

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON TUESDAY, JANUARY 15, 2019

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Special Session at 11:30 A.M. on Tuesday, January 15, 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: Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Beverly Lewis, and Commissioner Patricia Gix

Absent: Chairman Hal H. Hinchliffe

Also, present were: Frank L. Wilcox, Monroe Housing Authority Executive Director; Janet Sanderford, Administrative Director; Janet Wells, Planning and Development Director; Kara Jenkins, Executive Staff Officer; William Smart, President of Properties for Retired and Family Living Board; Mickey Tucker, Sergeant; Amy Tynes, CPA/Auditor; and Jim Rountree, 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

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 11:30 A.M. on Tuesday, January 15, 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
2. Any other business that may come before the Board

HAL HINCHLIFFE, CHAIRMAN
kj/hh

Dated this December 27, 2018

Vice-Chairman Rick Miller called the meeting to order.

Vice-Chairman Miller asked the board for any comments regarding the December 5, 2018 meeting. There were none, and Commissioner Joe Farr introduced a motion that the minutes of the previous meeting be approved. Commissioner Patricia Gix seconded the motion, and it carried unanimously.

Vice-Chairman Miller called on Sgt. Mickey Tucker, from Monroe Police Department, who gave an overview of the crime statistics in the vicinity of each MHA property. He mentioned a couple of properties where there had been incidents and shared that the police department is working on increasing their police presence in those areas. The board thanked Sgt. Tucker for his time, and Sgt. Tucker left the meeting.

Vice-Chairman Miller called on Amy Tynes, CPA with Allen, Green, & Williamson, LLP. Ms. Tynes handed out Comprehensive Annual Financial Reports and Single Audit Reports for the Year Ended June 30, 2018. She then hit the highlights of the audit findings and compared current year financials with the previous year's assessment. Overall, she said the findings were minor and

actions were taken to address the areas in question. The board thanked Ms. Tynes for presenting the audit reports, and Ms. Tynes left the meeting.

Vice-Chairman Miller called on Frank Wilcox, Executive Director, to introduce the Topics for Discussion on the agenda.

Mr. Wilcox began by requesting acceptance of the audit as presented by Ms. Tynes. After discussion, Commissioner Joe Farr introduced the following Resolution:

RESOLUTION # 3694

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE AUDIT FOR THE FISCAL YEAR ENDED JUNE 30, 2018, AS PRESENTED BY ALLEN, GREEN, & WILLIAMSON, LLP (CPA), SUBJECT TO FINAL APPROVAL WITH NO SUBSTANTIVE CHANGES BY LEGISLATIVE AUDITORS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request to accept the audit for the fiscal year ended June 30, 2018, is hereby approved.

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

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

NAYS: None

Mr. Wilcox then directed the board's attention to a request for permission to accept the low bid from Waste Connections of Louisiana for the 2019 waste disposal services contract. After discussion, Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3695

A RESOLUTION ACCEPTING THE LOW BID RECEIVED FROM WASTE CONNECTIONS OF LOUISIANA FOR THE ANNUAL WASTE DISPOSAL SERVICES CONTRACT WHICH BEGINS FEBRUARY 1, 2019.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to accept the bid for waste disposal services from Waste Connections of Louisiana is hereby approved.

The above Resolution was seconded by Commissioner Joe Farr and carried the following vote:

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

NAYS: None

Mr. Wilcox moved on to discuss plans for Carver interior renovations. He asked Ms. Janet Wells, MHA Planning and Development Director, to present the bids received for this project. Ms. Wells explained that the low bidder had to withdraw their bid; the contractor inadvertently omitted one of his subcontractor's prices in the total estimated bid. After discussion, Commissioner Joe Farr introduced the following Resolution:

RESOLUTION # 3696

A RESOLUTION AUTHORIZING PERMISSION TO ACCEPT THE LOW BID FROM S. COOK CONSTRUCTION AFTER THE WITHDRAWAL OF GIBRALTER CONSTRUCTION FOR CARVER INTERIOR RENOVATIONS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to accept the bid from S. Cook Construction for Carver interior renovation is hereby approved.

BE IT FURTHER RESOLVED that the bid bond shall be returned to Gibraltar Construction due to the substantial miscalculation in their original bid submission.

The above Resolutions were seconded by Commissioner Patricia Gix and carried the following vote:

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

NAYS: None

Mr. Wilcox then recommended that the board reject all bids received for Johnson Carver Exterior Improvements. He stated that bids were over budget and suggested that the exterior renovations be handled in-house where possible and re-addressed at a later date. After discussion, Commissioner Joe Farr introduced the following Resolution:

RESOLUTION # 3697

A RESOLUTION REJECTING ALL BIDS RECEIVED JANUARY 8, 2019,
FOR JOHNSON CARVER EXTERIOR IMPROVEMENTS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to reject all bids received January 8, 2019, for Johnson Carver exterior improvements is hereby approved.

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

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

NAYS: None

Mr. Wilcox then asked the board to review the bids received for Burg Jones office renovations. After discussion, Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3698

A RESOLUTION ACCEPTING THE LOW BID RECEIVED FROM ADVANTAGE
ROOFING & CONSTRUCTION FOR BURG JONES PLAZA OFFICE RENOVATION AND
ADDITION.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to accept the bid from Advantage Roofing and Construction for Burg Jones Plaza office renovation and addition is hereby approved.

The above Resolution was seconded by Commissioner Joe Farr and carried the following vote:

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

NAYS: None

Mr. Wilcox then introduced a request for permission to advertise for ceiling repairs for various locations. After discussion, Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3699

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO
ADVERTISE FOR BIDS FOR CEILING REPAIRS AT VARIOUS LOCATIONS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to advertise for bids for ceiling repairs at various locations is hereby approved.

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

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

NAYS: None

This concluded the Topics for Discussion.

Vice-Chairman Miller then moved to the report section of the meeting and asked for updates.

Mr. Wilcox reviewed the Vacancy Reports and Rent Roll Analysis, stating that the numbers were good. He reviewed the Crime Statistics report and acknowledged the current number of employees on the Employee Payroll Report.

Mr. Wilcox asked Ms. Wells to present the construction report. She discussed the active projects at each location. Then Mr. Wilcox asked Ms. Janet Sanderford, MHA Administrative Director, to provide an update on the financial reports.

Ms. Sanderford directed the board's attention to where they could find the financials in the board packet and mentioned that the housing authority is in a good position to withstand an extended government shutdown if needed. She distinguished that Public Housing funds are separate from Housing Choice Voucher funding, which could require future action if HCV funds are withheld.

Mr. Wilcox asked Mr. William Smart to report on the 2019 PHADA Commissioners Conference. Mr. Smart shared some of the topics they discussed and stated that they had a nice time. Commissioner Lewis confirmed Mr. Smart's assessments and initiated a quick discussion regarding how MHA handles regulatory updates from HUD.

Vice-Chairman Miller asked if there was any other business to come before the Board. There being no further business, Vice-Chairman Miller made a motion to adjourn the meeting. Commissioner Farr seconded the motion and it carried unanimously. The meeting was adjourned.

RICK MILLER, VICE-CHAIRMAN

FRANK L. WILCOX, SECRETARY

CERTIFICATE

Frank L. Wilcox, 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 Special Meeting of the Board of Commissioners of said Authority held on Tuesday, January 15, 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 15th day of January, 2019.

FRANK L. WILCOX, SECRETARY

(SEAL)