

LOUISVILLE METRO HOUSING AUTHORITY
MINUTES OF REGULAR MEETING
AUGUST 17, 2021

Roll Call:

The meeting of the Board of Commissioners was called to order by Mr. Manfred Reid Sr., at 3:36 p.m. Due to the COVID-19 Outbreak, participants may call in by way of Zoom Conference Video Call or attend In-Person. Members present were Rev. Geoffrey Ellis, Mr. Brian Evans, Mr. Lance Gilbert, Ms. Gena Harris, Mr. Cary Hearn, Ms. Lisa Nicholson, and Ms. Mary Ellen Wiederwohl. Absent was Ms. Mary Elizabeth Miles.

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; Bob Dixon, Carol Gunderson, Alix Davidson; Maggie Epperson, TaLonda Holland, Janet Dakan, John Hawkins, Rhiannon Dunn, 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:

Individuals with The Food Literacy Program, gave updates to the Board of the non-profit organization that works with the Iroquois Urban Farm.

Committee Reports:

Rev. Ellis stated that the Safety and Security Committee had nothing to report.

Mr. Gilbert mentioned that the Strategic Planning Committee was waiting on the County Attorney to approve the by-laws that the Board and Committee signed off on.

Mr. Gilbert stated that there was nothing to report on the Finance Committee.

Approval of Minutes:

Ms. Nicholson made a motion to approve the minutes of LMHA's regular meeting held on July 20, 2021. Mr. Gilbert seconded. Motion carried by unanimous vote.

Resolutions:

Ms. Nicholson made a motion to adopt Resolution 5a “Approval to Renew Special Projects Consultant Contract with Hairgrove Consulting”. Mr. Hearn seconded. Motion carried by unanimous vote.

RESOLUTION NO. 58-2021 (8/17/21)

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 July 2020, 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 Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to exercise the first option to renew the contract for Special Projects Consultant with Hairgrove Consulting with an annual fee not to exceed \$100,000.

Mr. Gilbert made a motion to adopt Resolution 5b “Authorization to Contribute Funds to the Eviction Prevention Program for Program Administrative Costs”. Ms. Harris seconded. Motion carried by unanimous vote.

RESOLUTION NO. 59-2021 (8/17/21)

WHEREAS, during the past 28 years, the Louisville Metro Housing Authority and the Eviction Prevention Task Force have been involved in efforts to reduce the number of residents that are evicted from the LMHA properties; and

WHEREAS, the Authority has allocated funds from its 2022 operating budget for Eviction Prevention Services; and

WHEREAS, a Request for Proposal (RFP) was developed and advertised on April 22, 2020 in The Courier Journal and The Louisville Defender; and

WHEREAS, no bids were submitted, in which the Authority released a second Request for Proposal (RFP) advertised on June 10, 2020 in The Courier Journal, The Louisville Defender and utilizing The Marketplace E-Procurement; and

WHEREAS, bids were received for the second RFP and opened on June 30, 2020 for Eviction Prevention Services; and

WHEREAS, staff reviewed the bid received and determined Volunteers of America (VOA) to be a reasonable and responsive bid; and

WHEREAS, Housing for Urban Development (HUD) also reviewed and approved the Authority's request to proceed with a single-source procurement with VOA for Eviction Prevention Services; and

WHEREAS, Management recommended award of this contract to VOA for one year, with four one-year renewal options; and

WHEREAS, the initial year contract has expired; and LMHA would like to execute the first 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 award an Eviction Prevention Program service contract to VOA in an amount not to exceed \$128,059.67 for the contract term of September 1, 2021 to August 31, 2022.

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

RESOLUTION NO.60-2021 (8/17/21)

WHEREAS, the Park DuValle Revitalization Housing is a federal HOPE VI development consisting of four (4) individual Low-Income Housing 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 Park DuValle, with the assistance of LMHA's Financial Advisor, (Duvernay & Brooks). The RFP was advertised in The Courier-Journal, The Louisville Defender, and using the E-Procurement Marketplace and on June 22, 2021 two proposals were received; and

WHEREAS, the proposals received were thoroughly reviewed and analyzed by an evaluation committee comprised of three LMHA staff; and

WHEREAS, the proposal submitted by Winterwood Inc. has been determined to be the most responsive and responsible proposal; and

WHEREAS, Winterwood Inc. currently manages Park DuValle and LMHA is satisfied with the management services they have provided; and

WHEREAS, LMHA would like to enter into a one-year contract with Winterwood Inc., with the option for four (4) additional one-year renewals subject to LMHA Board approval.

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 Property Management Agreement with Winterwood Inc. to perform the property management duties at the Park DuValle development, in an amount not to exceed \$278,088 annually.

Ms. Harris made a motion to adopt Resolution 5d “Authorization to Renew Contract for Siding and Gutter Repair/Replacement”. Mr. Evans seconded. Motion carried by unanimous vote.

RESOLUTION NO. 61-2021 (8/17/21)

WHEREAS, the Louisville Metro Housing Authority is required by HUD to maintain the gutters and siding on all the properties that we manage at various sites throughout the agency; and

WHEREAS, the Authority has allocated funds from its 2021 operating budget for Siding & Gutter Repair/ Replacement; and

WHEREAS, specifications were developed and advertised June 20th, 2018 in The Courier Journal and The Louisville Defender; and

WHEREAS, bids were received and opened on July 10th, 2018 for Siding & Gutter Repair/Replacement; and

WHEREAS, staff reviewed the bids received and determined L. H. Barrett Co. LLC to be the most responsive and responsible bid received; and

WHEREAS, Management recommended award of this contract to L. H. Barrett Co. LLC for one year, with four one-year renewal options; and

WHEREAS, L.H. Barrett Co. has exercised the initial one-year contract, and the first and second one-year renewal options; and

WHEREAS, LMHA and L.H. Barrett Co. 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 one-year contract with L. H. Barrett Co. LLC, with two one-year renewal options, for Gutter & Siding Repair/Replacement for the period beginning September 1, 2021 through August 31, 2022 in the amount of not to exceed \$80,000 annually.

Mr. Gilbert made a motion to adopt Resolution 5e “Approval of Intergovernmental Agreement between the Louisville Metro Housing Authority and the Office of Housing and Community Development for Home Repair Program”. Ms. Nicholson seconded. Motion carried by unanimous vote.

RESOLUTION NO. 62-2021 (8/17/21)

WHEREAS, the Louisville Metro office of Housing and Community Development (OHCD) currently manages several home repair programs funded by the U. S. Department of Housing and Urban Development (HUD); and

WHEREAS, in the interest of promoting investment without displacement, the Louisville Metro Housing Authority (LMHA) through its Moving to Work (MTW) authority developed a local, non-traditional activity for homeownership assistance to existing, cost-burdened homeowners in the Russell, Park DuValle, Smoketown and Phoenix Hill neighborhoods who purchased their homes prior to HOPE VI or Choice Neighborhoods development, the Home Preservation Program (HPP); and

WHEREAS, the Housing Quality Standards (HQS) inspections of the majority of the initial applicants’ homes for the above program showed significant deficiencies beyond the financial ability of the homeowners to repair; and

WHEREAS, HUD approved LMHA’s request for an important change to HPP of providing forgivable loans of up to \$25,000 to assist low-income homeowners to complete repairs needed to bring their homes into compliance with HQS; and

WHEREAS, LMHA determined the most efficient method to administer this activity would be through the existing home repair programs of the OHCD.

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 an Intergovernmental Agreement with the Louisville Metro Office of Housing and Community Development to provide home repair services for an amount not to exceed \$2,500,000. The initial agreement will be for one year.

BE IT FURTHER RESOLVED that the Executive Director is authorized to extend this Intergovernmental Agreement as needed and as agreed to by both parties and to negotiate all contractual documents with the OCHD on behalf of LMHA.

Rev. Ellis made a motion to adopt Resolution 5f “Authorization for Purchase of Replacement Forklift”. Mr. Hearn seconded. Motion carried by unanimous vote.

RESOLUTION NO. 63-2021 (8/17/21)

WHEREAS, funds have been allocated in the Louisville Metro Housing Authority’s 2021-2022 Capital Budget for the purchase of a 2021 replacement forklift; and

WHEREAS, the purchase of a 2021 Yale forklift will facilitate the efficient and cost-effective operation of LMHA’s Central Stores Warehouse; and

WHEREAS, this forklift will be purchased by utilizing the state contract (MA 758 1800000 232) with Yale Kentuckiana Inc., (YKI), for a total of \$23,848.00.

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 YKI Inc. in the amount of \$23,848.00 for the purchase of a 2021 Yale forklift.

Ms. Nicholson made a motion to adopt Resolution 5g “Approval of Rate Increase for Security Contract Consisting of Uniformed Security Services and Uniformed Armed Security Services at Dosker Manor, Avenue Plaza, St. Catherine Court, Will E. Seay Plaza, Lourdes Hall and United Building”. Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 64-2021 (8/17/21)

WHEREAS, for the past several years and this year, funding has been made available in the Capital Budget to provide security services at Dosker Manor, Avenue Plaza, St. Catherine Court, Will E. Seay Plaza, Lourdes Hall, United Building and at other locations on an as needed basis; and

WHEREAS, there continues to be concern by LMHA staff, city officials, and residents regarding the security at these locations, making it necessary that security guards are needed to provide ongoing monitoring and security coverage; and

WHEREAS Morgan Security Services was awarded the Commonwealth of Kentucky State contract (MA-758-1800000563), at the rate of \$16.14 (ARMED Guard), \$16.69 (ARMED Supervisor) per hour and \$21.42 (ARMED Guard or ARMED Supervisor) for Overtime and Holiday rates. At the rate of \$13.63 (Un-Armed Guard) \$14.19 (Un-Armed Supervisor) per hour, \$18.56 (Un-Armed Guard or Supervisor) per hour for Overtime and Holiday rates; and

WHEREAS, on 29 July 2021 Morgan Security Services requested a rate increase and was approved through the state contract; and

WHEREAS, on 29 July 2021 Morgan Security Services notified LMHA that the state had approved their requested rate increase, after Competitive Sealed Bidding for Armed and Unarmed Security Guard Services on March 15, 2018 and expires on April 14, 2022. At the rate of \$17.75 (ARMED Guard), \$18.36 (ARMED Supervisor) per hour and \$23.56 (ARMED Guard or ARMED Supervisor) for Overtime and Holiday rates. At the rate of \$14.99 (Un-Armed Guard) \$15.61 (Un-Armed Supervisor) per hour, \$20.42 (Un-Armed Guard or Supervisor) per hour for Overtime and Holiday rates; and

WHEREAS the board approved a one-year renewal of the Morgan Security contract on 18 August 2020 for an amount not to exceed \$1,144,304.08 prior to notification of rate increase.

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 Morgan Security Services during the month of July 2021 through the month of June 2022 for uniformed security services and uniformed armed security services at Dosker Manor, Avenue Plaza, St. Catherine Court, Will E. Seay Plaza, Lourdes Hall, and United Building, and at other locations on an as needed basis not to exceed \$1,258,734.16.

Ms. Harris made a motion to adopt Resolution 5h "Authorization for the Procurement for Elevator Maintenance Service Contract". Rev. Ellis seconded. Motion carried by unanimous vote.

RESOLUTION NO. 65-2021 (8/17/21)

WHEREAS, the Louisville Metro Housing Authority is required to provide maintenance service on all elevator equipment at Dosker Manor, Building "A", "B", and "C", St. Catherine Court, Avenue Plaza, Lourdes Hall, Will E. Seay Plaza, and the United Building for passenger and freight elevators; and

WHEREAS, Oracle Elevator Holdco, Inc. who currently holds the state contract (MA# 758200000769, Expiration April 2023) for this type of work, presented a quote of

\$61,200 annually for contracted maintenance service, \$175.00/regular hour and \$262.50/overtime hour for non-contract service with a fee of \$90.00 per trip charge.

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 the elevator maintenance service contract to Oracle Elevator Holdco, Inc. for a period beginning September 1, 2021 through August 31, 2022 for a total amount not to exceed \$250,000 annually.

Discussion Items:

None

Executive Session:

Mr. Gilbert motioned to go into Executive Session, seconded by Mr. Hearn. Motion carried by unanimous vote. The Board retired to Executive Session at 4:44 p.m.

The Board returned to Open Session at 5:36 p.m.

Other Business:

There being no further business to come before the Board, Ms. Harris motioned to adjourn, seconded by Mr. Gilbert. Motion carried by unanimous vote. The Board adjourned at 5:37 p.m.

Vickie J. Fields, Executive Secretary

Manfred Reid, Sr., Chairman