend the board meeting this date, May 22, 2025, she received a message from the Lane Group informing her that the estimator for the cabinet company made a mathematical error in the quantity on his proposal that he submitted to Trademark of VA., Inc. The estimator calculated the

number of units as 14 instead of 59 units. The estimator used the number of buildings instead of the number of units being remodeled. The price given was \$3,500.00 for each unit for the cabinets as a total of \$49,000.00 for 14 units. The cabinet company stated to the Trademark of VA., Inc. that they would sell the additional cabinets at a reduced price of \$20,000.00 because of the error made. (Would sell the additional cabinets at \$2,350.00 per unit which would be 45 units at this price for an approximate price of \$154,750.00) All cabinets for the project would be required to be ordered to receive this discounted price.

The actual estimate should have been 59 units @\$3,500.00 which be \$206,500.00.

Number of units @\$3,500.00 for 14 units:	\$ 49,000.00
Number of units @\$2,350.00 for 45 units:	\$105,750.00
Total amount for all units @59 cabinets:	\$154,750.00

Additional amount to pay for the # cabinets required (45):	\$105,750.00
Total amount SCRHA should have paid for all 59 cabinets:	\$206,500.00

Amount to be paid with incorrect estimate and additional cabinets at cost:	\$154,750.00
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Savings to SCRHA:	\$ 51,750.00
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Trademark of VA., Inc. original bid was:	\$295,368.00
Difference to be paid for additional cabinets:	\$105,750.00
Total bid should be:	\$401,118.00

The motion was made by Kevin Barnett, seconded by Carlene Cross to authorize Sue Smith, Executive Director to sign a change order not to exceed \$401,118.00.

Voting Aye: All members Present

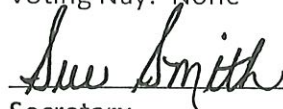
Voting Nay: None


Adjournment:

Jack Compton, made a motion, seconded by Michael Kinhead to adjourn the meeting. The next meeting will be held at the Scott County Community Office located at 190 Beech Street, Gate City, VA, June 26, 2025 at 5:00 P.M.

Voting Aye: All Members Present

Voting Nay: None


Secretary


Board Chairman Vice-Chairman