

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on August 22, 2017 at 4:00 pm at the housing authority office.

The meeting was called to order and agenda read by James Richard. The meeting opened with prayer.

There were present James Richard, Vanessa Romero, Frances Daughtery, Janie Brashear, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams. Absent was Robert Thigpen.

A motion was made by Romero and seconded by Brashear to dispense of the reading of the minutes for July 18, 2017 regular meeting.

In each monthly packet, the commissioners had copies of both bank statements and check registers for both accounts. The checks were on the table for review. Mr. Robinson briefly reviewed the monthly report from HSA for month ending July 31, 2017.

Pay request #3 for Hebert Construction was handed out for review. The total request is for \$36,090.00. Part of these funds will be coming out of the 2015 CFP and the remainder out of the 2016 CFP. He handed out pictures of the progress of the work. A motion was made by Romero and seconded by Brashear to approve pay request #3 to Hebert Construction for \$36,090.00. Resolution #1222.

Mr. Robinson handed out a change order for the 2016 Mod project. We need to add some additional work to the project. The total amount of the change order is \$36,900.00. We have \$22,750.00 unobligated funds left in the 2016 CFP that can be used. We will be short \$13,150.00. In 2011 we passed Resolution #1008 allowing us to use operating reserves to cover any portion on mod work not covered by CFP funds. The board went into discussion. A motion was made by Romero and seconded by Brashear to approve the change order for the 2016 Mod project in the amount of \$36,900.00. Resolution #1223.

The board then discussed using the operating reserves to cover the difference of the change order. A motion was made by Romero and seconded by Brashear to approve to use additional funds of \$13,150.00 from operating reserves to cover the change order for the 2016 mod project. Resolution #1224.

A motion was made by Romero and seconded by Brashear to approve the financial report as presented.

The monthly vacancy report was given. There is one unit vacant and sixteen names on the waiting list. The application process is closed.

A sheet was handed out with a balance left owed by a previous tenant. A motion was made by Romero and seconded by Brashear to write off the balance of \$444.45. Resolution #1225.

On July 21, 2017, there was a bad weather storm which caused a tree to fall on units #49 & #50. It damaged the roof and pulled the electrical panel from the units. We had to get an electrician, a roofer

and a tree cutter to clean and fix the situation. We did get bids for the tree cutting services. Pillaro's was the cheapest, so we went with them. Everything has been fixed and restored. Mr. Robinson wanted the commissioners to be informed and the situation documented for the record.

Mr. Robinson gave an inter-agency report on the work with MCHA. This month starts the final year of the inter-agency agreement. By December 2017, he would like to have some type of plan in place as to the direction of the program. The fiscal year will be ending next month for Morgan City. The 2017-2018 budget, auditor for 2017-2019 fiscal year, and updated section 8 utility schedule will be discussed and approved on Thursday. The mod project is currently on going.

A motion was made by Romero and seconded by Brashear to accept the director's report.

The board discussed next month's meeting date of September 19, 2017. A motion was made by Romero and seconded by Brashear to accept the date of September 19, 2017 for next month's meeting.

There were no questions, discussions, or additions.

A motion was made by Romero and seconded by Brashear to adjourn. Meeting adjourned.