

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, DECEMBER 7, 2017

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Special Session at 11:30 A.M. on Thursday, December 7, 2017 at 130 DeSiard Street, 9th Floor, Monroe, Louisiana 71201. The Board met in joint session with the Properties for Retired Living Board. The Monroe Housing Authority Board met for the following purposes:

Those present and absent were as follows:

Present: Chairman Hal Hinchliffe, and Commissioners Joe Farr, Patricia Gix and Beverly Lewis

Absent: Vice-Chairman Rick Miller

Also present were: Frank L. Wilcox, Monroe Housing Authority Executive Director, Bobby Simmons, Deputy Director, Cheryl Farmer, Director of Operations, Janet Sanderford Administrative Director, Janet Wells, Director of Planning and Development, Karen Crowell, Executive Staff Officer, and Jim Rountree, Attorney.

PRL Board attendees: Vice-President, Joe Farr, and Directors Lynda McGehee, Cheryl Farmer, Gladys Smith, Isaiah Woods, Patricia Gix, Jerry Beene, and Hal Hinchliffe. Also present were: Todd Little, Little and Associates and Carrick Inabnett.

NOTICE OF SPECIAL MEETING

TO: Mr. Hal Hinchliffe, Chairman
Mr. Rick Miller, Vice Chairman
Dr. Henry Bonner, Jr., Chairman Emeritus
Mr. Joe Farr, Commissioner
Ms. Patricia Gix, Commissioner
Ms. Beverly V. Lewis, Commissioner
Mr. James A. Rountree, Attorney

You are hereby notified that the Board of Commissioners of the Housing Authority of the City of Monroe is called to meet in Special Session at 11:30 A.M. on Thursday, December 7, 2017 **meeting jointly with the Properties for Retired Living Board** at the Lotus Club, Premier Room, 130 Desiard Street, 9th Floor, Monroe, Louisiana 71201 for the following purposes:

1. Approve Minutes of Previous Meeting
2. Any other business that may come before the Board

HAL HINCHLIFFE, CHAIRMAN
/k/hh

Dated this November 22, 2017

Chairman Hal Hinchliffe called the meeting to order and began by welcoming everyone. Chairman Hinchliffe said there was much to be thankful for, referred to the handout of the Agency's 2017 Accomplishments, and expressed his appreciation for the dedicated service of the MHA staff and all the Members of both Boards.

Chairman Hinchliffe called on Mr. Bobby Simmons, Monroe Housing Authority Deputy Director, to open the meeting with a prayer.

Chairman Hinchliffe asked the Board for any comments regarding the November 9, 2017 meeting. There were none and Commissioner Joe Farr introduced a motion that the Minutes of the previous

meeting be approved. Commissioner Beverly Lewis seconded the motion and it carried unanimously.

Chairman Hinchliffe then called on Mr. Frank Wilcox, Monroe Housing Authority Executive Director, to provide the Executive Director's Management Reports. Mr. Wilcox began by reading aloud a summary of Monroe Housing Authority's 2017 accomplishments. Mr. Wilcox expressed his appreciation to all those present for donating their time and sharing their many talents to help guide the Agency through its many successful ventures.

Mr. Wilcox introduced a request for approval for the Agency's Affirmative Action Plan. After discussion Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3617

A RESOLUTION AUTHORIZING THE AFFIRMATIVE ACTION PLAN
FOR PLAN PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018,
AND REPORTING PERIOD JULY 1, 2016 THROUGH JUNE 30, 2017

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Affirmative Action Plan for Plan Period July 1, 2017 through June 30, 2018, and Report Period July 1, 2016 through June 30, 2017 is hereby approved.

The above Resolution was seconded by Commissioner Joe Farr and carried the following vote:

AYES: Chairman Hal Hinchliffe, and Commissioners Joe Farr, Patricia Gix, and Beverly Lewis

NAYS: None

Mr. Wilcox then introduced a request for approval for Change Order #1 for Project 17GEN02-01 Breece Place Roofing.

After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3618

A RESOLUTION AUTHORIZING CHANGE ORDER #1 FOR PROJECT 17GEN02-01
BREECE PLACE ROOFING IN THE AMOUNT OF (\$5,900.00) DEDUCT

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Change Order #1 for Project 17GEN02-01 Breece Place Roofing for the deduct amount of (\$5,900.00) (Five Thousand Nine Hundred Dollars and 00/100) as follows:

This Contract is changed as follows:

#1 Change metal to be used for the drip edge from 24 gauge to 26 gauge, reducing cost \$5,900.00.

Not valid until signed by the Owner and Contractor.

<i>The original Contract Sum was</i>	<i>\$189,500.00</i>
<i>Net Change by previously authorized Change Orders</i>	<i>\$0</i>
<i>The Contract Sum prior to this change Order was</i>	<i>\$189,500.00</i>
<i>The Contract Sum will be DECREASED by this Change Order in the amount of</i>	<i>\$ 5,900.00</i>
<i>The New Contract Sum including this change Order will be</i>	<i>\$183,600.00</i>

The Contract Time will be changed by -0- days. The date of Substantial Completion as of this Change Order, therefore, will be remain the same.

is hereby approved.

The above Resolution was seconded by Commissioner Farr and carried the following vote:

AYES: Chairman Hal Hinchliffe, and Commissioners Joe Farr, Patricia Gix, and Beverly Lewis

NAYS: None

Mr. Wilcox asked the Board to approve Change Order # 1 for Project 17GEN03-05 Foster Heights Dormer Repair.

After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3619

A RESOLUTION AUTHORIZING CHANGE ORDER #1 FOR PROJECT 17GEN03-05 FOSTER HEIGHTS DORMER REPAIR IN THE AMOUNT OF (\$7,596.31) DEDUCT

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Change Order #1 for Project 17GEN03-05 Foster Heights Dormer Repair for the deduct amount of (\$7,596.31) (Seven Thousand Five Hundred Ninety-Six Dollars and 31/100) as follows:

This Contract is changed as follows:

- #1 Decrease contract amount for un-used materials. RR: Signed Agreement dated 10/12/17**
- #2 Increase time due to weather (4 days) and manufacturing delays (10 days)**

Not valid until signed by the Owner and Contractor.

<i>The original Contract Sum was</i>	\$29,975.00
<i>Net Change by previously authorized Change Orders</i>	\$0
<i>The Contract Sum prior to this change Order was</i>	\$0
<i>The Contract Sum will be DECREASED by this Change Order in the amount of</i>	\$ 7,596.31
<i>The New Contract Sum including this change Order will be</i>	\$22,378.69

The Contract Time will be changed by -14- days. The date of Substantial Completion as of this Change Order, therefore, will be November 29, 2017.

is hereby approved.

The above Resolution was seconded by Commissioner Farr and carried the following vote:

AYES: Chairman Hal Hinchliffe, and Commissioners Joe Farr, Patricia Gix, and Beverly Lewis

NAYS: None

Mr. Wilcox then asked the Board to review the Bids for Kitchen and Bath Renovations for Robinson Place and Breece Place Developments.

After discussion Commissioner Farr introduced the following Resolution:

RESOLUTION # 3620

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE LOW BASE BID FROM GIBRALTAR CONSTRUCTION COMPANY, INC. FOR \$2,532,000.00 FOR PROJECT NO. 17-CFP01-0109, KITCHEN AND BATHROOM RENOVATIONS FOR ROBINSON PLACE AND BREECE PLACE DEVELOPMENT

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the low base bid from Gibraltar Construction Company, Inc. for \$2,532,000.00 (Two Million Five Hundred Thirty-Two Thousand dollars and 00/100) for Project No. 17-CFP01-0109, Kitchen and Bathroom Renovations for Robinson Place and Breece Place Development is hereby approved.

The above Resolution was seconded by Commissioner Lewis and carried the following vote:

AYES: Chairman Hal Hinchliffe, and Commissioners Joe Farr, Patricia Gix, and Beverly Lewis

NAYS: None

Mr. Wilcox asked the Board for permission to revise the Operating Budget for the 2018 Fiscal Year ending June 30, 2018 to include Kitchen and Bath repairs at Robinson Place and Breece Place, Tree Trimming at Burg Jones Lane, and Roof Repairs at Breece Place.

After discussion Commissioner Farr introduced the following Resolution:

RESOLUTION # 3621

A RESOLUTION AUTHORIZING ADJUSTMENT TO THE OPERATING BUDGET
FOR THE CURRENT FISCAL YEAR ENDING JUNE 30, 2018
IN THE AMOUNT OF \$775,456.00
TO INCLUDE EXPENDITURES FOR ROBINSON PLACE AND BREECE PLACE
KITCHEN AND BATH REPAIRS, BREECE ROOFING REPAIRS, AND
TREE TRIMMING AT BURG JONES LANE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the condition of the Kitchens and Bathrooms at Robinson Place and Breece Place are in need of repairs necessary to restore them to their original condition; and,

BE IT FURTHER RESOLVED that adjustment to the Operating Budget for the current fiscal year ending June 30, 2018 to include expenditures for Robinson Place and Breece Place Kitchen and Bath repairs in the amount of \$514,856.00 (Five Hundred Fourteen Thousand Eight-Hundred Fifty-Six Dollars and 00/100) is hereby approved; and,

BE IT FURTHER RESOLVED that adjustments to the Operating Budget for the current fiscal year ending June 30, 2018 to include expenditures for Breece Place Roofing Repairs in the amount of \$183,600 (One Hundred Eighty-Three Thousand Six Hundred Dollars and 00/100), and Tree Trimming at Burg Jones Lane in the amount of \$77,000.00 (Seventy-Seven Thousand Dollars and 00/100) are hereby approved: and,

THEREFORE BE IT RESOLVED that a total adjustment to the Operating Budget for the current fiscal year ending June 30, 2018 in the amount of \$775,456.00 (Seven Hundred Seventy-Five Thousand Four Hundred Fifty-Six Dollars and 00/100) is hereby approved.

The above Resolution was seconded by Commissioner Patricia Gix and carried the following vote:

AYES: Chairman Hal Hinchliffe, and Commissioners Joe Farr, Patricia Gix, and Beverly Lewis

NAYS: None

Mr. Wilcox then asked the Board for permission to re-allocated expenditures for the 2017 Capital Fund Program Annual Statement as detailed in the attached worksheet.

After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3622

A RESOLUTION AUTHORIZING RE-ALLOCATION OF EXPENDITURES FOR
THE 2017 CAPITAL FUND PROGRAM ANNUAL STATEMENT
AS DETAILED IN THE ATTACHED WORKSHEET

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that re-allocation of expenditures for the 2017 Capital Fund Program Annual Statement as detailed in the attached worksheet

2017 Captial Fund Program	Development	Original 2017 Budget	Revised 2017 Budget
10% to Operating Budget		237,047	237,047
Fees & Cost		75,000	101,280
Tree Trimming/Landscaping	PHA Wide	60,000	0
Concrete Repairs/Replacement	PHA Wide	30,000	0
Sewer Line Repairs	PHA Wide	25,000	0
Flooring Replacement	PHA Wide	100,000	0
Exterior Painting/Fence Repair	PHA Wide	25,000	0
New Roof (1998 & 1999)	6-1 Breece	116,460	0
Fire Surpression-Lock Learning Center	6-1 Breece	0	15,000
Kitchen Renov.	6-1 Breece	300,000	184,942
Bathroom Renov.	6-1 Breece	150,000	299,900
5 to 4 BR conversion Phase I	6-9 Robinson	266,460	0
Kitchen Renov. Phase I & II	6-9 Robinson	305,000	653,259
Bathroom Renov. Phase I & II	6-9 Robinson	543,540	879,043
Replace Duct in Common Areas	6-11 F Tower	51,964	0
Domestic Hot Water	6-11 F Tower	15,000	0
Replace Boilers	6-11 F Tower	60,000	0
Computer Equipment/Software	PHA Wide	10,000	0
Total		2,370,471	2,370,471

is hereby approved.

The above Resolution was seconded by Commissioner Farr and carried the following vote:

AYES: Chairman Hal Hinchliffe, and Commissioners Joe Farr, Patricia Gix, and Beverly Lewis

NAYS: None

Mr. Wilcox then requested that the Board approve the revised Capital Fund Program 2017-2021 Five Year Plan as detailed in the attached worksheet.

After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3623

**A RESOLUTION AUTHORIZING APPROVAL OF THE
PROPOSED REVISED CAPITAL FUND 2017-2021 5-YEAR PLAN**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that revised 2017-2021 Capital Fund Program 5-Year Plan as detailed in the attached worksheet

2,370,471				Year 1	Year 2	Year 3	Year 4	Year 5
Development	Units			2017	2018	2019	2020	2021
				Dev. Totals	Dev. Totals	Dev. Totals	Dev. Totals	Dev. Totals
10% to Operating Budget		1410		237,047	237,047	237,047	237,047	237,047
Fees & Cost		1430		101,280	101,280	66,964	66,964	75,000
Tree Trimming/Landscaping	PHA Wide	1450		0	75,000	325,000	100,000	249,900
Concrete Repairs/Replacement	PHA Wide	1450			50,000			
Sewer Line Repairs	PHA Wide	1450			50,000			
Security Equipment	PHA Wide	1450					249,900	
Flooring Replacement	PHA Wide				150,000	100,000		149,326
Exterior Painting/Fence Repair	PHA Wide	1450			0	0		
Yearly Totals				499,842	0	0	0	0
New Roof (1998 & 1999)	6-1 Breece	50	1460					
Learn. Center Fire Suppression	6-1 Breece	1	1470	15,000				
Kitchen Renov.	6-1 Breece	50	1460	184,942				
Bathroom Renov.	6-1 Breece	50	1460	299,900				
Yearly Totals				0	1,731,460	1,656,460	0	0
Kitchen Renov.	6-2 Johnson	200			650,000	806,460		
Renovate Bathrooms	6-2 Johnson	200			1,081,460	850,000		
Yearly Totals				0	0	0	0	100,000
New Maintenance Bldg.	6-5 Foster	1	1470					100,000
Yearly Totals				0	0	125,000	0	560,000
5 to 4 BR conversion	6-6 Burg Jones	14	1460					560,000
New Roof (1999)	6-6 Burg Jones	302	1460					
Renovate Office/Community Rm	6-6 Burg Jones	1	1470			125,000		
Repair Storage Rm Settling	6-6 Burg Jones	10	1460					
Yearly Totals				1,532,302	0	0	1,375,893	266,460
5 to 4 BR conversion Phase II	6-9 Robinson	26	1460				1,375,893	
5 to 4 BR conversion Phase I	6-9 Robinson	10	1460					266,460
Kitchen Renov. Phase I & II	6-9 Robinson	174	1460	653,259				
Bathroom Renov. Phase I & II	6-9 Robinson	175	1460	879,043				
Yearly Totals				0	0	0	0	514,107
Kitchen Renovations	6-10 Miller Sq.	193						264,500
Bathroom Renovations	6-10 Miller Sq.	193						249,607
Yearly Totals				0	0	126,964	150,000	275,000
Replace Duct in Common Areas	6-11 F Tower	1	1460			51,964		
Waterproof Building	6-11 F Tower	1	1470					150,000
Elevator Upgrade	6-11 F Tower	1	1470				150,000	
Replace Chillers	6-11 F Tower	1	1460					125,000
Domestic Hot Water	6-11 F Tower	1	1460			15,000		
Replace Boilers	6-11 F Tower	1	1460			60,000		
Yearly Totals				0	0	0	282,631	192,531
Replace Heat Pumps	6-13 McKeen	100	1460				282,631	
Replace Cooling Tower	6-13 McKeen	1	1460					192,531
Replace Air Handlers	6-13 McKeen	100	1460					
	6-14 Cooley	5						
Computer Equipment/Software	PHA Wide		1475	0	10,000	50,000	50,000	0
			1475		10,000	50,000		0
Total				2,370,471	2,370,471	2,370,471	2,370,471	2,370,471

is hereby approved.

The above Resolution was seconded by Commissioner Farr and carried the following vote:

AYES: Chairman Hal Hinchliffe, and Commissioners Joe Farr, Patricia Gix, and Beverly Lewis

NAYS: None

Mr. Wilcox asked the Board to review Bids for Vacant Unit Turnaround, Flooring Repair, Bath Renovations, and Ceiling Repairs.

After discussion Commissioner Farr introduced the following Resolutions:

RESOLUTION # 3624

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE LOW BID FROM TIMOTHY’S PRECISION CLEANING FOR PROJECT NO. 18GEN01 – VACANT UNIT TURNAROUNDS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the low bid from Timothy’s Precision Cleaning for Project No. 18GEN01 – Vacant Unit Turnarounds in the amount of

- 1 Bedroom unit - \$1,200.01 (One Thousand Two Hundred Dollars and 01/100)
- 2 Bedroom unit - \$1,300.01 (One Thousand Three Hundred Dollars and 01/100)
- 3 Bedroom unit - \$1,400.01 (One Thousand Four Hundred Dollars and 01/100)
- 4 Bedroom unit - \$1,500.00 (One Thousand Five Hundred Dollars and 001/100)
- 5 Bedroom unit - \$1,600.00 (One Thousand Six Hundred Dollars and 00/100)

is hereby approved.

RESOLUTION # 3625

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE LOW BID FROM VISION BUILDERS FOR PROJECT NO. 18GEN02 – FLOORING IN THE AVERAGE AMOUNT OF \$2.40 PER SQUARE FOOT/PER UNIT

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the low bid from Vision Builders for Project No. 18GEN02 – Flooring in the average amount of \$2.40 per square foot, per unit is hereby approved.

RESOLUTION # 3626

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE LOW BID
FROM VISION BUILDERS FOR PROJECT NO. 18GEN03
BATH RENOVATIONS IN THE AMOUNT OF
\$4,600.00 FULL BATH AND \$3,200.00 HALF BATH

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the low bid from Vision Builders for Project No. 18GEN03 – Bath Renovations in the amount of \$4,600.00 (Four Thousand Six Hundred Dollars and 00/100) for each full bath and \$3,200.00 (Three Thousand Two Hundred Dollars and 00/100) for each half bath is hereby approved.

RESOLUTION # 3627

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE LOW BID
FROM RDR CONSTRUCTION FOR PROJECT NO. 18GEN04
CEILING REPAIRS IN THE AVERAGE AMOUNT OF
\$3.46 PER SQUARE FOOT/PER UNIT

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the low bid from RDR Construction for Project No. 18GEN04 – Ceiling Repairs in the average amount of \$3.46 per square foot, per unit is hereby approved.

The above Resolutions were seconded by Commissioner Gix and carried the following vote:

AYES: Chairman Hal Hinchliffe, and Commissioners Joe Farr, Patricia Gix, and Beverly Lewis

NAYS: None

Mr. Wilcox advised the Members that the other Management and Financial Reports listed on the Agenda were available for review. Mr. Wilcox asked that the Members review the reports and notify him should there be any questions. There were no questions at this time. This concluded the Executive Directors Reports.

Chairman Hinchliffe called on Mr. Todd Little, consultant, to update everyone on the status of Robinson Place II and St. John Place Developments. Mr. Little stated that Robinson Place II should close sometime in late January 2018. Mr. Little also stated that the Budget for St. John Place was currently under review. Mr. Little said that Louisiana Housing Corporation announced it would soon release a Notice of Funding Availability for Community Development Block Grant Funding for the Parishes impacted by the 2016 floods. Mr. Little recommended that MHA apply for a portion of those CDBG funds, when the NOFA was released, to offset any potential gaps in funding under the current financial model for the St. John project.

After discussion Commissioner Patricia Gix introduced the following Resolution:

RESOLUTION # 3628

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY PERMISSION TO
APPLY FOR COMMUNITY DEVELOPMENT FUNDS FOR FLOOD RECOVERY
REPLACEMENT HOUSING FOR THE DEVELOPMENT OF ST. JOHN PLAZA

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Monroe Housing Authority is hereby authorized to apply for community development funds for flood recovery replacement housing for the development of St. John Plaza.

The above Resolutions were seconded by Commissioner Lewis and carried the following vote:

AYES: Chairman Hal Hinchliffe, and Commissioners Joe Farr, Patricia Gix, and Beverly Lewis

NAYS: None

Chairman Hinchliffe asked if there was any other business to come before the Board. It was determined that the upcoming PHADA conference dates were in conflict with the Regular Session date for the January 2018 meeting of the Board. It was unanimously agreed by all that the date should be changed to a Special Meeting date of Thursday, January 18, 2018 at 2:00 p.m.

Then, there being no further business, Commissioner Joe Farr made a motion to adjourn the meeting. Commissioner Gix seconded the motion and it carried unanimously. The meeting was adjourned.

HAL HINCHLIFFE, CHAIRMAN

FRANK L. WILCOX, SECRETARY

CERTIFICATE

Frank L. Wilcox, the duly appointed, qualified and acting Secretary of the Housing Authority of the City of Monroe, Louisiana, do hereby certify that the attached extract from the Special Meeting of the Board of Commissioners of said Authority held on Thursday, December 7, 2017 is a true and correct copy of the Original Minutes of said Meeting on file and of record insofar as said attached extract, and I do further certify that each such Resolution appearing in said attached extract is a true and correct copy of Same Resolution adopted at said meeting on file and of record.

IN TESTIMONY WHEREOF, I have set my hand and the seal of said Authority this 7th day of December, 2017.

FRANK L. WILCOX, SECRETARY

(SEAL)