

LOUISVILLE METRO HOUSING AUTHORITY
MINUTES OF REGULAR MEETING
DECEMBER 18, 2018

Roll Call:

The meeting of the Board of Commissioners was called to order by Mr. Lance Gilbert, at 3:35 p.m. Members present were Mr. Bryan Cole, Dr. David Dubofsky, Mr. Cary Hearn, Rev. Geoffrey Ellis, Ms. Thelma Martin and Ms. Lisa H. Nicholson. Chairman Manfred Reid Sr., was absent.

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; Staff, Julie Degraff, Kevin Fields, Walter Jones, Jr., Cathy Hinko, and Mr. Cecil Calhoun were also in attendance.

Announcements:

Mr. Gilbert wished everyone Happy Holidays and announced that Board Chairman, Mr. Reid was in Africa and hoped he brings back photos of his adventures.

Committee Reports:

Rev. Ellis mentioned that a Safety and Security Committee meeting was held on December 11th. Issues mentioned were Dosker Manor's work orders and pests, and a shooting at Sheppard Square in addition to a fire at St. Catherine Court. Rev. Ellis also mentioned the need for a secession plan due to so many employees retiring from the Agency.

Mr. Gilbert mentioned that later in the meeting the 2019 Budget would be discussed earlier than normal due to David Kelley, Director of Finance, retiring after 40+ years of service.

Approval of Minutes:

Ms. Martin made a motion to approve the minutes of LMHA's regular meeting held on November 20, 2018, Rev. Ellis seconded. Motion carried by unanimous vote.

Resolutions:

Mr. Cole made a motion to adopt Resolution 5a "Approval to Renew Russell Choice Neighborhood Legal Consultant Services Contract (Real Estate & Related Consultation)". Mr. Hearn seconded. Rev. Ellis recused himself. Motion carried by unanimous vote.

RESOLUTION NO. 93-2018 (12/18/18)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Choice Neighborhoods Initiative (CNI) program for the transformation of the Russell Neighborhood; and

WHEREAS, in 2015, Louisville Metro Housing Authority (LMHA) staff, in accordance with LMHA procurement procedures, awarded a contract to Stites & Harbison, PLLC to provide the requisite legal services for an initial period to accommodate the Choice Neighborhood planning period; and

WHEREAS, HUD awarded LMHA a Choice Implementation Grant in December 2016, and as need for legal services continued, the annual contract was extended for one year in January 2017, and again in January 2018; and

WHEREAS, the services of Stites & Harbison, PLLC continue to be required and the contract awarded to Stites & Harbison, PLLC included an option provision whereby LMHA may extend the contract for up to four additional years.

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 exercise the third option to renew the Russell Choice Neighborhood Legal Consultant Services Contract (Real Estate & Related Consultation) with Stites & Harbison, PLLC for one additional year with an annual fee not to exceed \$200,000.

Dr. Dubofsky made a motion to adopt Resolution 5b "Approval to Renew Construction Contract for Environmental Hazard Abatement". Mr. Cole seconded. Motion carried by unanimous vote.

RESOLUTION NO 94-2018 (12/18/18)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Capital Funds Program for the abatement of hazardous materials at Louisville Metro Housing Authority (LMHA) properties; and

WHEREAS, LMHA staff, in accordance with LMHA procurement procedures, awarded a construction contract to Abatement Solutions Technologies (AST) to provide as-needed abatement of hazardous materials services for a period of one year; and

WHEREAS, the construction contract awarded to AST included an option provision whereby LMHA may renew the contract up to four additional years.

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 exercise the second option to renew the construction contract with AST for the abatement of hazardous materials at Louisville Metro Housing Authority (LMHA) properties with an annual fee not to exceed \$500,000.

Ms. Martin made a motion to adopt Resolution 5c "Approval to Renew Russell Choice Neighborhood Legal Consultant Services Contract (HUD & Miscellaneous Consultation)". Mr. Cole seconded. Motion carried by unanimous vote.

RESOLUTION NO 95-2018 (12/18/18)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Choice Neighborhoods Initiative (CNI) program for the transformation of the Russell Neighborhood; and

WHEREAS, in 2015, Louisville Metro Housing Authority (LMHA) staff, in accordance with LMHA procurement procedures, awarded a contract to Reno & Cavanaugh, PLLC to provide the requisite legal services for an initial period to accommodate the Choice Neighborhood planning period; and

WHEREAS, HUD awarded LMHA a Choice Implementation Grant in December 2016, and as need for legal services continued, the annual contract was extended for one year in January 2017, and again in January 2018; and

WHEREAS, the services of Reno & Cavanaugh, PLLC continue to be required and the contract awarded to Reno & Cavanaugh, PLLC included an option provision whereby LMHA may extend the contract for up to four additional years.

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 exercise the third option to renew the Russell Choice Neighborhood Legal Consultant Services Contract (HUD & Miscellaneous Consultation) with Reno & Cavanaugh, PLLC for one additional year with an annual fee not to exceed \$200,000.

Mr. Cole made a motion to adopt Resolution 5d "Approval to Renew Choice Neighborhood Financial Consultant/Advisory Services Contract". Dr. Dubofsky seconded. Motion carried by unanimous vote.

RESOLUTION NO. 96-2018 (12/18/18)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Choice Neighborhoods Initiative (CNI) program for the transformation of the Russell neighborhood; and

WHEREAS, in 2015, Louisville Metro Housing Authority (LMHA) staff, in accordance with LMHA procurement procedures, awarded a contract to Duvernay+Brooks LLC / Phares Consulting LLC Joint Venture to provide the requisite financial consulting services for an initial period to accommodate the Choice Neighborhood planning period or until January 17, 2017; and

WHEREAS, HUD awarded LMHA a Choice Implementation Grant in December 2016, and the need for financial services continued, the annual contract was extended by the Board for one year in January 2017, again in January 2018, and supplemented in October 2018; and

WHEREAS, the contract awarded to Duvernay+Brooks LLC / Phares Consulting LLC Joint Venture included an option provision whereby LMHA may extend the contract for up to four additional years.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Director and Contracting Officer, Lisa Osanka, is hereby authorized to exercise the third option to renew the Russell Choice Neighborhood Financial Consultant /Advisory Services Contract with Duvernay+Brooks LLC / Phares Consulting LLC Joint Venture for one additional year with an annual fee not to exceed \$40,000.

Dr. Dubofsky made a motion to adopt Resolution 5e "Approval to Renew Computer Software Technical Support Contract". Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 97-2018 (12/18/18)

WHEREAS, the Louisville Metro Housing Authority has committed resources to providing technical support for its mini computer system; and

WHEREAS, the upkeep of both hardware and software is essential to gain maximum benefit from the Authority's investment; and

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WHEREAS Emphasys Software has determined that in order to provide adequate technical support services for its clients, it is necessary to increase technical support fees; and

WHEREAS, support from Emphasys Software is required to keep up with the constantly changing needs and requirements of LMHA and HUD; and

WHEREAS, staff has determined that the required funds are available in the budget and all procurement requirements have been satisfied through sole source.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that Lisa Osanka, Executive Director, and Contracting Officer is hereby authorized to renew the contract with Emphasys Software for a fee not to exceed \$115,325.06 for Technical Support services. The contract period will be January 1, 2019 through December 31, 2019.

Ms. Nicholson made a motion to adopt Resolution 5f "Authorization to Amend and Close Out 5(H)-Homeownership Program". Ms. Martin seconded. Motion carried by unanimous vote.

RESOLUTION NO. 98-2018 (12/18/18)

WHEREAS, the Housing Authority of Jefferson County, prior to the merger with the Housing Authority of Louisville, which became the Louisville Metro Housing Authority received approval for disposition from the HUD Special Applications Center (SAC) in May of 1993 for 68 units in the Newburg neighborhood as part of a 5(h)-homeownership program; and

WHEREAS, sixty-six units were sold and the residents at the two remaining properties are deceased and those units were not purchased. Currently these units are occupied by public housing residents; and

WHEREAS, LMHA is seeking approval to submit an amendment to the HUD SAC to modify the 5(h)-homeownership program to remove these two units from the plan and close out the program.

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 execute documents necessary to close out the 5(h)-homeownership program.

Dr. Dubofsky made a motion to adopt Resolution 5g "Authorization for Renewal Contract for Dumpster Pickups/Disposal". Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 99-2018 (12/18/18)

WHEREAS, the Louisville Metro Housing Authority has identified funds for a dumpster pick-up and disposal contract for all LMHA properties in the 2019 Operating Budget; and

WHEREAS, specifications were developed for these services and the contract advertised for bids on November 9, 2016; and

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WHEREAS, staff reviewed the bids received and determined Waste Management to be the most responsive and responsible bid received at a monthly amount of \$14,456.10 and an annual price of \$173,473.20; and

WHEREAS, Management recommends award of this contract to Waste Management for one (1) year, with four (4) one-year renewal options; and

WHEREAS, Waste Management's initial and first one-year renewal contract expires on December 31, 2018 and LMHA and Waste Management would like to exercise the second one-year renewal option; and

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 enter into a one-year contract with Waste Management to provide dumpster pick-up and disposal services to all LMHA properties for an amount not to exceed \$173,473.20 (\$14,456.10 each month) beginning the month of January 2019.

Rev. Ellis made a motion to adopt Resolution 5h "Authorization for Renewal Contract for Carpet Replacement". Mr. Cole seconded. Motion carried by unanimous vote.

RESOLUTION NO. 100-2018 (12/18/18)

WHEREAS, funds for carpet replacement are contained in the 2019 Operating Budget; and

WHEREAS, staff developed a bid proposal for carpet replacement at various LMHA sites; and

WHEREAS, on November 11, 2014 bids were received and tabulated; and

WHEREAS, staff reviewed the bids received and determined G.P. New Enterprise Group, LLC to be the most responsive and lowest bid for carpet installation at \$3.30 per square yard; and

WHEREAS, G.P. New Enterprise Group, LLC was awarded the contract for one (1) year, with four (4) one-year renewal options; and

WHEREAS, the initial, first, second and third one-year renewal options have expired and LMHA and G. P. Enterprise, LLC would like to exercise the fourth and final one-year renewal option.

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 enter into a contract with G.P. New Enterprise Group, LLC for carpet replacement as needed for various LMHA sites, in an amount not to exceed \$160,000 annually.

Ms. Martin made a motion to adopt Resolution 5i "Authorization for Purchase of Gator Carts for Parkway Place". Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 101-2018 (12/18/18)

WHEREAS, funds have been allocated in the Louisville Metro Housing Authority's 2017 Capital Budget for the purchase of four (4) Gator Carts; and

WHEREAS, the Gator Carts are 2019 John Deere TX models; and

WHEREAS, the purchase of these Gator Carts will facilitate the efficient and cost-effective operation of Parkway Place Maintenance Crews; and

WHEREAS, these Gator Carts will be purchased by utilizing the state contract with Meade Tractor for a total of \$43,671.08.

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 Meade Tractor in the amount of \$43,671.08 for four (4) 2019 John Deere TX Gator Carts.

Ms. Martin made a motion to adopt Resolution 5j "Adoption of 2019 – 2010 Consolidated Budget". Mr. Hearn seconded. Motion carried by unanimous vote. Ms. Osanka stated that this was Dave Kelley's last resolution at the LMHA. Ms. Osanka, Mr. Gilbert and Wavid Wray all thanked Mr. Kelley for his contributions to the LMHA.

RESOLUTION NO. 102-2018 (12/18/18)

WHEREAS, the Louisville Metro Housing Authority's Consolidated Budget for fiscal year 2019 - 2020 has been prepared in accordance with PHA 7475.1 Low-Income Housing Management Handbook; and

WHEREAS, the Consolidated Budget is a component of the annual Moving to Work Plan; and

WHEREAS, all certification requirements have been met; and

WHEREAS, reviewed by the Audit/Finance Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY'S BOARD OF COMMISSIONERS, that the proposed expenditures in the Consolidated Budget for 2019 - 2020 are necessary for the appropriate delivery of resident services and efficient operation of the Louisville Metro Housing Authority. Additionally, the Executive Director is authorized to execute amendments to the Annual Contributions Contract (ACC) with HUD for the Capital Fund Program (CFP), Operating Fund, and Section 8 Housing Choice Voucher Program as needed.

Ms. Nicholson thanked the Cabinet Members for meeting with her as a new Commissioner. Ms. Nicholson stated that there is a vast amount of work being done by a small number of people at the Authority and that as Rev. Ellis mentioned, a secession plan is needed because the amount of knowledge is all at the high levels. New hires are needed so that some of this knowledge can be imparted before it is too late.

Ms. Angela Sharp was introduced as the new Director of Finance.

Mr. Gilbert and Ms. Osanka spoke about the scheduling of a strategic planning session to be held with the Board of Commissioners that will hopefully take place the first quarter of 2019.

Discussions:

- a. Urban Strategies provided a report that was given to the Board prior to the Board meeting. Mr. Gilbert asked that the Board digest the report, and Ms. Osanka would be the point person if there were any questions and that she would then bring the concerns up to a Choice sub-committee. Mr. Ellis asked that he be placed on the Committee. Mr. Gilbert stated that the Choice Sub-Committee would consist of Rev. Ellis, Mr. Cole and himself.
- b. Julie Degraff (MBS) and Kevin Fields (LCCC) gave the MBS/LCCC-Led Team Update and answered questions from the Board.

One citizen (Cecil Calhoun) of Louisville registered to speak with the Board during the December Board Meeting. Mr. Calhoun requested a meeting with LMHA to discuss his concerns; the Board agreed that another meeting would be scheduled. Cathy Hinko (Metropolitan Housing Coalition) also addressed the Board with concerns.

Executive Session:

Ms. Nicholson motioned to go into Executive Session, seconded by Mr. Hearn. Motion carried by unanimous vote. The Board retired to Executive Session at 5:15 p.m.

The Board returned to Open Session at 6:30 p.m.

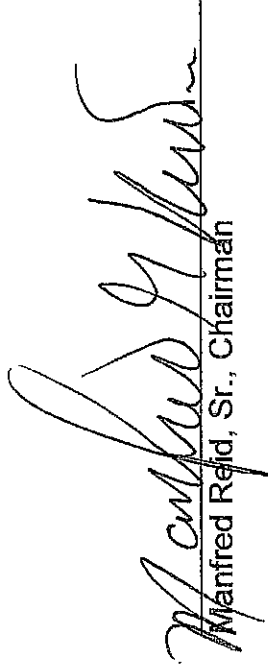
Other Business:

There being no further business to come before the Board, Ms. Martin motioned to adjourn, seconded by Ms. Nicholson. Motion carried by unanimous vote.

The Board adjourned at 6:31 p.m.



Vickie J. Fields, Executive Secretary



Manfred Reid, Sr., Chairman