

MINUTES

On the 17th day of June 2025 at 4:00 pm, the Commissioners of the Berwick Housing Authority met in regular meeting.

Agenda #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 Brashear, Karen Perez, Vanessa Romero, and Ruth Black. Also present was Clarence Robinson, and Janice McIntyre. Absent was Clarissa Adams.

Agenda Item #5 – Minutes of May 20, 2025 Regular Meeting

A motion was made to dispense of the reading of the minutes of the May 20, 2025 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

The commissioners had in their monthly packet copies of bank statements and check registers for both accounts. The checks were on the table for review. The operating account balance as of May 31, 2025 was \$640,493.09 and the tenant deposit account balance was \$38,300.00. Mr. Robinson handed out the monthly finance report for May 31, 2025, from HSA and reviewed the information with the commissioners. Total income was \$90,149.72, with total expenses at \$88,620.31, leaving a profit of \$1,529.41. Operating reserves as of 5/31/25 was \$851,957.17. Mr. Robinson stated that all finances are in order.

- B. Review & Approve 2024 Fiscal Year Audit Presented by Jeremy Thibodeaux of Ericksen Krentel

Mr. Robinson handed out the audit report from Ericksen Krentel and reviewed the information with the commissioners. We ended the year with a \$88,675.00 surplus. We will have to update some policies before the end of the year. Jeremy Thibodeaux with Ericksen Krentel presented an audit report thru a zoom call. See attached report. He went over all the information in the report. There were no audit findings for the year. We received a clean opinion with no deficiencies. The commissioners had no questions for him.

A motion was made to accept & approve the 2024 Fiscal Year Audit report as presented by Jeremy Thibodeaux of Ericksen Krentel.

Motion: Romero

Second: Black

All were in favor.

RESOLUTION #1527

- C. Review & Approve Hurricane Roofing Project

On Thursday, May 29, 2025 bids were received from 7 contractors for the Hurricane Damage Roof Replacement project. A copy of the breakdown of the bids received was emailed to the commissioners for review. The lowest bid was from Sieverding Construction, Inc. of Mandeville at \$213,383.00. Mr. Firmin has reviewed all of the information with the bids. The commissioners went into discussion.

A motion was made to accept the roofing bid from Sieverding Construction for \$213,383.00 for the roof replacement project.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1528

- D. Review & Approve Write Off of 2013 Ford Truck Due to Accident

The 2013 Ford truck was involved in an accident on May 6, 2025. The truck was totaled by the insurance company. We have received a check for \$14,586.04 from Progressive for the truck. All paperwork, such as titles, license plate, etc. have been taken care of.

A motion was made to write off the 2013 Ford truck.

Motion: Black

Second: Perez

All were in favor.

RESOLUTION #1529

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 are 4 units vacant. One unit is being turnaround and the other 3 units are offline on forced account. There are 17 applicants on the waiting list. Seven for 1-bedroom, seven for 2-bedrooms and three for 3-bedrooms. The application process is currently closed.

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

Mr. Robinson handed out the monthly progress report and reviewed the information with the commissioners. Public housing is at 98% lease up with 286 out of 293 units leased. One unit is ready to lease up and six units are on forced account. There are 50 families being assisted for Section 8, with 1 Senior resident that ported out to Houston, Texas. Rock Enterprise is doing the modernization project. The current AC project will be outsourced to another contractor.

A motion was made to accept the director’s report as presented.

Motion: Romero

Second: Perez

All were in favor.

Agenda Item #8 – New Business

A. Questions, Discussions & Additions

There were no questions, discussions, or additions.

B. Meeting Reminder for Next Month – July 22, 2025

The commissioners were reminded of next month’s meeting date of July 22, 2025.

Agenda Item # 9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting adjourned.