

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, MARCH 19, 2025**

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, March 19, 2025, 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 Beverly Lewis, Commissioner Angelina Jones, and Steve North, Attorney

Absent: Commissioner Joe Farr

Also present were: William V. Smart, Executive Director; Heath Frugé, Director of Planning and Development; Cheryl Farmer, Director of Operations; Sammie Winters, Executive Administrative Assistant; Jacqueline Elmore, Interim Section 8 Supervisor, and Amy Tynes, CPA, CFE, Interim Chief Financial Officer.

**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, March 19, 2025, at the Housing Authority of the City of Monroe, located at 300 Harrison Street, Monroe, LA 71201 for the following purposes:

1. To approve the minutes of the previous meeting.
2. To present management and financial reports.
3. To address any other business that may come before the Board.

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HAL HINCHLIFFE, CHAIRMAN  
sw/hh

Dated March 3, 2025

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 Beverly Lewis 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, Executive Director, presented the board with the crime report for February 2025, noting an increase in assaults, but assured that efforts are being made to address the situation.

Chairman Hinchliffe acknowledged that it was time for the re-appointment of Commissioner Beverly Lewis. Mr. Steve North officiated as Commissioner Lewis took her oath for the renewal of her five-year term.

Chairman Hinchliffe requested updates from William V. Smart. Mr. Smart mentioned that NSPIRE (REAC) inspections are currently taking place across several properties. We are still in search of land for future developments. The closing date for Ouachita Grand Plaza is set for April 1, 2025. Additionally, a meeting has been scheduled with residents at Ouachita Grand Plaza to discuss the upcoming transition.

Chairman Hinchliffe then presented the first actionable item: a request for approval of the bid award to Ryan Watson Construction for the renovations of the 901 Standifer burn unit in the amount of \$133,500.00. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION # 3951**

**A RESOLUTION APPROVING THE BID AWARD TO RYAN WATSON  
CONSTRUCTION FOR THE RENOVATION OF THE 901 STANDIFER BURN UNIT  
IN THE AMOUNT OF \$133,500.00.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval of the bid award to Ryan Watson Construction for the renovations of the 901 Standifer burn unit in the amount of \$133,500.00, 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, Vice-Chairman Rick Miller, Commissioner Beverly Lewis, and Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe then presented the last actionable item: a request for approval to accept the low bids for the new 2025 Lawn Maintenance contracts. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION # 3952**

**A RESOLUTION AWARDING LAWN MAINTENANCE CONTRACTS FOR VARIOUS LOCATIONS.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the following low bids be accepted and lawn maintenance contracts be awarded for these specified properties:

<b><u>Contractor</u></b>	<b><u>Bid Amount and Property</u></b>
KC's Lawn Service	\$26,060.00 (Foster Heights)
Unique Lawn Service	\$10,750.00 (Alabama Place)
Anderson & Anderson	\$67,980.00 (Burg Jones Plaza), \$26,910.00 (Preservation Mills), \$52,346.00 (Claiborne Creek)
Salter Lawn Care	\$48,450.00 (Chauvin Pointe), \$59,750.00 (South Pointe)
US Lawns	\$55,750.00 (Passman Plaza)

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, Vice-Chairman Rick Miller, Commissioner Beverly Lewis, and Commissioner Angelina Jones

NAYS: None

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

Chairman Hinchliffe asked William Smart to provide the status of the 2025 Compliance Audit findings. Mr. Smart provided details on the following points:

**Compliance completed the following property physical and file audits:**

- Alabama Place - NSPIRE (REAC) Audit of the physical property and files on 02/05/2025
- Robinson Place II - CREA file and physical inspection on 02/24/2025.
- Ouachita Grand Plaza - LHC Management Occupancy Review (MOR) of OGP physical and file review 02/27/2024.

**Training and Development:**

- Barron Goins Maintenance Superintendent attended NSPIRE Training on 02/24-02/26 in Shreveport, LA.
- Compliance has provided training support to Passman Plaza following the resignations of the Manager and Assistant Manager.

The Chief Deputy Director has been directly involved at Burg Jones Plaza to support the coordination of REAC NSPIRE (REAC) efforts. Given the extensive work required in the units, an additional REAC team has been formed, consisting of lead personnel from all other Public Housing communities. This team is focused on making necessary repairs to the units. Additionally, contractors are being vetted to assist with GFI installations and repairing sheetrock holes throughout Burg Jones Plaza.

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:**

**Miller Square Parking and Mail Center**

***Jackson Builders***

- The Mail Center has been framed, bricks have been delivered to the site, and the mailboxes are still on order.
- The remaining scope of the project includes painting/striping, landscaping, and the build-out of the mail center.

**Burg Jones Modernization (82 Units) - Pre-Con 3/12/25**

- Rock Enterprises LLC was the lowest apparent bidder with a bid of \$3,049,990.
- The Notice to Proceed will be issued on 4/14/25. The 1829 Bonner (4BR) project is scheduled for: Mock-up: Full interior renovation, exterior painting, and lighting installations.

**Johnson Carver and Foster Heights Maintenance Shops**

- The foundations have been poured, and the fencing posts have been set.
- The metal buildings have been ordered and are expected to be delivered in late April.

**Roof Replacement at Central Shop**

- Phantom Construction and Trucking: Notice to Proceed was issued on 2/24/25.
- The roofers plan to mobilize on 3/25/25 and anticipate the job will take 12–14 working days to complete.

**McKeen Plaza Parking Lot Resurfacing - Pre-Con 3/11/25**

- Notice to Proceed was issued on 3/17/25, with a tentative start date in the second week of April.
- The project is expected to take approximately 2–3 weeks. It will involve milling the existing front parking lot followed by resurfacing.
- All four parking lots will receive a 1-1/2" asphalt overlay, along with new paint, striping, and parking bumpers.

**Upcoming Bids:**

- Foster Heights HVAC Upgrades and Relocation (Working with Trane on pricing)

• **Other Activities:**

**Ouachita Grand Plaza Sublease:**

- The closing date is set for April 1, 2025. MHA and Rampart management will be hosting an assembly at OGP on Thursday, March 20, 2025, at 10:00 AM. The purpose of the assembly is to update OGP residents on future plans and provide an opportunity to address any questions they may have.

Chairman Hinchliffe asked Amy Tynes, CPA, CFE, Interim Chief Financial Officer, to go over the financial reports. Mrs. Tynes 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 Regular Meeting of the Board of Commissioners of said Authority held on Wednesday, March 19, 2025, 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 19<sup>th</sup> day of March 2025.

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WILLIAM V. SMART, SECRETARY

(SEAL)