

MINUTES

On the 22nd day of July 2025 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 Brashear, Vanessa Romero, and Karen Perez. Absent was Ruth Black and Janice McIntyre. Also present was Clarence Robinson, Clarissa Adams, and resident Todd Smith.

Agenda Item #5 - Minutes of the June 17, 202 Regular Meeting

A motion was made to dispense of the reading of the minutes of the June 17, 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

In each monthly packet, the commissioners had copies of bank statements and check registers for both accounts. The checks were on the table for review. The operating account balance as of June 30, 2025 was \$677,540.84 and the tenant deposit account balance was \$38,325.00. Mr. Robinson handed out the monthly finance report from HSA and reviewed the information with the commissioners. The total income was \$103,198.50, with expenses at \$96,660.45, leaving a profit of \$6,538.05. The operating reserves as of June 30, 2025 was \$858,495.22.

A motion was made to accept and approve 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 on forced account. The waiting list has 12 families. There are 7 for 1 bedroom, 2 for 2 bedrooms, and 3 for 3 bedrooms. The application process is currently closed.

B. Review & Approve Write Off of Tenant Balances Left Owed

A list of 3 tenants was handed out for review to be written off. The commissioners went into discussion.

A motion was made to write off the following balances for a total of \$1,379.66.

Skyla Jones - \$234.91

Kaitlyn Ausama - \$816.25

Taylor LaCoste - \$328.50

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1530

C. Review & Approve Write Off of Appliances

A list of 1 refrigerator and 2 stoves was handed out for review to be written off. The board went into discussion.

A motion was made to write off 1 – Kenmore refrigerator from Unit #84 and 2 Kenmore stoves from Unit #14 & #112.

REFRIGERATORS:

1.Kenmore, Model #253.6480240C, Serial #BA63918232, Unit #84

STOVES:

1.Kenmore, Model #790.60721902, Serial #VF40958177, Unit #14

2.Kenmore, Model #362.61011697, Serial #7R100327P, Unit #112

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1531

D. Review & Approve Bid for Purchase of Truck – State Contract

A copy of the bid from A. J. Dohmann for a 2025 Colorado 2WD Crew Cab truck was emailed to the commissioners for review. The bid is for \$33,595.00 under state contract. Because A. J. Dohmann is a state contract dealer, we do not have to get additional bids. This truck is to replace the truck that was totaled in the accident. We received \$14,586.04 for the 2013 truck from the insurance company. We will have to use our reserves in the amount of \$19,008.96 to pay the difference.

A motion was made to accept the bid for the purchase of a truck from A. J. Dohmann for \$33,595.00 with the difference of \$19,008.96 being paid out of the reserves.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1532

E. Review & Approve Updated Inter-Agency Agreement with MCHA

The agreement was last updated in July of 2023. Since HUD has increased the per unit month charge, we need to made the adjustment due to the increase amount allowed.

The current amount we are receiving is \$16,115.00 (\$55 X 293 units). We were requesting an increase to \$18,166.00 (\$62.00 X 293 units). The board chairman for MCHA sent the attached letter, stating that instead of the \$62.00 per unit, MCHA is recommending the maximum of \$68.34 per unit (\$68.34 X 293) for a new monthly fee of \$20,023.62. A copy of the letter was emailed to the commissioners.

A motion was made to accept the proposal rate of \$68.34 per unit X 293 units = \$20,023.62 from MCHA for the increase rate of the inter-agency agreement fee.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1533

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

The monthly progress report was handed out and reviewed with the commissioners.

Public housing is at 98% lease up with 286 out of 293 units leased. They have 2 units in make ready mode and 5 units on forced account. The waiting list has 4 applicants for 1 bedroom, 6 for 2-bedrooms, and 1 for 3 bedrooms. They will be taking application tomorrow for 3 bedrooms. Section 8 has 50 families being assisted with 1 senior resident being ported to Houston and 36 families on the waiting list. Rock Enterprises is installing windows and completing sheetrock work on the mod project.

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, and Additions

Mr. Robinson informed the commissioners that on August 4th, Ochsner's Hospital is coming to the resident center to perform blood pressure, blood sugar, oxygen, and heart rate checks from 10 am to 12pm. Also, the resident center is now a polling station for voters in this area.

B. Meeting Reminder for Next Month – August 19, 2025

The commissioners were reminded of next month's meeting date.

Agenda #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting adjourned.