

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON THURSDAY, NOVEMBER 14, 2019

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Regular Session at 2:00 P.M. on Thursday, November 14, 2019, at the office of the Housing Authority of the City of Monroe, Louisiana, located at 300 Harrison Street, Monroe, Louisiana 71201.

Those present and absent were as follows:

Present: Vice-Chairman Rick Miller, Commissioner Patricia Gix, and Commissioner Beverly Lewis

Absent: Chairman Hal Hinchliffe and Commissioner Joe Farr

Also present were: William Smart, MHA Executive Director; Cheryl Farmer, Director of Operations; Janet Wells, Planning and Development Consultant; Naomi Jackson, Director of Section 8; Kara Jenkins, Executive Staff Officer; and Steve North, Attorney

Guest in attendance was: Sergeant Mickey Tucker, of Monroe Police Department

NOTICE OF SPECIAL MEETING

TO: Mr. Hal H. 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  
Mr. Steve North, Attorney

You are hereby notified that the Board of Commissioners of the Housing Authority of the City of Monroe is called to meet in Regular Session at 2:00 P.M. on Thursday, November 14, 2019, at the office of the Housing Authority of the City of Monroe, located at 300 Harrison Street, Monroe, Louisiana 71201 for the following purposes:

1. Approve minutes of previous meeting
2. Presentation of management and financial reports
3. Any other business that may come before the board

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HAL HINCHLIFFE, CHAIRMAN  
kj/hh

Dated this November 6, 2019

Vice-Chairman Rick Miller called the meeting to order, and William Smart was asked to open the meeting with a prayer.

Vice-Chairman Miller called on Sgt. Mickey Tucker to provide an update on crime statistics. Sgt. Tucker shared that President Trump's visit went more smoothly than anticipated. He informed the Board that there was a gun shot incident at Passman Plaza, which is highly unusual for our retirement communities. After giving a rundown of the situation, he disclosed what he had learned about the two individuals involved and how it was being handled. He shared that Monroe PD had 7 cadets who started the police academy and that 5 were graduating soon. Mr. Smart asked if they were patrolling around Frances Tower because there had been an increase in homeless people in the area. Sgt. Tucker agreed that cold weather usually inspires the homeless to seek shelter, and, since Frances Tower is so close to the bus station and the shelter, it is a prime target for the less fortunate. He confirmed that Monroe PD was patrolling and would increase their coverage of the area. Vice-Chairman Miller thanked Sgt. Tucker for the update, and he left the meeting.

Vice-Chairman Miller asked the board for any comments regarding the October meeting. There were none, and Commissioner Beverly Lewis introduced a motion to approve the minutes of the previous meeting. Commissioner Patricia Gix seconded the motion, and it carried unanimously.

Vice-Chairman Miller then introduced the first topic for discussion, a request for permission to update procurement limits to match current Louisiana public bid law. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3743**

**A RESOLUTION AUTHORIZING REVISION TO MONROE HOUSING AUTHORITY'S PROCUREMENT POLICY TO ALIGN WITH LOUISIANA PUBLIC BID LAW LIMITS.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that revision to MHA's Procurement Policy, to align with the current Louisiana public bid law contract limit of \$157,700.00, is hereby approved.

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

AYES: Vice-Chairman Rick Miller, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Vice-Chairman Miller brought attention to a request for permission to accept the low bid for the McKeen HVAC Conversion. During discussion, Commissioner Lewis realized she had a potential conflict of interest and needed to recuse herself from the vote since she was working with Byrnes Mechanical, the contractor who had won the bid, on another job. The discussion was tabled until Chairman Hinchliffe and Commissioner Farr would be available to participate in a vote, thus providing a quorum without Commissioner Lewis' participation.

Vice-Chairman Miller moved on to address a request for approval of a change order for the construction of Preservation Mills. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3744**

**A RESOLUTION AUTHORIZING CHANGE ORDER # 1 FOR PRESERVATION MILLS CONSTRUCTION, PROJECT # 18PRM3N4.02.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that change order #1, in the amount of \$7,008.10, from D & L of Ouachita, Inc. for Project # 18PRM3N4.02, Preservation Mills Construction, is hereby approved. Adjustments to the contract related to this change order are as follows:

1) Removal of unforeseen, buried concrete on 9 separate lots.	\$9,637.80
2) Credit for substituting OSB in lieu of plywood for roof decking.	(\$9,900.00)
3) Removal of unforeseen, buried debris (old house) & replacing 24" of soil.	<u>\$7,270.30</u>
Total for Change Order # 1:	\$7,008.10

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

AYES: Vice-Chairman Rick Miller, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Vice-Chairman Miller introduced a request for approval of a change order for Burg Jones Office Renovation. After discussion, Commissioner Gix introduced the following resolution:

**RESOLUTION # 3745**

**A RESOLUTION AUTHORIZING CHANGE ORDER # 1 FOR BURG JONES LANE OFFICE RENOVATION, PROJECT # 18CFP606.01.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that change order #1, in the amount of \$44,372.26, from Advantage Roofing Construction of LA, Inc. for Project # 18CFP606.01, Burg Jones Lane Office Renovation, is hereby approved. Adjustments to the contract related to this change order are as follows:

1) Demolition of concrete between porch & building.	\$ 2,500.00
2) Remove 1 tree behind community building.	\$ 200.00

3) Paint exterior brick of existing building to match addition.	\$ 1,329.57
4) Credit for leaving interior wall adjoining community room.	(\$ 800.00)
5) 15% overhead and profit (change order #1 only)	\$ 484.44
6) Replace fascia and paint soffit & fascia.	\$ 1,753.75
7) Sewer main relocation.	\$38,904.50
8) Add 12 days due to permitting and ATMOS delays.	\$ 0.00
9) Add 36 days due to weather – March through June.	\$ 0.00
Total for Change Order # 1:	\$44,372.26

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

AYES: Vice-Chairman Rick Miller, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Vice-Chairman Miller introduced a request for permission to advertise for waste disposal services. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3746**

**A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO ADVERTISE FOR BIDS FOR WASTE DISPOSAL SERVICES FOR PROJECTS LA 6-1 THROUGH LA 6-5, LA 6-11, LA 6-13, CLAIBORNE CREEK, AND OUACHITA GRAND PLAZA.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to advertise for bids for waste disposal services for projects LA 6-1 through LA 6-5, LA 6-11, LA 6-13, Claiborne Creek, and Ouachita Grand Plaza is hereby approved.

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

AYES: Vice-Chairman Rick Miller, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Vice-Chairman Miller moved on to a discussion of a change of scope for the Miller Square Renovation. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3747**

**A RESOLUTION AUTHORIZING CHANGE ORDER # 1 FOR MILLER SQUARE RENOVATION, PROJECT # 19CFP610.01.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that change order # 1, amending the contract to include unit cost work items not originally specified in the scope of work for Miller Square renovation (Project # 19CFP610.01), from J. C. Lewis Construction, LLC, is hereby approved, not to exceed \$125,000 (5% of the original contract price).

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

AYES: Vice-Chairman Rick Miller, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Vice-Chairman Miller then shifted to the report section of the meeting, asking Mr. Smart to provide updates. Mr. Smart brought the Board’s attention to a proclamation prepared for MHA’s long-time attorney, Jim Rountree. He shared that Mr. Rountree had been contacted and invited to the board meeting so we could honor him for years of service to MHA, but Mr. Rountree politely declined, stating that those types of interactions made him uncomfortable and he was thankful for the opportunity bestowed upon him to assist MHA with legal matters over the years. Mr. Smart assured the Board that Mr. Rountree’s plaque would be delivered to his office, along with an expression of their appreciation.

Mr. Smart shared that McKeen Plaza was now accepting debit cards from residents as a pilot program, which would be rolled out to the other properties eventually. He mentioned that MHA would be providing training for the staff on wait list management, software usage, and REAC preparedness soon. Mr. Smart stated that MHA

had put on a job fair, and about 250 people attended. He also mentioned that we would be promoting Ouachita Grand Plaza's auditorium rental to bring in additional funds.

Mr. Smart then reviewed the vacancy reports, remarking that public housing was 96% full and retirement communities were at 99%. He mentioned that the public housing numbers were still affected by ongoing renovation efforts. Mr. Smart went over the rent roll analysis, stating that the numbers were consistent, then moved on to the employee report, commenting that it was the same as last month. He added that the process of hiring more of the contracted employees from WeStaff onto MHA payroll was still underway. Vice-Chairman Miller asked what type of employees were needed, to which Mr. Smart responded that skilled maintenance personnel were always needed. He added that since John Wheeler is retiring, DeWayne Del Rio was promoted to John's position, and a Maintenance Supervisor position would be posted.

Vice-Chairman Miller then asked Janet Wells to go over the construction report. Ms. Wells stated that the Robinson Breece Kitchen and Bath Renovation is finishing up. She shared that the roofing issue at Foster Heights is being addressed, adding that she had 321 kits in her office to be used to send samples on the claim. She shared that the Burg Jones Office Renovation should be wrapped up by Christmas. Ms. Wells reminded everyone that the HVAC conversion at McKeen Plaza would be starting soon and that it was a good time of year for those upgrades because the heating and cooling system would have to be shut off for a while. She provided a status report on Preservation Mills, informing the Board that 17 slabs were in place and 6 houses were framed up. Mr. Smart interjected that everyone should drive by there to see what a difference it was making in that neighborhood. He added that it was inspiring the homeowners nearby to clean up their properties as well. Ms. Wells mentioned the Frances Tower weatherproofing project, stating that they would be using a man lift or swing platform to complete the needs assessment and the actual work. Vice-Chairman Miller asked if there were other ways to evaluate the conditions. Ms. Wells replied that she had drone footage, but she clarified that the drones were unable to perform a knife test, which is necessary to analyze the severity of the problem.

Vice-Chairman Miller then asked for an update on the financial reports. Mr. Smart stated that Janet Sanderford was out of town at an accounting conference, but that he would provide a rundown of the financials in her stead. He remarked that the dwelling rental number was down due to renovations. He also noted that the insurance portion looked high for Lock-Breece due to the addition of flood insurance coverage for the Lock development; all other properties are self-insured as per previous board resolution to that affect. Mr. Smart deferred to Naomi Jackson to discuss the Section 8 HAP report. Ms. Jackson shared that the report showed payments to landlords. She also informed the Board that HUD had awarded those HAP funds for the program.

Vice-Chairman Miller asked if there was anything else that needed to be addressed. Kara Jenkins informed the Board that ethics and sexual harassment training for commissioners would be due soon. She also informed the Board that the next meeting would be a joint meeting with the Properties for Retired and Family Living Board. She expressed that the plan was for it to be held at the Lotus Club, as done in previous years. Ms. Jenkins also reminded everyone that the MHA Holiday Reception would be held at Frances Tower on December 12<sup>th</sup>. Mr. Smart mentioned that PHADA's Annual Convention would be held in Denver, CO, from May 31 through June 3 in 2020. There being no further business, Vice-Chairman Miller adjourned the meeting.

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RICK MILLER, VICE-CHAIRMAN

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WILLIAM V. SMART, SECRETARY

#### CERTIFICATE

William V. Smart, 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 Regular Meeting of the Board of Commissioners of said Authority held on Thursday, November 14, 2019, 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 14<sup>th</sup> day of November, 2019.

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WILLIAM V. SMART, SECRETARY

(SEAL)