

The regular board meeting of Commissioners of the Morgan City Housing Authority was called to order at 5:00 pm on September 3, 2020 by Chairman Mark Griffin, Jr.

I. Opening prayer by all in attendance

II. Roll Call

Present

Mark Griffin, Jr.

Theresa Mitchell

Thelma Berry

Mike Girior

Attorney Robert Duffy

Clarence Robinson

Dongelle Drexler---Staff

III. Approval of Regular Meeting Minutes:

To approve the minutes of Regular Meeting Minutes from July 23, 2020

Motion by: Commissioner Berry

Second by: Commissioner Girior

Four (4) Ayes.

Zero (0) Nays.

Motion passed

IV. Old Business

Resolution #2020-255-Review and Approval of Payment #8-Rock Enterprise Construction---the noted payment was tabled at the July meeting due to Rock not able to submit the pay request on time. The noted project is now completed 100% and the substantial completed paperwork has been submitted with photos of the units. Mr. Robinson stated that the units have been offline for about 15 years that now will be coming back online. The payment amount for this request is for \$10,130.00

Motion by: Commissioner Mitchell

Second by: Commissioner Berry

That payment #8 in the amount of \$10,130.00 be paid to Rock Enterprise

Four (4) Ayes.

Zero (0) Nays.

Motion Passed.

VI. New Business

1. Resolution #2020-256-Review and Approval for Arct. And Grant Coordinator

Mr. Robinson stated to the board that we only received two RFQ's for the services requested by the agency; Firmin & Laiche of Morgan City, La. and RHH Architects of Baton Rouge, La. The board went into discussion and on the work of Firmin and the service that his firm had provided to agency. The Baton Rouge firm had building experience but not with management of grants. The board submitted vote sheets with the overall total of votes going to Firmin and Laiche of Morgan City, La.

Motion by: Commissioner Girior

Second by: Commissioner Mitchell

That the Architect and Grant Coordinator services be awarded to Firmin and Laiche.

Four (4) Ayes.

Zero (0) Nays.

Motion Passed.

2. Resolution #2020-257-Review and Approval of the agency 2020-2021 Fiscal Year Budget.

Mr. Robinson went over the prepared budget for the 20-21 fiscal year budget for the agency. The overall all financial score determined for the year is a 25/25. We also have estimates of reserves at 5 months of reserves. In this budget we now have 293 units budgeted compared to 289 in last year budget. The budget is rather conservative and will be reviewed monthly in conjunction with our capital fund program which has helped our current year budget with more units being placed on modernization. No other questions were asked concerning the budget. (See the attached budget). Budget also emailed to the HUD office on 9/8/2020.

Motion by: Commissioner Mitchell
Second by: Commissioner Berry

That the Agency 2020-2021 Fiscal year budget be approved as submitted to the HUD office.

Four (4) Ayes. Zero (0) Nays. Motion Passed.

3. Resolution #2020-258-Review and Approval for the Purchase of a New Phone System for the office.

Mr. Robinson informed the board that the current phone system for the agency is about to terminate due to the age and the compatibility with the current AT&T phone lines. (See the attached letter). We contacted AT&T from the noted letter to have a salesman contact our office with a quote and leaving messages on 4 occasions, with no returned call. We also check with a company out of Houma La. to submit a quote for the work in which we found out that the owner of the company is the nephew of one of our employees. We then contacted Southern Telecom of Morgan City to issue us a quote. The submitted quote to replace the system would be for \$2829.00. The board went into discussion and approved Southern Telecom for the stated price. No other discussion.

Motion by: Commissioner Girior
Second by: Commissioner Mitchell

That Southern Telecom is awarded the contract to replace the phone system at the quoted price of \$2829.00.

Four (4) Ayes. Zero (0) Nays. Motion Passed.

4. Resolution #2020-259-Review and Approval of the agency 2020-2021 Fiscal Year Budget.

Mr. Robinson informed the board that the current lawn service contract would be expiring on September 30, 2020 and that we had an option to renew the contract for another year if both parties were in agreement. Mr. Griffin asked Mr. Robinson if he was pleased with the services thus far. Mr. Robinson stated that they have done everything that we have asked since the beginning of the contract. The residents and employees have been pleased with the services also. No other discussion.

Motion by: Commissioner Berry
Second by: Commissioner Girior

That the lawn service contract with Affordable Lawn Care be renewed for an additional year.

Four (4) Ayes. Zero (0) Nays. Motion Passed.

5. Resolution #2020-260-Review and Approval of Payment #2 to Rock Enterprise Construction for the 2019 Modernization Program,

Mr. Robinson went over payment #2 to Rock for the 2019 Modernization program with consist of (5) units located in Brownell Homes. The current work is moving long faster the expected due to the contractor bring in all of their crew from Kenner. Mr. Robinson submitted progress photos that Mr. Firmin inspector took of the work. The pay request today is in the amount of \$64,481.40. (See attached pay request documents).

Motion by: Commissioner Girior
Second by: Commissioner Mitchell

That the board approve pay request #2 to Rock Enterprises in the amount of \$64,481.40.

Four (4) Ayes. Zero (0) Nays. Motion Passed.

6. Resolution #2020-261-Review and Approval of Payment #3 to Rock Enterprises-Hurricane Roofing Project.

Mr. Robinson stated that this was the final payment to Rock for the noted project. The great thing about paying this request is that Hurricane Laura came through and shown that the roofs that had been replaced didn't have any damage. The pay request to close out this project is in the amount of \$5400.00. (See attached pay request documents).

Motion by: Commissioner Girior
Second by: Commissioner Mitchell

That the board approve pay request #3 to Rock Enterprise in the amount of \$5400.00.

Four (4) Ayes. Zero (0) Nays. Motion Passed.

7. Resolution #2020-262-Write off Uncollectable Rent for August 2020

The board reviewed the submitted rents that needed to be written off for the month of August 2020. The total submitted was for \$1255.13. (See the attached list of write-offs).

Motion by: Commissioner Mitchell

Second by: Commissioner Berry

That the board writes off the total of \$1255.13 for August uncollectable rent.

Four (4) Ayes.

Zero (0) Nays.

Motion Passed.

VII. Directors Report/Information

1. **Financial Report**---Mr. Robinson went over the financials for the month July 2020 that was submitted by HAS for Public Housing. For the month of July the agency had a total income of \$183101.76 with the expenses at \$154,582.77. We had a profit of \$28,518.99 for the month of July.

Section 8---Mr. Robinson went over the July report for the program informing the board that the program received \$27,665.00 in HAP fees and \$2384.00 in administrative fees due to the increase number of residents on the program who filed for unemployment. The program is doing well as of the start of September.

(See attached financials report).

- **Public Housing**

Mr. Robinson presented the Public Housing Report for the month of August/September. (See attached reports).

- **Section 8 Report**

Ms. Drexler reviewed the Section 8 report with actual lease up for the month of August/September. (**See enclosed Section 8 Report**).

2. **Coronavirus Update**

The agency did have any reports of new cases of resident who may have contracted the COVID virus. The residents have been conducting themselves very well and keep their

distance from each other. We have been sending out text messages making sure that they follow all the local, state and national directions until further notice.

Approval for the Directors Report/Information

Motion by: Commissioner Mitchell

Second by: Commissioner Berry

Four (4) Ayes.

Zero (0) Nays.

Motion passed

VIII. Adjournment

It was motioned by Ms. Mitchell and 2nd by Mr. Girior that the meeting be adjourned. Motion passed