

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

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

Others present were: Lisa Osanka, Interim Executive Director; Wavid Wray, Deputy Executive Director; Directors; Richard Nash, III, Attorney; Staff and Vickie Fields, Executive Secretary; Laura Kinsell-Baer, Julie Degraff, Johnathan Coates, Kristie Stutler, TaLonda Holland, Kevin Fields, Rev. David Snarden, Richard Dean, Walter Jones, Will Ford and Gretchen Milliken were also in attendance.

Announcements:

None.

Committee Reports:

Mr. Gilbert stated that an Audit/Finance Committee meeting was held and the Audit was coming along nicely and will be brought to the Board for approval during the November or December meeting. Mr. Gilbert also stated that the financials were looking good.

Mr. Gilbert made a motion to approve the minutes of LMHA's regular meeting held on August 21, 2018, Dr. Dubofsky seconded. Motion carried by unanimous vote.

Dr. Dubofsky made a motion to adopt Resolution 5a "Adoption of New Housing Choice Voucher (Section 8) Payment Standards Effective October 1, 2018". Mr. Cole seconded. Motion carried by unanimous vote.

RESOLUTION NO. 65-2018 (9/18/18)

WHEREAS, The U. S. Department Of Housing and Urban Development mandates that all Housing Choice Voucher Program providers utilize HUD's Fair Market Rents as a basis for payment standards to determine the maximum amount of assistance that can be paid by the agency for gross rents (rent to owner + utilities allowance) for program participants; and

WHEREAS, HUD issued revised Fair Market Rents for FY2019 which will be effective on October 1, 2018; and

WHEREAS, HUD allows public housing authorities to use payment standards which are set between 90 and 110 percent of the published Fair Market Rents and payment standards for exception rent areas at up to 120 percent of the Fair Market Rents as noted in the Quality Housing and Work Responsibility Act of 1998.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Rental Payment Standards be adopted at 100 percent (and for Exception Payment census tracts at 110 percent) of Fair Market Rents effective October 1, 2018 and Homeownership Payment Standards be adopted at 110 percent (and for Exception Payment census tracts at 120 percent) of Fair Market Rents effective October 1, 2018.

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Mr. Gilbert made a motion to adopt Resolution 5b "Approval to Renew Special Projects Consultant Contract with Hairgrove Consulting". Mr. Heam seconded. Motion carried by unanimous vote.

RESOLUTION NO 66-2018 (9/18/18)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Section 8 Program, which may be used for Program-related consulting services when necessary in the course of agency operation; and

WHEREAS, in 2017, LMHA staff, in accordance with LMHA procurement procedures, awarded a contract to Hairgrove Consulting to provide consulting services for special projects for a period of one year; and

WHEREAS, the contract awarded to Hairgrove Consulting 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 Interim Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to exercise the second option to renew the contract for Special Projects Consultant with Hairgrove Consulting with an annual fee not to exceed \$250,000.

Dr. Dubofsky made a motion to adopt Resolution 5c "Approval to Extend Annual Contract for Carpet Replacement". Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 67-2018 (9/18/18)

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 and second one-year renewal option has expired and LMHA and G. P. Enterprise, LLC are currently exercising the third one-year renewal option; and

WHEREAS, LMHA has spent a total of \$76,851.56 within the current contract period and LMHA wishes to extend the current annual contract in an amount not to exceed \$160,000, which will allow continued carpet replacement as needed at various sites.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Interim 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.

Dr. Dubofsky made a motion to adopt Resolution 5d "Approval to Extend Annual Tree Trimming and Removal Contract". Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 68-2018 (9/18/18)

WHEREAS, funds are allocated in the 2018 Capital Fund Budget for tree trimming and removal at all LMHA sites; and

WHEREAS, staff developed a bid proposal for tree trimming and removal at all LMHA sites; and

WHEREAS, bids were received and tabulated on February 27, 2018; and

WHEREAS, staff reviewed the bids received and determined the Sang Corporation to be the most responsive and responsible bid received; and

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

WHEREAS, LMHA has spent a total of \$54,365 within the current contract period and LMHA wishes to extend the current annual contract in an amount not to exceed \$200,000, which will allow continued tree trimming and removal services as needed at various sites.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Interim Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into a contract with the Sang Corporation for tree trimming and removal as needed for all LMHA sites, in an amount not to exceed \$200,000 annually.

Mr. Gilbert made a motion to adopt Resolution 5e "Approval to extend Annual Contract for Fire Sprinkler Service". Mr. Cole seconded. Motion carried by unanimous vote.

RESOLUTION NO. 69-2018 (9/18/18)

WHEREAS, the Louisville Metro Housing Authority is required by HUD to provide full maintenance service on all fire sprinklers at 1101-1107 Payne (Basement Area), 1536-1538 Garland (Rear In Basement Area), 2213-2215 Bolling (Basement Area), 302-314 N. 19th St. (Basement Area), 328 N. Birchwood Ave., 500 East Jefferson Street, 520 West Breckinridge, 801 E. Broadway Bldg., 906 & 908 S. 6th Street, 922, 924 & 926 Ormsby, Avenue Plaza (400-420 S. 8th Street – High Rise), Beecher Terrace Recreation Center 1125 Cedar Court, Will E. Seay Plaza (4314 Bishop Lane - High Rise), California Day Care (1705 So. 13th Street), Dosker Manor A (413 E. Muhammad Ali Blvd - High Rise), Dosker Manor B (409 E. Muhammad Ali Blvd – High Rise), Dosker Manor C (415 E. Muhammad Ali Blvd – High Rise), Lourdes Hall (735 Eastern Parkway - High Rise), Mabel Wiggins Family Investment Center (1411 Algonquin Parkway), St. Catherine Court (1114 S. 4th St. - High Rise), St. Martin Apartments (807 E. Gray Street), The Friary (501 E. Liberty St.), H Temple Spears (1515 Cypress), 801 Vine Street (Section 8 Building), 431 E. Liberty (Old First Link); and

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WHEREAS, the Authority has allocated funds for a fire sprinkler testing, inspection and service contract in its fiscal year 2019 Operating Budget; and

WHEREAS, specifications were developed, advertised April 18, 2018, and bids were received on May 8th, 2018 for fire sprinkler service at various sites; and

WHEREAS, staff reviewed the bids received and determined Simplex Grinnell (Johnson Controls) to be the most responsive and responsible bid received; and

WHEREAS, Management recommends award of this contract to Simplex Grinnell (Johnson Controls) for one year, with four one-year renewal options; and

WHEREAS, LMHA has spent a total of \$33,764 within the current contract period and LMHA wishes to extend the current annual contract in an amount not to exceed \$113,764, which will allow continued fire sprinkler service at various sites.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Interim Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into a one-year contract with Simplex Grinnell (Johnson Controls), with four one-year renewal options, for fire sprinkler testing, inspection and service for the period beginning July 1, 2018 through June 30, 2019 in the amount of \$113,764.

Mr. Cole made a motion to adopt Resolution 5f "Authorization to Amend the Upgrade of Computer Software". Mr. Gilbert seconded. Motion carried by unanimous vote.

RESOLUTION NO. 70-2018 (9/18/18)

WHEREAS, the Louisville Metro Housing Authority (LMHA) has determined that the fixed labor cost of \$14,364.00 for upgrading to Microsoft Open Office 365 is necessary; and

WHEREAS, LMHA's current technical support contractor, Matrix Integration, would be responsible for the implementation of software upgrade; and

WHEREAS, the Statement of Work has specified it will take Matrix Integration seventy-seven (77) hours to complete the upgrade and deployment of Microsoft Open Office 365; and

WHEREAS, this work will be performed during regular business hours of LMHA; and

WHEREAS, funds have been allocated within the 2019 Operating Budget for this plan.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Interim Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to amend the Upgrade of Computer Software in an amount not to exceed \$14,364.00.

Dr. Dubofsky made a motion to adopt Resolution 5g "Award of Contract for Furniture Reconfiguration at 600 South 7th Street (United Building)". Mr. Hearn seconded. Motion carried by unanimous vote.

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RESOLUTION NO. 71-2018 (9/18/18)

WHEREAS, the Louisville Metro Housing Authority (LMHA) recently purchased the United Building at 600 South 7th Street in order to relocate the LMHA Section 8 office; and

WHEREAS, the building came partially furnished; however, to accommodate staff function protocol a limited number of work stations have to be modified; and

WHEREAS, Section 8 Building Funds are available to accommodate furniture reconfiguration; and

WHEREAS, the components required for reconfiguration and the installation will be procured from ORI (Office Resources, Inc.) under Kentucky State Contract.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Interim Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into a contract with ORI (Office Resources, Inc.) for the purchase and installation of various elements needed for furniture reconfiguration at the United Building in the amount of \$31,711.24.

Mr. Gilbert made a motion to adopt Resolution 5h "Approval of Park DuValle Property Management Services". Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 72-2018 (9/18/18)

WHEREAS, the Park DuValle Revitalization Project is a federal HOPE VI project consisting of four (4) individual Low Income Tax Credit (LIHTC) phases (Park DuValle Limited Partnership I, Park DuValle Limited Partnership II, Park DuValle Limited Partnership III and Park DuValle Limited Partnership IV); and

WHEREAS, LMHA prepared a Request for Proposal (RFP) for the Property Management function of the PDV II with the option of including other Park DuValle Revitalization Project phases at the time they also exit their LIHTC 15-year compliance period requirement. The RFP was advertised in The Courier-Journal and The Louisville Defender, and on August 11, 2015 one proposal was received; and

WHEREAS, the proposal received was thoroughly reviewed and analyzed by LMHA staff; and

WHEREAS, the proposal submitted by Winterwood Property Management has been determined to be a responsive and responsible proposal; and

WHEREAS, Winterwood Property Management currently manages Park DuValle Limited Partnership I and II (PDV I and II), and LMHA is pleased with the management services they have provided; and

WHEREAS, LMHA would like to enter into a one-year contract with Winterwood Property Management, with the option for four (4) additional one-year renewals; and

WHEREAS, the initial year and the first and second one-year renewal options have expired; and LMHA and Winterwood would like to execute the third one-year renewal option.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Interim Executive

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Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into a Property Management Agreement with Winterwood Property Management to perform the property management duties at the Park DuValle development.

Mr. Gilbert made a motion to adopt Resolution 5i "Award of Construction Contract for Chiller and Boiler Upgrades at Will E. Seay Plaza". Dr. Dubofsky seconded. Motion carried by unanimous vote.

RESOLUTION NO. 73-2018 (9/18/18)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Capital Fund Program for Chiller and Boiler Upgrades at Will E. Seay Plaza; and

WHEREAS, Luckett & Associates and Engineers and James E. Forst & Associates developed construction documents for this project; and

WHEREAS, the project was advertised for bids in The Courier-Journal and The Louisville Defender and on September 11, 2018 bids were received and tabulated for the contractor to perform the work; and,

WHEREAS, the term of the construction contract will be for 180 consecutive calendar days; and

WHEREAS, staff reviewed the bids received and determined that the bid submitted by Alpha Mechanical Service, Inc. in the amount of \$297,586.00 is the lowest responsive and responsible bid received, and recommends award of the contract to them.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Interim Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into a contract with Alpha Mechanical Services, Inc. in the amount of \$297,586.00, subject to HUD concurrence.

Mr. Cole made a motion to adopt Resolution 5j "Award of Construction Contract for the Demolition of 538 Lampton Street and 608 south 16th Street". Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 74-2018 (9/18/18)

WHEREAS, Program Income and Section 8 Program Funds are being utilized for the demolition of 538 Lampton Street and 608 South 16th Street; and

WHEREAS, the Louisville Metro Housing Authority (LMHA) developed construction documents for this project; and

WHEREAS, the project was advertised for bids in The Courier-Journal and The Louisville Defender, and on September 11, 2018 bids were received and tabulated for the contractor to perform the work; and

WHEREAS, the term of the construction contract will be for 120 calendar days; and

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WHEREAS, staff reviewed the bids received and determined that the bid submitted by Sang Corporation in the amount of \$124,667.00 is the lowest responsive and responsible bid received, and recommends award of the contract to them.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Interim Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into a contract with Sang Corporation in the amount of \$124,667.00 for the demolition of 538 Lampton Street and 608 South 16th Street.

Discussions:

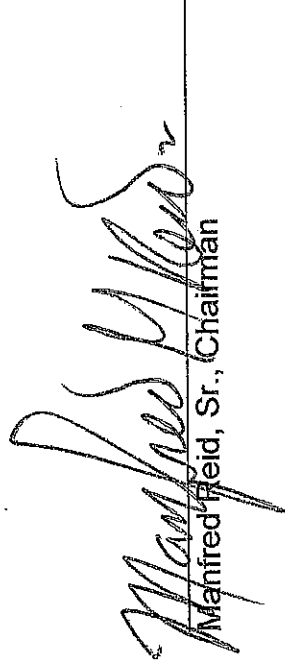
Jonathan Coates and Julie Degraff with MBS, along with Kevin Fields, LCCC, gave an update to the Board. Lance Gilbert suggested that as part of the advanced materials the Board receives, that an up-to-date project timeline be included where everything is based on milestones like red would be missing the timeline, green would mean on-time and yellow would mean pending/not sure yet. Mr. Gilbert also suggested including in the advanced packet, a dashboard of kpi's (key performance indicators). Carey Hearn stated that he wasn't aware MBS was attending the Board Meeting and asked that in the future he would like a notice in the Agenda so that the Board could be better prepared to ask questions.

TaLonda Holland, with Urban Strategies, also provided an update to the Board. Mr. Reid asked that Urban Strategies provide a report on a monthly basis to the Executive Office to be included in the Board packet.

Mr. Gilbert motioned to go into Executive Session, seconded by Rev. Ellis. Motion carried by unanimous vote. The Board retired to Executive Session at 4:52 p.m.

The Board returned to Open Session at 6:08 p.m.

There being no further business to come before the Board, Mr. Hearn motioned to adjourn, seconded by Rev. Ellis. Motion carried by unanimous vote. The Board adjourned at 6:09 p.m.


Manfred Hearn, Sr., Chairman


Vickie J. Fields, Executive Secretary