

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF
HUNTSVILLE HOUSING AUTHORITY

August 27, 2018

The Board of Commissioners of the Huntsville Housing Authority (hereinafter referred to as “the Authority) met in regular session at the Oscar Mason Community Center, 149 Mason Court, Huntsville, Alabama, on Monday, August 27, 2018.

PRESENT

Chairman Delvin Sullivan
Vice Chairman Leon D. Fountain
Commissioner Lee Horton
Commissioner Delmonize Smith
Commissioner Shaquila Willie

ABSENT

The Chairman declared a quorum present.

Also present were the following: Sandra Eddlemon, Executive Director/CEO; John Wilmer, Attorney; Danielle Thomas, Director of Housing Operations; Paula Bingham, Director of Assisted Housing; Quisha Riche, Director of Real Estate Development; Teresa Wade-Chase, Director of Finance; Lindsay Pollard, Public Relations/Workforce Development Manager; Terry Boyd, Superintendent of Housing Operations; and Neil Andrew, IT Systems Administrator.

APPROVAL OF MINUTES

A motion was made to accept the minutes from the June 18, 2018, Regular Meeting Minutes as presented. Commissioner Horton made a motion to approve the minutes and Commissioner Willie seconded the motion. Upon affirmative vote, the Chairman declared the said motion carried.

OLD BUSINESS

N/A

NEW BUSINESS

Financial Services

1. CliftonLarsonAllen Presentation of Audit Period Ending 3/31/18.

Ms. Eddlemon introduced Mandy Merchant, CliftonLarsonAllen LLP.

Ms. Merchant referred to the presentation handouts "Huntsville Housing Authority Fiscal Year 2018 Audit Results". Ms. Merchant reviewed in detail the presentation presented to the Board to include information on the audit, the financial statements, and the communication summary of the audit. The results were as follows:

The audit was conducted in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Ms. Merchant also informed the Board that there were no significant difficulties in performing the audit. The staff was very responsive and collaborative and there were no significant findings and all records have been maintained in good order.

The Single Audit requires one major program be chosen to audit for compliance. The Assisted Housing Department was chosen for FYE 3/31/18. There were no findings and the Audit is considered closed.

There were no audit adjustments and no management concerns. This resulted in an "unmodified" opinion. No material weaknesses in Internal Control were found. There were no compliance findings, and there were no prior year findings to address.

2. Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into an Agreement with Wellstone, Inc. (Mental Health Center of Madison County) to be the Sponsor for the Special Needs Assistance Program Grant.

RESOLUTION NO. 2018- 21

WHEREAS, the Huntsville Housing Authority was granted renewal of the Special Needs Assistance Program Grant effective August 1, 2018; and

WHEREAS, the Huntsville Housing Authority is required to enter into a contract with a sponsor to operate the Special Needs Assistance Program Grant;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Huntsville Housing Authority, hereby authorizes the Executive Director/CEO/Contracting Officer to enter into an agreement with the Wellstone Inc. (Mental Health Center of Madison County).

Commissioner Smith moved the foregoing Resolution be adopted as introduced. Commissioner Fountain seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:	NAYS:	ABSTAIN:
Commissioner Leon D. Fountain		
Commissioner Lee Horton		
Commissioner Delmonize Smith		
Commissioner Shaquila Willie		

The Chairman thereupon declared said Resolution adopted this 27th day of August, 2018.

3. Act on a Resolution Approving an Investment Policy.

RESOLUTION NO. 2018- 22

WHEREAS, the Annual Contributions Contract (ACC) requires that excess monies on deposit be invested in securities approved by HUD; and

WHEREAS, the Huntsville Housing Authority has funds in excess of the amount required for the day to day operations of the housing authority; and

WHEREAS, the Huntsville Housing Authority intends to earn the maximum amount possible on these excess funds;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Huntsville Housing Authority, hereby authorizes the approval of an Investment Policy allowing the CEO and CFO to make the investment decision based on PIH 96-33.

Commissioner Horton moved the foregoing Resolution be adopted as introduced. Commissioner Willie seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:	NAYS:	ABSTAIN:
Commissioner Leon D. Fountain		
Commissioner Lee Horton		
Commissioner Delmonize Smith		
Commissioner Shaquila Willie		

The Chairman thereupon declared said Resolution adopted this 27th day of August, 2018.

4. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ending June 30, 2018.

Mrs. Teresa Wade-Chase reviewed in the report in detail and it was accepted as presented.

5. Presentation of HCV Finance Report for the Period Ending June 30, 2018.

Mrs. Teresa Wade-Chase reviewed in the report in detail and it was accepted as presented.

Real Estate Development

1. Resolution Ratifying Previous Authorization for the Executive Director/CEO/Contracting Officer to Enter Into a Contract for the Installation of Security Lighting at LR Patton.

RESOLUTION NO. 2018- 23

WHEREAS, to ensure the overall safety and security of the buildings at L.R. Patton; and

WHEREAS, one quote was received for the purchase and installation of security lighting at L.R. Patton; and

WHEREAS, Tidmore, Inc. d/b/a Current Electrical submitted the lowest quote and was selected as the contractor to perform the work in an amount not to exceed \$133,719.00; and

WHEREAS, a previous poll of the Board of Commissioners was conducted by the Executive Director/CEO; and

WHEREAS, the Board authorized the Executive Director/CEO/Contracting Officer to enter into a contract with Tidmore, Inc. d/b/a Current Electrical for the purchase and installation of security lighting at L.R. Patton;

NOW, THEREFORE, BE IT RATIFIED by the Board of Commissioners of the Huntsville Housing Authority that the Executive Director/CEO/Contracting Officer was authorized to enter into a contract for security lighting purchase and installation at L.R. Patton with Tidmore, Inc. d/b/a Current Electrical in an amount not to exceed \$133,719.00.

Commissioner Fountain moved the foregoing Resolution be adopted as introduced. Commissioner Horton seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:
Commissioner Leon D. Fountain
Commissioner Lee Horton
Commissioner Delmonize Smith
Commissioner Shaquila Willie

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 27th day of August, 2018.

2. Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into an Agreement with OMI, Inc. for Phase II Environmental Review at Sparkman Homes.

RESOLUTION NO. 2018- 24

WHEREAS, the Huntsville Housing Authority will submit a demolition application to HUD requesting approval to demolish Sparkman Homes; and

WHEREAS, a Phase II environmental review was deemed necessary for the site; and

WHEREAS, two quotes were received; and

WHEREAS, OMI, Inc. submitted the lowest quote and was selected as the consultant to perform the work in an amount not to exceed \$16,977.00;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the Executive Director/CEO/Contracting Officer is authorized to enter into a contract with OMI, Inc. for the performance of a Phase II environmental review at Sparkman Homes in an amount not to exceed \$16,977.00.

Commissioner Smith moved the foregoing Resolution be adopted as introduced. Commissioner Fountain seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:
Commissioner Leon D. Fountain
Commissioner Lee Horton
Commissioner Delmonize Smith
Commissioner Shaquila Willie

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 27th day of August, 2018.

Housing Operations

1. Resolution Authorizing the Executive Director/CEO/Contracting Officer to Amend a Contract for Security Guard Services at Johnson Towers and The Todd.

RESOLUTION NO. 2018- 25

WHEREAS, Huntsville Housing Authority issued a Request for Proposals to interested qualified companies in March 2017 to provide security guard services at Johnson Towers and The Todd; and

WHEREAS, Elite Patrol Services was deemed the most responsive and responsible proposer in April 2017; and

WHEREAS, in July 2018, a gap in security services arose as the result of the retirement of a long-time security guard employee; and

WHEREAS, Elite Patrol provided additional security guard services for July and August 2018 to fill the gap in services; and

WHEREAS, the original contract with Elite Patrol must be amended to allow for Elite Patrol to provide additional security guard services on an ongoing basis;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Huntsville Housing Authority that the Executive Director/CEO is authorized to enter into a contract with Elite Patrol Services for the provision of security guard services at Johnson Towers and The Todd in an amount not to exceed \$100,000.00.

Commissioner Willie moved the foregoing Resolution be adopted as introduced. Commissioner Horton seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:	NAYS:	ABSTAIN:
Commissioner Leon D. Fountain		
Commissioner Lee Horton		
Commissioner Delmonize Smith		
Commissioner Shaquila Willie		

The Chairman thereupon declared said Resolution adopted this 27th day of August, 2018.

2. Resolution to Ratify a Contract to Provide Lawn Care and Landscape Maintenance services for Northwoods and Sparkman Homes.

RESOLUTION NO. 2018- 26

WHEREAS, Huntsville Housing Authority requested quotes from qualified firms and individuals to provide lawn care and landscape maintenance services for three public housing sites, which include Northwood and Sparkman Homes; and,

WHEREAS, the following quotes were received:

QUOTE SUBMITTED BY	MONTHLY COST ESTIMATE	ADDITIONAL POTENTIAL LABOR	TOTAL MONTHLY COST
Landscape Services Inc. (LSI)	\$11,701.00	\$90.00	\$11,701.00
Log Right, LLC.	\$26,941.00	\$33.00	\$26,941.00
Holuchase Leasing	\$5900.00	Non-Responsive	\$5900.00

WHEREAS, Landscape Services Inc. (LSI) was deemed to be the lowest bidder in accordance with the contract specifications for the Lawn Care and Landscape Maintenance Services; and

WHEREAS, the board was polled on August 14, 2018 concerning this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby ratifies a contract with Landscape Services Inc. (LSI) for Lawn Care and Landscape Maintenance Services for Northwoods and Sparkman Homes for an amount not to exceed \$35,103.00 for a term of 3 months.

Commissioner Smith moved the foregoing Resolution be adopted as introduced. Commissioner Fountain seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:
Commissioner Leon D. Fountain
Commissioner Lee Horton
Commissioner Delmonize Smith
Commissioner Shaquila Willie

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 27th day of August, 2018.

3. Resolution to Ratify a Contract to Provide Lawn Care and Landscape Maintenance services for Lincoln Park, Brookside and Searcy Homes.

RESOLUTION NO. 2018- 27

WHEREAS, Huntsville Housing Authority requested quotes from qualified firms and individuals to provide lawn care and landscape maintenance services for three public housing sites, which include Lincoln Park, Brookside and Searcy Homes; and,

WHEREAS, the following quotes were received:

QUOTE SUBMITTED BY	MONTHLY COST ESTIMATE	ADDITIONAL POTENTIAL LABOR	TOTAL MONTHLY COST
Landscape Services Inc. (LSI)	\$7930.00	\$90.00	\$7930.00
Log Right, LLC.	\$45,062.00	\$33.50	\$45,062.00
Holuchase Leasing	\$6800.00	Non-Responsive	\$6800.00
High Tech Landscaping	\$22,580.00	\$47.00	\$22,580.00
4A Services	\$15,936.00	\$27.08	\$15,936.00
LBJ Lawn Service	\$12,225.00	Non-Responsive	\$12,225.00

WHEREAS, Landscape Services Inc. (LSI) was deemed to be the lowest bidder in accordance with the contract specifications for the Lawn Care and Landscape Maintenance Services; and

WHEREAS, the board was polled on August 14, 2018 concerning this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby ratifies a contract with Landscape Services Inc. (LSI) for Lawn Care and Landscape Maintenance Services for Lincoln Park, Brookside and Searcy Homes for an amount not to exceed \$23,790.00 for a term of 3 months.

Commissioner Horton moved the foregoing Resolution be adopted as introduced. Commissioner Willie seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:
 Commissioner Leon D. Fountain
 Commissioner Lee Horton
 Commissioner Delmonize Smith
 Commissioner Shaquila Willie

NAYS:

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 27th day of August, 2018.

Executive Director Comments

Ms. Eddlemon thanked the staff for the wonderful audit. It was the 14th year with no findings. She commended the Finance and HCV Staff.

She also notified the Board that we did not get the 2018 Safety and Security Grant. We received a letter from HUD asking us to apply for 33 additional VASH vouchers and we have applied.

Public Comments

N/A

Commissioner Comments

Commissioner Horton thanked the staff for the audit. She stated that it is a privilege to work with the HHA Staff.

Commissioner Willie said, “Good Job!”

Commissioner Smith pointed out that he feels proud even as a new Commissioner to be a part of the Board with such a great staff. He stated that in working with us he sees our efforts and thanks us for the good job.

Commissioner Fountain said, “Kudos!”

Chairman Sullivan said thank you to the staff and he feels safe in his position and wishes that we keep up the good work.

With there being no further comments, Chairman Sullivan declared the meeting adjourned.

Delvin L. Sullivan, Chairman

Attest:

Sandra Eddlemon, Secretary