

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, JUNE 09, 2016

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, June 09, 2016 at the office of the Housing Authority of the City of Monroe, Louisiana located at 300 Harrison Street, Monroe, Louisiana 71201 for the following purposes:

Those present and absent were as follows:

Present: Vice-Chairman Hal Hinchliffe, and Commissioners William Smart and Rick Miller

Absent: Chairman Joe Farr, Chairman Emeritus Dr. Henry Bonner, Jr., Commissioner Patricia Gix

Also present were: Frank L. Wilcox, Monroe Housing Authority Executive Director, Bobby Simmons, Deputy Director, Cheryl Farmer, Director of Operations, Janet Sanderford, Administrative Director, Karen Crowell, Housing Supervisor, and Jim Rountree, Attorney.

NOTICE OF REGULAR MEETING

TO: Mr. Joe Farr, Chairman
Mr. Hal Hinchliffe, Vice Chairman
Dr. Henry Bonner, Jr., Chairman Emeritus
Ms. Mr. William Smart, Commissioner
Mr. Rick Miller, Commissioner
Ms. Patricia Gix, Commissioner
Mr. James A. Rountree, 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, June 9, 2016 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. Report on Flood Damage Abatement
3. Presentation of Management and Financial Reports
4. Any other business that may come before the Board

CHAIRMAN

JOE FARR,

/s/jf

Dated this June 1, 2016

Vice-Chairman Hal Hinchliffe called the meeting to order and asked Deputy Director Bobby Simmons to open the meeting with prayer.

Vice-Chairman Hal Hinchliffe then asked for a motion to approve the Minutes of the previous meeting. Commissioner William Smart introduced a motion to approve the last meeting and Commissioner Rick Miller seconded the motion. It was adopted unanimously.

At this time Frank L. Wilcox, Executive Director of the Monroe Housing Authority, asked that Officer M.C. Tucker with the Monroe Police Department give a report on crime. Officer Tucker stated there was an uptick in crime throughout the City and speculated that the increase was related to the summer season. He requested that Monroe Housing Authority post no trespassing signs at the Foster Heights community and encourage residents to report crime. Officer Tucker then left the meeting.

Vice-Chairman Hal Hinchliffe asked Mr. Frank L. Wilcox to provide the Executive Director Reports. Mr. Wilcox presented a Notice of Retirement for Sue Wheeler for the Boards review. Commissioner William Smart introduced the following Resolution:

**A RESOLUTION AUTHORIZING RETIREMENT BENEFITS
BE PAID TO SUE WHEELER**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Sue Wheeler submitted her required six-month notice dated March 1, 2016.

NOW, BE IT FURTHER RESOLVED that Sue Wheeler will become eligible to receive full retirement benefits as of September 1, 2016. However, she is authorized to work up until December 31, 2016 unless some reason presents itself otherwise between September 1, 2016 and December 31, 2016.

BE IT FURTHER AUTHORIZED that Sue Wheeler will receive payment for up to 300 hours balance of Annual Leave plus one-half of sick leave balance in one lump sum at her time of retirement.

The above Resolution was seconded by Commissioner Rick Miller and recorded the following vote:

AYES: Vice Chairman Hal Hinchliffe and Commissioners William Smart and Rick Miller
NAYS: None

Frank L. Wilcox then provided a report to the Board on the progression of flood damage repairs. There was discussion on taking current flood elevation data into consideration when determining the elevations for future development.

Frank L. Wilcox then discussed the funding for financing for Robinson Place Phase II Development and following discussion, Commissioner William Smart introduced the following Resolution:

**A RESOLUTION AUTHORIZING FUNDING PROVISIONS FOR FINANCING FOR
ROBINSON PLACE PHASE II DEVELOPMENT**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that \$1,500,000.00 in facilities trust funds be set aside for the Robinson Place Phase II development.

BE IT FURTHER RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that \$1,000,000.00 of the \$1,500,000.00 is in the form of a grant. The remaining \$500,000.00 allocated to financing the Robinson Place II development will be in the form of a short-term bridge loan.

The above Resolution was seconded by Commissioner Rick Miller and recorded the following vote:

AYES: Vice Chairman Hal Hinchliffe and Commissioners William Smart and Rick Miller
NAYS: None

The McCready suit was then discussed briefly and this concluded Mr. Wilcox's reports.

Vice-Chairman Hal Hinchliffe asked Mr. Bobby Simmons to provide Management Reports. Mr. Simmons discussed the Vacancy Detail, Rent Roll Analysis Report, Crime Statistics, and provided an update on Real Estate Assessment Center (REAC) inspections for five developments. There were no questions and this concluded Mr. Simmons reports.

Vice-Chairman Hal Hinchliffe asked Ms. Cheryl Farmer to provide management reports and discuss any items that required action from the Board. Ms. Farmer presented Change Order Number 1 for Louis Lock Kitchen and Bath Renovations along with supporting documents from TBA Architectural Group to the Board. She explained that the issues addressed in the Change Order No. 1 were unknown prior to commencement of the renovations and therefore could not be anticipated. She stated that going forward this work would be factored into the remaining contracts for Louis Lock Kitchen and Bath Renovations. Ms. Farmer then presented a Resolution to be considered. Commissioner Rick Miller introduced the following Resolution:

A RESOLUTION AUTHORIZING CHANGE ORDER NUMBER 1
FOR LOUIS LOCK KITCHEN AND BATH RENOVATIONS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Change Order Number 1 for Louis Lock Kitchen and Bath Renovations in the amount of \$3,500 increasing the Contract from \$355,900 to \$359,400 is approved as follows:

1. Install heat shrink sleeves on wiring at terminal boxes \$2500
2. Remove existing drum traps & drains & replace with new plastic traps in five unis: 4A, 4B, 4D, 11C & 14A. \$1,000

Commissioner William Smart seconded the motion and recorded the following vote:

AYES: Vice Chairman Hal Hinchliffe and Commissioners William Smart and Rick Miller
NAYS: None

Change Order Number 1 for Robinson Place Office Renovation Contract with Advantage Roofing was then discussed. Ms. Farmer explained that the extenuating circumstances of the flood disaster of March 9, 2016 directly impacted the contractors' ability to complete the project on time; and therefore, requested an extension of the contract days and a waiver of liquidated damages. Commissioner William Smart introduced the following Resolution:

A RESOLUTION AUTHORIZING CHANGE ORDER NUMBER 1 FOR
ROBINSON PLACE OFFICE RENOVATION CONTRACT WITH
ADVANTAGE ROOFING TO EXTEND THE CONTRACT
DAYS DUE TO FLOODING AND UNUSUAL CONDITIONS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Change Order Number 1 for Robinson Place Renovation Contract with Advantage Roofing to extend the Contract days due to flooding and unusual conditions is hereby approved.

BE IT FURTHER RESOLVED that the liquidated damages be waived for the Advantage Roofing contract for the renovations to the Robinson Place Office and Community Room due to the unusual weather conditions, i.e. rain and flooding.

NOW, THEREFORE BE IT RESOLVED that the building received water damage during the March 2016 flood. The Contractor's Builders Risk insurance did not cover these damages which were outside of the scope of work for the contract.

Commissioner Rick Miller seconded the motion and recorded the following vote:

AYES: Vice-Chairman Hal Hinchliffe and Commissioner William Smart and Rick Miller
NAYS: None

Ms. Farmer then reviewed the Construction Report, 2016 Proposals and Development Updates and MHA Employee Report. This concluded Ms. Farmer's reports.

Vice-Chairman Hal Hinchliffe asked Ms. Janet Sanderford to provide financial reports. Ms. Sanderford first asked that several end of fiscal year housekeeping items be addressed and presented a Resolution for the Board's review to authorize the revision of the 2016 Operating Budget. Following discussion, Commissioner Rick Miller introduced the following Resolution:

A RESOLUTION AUTHORIZING THE REVISION OF THE
2016 OPERATING BUDGT TO ALLOW FOR
\$650,000 IN FLOOD RELATED EXPENSES

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the revision of the 2016 Operating Budget is approved to allow for \$650,000 in flood-related expenses.

Commissioner William Smart seconded the motion and recorded the following vote:

AYES: Vice Chairman Hal Hinchliffe and Commissioners William Smart and Rick Miller
NAYS: None

Ms. Sanderford then provided the Board Account Receivable write-offs for the year ending June 30, 2016. Ms. Sanderford stated that the numbers were higher than last year's numbers in part due to the flood disaster of March 8, 2016 and also due to the HUD flat rent increase earlier in the year. After a quick review and some discussion, Commissioner Rick Miller introduced the following Resolution:

A RESOLUTION TO APPROVE ACCOUNTS RECEIVABLE
WRITE-OFFS FOR THE YEAR ENDING JUNE 30, 2016

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Accounts Receivable Write-Offs for the Year Ending June 30, 2016 are hereby approved.

BE IT FURTHER RESOLVED that these write-offs include uncollectible amounts on any additional move-outs as of this date through June 30, 2016 as follows:

Commissioner William Smart seconded the motion and recorded the following vote:

AYES: Vice Chairman Hal Hinchliffe and Commissioners William Smart and Rick Miller
NAYS: None

Ms. Sanderford then provided the Board with information regarding the disposal of Certain Assets. Following discussion, Commissioner William Smart introduced the following Resolution:

A RESOLUTION AUTHORIZING THE DISPOSAL OF CERTAIN ASSETS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe that the disposal of certain Assets for the period ending June 30, 2016 are hereby approved as follows:

Commissioner William Smart seconded the motion and recorded the following vote:

AYES: Vice Chairman Hal Hinchliffe and Commissioners William Smart and Rick Miller
NAYS: None

Ms. Sanderford then provided current monthly Financial Reports for Public Housing and for the Section 8 Housing Voucher Program. Board members present were asked to review them for discussion or questions. There were no questions. Ms. Sanderford asked the Members to take the reports with them and study them more closely and to contact her if they had questions. The Board was very complimentary regarding Ms. Sanderfords' performance in handling the financial reporting for the agency.

Mr. Frank L. Wilcox reminded Board members of the NAHRO conference date of July 14, 2016 and following discussion, July 7th at 2:00 p.m. was selected for a Special Meeting date for the Board for the month of July.

Vice-Chairman Hal Hinchliffe asked if there were any other business to come before the Board. There being none, William Smart introduced a motion to adjourn the meeting. The motion was seconded by Rick Miller and carried unanimously. The meeting was adjourned.

HAL HINCHLIFFE, VICE-CHAIRMAN

FRANK L. WILCOX, SECRETARY