#### **MINUTES**

On the 23<sup>rd</sup> day of July 2024 at 4:00 pm, the Commissioners of the Berwick Housing Authority met in regular meeting.

#### Agenda Item #1 – Meeting Called to Order

The meeting was called to order by David Leonard.

### Agenda Item #2 - Review Agenda

The agenda was read by David Leonard.

## Agenda Item #3 - Opening Prayer

The Lord's Prayer was led by Vanessa Romero

# Agenda Item #4 - Roll Call

A roll call for the following members of the board present: David Leonard, Janie Brasher, Vanessa Romero, Ruth Black, and Karen Perez.

Also present was: Clarence Robinson, Janice McIntyre, and Clarissa Adams.

# Agenda Item #5 - Minutes of the June 18, 2024 Regular Meeting

A motion was made to dispense of the reading of the minutes of the June 18, 2024 regular meeting and to be able to review with changes as necessary.

Motion: Romero Second: Perez All were in favor.

### Agenda Item #6 - Financial Report

### A. Monthly Finances

In each monthly packet, the commissioners had copies of the bank statements and check registers for both accounts. The checks were on the table for review. The operating account balance as of 6-30-2024 was \$615,574.14 and the tenant deposit account balance was \$37,458.43. Mr. Robinson handed out the monthly finances from HSA and reviewed the information with the commissioners. Total income for the month ending 6/30/24 was \$80,966.62, with expenses at \$84,109.56, leaving a loss of \$3,142.94. Our year-to-date profit is \$18,904.82. Operating reserves as of 6/30/24 are \$801,389.33. All finances are in order. We are using our CFP funds to do the re-mod on these forced account units. We are doing new flooring, painting, new kitchen cabinets, toilets, refurnishing showers and tubs.

B. Review & Approve New Engagement Agreement with Ericksen Krentel A copy of the engagement fees was handed out for review & discussion. A copy had previously been emailed to the commissioners. The audit expense fees are for the next 3 years. The previous agreement ended with the 2023 Fiscal year audit. They are submitting an engagement agreement with fees for the next 3 years, 2024-2026. We cannot actually sign an agreement until 2025, when they are ready to do the 2024 audit. The board went into discussion.

A motion was made to approve the summitted audit agreement expense fees that were submitted by Ericksen Krentel for the next 3 years.

Motion: Romero Second: Black All were in favor. **RESOLUTION #1495** 

A motion was made to accept the finance report as presented.

Motion: Romero Second: Perez All were in favor.

### Agenda Item #7 - Director's Report

# A. Vacancy Report

The monthly vacancy report was given. There is only 1 unit vacant. This unit is on forced account. There are 13 families on the waiting list. There are 4 for 1 bedroom, 3 for 2 bedrooms, and 6 for 3 bedrooms. The application process is currently closed.

# B. Review & Approve Bids for Appliance Purchase

Bids were solicited to purchase 3 - 18 Cu ft refrigerators and 2 - 30" gas electric igniter stoves.

The bids were as follows:

For Refrigerators: Tiger Island \$679.00 each

Coburn's \$697.65 each

For Stoves: Tiger Island \$599.00 each

Coburn's \$636.47 each

The commissioners went into discussion.

A motion was made to accept and approve the bid to purchase 3 - 18 cu ft refrigerators and 2 - 30" gas electric igniter stoves from Tiger Island.

Motion: Romero Second: Perez All were in favor. **RESOLUTION #1496** 

### C. Review & Approve Write Off of Appliances

A list of 2 refrigerators and 2 stoves were handed out for review to be written off. The board went into discussion.

A motion was made to write off the 2 refrigerators and 2 stoves as listed.

### **REFRIGERATORS:**

- 1. Kenmore, Model #253.6080240F, Serial #BA84147294, Unit #91
- 2. Frigidaire, Model #FRT18B4AW6, Serial #BA32432194, Unit #31

### **STOVES:**

- 1. Kenmore, Model #790.70271405, Serial #VF83947007, Unit #91
- 2. Kenmore, Model #790.60721902, Serial #VF44976127, Unit #125

Motion: Romero Second: Black All were in favor.

### **RESOLUTION #1497**

D. Progress Report on Inter-Agency Work (MCHA)

The monthly progress report was handed out and reviewed with the commissioners. Public housing is current at 97% lease up with 284 units out 293 leased. There is 1 unit in make ready mode and 8 units undergoing forced account repair. There are 26 families on the waiting list. There were 2 evictions this month due to drug bust and lease violations. Section 8 has 48 families being assisted. There are 6 families that have been issued vouchers and they have 60 days to find a home. There are 6 families on the waiting list. The agency will take applications in September. The current modernization project is for the painting and repairs of the 2 story units in the front of Brownell Homes. Hebert Construction was the lowest bidder at \$125,000.00. The board will award the project at their meeting on Thursday. Ochsner St. Mary will be hosting a community health screening on Thursday, August 1, 2024 from 9 am to 11 am at the Brownell Homes Community Center.

A motion was made to accept and approve the directors' report as presented.

Motion: Romero Second: Perez All were in favor.

### Agenda Item #8 – New Business

A. Questions, Discussions, and Additions
There were no questions, discussions, or additions.

B. Meeting Reminder for Next Month – August 20, 2024
 The commissioners were reminded of next month's meeting on August 20, 2024.

### Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Romero Second: Perez

All were in favor. Meeting adjourned.