

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, NOVEMBER 20, 2024**

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Regular Session at 2:00 P.M. on Wednesday, November 20, 2024, 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, Commissioner Joe Farr, Commissioner Beverly Lewis, Commissioner Angelina Jones, and Steve North, Attorney

Absent: Vice-Chairman Rick Miller

Also present were: William V. Smart, Executive Director; Shelva Thomas, Chief Deputy Director and People Officer; 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 REGULAR 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 Regular Session at 2:00 P.M. on Wednesday, November 20, 2024, at the Housing Authority of the City of Monroe, located at 300 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

HAL HINCHLIFFE, CHAIRMAN
sw/hh

Dated November 4, 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 Beverly Lewis seconded the motion, and it was carried unanimously.

Chairman Hinchliffe then requested the crime report. Corporal Kwasic Heckard presented the October 2024 crime report, highlighting that Burg Jones Plaza is a problem area. He also mentioned that weekend patrols are being conducted at both Burg Jones Plaza and Foster Heights.

Chairman Hinchliffe requested updates from William V. Smart. Mr. Smart reported that a retirement celebration for Naomi Jackson was held on November 8, 2024. He also noted that staff crosstraining is ongoing across various departments. Additionally, the Monroe Housing Authority Employee Christmas Brunch is set for December 6, 2024. Mr. Smart further acknowledged the Monroe Housing Authority Accounting Department for receiving the **Excellent Financial Reporting** award once again this year.

Chairman Hinchliffe then presented the first actionable item, a request for approval to implement a \$20.00 maintenance fee for tenants requesting a change to their door keypad code. After discussion, William V. Smart, Executive Director, introduced the following resolution:

RESOLUTION # 3943

A RESOLUTION REQUESTING APPROVAL TO IMPLEMENT A \$20.00 MAINTENANCE FEE FOR TENANTS WHO REQUEST A CHANGE TO THEIR DOOR KEYPAD CODE.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the implementation of a \$20.00 maintenance fee for tenants requesting a change to their door keypad code is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Beverly Lewis, and Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe then presented the next actionable item, a request for approval for the bid amount of \$511,000.00 from Ryan Watson Construction for the construction of maintenance shops at Johnson Carver and Foster Heights. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

RESOLUTION # 3944

A RESOLUTION APPROVING THE BID AMOUNT OF \$511,000.00 FROM RYAN WATSON CONSTRUCTION FOR THE CONSTRUCTION OF MAINTENANCE SHOPS AT JOHNSON CARVER AND FOSTER HEIGHTS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the bid amount of \$511,000.00 from Ryan Watson Construction for the construction of maintenance shops at Johnson Carver and Foster Heights is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Beverly Lewis, and Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe then presented the last actionable item, a request for approval for the bid amount of \$148,000.00 from Amethyst Construction for the resurfacing of the McKeen Plaza

parking lot. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

RESOLUTION # 3945

A RESOLUTION APPROVING THE BID AMOUNT OF \$148,000.00 FROM AMETHYST CONSTRUCTION FOR THE RESURFACING OF THE MCKEEN PLAZA PARKING LOT.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the bid amount of \$148,000.00 from Amethyst Construction for the resurfacing of the McKeen Plaza parking lot is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioner Beverly Lewis, and Commissioner Angelina Jones

NAYS: Commissioner Joe Farr

Chairman Hinchliffe asked Shelva Thomas to provide the personnel report. Ms. Thomas updated the board on the status of personnel for the agency.

Chairman Hinchliffe asked Shelva Thomas to provide the status of the 2023 Compliance Audit findings. Ms. Thomas provided details on the following points:

- To adhere to the audit recommendations for Public Housing filing, Compliance has implemented the following processes to ensure the accuracy of Tenant files:
 1. A new file structure for Public Housing that was deployed effective 11/01/2024. The new filing system includes detailed coversheets and new 6-tab folders. The folders are divided by Move-In, Inspections, Correspondents, Re-Exams, and Interims. Each Property Manager has received training on the new filing system and has implemented with February 2025 Re-Exams and November 2024 Move-Ins.
 2. Compliance re-iterated the importance of reviewing all move-in and re-exam files prior to Tenants moving in. No new Tenants can move into Public Housing without Compliance providing an approval that all calculations are accurate.
 3. Wait List Instructions of how to save the Wait List on the Shared Drive has been provided to all Property Teams. Each Property Manager is responsible for saving the Wait List by the 15th of each monthly for audit purposes.

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 Main Office Renovation**

- Triad Maintenance Services*

- New Front Entrance, Roof, and Windows
 - Notice to Proceed Issued 5/27/24.
 - Substantial Completion to be issued 11/27/24

- Miller Square Parking and Mail Center- Bid 8/14/24**

- Jackson Builders*

- Notice to Proceed issued 10/24/24
 - Demo and Site work completed.
 - Weather has caused a delay on forming up.

Foster Heights Hardware Installation

- Receiving Proposals until 9/19/24
- 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: January 9, 2025
- Estimated Project Cost: \$8 million
- Proposal Overview: TBA submitted a proposal for 3% of the total contract value (\$240,000) for providing Drawings and Construction Management services. For comparison, their proposal for the Miller Square Modernization project was 5.85%.
- Scope of Work: new flooring, scraping, retexturing, and painting of ceilings and walls, interior door replacements and hardware upgrades, full remodeling of bathrooms and kitchens, exterior lighting improvements, exterior painting, HVAC duct cleaning and installation of new air devices, upgraded electrical outlets, switches, and faceplates, installation of low-profile LED lighting throughout, louvered blinds installation, and refurbishment of window screens.

• **October Bids:**

- Johnson Carver and Foster Heights Maintenance Shops** bid 10/22/24
Ryan Watson Construction apparent low bidder \$511,000
- Roof Replacement at Central Shop** bid 10/29/24
Only received one bid of \$190,000. Rebid to be scheduled after holidays.
- McKeen Plaza Parking Lot Resurfacing** bid 10/31/24
Amethyst Construction apparent low bidder \$148,600
- Vacant Unit Turnaround Annual Contract** bid 11/7/24
Precision Cleaning (Timothy Whitlock) awarded contract

• **Other Activities:**

Ouachita Grand Plaza Sublease:

- The package is currently under underwriting with PGIM. The buyer is awaiting the bank's completion of the mortgage transfer. Once the bank provides final approval, we can set a closing date.

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.

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 Regular Meeting of the Board of Commissioners of said Authority held on Wednesday, November 20, 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 20th day of November 2024.

WILLIAM V. SMART, SECRETARY

(SEAL)