

LOUISVILLE METRO HOUSING AUTHORITY
MINUTES OF REGULAR MEETING
APRIL 20, 2021

Roll Call:

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

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; Janet Dakan, Laura Kinsell-Baer, and other individuals of the public.

On recommendation of LMPHW and the CDC guidelines on social distancing, LMHA is doing its part to prevent the spread of COVID-19 by using 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:

The Board agreed that a Choice Committee Meeting needed to be scheduled. Since there was a vacancy on the Committee, Rev. Ellis volunteered to take the vacant spot and Ms. Wiederwohl asked to sit in on the discussion.

Committee Reports:

Mr. Gilbert reported that the Strategic Planning Committee is in the process of updating by-laws and has a meeting scheduled the 26th of April to get feedback on the draft.

Rev. Ellis and Matthew Swain spoke about the Safety Committee having a courtesy Zoom meeting with Deputy Chief Jackie Villaroel to discuss the HALO's. Rev. Ellis made the Board aware that Deputy Chief Villaroel pledged her support and that it was a good strong meeting. Rev. Ellis stated that LMPD (at their expense) will be installing RTCC (Real Time Crime Center) cameras on public poles near Parkway Place to help assist in detecting criminal activity.

Approval of Minutes:

Mr. Gilbert made a motion to approve the minutes of LMHA's regular meeting held on March 16, 2021. Ms. Miles seconded. Motion carried by unanimous vote.

Resolutions:

Ms. Harris made a motion to adopt Resolution 5a “Authorization to Renew Contract for the Independent Public Accountant Annual Audit”. Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 27-2021 (4/20/21)

WHEREAS, the U.S. Department of Housing and Urban Development requires an annual audit of the Housing Authority records to be conducted by an independent public accountant, and

WHEREAS, Louisville Metro Housing Authority staff submitted requests for proposals to conduct the annual audit; and

WHEREAS, the proposals were received and opened on February 7, 2017; and

WHEREAS, the original contract award in 2017 to MCM CPAs and Advisors included four, one-year renewal options; and

WHEREAS, staff is requesting approval of the fourth, 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 execute the fourth, one-year renewal option of the contract with MCM PCAs & Advisors to conduct the Louisville Metro Housing Authority financial audit for the 12-month period ending June 30, 2021 for a fee of \$42,500.

BE IT FURTHER RESOLVED, that the Executive Director is authorized to negotiate all contractual documents with MCM CPAs & Advisors on behalf of the Louisville Metro Housing Authority including any additional services that may be required.

Rev. Ellis made a motion to adopt Resolution 5b “Approval to Extend the Annual Architectural Services Contract with Sherman-Carter-Barnhart Architects, PLLC”. Mr. Gilbert seconded. Motion carried by unanimous vote.

RESOLUTION NO. 28-2021 (4/20/21)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Capital Fund Program for architectural services when necessary in the course of agency operation; and

WHEREAS, on May 1, 2019, LMHA staff, in accordance with LMHA procurement procedures, awarded a contract to Sherman-Carter-Barnhart Architects, PLLC to provide the requisite services for an initial period of one year; and

WHEREAS, the contract awarded to Sherman-Carter-Barnhart Architects, PLLC 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 annual architectural services contract with Sherman-Carter-Barnhart Architects, PLLC one additional year with an annual fee not to exceed \$500,000.

Ms. Miles made a motion to adopt Resolution 5c “Approval to Extend the Annual Architectural Services Contract with Lockett & Associates”. Ms. Harris seconded. Motion carried by unanimous vote.

RESOLUTION NO. 29-2021 (4/20/21)

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Capital Fund Program for architectural services when necessary in the course of agency operation; and

WHEREAS, on May 1, 2019, LMHA staff, in accordance with LMHA procurement procedures, awarded a contract to Lockett & Associates to provide the requisite services for an initial period of one year; and

WHEREAS, the contract awarded to Lockett & Associates 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 general annual architectural services contract with Lockett & Associates one additional year with an annual fee not to exceed \$300,000.

Mr. Gilbert made a motion to adopt Resolution 5d “Approval of Revisions to the Public Housing Admissions and Continued Occupancy Policy”. Ms. Miles seconded. Motion carried by unanimous vote.

RESOLUTION NO.30-2021 (4/20/21)

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that Public Housing providers adopt an Admissions and Continued Occupancy Policy (ACOP) to set local policies for the administration of the program in accordance with HUD requirements and local priorities; and

WHEREAS, the ACOP and any revisions to said document must be formally adopted by the Louisville Metro Housing Authority (LMHA) Board of Commissioners; and

WHEREAS, LMHA finds it necessary to revise the existing ACOP to administer the program in a more effective and efficient manner and to remain in compliance with HUD rules and regulations; and

WHEREAS, LMHA is proposing revisions to the following sections of the ACOP: "Fair Housing" (Chapter 1); "Utility Allowance" (Chapter 13.6); "Glossary"; and

WHEREAS, the full text of the proposed revisions is given as an attachment to this resolution; and

WHEREAS, these proposed revisions were made available for public comment from March 11, 2021 through April 10, 2021 and a public hearing was held on March 24, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Public Housing Program Admissions and Continued Occupancy Policy for LMHA owned properties revisions are adopted.

Ms. Miles made a motion to adopt Resolution 5e "Approval of Revisions to the Housing Choice Voucher Program Administrative Plan". Mr. Gilbert seconded. Motion carried by unanimous vote.

RESOLUTION NO.31-2021 (4/20/21)

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that Housing Choice Voucher (HCV) providers adopt an Administrative Plan to set local policies for the administration of the program in accordance with HUD requirements and local priorities; and

WHEREAS, the HCV Program Administrative Plan and any revisions to said document must be formally adopted by the Louisville Metro Housing Authority (LMHA) Board of Commissioners; and

WHEREAS, LMHA finds it necessary to revise the existing HCV Program Administrative Plan to administer in a more effective and efficient manner and to remain in compliance with HUD rules and regulations; and

WHEREAS, LMHA is proposing revisions to the following sections of the HCV Program Administrative Plan: “Providing Equal Access” (Section 2A); “Leasing a Unit: Eligible/Ineligible Housing Types” (Section 6E); “Leasing a Unit: Tenant Screening by Owner” (Section 6H); “Glossary”; “Special Referral Programs” (Appendix 9); and

WHEREAS, the full text of the proposed revisions is given as an attachment to this resolution; and

WHEREAS, these proposed revisions were made available for public comment from March 11, 2021 through April 10, 2021 and a public hearing was held on March 24, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Housing Choice Voucher Program Administrative Plan revisions are adopted.

Mr. Gilbert made a motion to adopt Resolution 5f “Approval of FY 2022 Moving To Work Annual Plan”. Ms. Harris seconded. Motion carried by unanimous vote.

RESOLUTION NO. 32-2021 (4/20/21)

WHEREAS, the Louisville Metro Housing Authority (LMHA), as the Housing Authority of Louisville, executed a Moving to Work (MTW) Agreement on August 2, 1999; an Amended and Restated Agreement on April 15, 2008, which provides LMHA with some authority to investigate and adopt new policies and to flexibly use HUD funding and which extended participation in the MTW Program until June 30, 2018 and subsequently extended participation until June 30, 2028; and Amendment to the Amended and Restated Agreement on March 17, 2020, which authorized citations to waive an independent entity inspection; and

WHEREAS, as a part of the Amended and Restated MTW Agreement, an MTW Annual Plan for Fiscal Year (FY) 2022 must be developed and submitted to HUD to formally enable LMHA to fully use the policy and budget flexibility provided to public housing agencies participating in the MTW Program; and

WHEREAS, a Board Resolution approving the proposed FY 2022 MTW Annual Plan and required Certifications must be included in the submission provided to HUD; and

WHEREAS, the proposed FY 2022 MTW Annual Plan was made available for public comment between March 11, 2021 and April 10, 2021 and a public hearing was held on March 24, 2021 to discuss the Proposed FY 2022 MTW Annual Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the FY 2022 MTW Annual Plan is approved, and that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to execute and submit the Plan to the U.S. Department of Housing and Urban Development.

Mr. Gilbert made a motion to adopt Resolution 5g “Modification of Approval of Project Based Voucher Award to Opportunity East, LLC”. Mr. Hearn seconded. Motion carried by unanimous vote.

RESOLUTION NO. 33-2021 (4/20/21)

WHEREAS, the LMHA Board of Commissioners previously awarded Opportunity East, LLC Project-Based Vouchers (PBVs) for eight existing multifamily scattered-site units located at 809, 904, 905 and 701 La Fontenay Court, Louisville, 40223; 1312 Herr Lane, Louisville, 40222; and 213, 216 and 218 Middletown Square, Louisville, 40243; and

WHEREAS, Opportunity East, LLC would like to add one more two-bedroom townhome located at 12615 Westport Ridge, Louisville, 40245 to their PBV portfolio; and

WHEREAS, the property is existing and owned by Opportunity East, LLC; and

WHEREAS, per approved MTW Activity #48-2018: Local PBV Program, LMHA may select without competition a proposal for housing assisted under a federal, State or local government housing assistance, community development or supportive services program that required competitive selection of proposals, where the proposal has been selected in accordance with such program’s competitive selection requirements within 10 years of the PBV proposal selection date, and the earlier competitively selected housing assistance proposal did not involve any consideration that the project would receive PBV assistance; and

WHEREAS, the unit was included in a competitive application for Louisville Affordable Housing Trust Fund and selected in 2020 and did not involve any consideration that the project would receive PBV assistance; and

WHEREAS, LMHA will not enter into a Housing Assistance Payment Contract until Louisville Metro Government or HUD has completed a satisfactory Part 58 or Part 50 Environmental Review.

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 modified Preliminary Award Letter stating the applicable conditions and timeframes to enter into a Housing Assistance Payment Contract.

Ms. Miles made a motion to adopt Resolution 5h “Authorization to Renew Annual Tree Trimming and Removal Contract”. Ms. Harris seconded. Motion carried by unanimous vote.

RESOLUTION NO. 34-2021 (4/20/21)

WHEREAS, funds are allocated in the 2021 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, LMHA entered into a one-year contract with Sang Corporation with four one-year renewal options; and

WHEREAS, Sang Corporation has exercised the initial one-year contract, first and second one-year renewal option; and

WHEREAS, LMHA and Sang Corporation would like to exercise the third 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 the Sang Corporation for tree trimming and removal as needed for all LMHA sites, in an amount not to exceed \$100,000 annually.

Mr. Gilbert made a motion to adopt Resolution 5i “Authorization to Renew Annual Concrete Repair and Replacement Contract”. Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 35-2021 (4/20/21)

WHEREAS, funds for concrete repair and replacement are contained in the 2021 Operating Budget; and

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

WHEREAS, on March 13, 2018, bids were received and tabulated; and

WHEREAS, staff reviewed the bids received and determined Innovative Concrete Design & Construction, Inc. to be the most responsive and responsible bid received; and

WHEREAS, LMHA entered into a one-year contract with Innovative Concrete Design & Construction, Inc., with four one-year renewal options; and

WHEREAS, Innovative Concrete Design & Construction, Inc. has exercised the initial one-year contract, first and second one-year renewals; and

WHEREAS, LMHA and Innovative Concrete Design & Construction, Inc. would like to exercise the third 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 Innovative Concrete Design & Construction, Inc. for concrete repair and replacement as needed for various LMHA sites, in an amount not to exceed \$150,000 annually.

Mr. Hearn made a motion to adopt Resolution 5j "Authorization for the Modernization/Upgrade of Elevators at Will E. Seay Plaza". Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 36-2021 (4/20/21)

WHEREAS, funds have been identified from the U.S. Department of Housing and Urban Development to award a contract to Abell Elevator International, Inc. for the modernization/upgrade of both elevators at Will E. Seay Plaza; and

WHEREAS, both elevators have recently experienced mechanical failures. Due to the age of the equipment, parts are often obsolete resulting in unexpected downtime; and

WHEREAS, a request was made for Abell Elevator International, Inc., who has the state contract MA#7581800000669 9/1/2020 to 8/31/2021 and the annual service contract, to provide a proposal to upgrade both elevators; and

WHEREAS, Abell Elevator International, Inc. presented a quote of \$138,215.00 to upgrade both elevators.

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 award a contract to Abell Elevator International, Inc. to upgrade both elevators at Will E. Seay Plaza for the amount not to exceed \$150,000.00.

Ms. Osanka stated that there is a Resolution 5k, which is an Emergency Procurement that did go over \$20,000 that needs to be brought to the Board "Authorization for the Emergency Procurement to Replace the Exterior Access Stairs 906/908 and 964 S. 6th Street".

Mr. Reid stated that he read the resolution on email and asked the Board if everyone had received it as well. The Board members replied affirmatively.

Mr. Hearn made a motion to adopt Resolution 5k "Authorization for the Emergency Procurement to Replace the Exterior Access Stairs 906/908 and 964 S. 6th Street". Ms. Miles seconded. Motion carried by unanimous vote.

RESOLUTION NO. 37-2021 (4/20/21)

WHEREAS, funds have been identified from the U.S. Department of Housing and Urban Development under the Capital Fund Program to award a contract to Daleos Construction for the emergency replacement of the exterior access stairs located at 906/908 and 964 South 6th Street; and

WHEREAS, LMHA's review of the stairs located at 906/908 and 964 South 6th Street conclude that these structures should be replaced as soon as practical to assure the continued functional access to the units located in these properties; and

WHEREAS, Executive Director, Lisa Osanka deemed an emergency procurement as a result of LMHA's review of the stairs; and

WHEREAS, the sealed bid process was not followed due to this emergency; however, the Capital Improvements team obtained 3 quotes from experienced contractors to perform the needed repairs; and

WHEREAS, the quote submitted by Daleos Construction, an MBE firm, was the lowest bid and staff found them to be well qualified to perform the required replacement work.

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 award a contract to Daleos Construction to replace the exterior access stairs located at 906/908 and 964 South 6th Street for the amount of \$52,280.00.

Discussions:

The Board of Commissioners unintentionally skipped the MBS-Update MBE/WBE/DBE and Section 3 participation on the Beecher Terrace redevelopment.

Executive Session:

Lance Gilbert motioned to go into Executive Session, seconded by Ms. Harris. Motion carried by unanimous vote. The Board retired to Executive Session at 4:27 p.m.

The Board returned to Open Session at 5:22 p.m.

Other Business:

There being no further business to come before the Board, Mr. Gilbert motioned to adjourn, seconded by Ms. Harris. Motion carried by unanimous vote. The Board adjourned at 5:23 p.m.

Vickie J. Fields, Executive Secretary

Manfred Reid, Sr., Chairman