

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF KANSAS CITY, KANSAS**

Thursday, August 13, 2019
12 noon

Administrative Bldg.
1124 N. 9th Street

On the 13th day of August 2019 at 12 noon the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special session. The meeting was called to order by Chairman Watkins, and upon roll call, the following members of the body were present:

Matthew T. Watkins, Chairman
Rev. Jimmie L. Banks, Vice-Chairman (via conference call)
Jacques Barber, Commissioner
Rachel Jefferson, Commissioner
Don Jolley, Commissioner
P. Anne McDonald, Commissioner (via conference call)
Timothy J. Rhodes, Commissioner
Denise Tomasic, Commissioner
Cardelia Walker, Commissioner
Linda Warner, Commissioner (via conference call)
Charles Wilson, Commissioner

ABSENT: Alvin Sykes, Commissioner

ALSO PRESENT: Thomas M. Scott, Executive Director/CEO
Cherrie Escobar, Director of Section 8
Melinda Linnell, Director of Housing Management
Sharron Davis-Mays, Self-Sufficiency Coordinator
Benice Meeks, Assistant Director of Finance
Jacqueline D. Randle, Executive Services Manager
Veronica Sanders, Financial Analyst
Anthony J. Shomin, Director of Facilities Management
Linda Barber/Retired, Guest of Jacques Barber

Chairman Watkins called the meeting to order and roll call was taken.

Commissioner Tomasic made a motion to approve the minutes of July 18, 2019. Commissioner Rhodes seconded the motion and the following vote was recorded:

AYES: Barber, Jefferson, Jolley, McDonald, Rhodes, Tomasic, Walker, Watkins, Wilson

NAYS: None

ABSENT: Banks, Sykes, Warner

ABSTAIN: None

Motion carried.

Executive Director's Report

- Mr. Scott provided the Board with a handout entitled, *Lead the Way: PHA Governance and Financial Management—A Training for Board Members*. This is online training that Board members must register for which can be done at home or here at the Housing Authority. This is a certification program for commissioners.
- On August 8, 2019 Mr. Scott, Chairman Watkins and Rev. Banks met with HUD representatives Velma Navarro, from the Regional office out of Denver, and Fran Cleary and Julie Miles from the local office, to discuss where we are and to get an update of the maintenance facility. The meeting went well.
- That morning, Mr. Scott met with Mayor Alvey to discuss what direction we are going in. Juniper Gardens was discussed briefly.
- A Friday meeting was held with Maureen Mahoney and a developer that is interested in doing redevelopment in the northeast area. Juniper Gardens was discussed, along with light industrial. The meeting was favorable.
- Mr. Scott will meet with the Bonner Springs City Council on August 26, 2019 to discuss the Bonner Springs Housing Authority which has 50 units of which 30 are in a three-story high-rise building.
- We are still working on the phones and IT upgrades.
- An emergency has been declared for the maintenance facility at 624 State Avenue due to its condition. Abatement is being done in the refrigeration area. The parking garage will be closed off. Service truck drivers will be allowed to drive their trucks home. The larger trucks will be parked on the site. The carpenter shop will be shut down on rainy days and staff will be used elsewhere. Scott noted that 50 percent of the maintenance staff reports to the high-rises and the rest work on the developments. Work on the new maintenance will start back, we are hoping for mid-September. We should hear something by August 19, 2019 from HUD related to the

\$1.4 Million which we are to repay ourselves. HUD has been favorable and understands our present situation.

Committee Reports

Chairman Watkins called for committee reports.

Bylaws

Commissioner Barber noted there was no report from the Bylaws Committee.

Finance

Commissioner McDonald noted that we are waiting for a date from the auditors for their exit interview before we set a date for the next Finance Committee meeting. In Ms. Rogers' absence, Ms. Meeks noted that was correct. The auditors should be here in September.

Inclusion and Public Information

Commissioner Warner was not present at this point in the meeting.

Personnel

Vice-Chairman Banks was not present at this point in the meeting. Chairman Watkins noted that the Personnel Committee meeting for today was cancelled. Mr. Scott indicated we are looking at next Tuesday for a meeting, but the time has not been set. *(Commissioner Warner joined via conference call.)*

Development and Improvement

Commissioner Rhodes indicated that a lengthy meeting took place on August 1, 2019 regarding the Meadowlark Lane property and the Capital Funds Program. Staff will prepare a RFQ for a property developer to help us with our needs assessment. The committee suggested doing a bus tour to look at the Housing Authority properties. *(Vice-Chairman Banks joined via conference call.)* Scott added that the RFQ would be available and ready to go out by the end of the year. This would have to be included in our plan which is submitted by year end. He encouraged the Board to engage in some training in September to understand the various facets related to this needs assessment. Commissioner Tomasic asked how this would tie in with the group Mr. Scott met with on Friday. Mr. Scott indicated we would work together simultaneously. Shomin indicated it would take 60-90 days to get it all going for the needs assessment.

Resident Participation

Commissioner Wilson indicated he would notify Ms. Randle of their next meeting so she could get the message out to the Resident Participation Committee.

Executive

Chairman Watkins noted the Executive Committee did not meet.

Community Housing Investment Group (CHIG)

Chairman Watkins noted that CHIG has met twice. The July meeting was to approve \$250,000 to go toward the maintenance facility. A lengthy meeting was held in April to discuss DHAL upgrades and other matters related to the property. He indicated that DHAL is a high performing asset and Vice-Chairman Banks agreed. Chairman Watkins acknowledged Mr. Scott's efforts at DHAL to keep the property running smoothly. He noted that marketing will go out regarding the property. Commissioner Barber asked if there was recognition for the DHAL model. Mr. Scott indicated DHAL does not fall under HUD's oversight. However, we are acknowledged by Midwest Housing Equity Group and Kansas Housing Resource Corp which is not publicized. Chairman Watkins noted that DHAL is the single best performing low-income housing tax credit project ever in the state of Kansas. Mr. Scott added that we have received awards for the Top Assisted Living Center. Chairman Watkins discussed using the model, with fewer units, in the urban core. He suggested not only the northeast, but also Turner and Rosedale, for possible locations. Mr. Scott indicated the Housing Authority would need to provide subsidy for smaller properties.

Public Comments

There were no comments from the public.

New Business Consent Items

Commissioner Barber made a motion to approve Resolution Nos. 2019-14 and 2019-15. Commissioner Tomasic seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Jefferson, Jolley, McDonald, Rhodes, Tomasic, Walker, Warner, Watkins, Wilson

NAYS: None

ABSENT: Sykes

ABSTAIN: None

Motion carried.

Resolution No. 2019-14—authority to dispose of scrap metal.

Inoperative appliances have been identified by manufacturer serial numbers and PHA decal numbers and sold as scrap metal. This resolution authorizes the disposal of scrap metal in accordance with the agency's procedure for the disposal of personal property. The value for these 18 refrigerators and 12 ranges will be determined by scrap metal weight.

RESOLUTION NO. 2019-14—AUTHORITY TO DISPOSE OF SCRAP METAL.

Resolutions No. 2019-15—authorize a contract with American Digital Security, LLC for security camera improvements at Glanville Towers, Rosedale Towers and Plaza Towers.

This resolution authorizes the Board to accept the bid by American Digital Security, LLC for security camera improvements at Glanville, Rosedale and Plaza Towers. Currently the cameras only monitor the entry door locations at each tower. The security camera improvements will replace existing cameras at all three locations. Additional cameras will be added by the elevators on each floor and on the roof to monitor the parking lots and outside areas. The Invitation to Bid was advertised in the usual publications, posted on the agency's website and mailed directly to contractor reporting services. Eleven contractors picked up plans for this project and six contractors attended the Pre-Bid Conference. With a bid of \$202,823.74; American Digital Security, LLC was the only contractor to bid this work. Due to there only being one bid, a cost analysis was conducted. The staff and architect declared this bid as reasonable. The

architect's estimate for this job is \$748,735.42. The contractor is comfortable with his bid. This bid was submitted to HUD, as only one bid was received. We were informed that HUD approval was not necessary as this bid fell under the \$250,000 threshold determined by the Simplified Acquisition Threshold. American Digital Security, LLC has been in business for 17 years. The Housing Authority has no previous experience with this contractor. References were favorable. There is \$310,000 in the 2018 Capital Fund Program budgeted for the work. The staff and architect recommend approval of this bid submitted by American Digital Security, LLC in the amount of \$202,823.74.

RESOLUTION NO. 2018-15—AUTHORIZE A CONTRACT WITH AMERICAN DIGITAL SECURITY LLC FOR SECURITY CAMERA IMPROVEMENTS AT GLANVILLE TOWERS, ROSEDALE TOWERS AND PLAZA TOWERS.

New Business Discussion Item

Resolution No. 2019-16, authorizing a contract with Construction Management Services, Inc. for Phase I Interior Modernization at Plaza Towers, is introduced.

Mr. Shomin noted this resolution was presented last month and rejected as the bids were over the allotted budget, and to give staff time to re-evaluate and make recommendations. The three bidders were contacted, told their bids were above the allocated budget and given an opportunity to lower their bids, and asked to resubmit their bids by August 2, 2019. Construction Management Service, Inc. was the apparent low bidder with a base bid and alternates totaling \$2,670,055.10. The revised low bid is above the allocated budget for this work. Construction Management Service, Inc. was asked to complete two floors, instead of three, to bring the work within budget. The base bid and add alternate for windows were added together and divided by three for a per floor price, and then multiplied by two, for the two floor contract amount. The contractor accepted this revision. Construction Management Services, LLC has been in business for 10 years. The housing authority does not have experience with this contractor. The debar list was checked and this contractor does not appear on the list of Parties Excluded from Federal Contracts. The architect and staff recommend approval of this revised bid for interior modernization of two floors at Plaza Towers in the amount of \$1,807,376.30 which includes the base bid plus alternates. Mr. Scott reminded the Board that this was pulled last month and does two things: 1) it allows us to obligate funds before the deadline or risk losing the funds; and 2) this also allows us to slow things down and get the feasibility study done. Commissioner Barber questioned if we knew why the architects' estimate was so low. Mr. Shomin indicated that the construction climate is so good right now and this contributes to why the project is costing more. The housing authority's history shows that the most we have spent per

unit is \$35,000 and this bid brings us up to \$50,000. Mr. Shomin is hoping the cost comes down with the next phase.

Commissioner Barber made a motion to approve Resolution Nos. 2019-16. Commissioner Tomasic seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Jefferson, Jolley, McDonald, Rhodes, Tomasic, Walker, Warner, Watkins, Wilson

NAYS: None

ABSENT: Sykes

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2019-16—AUTHORIZE A CONTRACT WITH CONSTRUCTION MANAGEMENT SERVICES, INC. FOR PHASE I INTERIOR MODERNIZATION AT PLAZA TOWERS.

With no further business, Chairman Watkins called for the meeting to be adjourned and it passed unanimously.



Matthew T. Watkins, Chairman



Thomas M. Scott, Executive Director/CEO