

**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, OCTOBER 16, 2024**

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Special Session for a joint meeting with the Properties for Retired and Family Living Board at 2:00 P.M. on Wednesday, October 16, 2024, at the Monroe Housing Authority Annex Building, located at 210 Harrison Street, Monroe, LA 71201.

Those present and absent were as follows:

Present: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Beverly Lewis, and Commissioner Angelina Jones

Absent: Steve North, Attorney

Also present were: William V. Smart, Executive Director; Cheryl Farmer, Director of Operations; Janet Sanderford, Director of Accounting; Heath Frugé, Director of Planning and Development; Sammie Winters, Executive Administrative Assistant; and Aimee Buchanan, CPA Partner – Allen Green & Williamson LLP.

**NOTICE OF SPECIAL MEETING**

TO: Mr. Hal H. Hinchliffe, Chairman  
Mr. Rick Miller, Vice Chairman  
Mr. Joe Farr, Commissioner  
Ms. Beverly V. Lewis, Commissioner  
Ms. Angelina Jones, Commissioner  
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 Special Session at 2:00 P.M. on Wednesday, October 16, 2024, at the Monroe Housing Authority Annex Building, located at 210 Harrison Street, Monroe, LA 71201 for the following purposes:

1. Approve minutes of the 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  
sw/hh

Dated October 1, 2024

Chairman Hal Hinchliffe called the meeting to order, and Mr. William V. Smart, Executive Director, opened the meeting with a prayer.

Chairman Hinchliffe asked for any comments regarding the last meeting. There were none, and Commissioner Joe Farr introduced a motion to approve the minutes of the previous meeting. Commissioner Angelina Jones seconded the motion, and it was carried unanimously.

Chairman Hinchliffe then requested the crime report. William V. Smart presented the crime report for September 2024, noting that crime numbers have been decreasing. Mr. Smart assured the board that efforts are ongoing to sustain the decline in crime numbers.

Chairman Hinchliffe requested agency updates from William V. Smart. Mr. Smart reported that the Monroe Housing Authority recently underwent an audit, during which his team was recognized for their outstanding performance, as there were no audit findings. He also informed the board that the 20 lots on South 2nd and 3rd Street have been sold. Lastly, Mr. Smart mentioned the upcoming retirement celebration for Ms. Naomi Jackson, acknowledging her years of dedicated service and valuable contributions to the agency.

Chairman Hinchliffe then presented the first actionable item, a request for approval of Architect/Engineer services from TBA for the Burg Jones Modernization project. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION # 3941**

**A RESOLUTION APPROVING ARCHITECT/ENGINEER SERVICES FROM TBA FOR THE BURG JONES MODERNIZATION PROJECT.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval of Architect/Engineer services from TBA for the Burg Jones Modernization project, is hereby approved.

Vice-Chairman Rick Miller introduced a motion to approve the above resolution. Commissioner Angelina Jones seconded the motion and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Beverly Lewis, and Commissioner Angelina Jones

NAYS: Commissioner Joe Farr

Chairman Hinchliffe then presented the last actionable item, a request for approval of change order #2 from Triad Maintenance Services, in the amount of \$3,050.00 for the Lock/Breece office renovation. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION # 3942**

**A RESOLUTION AUTHORIZING CHANGE ORDER #2 FROM TRIAD MAINTENANCE SERVICES IN THE AMOUNT OF \$3,050.00 FOR THE LOCK/BREECE OFFICE RENOVATION.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to authorize Change Order #2 from Triad Maintenance Services, in the amount of \$3,050 for the Lock/Breece office renovation, is hereby approved.

Commissioner Joe Farr introduced a motion to approve the above resolution. Commissioner Angelina Jones seconded the motion and carried the following vote:

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

NAYS: None

Chairman Hinchliffe asked William V. Smart to provide the personnel report. Mr. Smart updated the board on the status of personnel for the agency.

Chairman Hinchliffe asked William V. Smart to provide the status of the 2023 Compliance Audit findings. Mr. Smart provided details on the following points:

- In fiscal year 2024, there are no formal audit findings.

Chairman Hinchliffe asked Heath Frugé, Director of Planning & Development, to provide the construction report. Mr. Frugé provided the board with several updates:

- **Capital Fund Projects:**

**Lock/Breece HVAC Replacement**

*Damon Mayfield Construction*

- Replacing All HVAC systems in 147 units
- Complete. No Lien Period ends 10/20/24

**Lock Main Office Renovation**

*Triad Maintenance Services*

- New Front Entrance, Roof, and Windows
- Notice to Proceed Issued 5/27/24
- 95% complete
- Final Punch is Scheduled for 10/23/24

**Miller Square Parking:**

- Bid 8/14/24
- Waiting on General Contractor to return Contract and Bond certificates.
- Pre-construction Meeting and Notice To Proceed will be issued once received.

**Foster Heights Hardware Installation:**

- Receiving Proposals until 9/24/24
- Replacing MHA Furnished front and Back door entry hardware for all units
- Ryan Watson Construction was apparent low-bidder at \$21,000.
- Waiting for Jac's to Master-key 60% of the locks before issuing Notice to Proceed.

**Burg Jones Modernization**

- 302 Units
- Tentative bid date 1/9/25
- This project is currently estimated at \$8 million.
- TBA sent a proposal of 3% of the overall contract value to provide Drawings and Construction Management. (\$240,000) Their proposal for Miller Square Modernization was 5.85%.
- Scope to include the following: New Flooring, ceiling and wall scraping/retexture/painting, interior doors/hardware, 100% remodeled bathrooms and kitchens, exterior lighting, exterior painting, HVAC duct cleaning/new air devices, new electrical outlets/switches/ face plates, low profile LED lighting throughout, louvered blinds, and Window screen refurbishing.

**Upcoming Bids:**

- Johnson Carver and Foster Heights Maintenance Shops      bids 10/22/24
- Roof Replacement at Central Shop                                      bids 10/29/24
- McKeen Plaza Parking Lot Resurfacing                                bids 10/31/24
- Vacant Unit Turnaround Annual Contract                              bids 11/7/24

- **Other Activities:**

**Ouachita Grand Plaza Sublease:**

- There are still outstanding Checklist items that need to be finalized. Conference call with all parties involved held 10/15/24 to discuss loose ends and we'll have a closing call before finalizing the sale.

Chairman Hinchliffe asked Aimee Buchanan to go over the financial reports. Ms. Buchanan reviewed the data for Public Housing and Section 8.

Chairman Hinchliffe asked if there was anything else that needed to be addressed. There being no further business, Chairman Hinchliffe adjourned the meeting.

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HAL HINCHLIFFE, CHAIRMAN

CERTIFICATE

William V. Smart, the duly appointed, qualified, and acting Secretary of the Housing Authority of the City of Monroe, Louisiana, does hereby certify that the attached extract from the Special Meeting of the Board of Commissioners of said Authority held on Wednesday, October 16, 2024, is a true and correct copy of the original minutes of the said meeting on file and 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 the same resolution adopted at the said meeting on file and of record.

IN TESTIMONY WHEREOF, I have set my hand and the seal of said Authority this 16<sup>th</sup> day of October 2024.

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WILLIAM V. SMART, SECRETARY

(SEAL)