

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, SEPTEMBER 12, 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, September 12, 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: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Patricia Gix, and Commissioner Beverly Lewis

Absent: None

Also present were: William Smart, MHA Executive Director; Karen Crowell, Deputy Director; Cheryl Farmer, Director of Operations; Janet Wells, Planning and Development Director; Kara Jenkins, Executive Staff Officer; Jim Rountree, Attorney; and Steve North, Attorney.

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, September 12, 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

HAL HINCHLIFFE, CHAIRMAN
kj/hh

Dated this September 6, 2019

Chairman Hal Hinchliffe called the meeting to order, and William Smart was asked to open the meeting with a prayer.

Chairman Hinchliffe asked the board for any comments regarding the August 15, 2019, meeting. There were none, and Commissioner Joe Farr introduced a motion to approve the minutes of the previous meeting. Vice-Chairman Rick Miller seconded the motion, and it carried unanimously.

Chairman Hinchliffe then introduced the first topic for discussion, a request for permission to enter into a change order to replace the sewer force main at Burg Jones Plaza. He asked William Smart to provide information, and Mr. Smart deferred to Janet Wells for specifics on what was required. After discussion, Vice-Chairman Miller introduced the following resolution:

RESOLUTION # 3731

**A RESOLUTION AUTHORIZING ACCEPTANCE OF THE LOWEST HONORED BID
FOR SEWER FORCE MAIN REPLACEMENT AT BURG JONES PLAZA
FROM ADVANTAGE ROOFING FOR \$38,904.50.**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that a \$38,904.50 change order payable to Advantage Roofing for replacement of the sewer force main at Burg Jones Plaza, project # 18CFP606.01, is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe moved on to address a request for permission to enter into an agreement for civil engineering services for St. John Plaza. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3732

A RESOLUTION ACCEPTING THE LOW BID FROM LAZENBY AND ASSOCIATES FOR CIVIL ENGINEERING SERVICES FOR ST. JOHN PLAZA IN THE AMOUNT OF \$19,250.00.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that permission to enter into an agreement with Lazenby and Associates for civil engineering services for St. John Plaza in the amount of \$19,250.00 is hereby granted.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe introduced a request to enter into an engineering agreement for HVAC system improvement planning for McKeen Plaza. After discussion, Commissioner Beverly Lewis introduced the following resolution:

RESOLUTION # 3733

A RESOLUTION ACCEPTING THE ONLY SUBMITTED BID FOR ENGINEERING ANALYSIS OF HVAC SYSTEM IMPROVEMENT PLANNING AT MCKEEN PLAZA WITH AILLET, FENNER, JOLLY, & MCCLELLAND, INC. FOR \$39,800.00.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that permission to enter into an engineering agreement with Aillet, Fenner, Jolly, & McClelland, Inc. for HVAC system improvement planning at McKeen Plaza, project # 19CFP613.01, for \$39,800.00 is hereby granted.

The above resolution was seconded by Vice-Chairman Miller and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Mr. Smart introduced a request for permission to advertise for bids for HVAC improvements at McKeen Plaza once the engineering assessment is complete. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3734

A RESOLUTION GRANTING PERMISSION TO ADVERTISE FOR BIDS FOR HVAC SYSTEM IMPROVEMENTS AT MCKEEN PLAZA AFTER AFJ&M'S ENGINEERING PLAN HAS BEEN RECEIVED.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that permission to advertise for bids for HVAC system improvements at McKeen Plaza, project # 19CFP613.01, is hereby granted.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe introduced a request for permission to adopt the 2019 Louisiana Compliance Questionnaire. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3735

A RESOLUTION ADOPTING THE LOUISIANA COMPLIANCE QUESTIONNAIRE FOR FISCAL YEAR ENDING JUNE 30, 2019.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the Louisiana Compliance Questionnaire for the fiscal year ending June 30, 2019 is hereby adopted.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe introduced a discussion regarding renewal of the consulting agreement for planning and development services. Ms. Wells left the room. After discussion, Commissioner Gix introduced the following resolution:

RESOLUTION # 3736

A RESOLUTION ACCEPTING THE PROPOSAL FROM JANET WELLS DBA LAND CONCEPTS LLC TO SERVE AS DIRECTOR OF PLANNING AND DEVELOPMENT AT MONROE HOUSING AUTHORITY FOR A COMPENSATION RATE OF \$75.00 PER HOUR, NOT TO EXCEED \$125,000.00 PER YEAR, WITH AN OPTION TO RENEW FOR TWO ADDITIONAL YEARS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the proposal from Janet Wells DBA Land Concepts LLC to serve in a consultant capacity as Director of Planning and Development at Monroe Housing Authority for a compensation rate of \$75.00 per hour, not to exceed \$125,000.00 per year, with the option to renew for two additional years, is hereby accepted.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Ms. Wells was welcomed back into the room, and Chairman Hinchliffe shared the news that her contract was renewed. He then introduced a discussion regarding the FEMA claim from the March 2016 flood. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3737

A RESOLUTION AUTHORIZING MHA TO FORGO FEMA FLOOD CLAIM FUNDING FOR EMERGENCY REPAIR EXPENSES INCURRED IN THE MARCH 2016 FLOOD DISASTER.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that authorization for MHA to forgo FEMA flood claim funding for emergency repair expenses incurred in the March 2016 flood disaster is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe then moved to the report section of the meeting, asking Mr. Smart to provide updates. Mr. Smart informed the Board that REAC inspections had been completed at 6 of our properties and the scores were very good. He expressed his expectation that high performer status will be achieved again this year. Chairman Hinchliffe asked if there were ways to make it less of a fire drill in the future, and Mr. Smart confirmed that steps were being taken to streamline maintenance preparation going forward. He vocalized his commitment to establishing the structure and accountability required to ensure that our properties are being maintained at acceptable levels throughout the year, thus limiting the stress when preparing for inspectors.

Mr. Smart then reviewed the vacancy reports, remarking that public housing was 96% full and retirement communities were at 99%. Mr. Jim Rountree commented that the Johnson-Carver renovation was affecting the family numbers, and Mr. Smart concurred. Mr. Smart went over the rent roll analysis, stating that the numbers were consistent. He then reviewed the crime report, commenting that Sgt. Tucker was unable to join us again this month. Chairman Hinchliffe interjected that he missed hearing Sgt. Tucker's updates on crime in the area. Mr. Smart referred to the crime report and mentioned that Robinson had some theft and property damage but that the number of instances of criminal activity in our communities was about the same as previous months. Mr. Smart moved on to the employee report, adding that he would be meeting with the management team to evaluate maintenance employee staffing.

Ms. Wells was then asked to go over the construction report. She informed the Board that the Robinson/Breece kitchen and bath renovation was complete and the tile issue had been resolved. She mentioned that the Johnson-Carver renovation is nearing completion, adding that Cook Construction has been fabulous to work with. Ms. Wells stated that Preservation Mills was in process and the Miller Square renovation was getting started. Chairman Hinchliffe then asked about the financial reports. Mr. Smart mentioned that Janet Sanderford was out of the office but that the financials seemed to be in line with previous periods.

Chairman Hinchliffe called an Executive Session, and Ms. Farmer, Ms. Wells, and Ms. Jenkins left the room. When the Regular Session reconvened, Chairman Hinchliffe stated that no action was taken in the Executive Session.

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

HAL H. HINCHLIFFE, CHAIRMAN

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, September 12, 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 12th day of September, 2019.

WILLIAM V. SMART, SECRETARY

(SEAL)