

LOUISVILLE METRO HOUSING AUTHORITY
MINUTES OF REGULAR MEETING
OCTOBER 20, 2020

Roll Call:

The meeting of the Board of Commissioners was called to order by Mr. Manfred Reid Sr., at 3:32 p.m. Due to the COVID-19 Outbreak, participants were encouraged to call in by way of Zoom Conference Call. Members present were Mr. Bryan Cole (3:35 p.m.), Rev. Geoffrey Ellis, Mr. Lance Gilbert (4:20 p.m.), Ms. Gena Harris (3:35 p.m.), Mr. Cary Hearn, Ms. Mary Elizabeth Miles and Ms. Lisa Nicholson. Absent was Ms. Mary Ellen Wiederwohl.

Others present were Ms. Lisa Osanka, Executive Director; Mr. Wavid Wray, Deputy Executive Director; Directors; Mr. Richard Nash, III, Attorney; Ms. Vickie Fields, Executive Secretary; LMHA Staff, Ms. Cathy Kuhn and other individuals of the public.

On recommendation of LMPHW and the CDC guidelines on social distancing, LMHA is doing our part to prevent the spread of COVID-19 by using the available technology to conduct the necessary and vital business of the agency. All public meetings will be held adhering to federal and state standards while maintaining the health and well-being of LMHA staff, residents and partners.

Announcements:

None.

Committee Reports:

Rev. Ellis asked Matt Swain, Supervisor of Safety and Investigations, to give an update on Security. Mr. Swain informed the Board that the Security Upgrades were in motion and being initiated in the next week or so. Mr. Swain stated he was midway through the fire drills at the Agency with no sign of problems and he thanked residents and staff for making the drills run smooth.

Approval of Minutes:

Rev. Ellis made a motion to approve the minutes of LMHA's regular meeting held on September 15, 2020. Ms. Nicholson seconded. Motion carried by unanimous vote.

Resolutions:

Ms. Nicholson made a motion to adopt Resolution 5a "Authorization for Maintenance Management Software (CHAMPS) Upgrade". Ms. Harris seconded. Motion carried by unanimous vote.

RESOLUTION NO. 86-2020 (10/20/20)

WHEREAS, funds have been allocated from the Louisville Metro Housing Authority's Public Housing Operating Fund to upgrade the public housing program's maintenance management software (CHAMPS); to provide associated training for LMHA staff; and to provide system maintenance for one year following the upgrade; and

WHEREAS, the existing version of the CHAMPS software (Version 8) was originally installed in 2001 and its ability to function as expected has been adversely affected by the agency's transition of staff computers to the Windows 10 operating system; and

WHEREAS, a software upgrade from Version 8 to Version 14 is necessary to ensure that public housing maintenance work orders can continue to be managed effectively through electronic means; and

WHEREAS, due to the customized source code included in LMHA's currently installed software, CHAMPS Software is the only vendor who can provide the software upgrade from Version 8 to Version 14, including the associated staff training and system maintenance for one year following the upgrade.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to issue a purchase order to CHAMPS Software in the amount of \$27,504.00 for the upgrade of the Public Housing Program's maintenance management software to Version 14, to include the associated staff training and one year of system maintenance following the upgrade.

Rev. Ellis made a motion to adopt Resolution 5b "Approval of Project Based Voucher Award to Prospect Cove Apartments". Mr. Hearn seconded. Motion carried by unanimous vote.

RESOLUTION NO. 87-2020 (10/20/20)

WHEREAS, Louisville Metro Housing Authority staff have reviewed a request from LDG Development, for a Project Based Voucher (PBV) award for Prospect Cove Apartments, in conjunction with the Russell Choice Neighborhoods Initiative Program; and

WHEREAS, the property is under site control by LDG Development; and

WHEREAS, the property is a 178-unit to-be-built multifamily development located at 6500 Forest Cove Lane and 7301 River Road, Louisville, 40059; and

WHEREAS, the property will provide up to 178 units of PBV off-site replacement housing for seniors in conjunction with the Russell Choice Neighborhoods Initiative Program; and

WHEREAS, per approved MTW Activity #48-2018: Local PBV Program, PBV proposals may be selected per issuance of a Request for Proposals; and

WHEREAS, LMHA will not enter into an Agreement to Enter Into a Housing Assistance Payment Contract until Louisville Metro Government or HUD has completed a satisfactory Part 58 or Part 50 Environmental Review; and

WHEREAS, LMHA will not enter into an Agreement to Enter Into a Housing Assistance Payment Contract until Kentucky Housing Corporation has completed a satisfactory subsidy layering review; and

WHEREAS, LMHA will not enter into an Agreement to Enter Into a Housing Assistance Payment Contract if construction has commenced after proposal submission.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer of LMHA is hereby authorized, empowered and directed to take any and all such related or ancillary actions necessary and appropriate to achieve the foregoing purpose as may be reasonably determined by the Executive Director including but not limited to issuing a Preliminary Award Letter stating the applicable conditions and timeframes to enter into an Agreement to Enter Into a Housing Assistance Payment Contract.

Ms. Harris made a motion to adopt Resolution 5c “Approval of Project Based Voucher Award to Lower Hunters Trace Apartments”. Ms. Miles seconded. Motion carried by unanimous vote.

RESOLUTION NO. 88-2020 (10/20/20)

WHEREAS, Louisville Metro Housing Authority staff have reviewed a request from Marian Development Group, for a Project Based Voucher (PBV) award for Lower Hunters Trace Apartments, in conjunction with the Russell Choice Neighborhoods Initiative Program; and

WHEREAS, the property is a 206-unit to-be-built multifamily development located at 5416 Distler Lane, Louisville, 40258; and

WHEREAS, the property will provide up to 103 units of PBV off-site replacement housing in conjunction with the Russell Choice Neighborhoods Initiative Program; and

WHEREAS, per approved MTW Activity #48-2018: Local PBV Program, PBV proposals may be selected per issuance of a Request for Proposals; and

WHEREAS, LMHA will not enter into an Agreement to Enter Into a Housing Assistance Payment Contract until Louisville Metro Government or HUD has completed a satisfactory Part 58 or Part 50 Environmental Review; and

WHEREAS, LMHA will not enter into an Agreement to Enter Into a Housing Assistance Payment Contract until Kentucky Housing Corporation has completed a satisfactory subsidy layering review; and

WHEREAS, LMHA will not enter into an Agreement to Enter Into a Housing Assistance Payment Contract if construction has commenced after proposal submission.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer of LMHA is hereby authorized, empowered and directed to take any and all such related or ancillary actions necessary and appropriate to achieve the foregoing purpose as may be reasonably determined by the Executive Director including but not limited to issuing a Preliminary Award Letter stating the applicable conditions and timeframes to enter into an Agreement to Enter Into a Housing Assistance Payment Contract.

Ms. Nicholson made a motion for a Special Board Meeting to be held to discuss Project Based Vouchers. Rev. Ellis seconded. Motion carried by unanimous vote.

Ms. Nicholson made a motion to adopt Resolution 5d "Authorization for Renewal of Microsoft Office 365 Computer Software". Mr. Cole seconded. Motion carried by unanimous vote.

RESOLUTION NO. 89-2020 (10/20/20)

WHEREAS, the Louisville Metro Housing Authority (LMHA) has determined that renewal of Microsoft Office 365 subscription software is necessary; and

WHEREAS, this software is a critical business tool for Louisville Metro Housing Authority in the creation and editing of documents, spreadsheets, and email; and

WHEREAS, funds have been allocated within the 2021 Operating Budget for this plan; and

WHEREAS, the software that is recommended is available for renewal via State Government Contract.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that Lisa Osanka, Executive Director and Contracting Officer is authorized to execute the purchase of Microsoft Open Office 365E Subscription Licenses, in an amount not to exceed \$31,500.00

Ms. Nicholson made a motion to adopt Resolution 5e “Approval of Park DuValle IV Limited Partnership Transition to Louisville Metro Housing Authority”. Mr. Cole seconded. Motion carried by unanimous vote.

RESOLUTION NO. 90-2020 (10/20/20)

WHEREAS, the Park DuValle IV Limited Partnership (Partnership) completed its initial 15-year Low Income Housing Tax Credit (LIHTC) Compliance Period on December 31, 2017 and is within its third year of the LIHTC Extended Use Period; and

WHEREAS, the Louisville Metro Housing Authority Development Corporation (LMHADC) desires to acquire .01% of the total Partnership’s interest from the Partnership’s General Partner (Park DuValle GP, LLC), with Louisville Metro Housing Authority acquiring the remaining 99.99% from the Investment Limited Partner (TCB New Hope Fund V, LLC) and the Special Limited Partner (SLP, Inc.) upon satisfaction removing itself; and

WHEREAS, the transition of the Partnership’s interest to LMHA and LMHADC will require LMHA funds go towards the payment of Fifth Third Bank’s Promissory Note in the amount not to exceed \$1,382,392; and

WHEREAS, the transition of the Partnership’s interest to LMHA and LMHADC will also require the Partnership to pay accrued expenses and fees owed to LMHA, the Partnership’s General, Investor Limited, and Special Limited Partners in an amount not to exceed \$182,175. Source of funds for the fees noted will be paid from Partnership funds; and

WHEREAS, the proposed Park DuValle IV transfer has been reviewed and approved by the Board’s Audit Finance Committee; and

WHEREAS, all required approvals for the transition of the Partnership’s interest from the Kentucky Housing Corporation and the Department of Housing and Urban Development will be obtained prior to the closing date in order to satisfy a condition to close.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the transition of the Park DuValle IV Limited Partnership interest to the Louisville Metro Housing Authority is approved.

BE IT FURTHER RESOLVED that, as required within the transition process, the use of LMHA funds to pay-off Fifth Third Bank's Promissory Note in the amount not to exceed \$1,382,392 and the Partnership's payment of accrued fees and expenses owed to LMHA and the Partnership's General, Investor Limited, and Special Limited Partners in an amount not to exceed \$182,175 are also approved.

BE IT FURTHER RESOLVED, that, the Executive Director of LMHA is hereby authorized, empowered and directed to take any and all such related or ancillary actions necessary and appropriate to achieve the foregoing purposes including refinements to the terms and documents set forth in this resolution as may be reasonably determined by the Executive Director.

Discussions:

Cathy Kuhn, newly appointed Executive Director of the Metropolitan Housing Coalition was introduced and welcomed. Ms. Kuhn thanked LMHA for putting her on the Agenda and stated she was extremely honored to serve in her new role.

Executive Session:

Ms. Harris motioned to go into Executive Session, seconded by Rev. Ellis. Motion carried by unanimous vote. The Board retired to Executive Session at 4:59 p.m.

The Board returned to Open Session at 5:19 p.m.

Other Business:

There being no further business to come before the Board, Mr. Gilbert motioned to adjourn, seconded by Rev. Ellis. Motion carried by unanimous vote.

The Board adjourned at 5:20 p.m.

Vickie J. Fields, Executive Secretary

Manfred Reid, Sr., Chairman