

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

Thursday, July 18, 2019  
12 noon

Administrative Bldg.  
1124 N. 9<sup>th</sup> Street

On the 18th day of July 2019 at 12 noon the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in regular 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  
Jacques Barber, Commissioner  
Rachel Jefferson, Commissioner  
Don Jolley, Commissioner  
Timothy J. Rhodes, Commissioner  
Denise Tomasic, Commissioner  
Linda Warner, Commissioner

**ABSENT:**

Rev. Jimmie L. Banks, Vice-Chairman  
P. Anne McDonald, Commissioner  
Alvin Sykes, Commissioner  
Cardelia Walker, Commissioner  
Charles Wilson, Commissioner

**ALSO PRESENT:**

Thomas M. Scott, Executive Director/CEO  
Gerald Glavin, Asst. Director of Housing Management  
Melinda Linnell, Director of Housing Management  
Sharron Davis-Mays, Self-Sufficiency Coordinator  
Benice Meeks, Assistant Director of Finance  
Jacqueline D. Randle, Executive Services Manager  
Caroline Rogers, Director of Finance  
Anthony J. Shomin, Director of Facilities Management  
Alvin White, General Foreman

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

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Commissioner Jefferson made a motion to approve the minutes of June 20, 2019. Commissioner Tomasic seconded the motion and the following vote was recorded:

AYES: Barber, Jefferson, Jolley, Rhodes, Tomasic, Warner, Watkins

NAYS: None

ABSENT: Banks, McDonald, Sykes, Walker, Wilson

ABSTAIN: None

Motion carried.

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### **Executive Director's Report**

- Mr. Scott provided a couple of housekeeping issues. He noted that Resolution No. 2019-13, as listed on the agenda was being pulled and Resolution 2019-14 would be moved up and renumbered to Resolution No. 2019-13. On page 5 of the handout concerning the vehicles, the very last notation of years should read 29 years old instead of 19 years old.
- Mr. Scott noted that he has had numerous meetings with Fran Cleary, HUD's Director of Office of Public Housing Field Operations. Along with Mr. Shomin and Mr. Glavin, they met to tour the new maintenance facility on Meadowlark Lane. They followed up with a drive to see the egress both north and south to get through town. They drove by the Leavenworth Road properties and scattered sites which are under renovation. A walk-through took place at the maintenance facility located at 624 State Avenue. Ms. Cleary was shown a video of the water intrusion in the maintenance facility as well. The local HUD office and Regional Director out of Wichita are both of supportive of what we are trying to do with the new maintenance facility. We hope to hear back from Washington, D.C. relatively quickly and believe there will be a favorable response.
- The sales contract on the purchase of the office facility on Meadowlark Lane has been terminated and the deposit has been refunded to the agency.
- Vapor testing at Juniper Gardens, which was holding up the environmental audit and Capital Funds, has been completed and that information has been provided to HUD. There are two environmental issues remaining open, one at Wyandotte Towers for soil testing and the other at Bethany Towers with Kansas Department of Health and Environment (KDHE).
- Audit findings from the May 31, 2019 letter from HUD were responded to on June 27, 2019 and we are continuing to work with HUD to address this matter.
- District 500 took over the EOF early education services for Douglas Height and Belrose Manor some time ago, but was unsuccessful in obtaining full

funding for the upcoming year according to a recent letter provided to the Housing Authority. Ms. Linnell is reaching out to District 500 to decrease the rent if they would consider coming back and working with us for free. Mr. Scott explained this will not happen right away and we will continue to monitor this situation closely. *In the bullet point, Mr. Scott was referring the Headstart program which is different from the Learning Club.*

- Mr. Scott acknowledged Ms. Escobar for her time as Deputy Director.
- The Housing Authority is working on developing an RFP for consulting services to reposition Juniper Gardens. Along with Mr. Shomin, Mr. Scott spent an hour at HUD discussing RAD. Bonners Springs Housing Authority approached us about six years ago about absorbing its housing stock; we will look at this again. This could help us with the disposition of residents from Juniper Gardens.
- Mr. Scott and Ms. Escobar met with Christy McMurphy of Kim Wilson Housing to partner on a 2019 Mainstream Voucher NOFA. We are currently working with Kim Wilson Housing on a small project base that could be expanded.
- On page 9 of the board packet, we have removed Community Housing Investment Group (CHIG) funds from the available funds for the Housing Authority.
- Mr. White was introduced as General Foreman for the Housing Authority. He has been an employee for a number of years. Mr. Scott received a call on Wednesday about Mr. White who was observed pulling his truck over and getting out helping someone in a wheelchair to maneuver across the street and over a curb. This occurred in the Argentine area of Kansas City, Kansas. Mr. White was acknowledged and thanked for his kind act.
- Mr. Scott then went on to recognize senior staff for their hard work in moving the agency forward.

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## **Committee Reports**

Chairman Watkins called for committee reports.

### Bylaws

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

### Development and Improvement

Commissioner Rhodes indicated that the Development and Improvement Committee has not met, but plan to meet within the next couple of weeks.

Finance

In Commissioner McDonald's absence, Commissioner Rhodes noted the Finance Committee did not meet.

Inclusion and Public Information

Commissioner Warner noted that they are scheduled to meet on June 29, 2019 and she is determining if this meeting will take place.

Personnel

Vice-Chairman Banks was not present and it was believed that the Personnel Committee has not met.

Resident Participation

Commissioner Wilson was not present and it was believed that the Resident Participation Committee did not meet.

Executive

Chairman Watkins noted the Executive Committee did not meet.

Community Housing Investment Group (CHIG)

Chairman Watkins noted the next quarterly CHIG board meeting will take place at the end of July.

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Public Comments

There were no comments from the public.

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**New Business Consent Items**

Commissioner Rhodes made a motion to approve Resolution Nos. 2019-11 and 2019-12. Commissioner Tomasic seconded the motion and the following vote was recorded:

AYES: Barber, Jefferson, Jolley, Rhodes, Tomasic, Warner, Watkins

NAYS: None  
ABSENT: Banks, McDonald, Sykes, Walker, Wilson  
ABSTAIN: None

Motion carried.

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Resolution No. 2019-11—authority to accept the bid and authorize a contract for HVAC improvements at Douglas Heights family developments located at 42<sup>nd</sup> Street and Lawrence Drive in Kansas City, Kansas with AAIM Services, LLC.

This resolution authorizes a contract with AAIM Services, LLC for HVAC improvements for 99 units at Douglas Heights family development. The R-22 Freon system is being replaced with the newer R-410 coolant system. The work was advertised in the usual publications and mailed directly to contractors on our bid list. Four contractors bid the work on June 26, 2019. AAIM Services, LLC was the apparent responsive low bidder with a bid of \$284,000. The range of bids was \$284,000—\$682,000. The architect's estimate for the work is \$529,920. There is \$325,000 in the 2019 Capital Fund Program budgeted for this project. The staff and architect are recommending acceptance of the bid in the amount of \$284,000 and authorizing AAIM Service, LLC to do the work.

RESOLUTION NO. 2019-11—AUTHORITY TO ACCEPT THE BID AND AUTHORIZED A CONTRACT FOR HVAC IMPROVEMENTS AT DOUGLAS HEIGHTS FAMILY DEVELOPMENTS LOCATED AT 42<sup>ND</sup> STREET AND LAWRENCE DRIVE IN KANSAS CITY, KANSAS WITH AAIM SERVICES, LLC.

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Resolution No. 2019-12—authority to reject the bid for slope stabilization at Chalet Manor family development located at Birch Street and Ruby Avenue in Kansas City, Kansas submitted by ESI Contracting Corporation.

This resolution authorizes the Board to reject the bid by ESI Contracting Corporation for slope stabilization at Chalet Manor family development in Kansas City, Kansas. A shift in the ground has caused severe sidewalk and parking lot instability and requires excavation, construction of retaining walls, regarding and landscaping at Chalet Manor. The Invitation to bid was advertised in the usual publications and mailed directly to contractors. On July 27, 2019 ESI Contracting Corporation was the only contractor to bid this work. ESI's estimate for the work is \$760,390. The architect's estimate is \$358,031. The agency's procurement policy requires that bids in excess of 110% be rejected, re-evaluated, changed if necessary and rebid in hopes of bringing the cost within budget. Staff is recommending that this bid be rejected and rebid in the fall.

**RESOLUTION NO. 2019-12—AUTHORITY TO REJECT THE BID FOR SLOP STABILIZATION AT CHALET MANOR FAMILY DEVELOPMENT LOCATED AT BIRCH STREET AND RUBY AVENUE IN KANSAS CITY, KANSAS SUBMITTED BY ESI CONTRACTING CORPORATION.**

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Chairman Watkins explained that Resolution No. 2019-13 has been removed from the agenda and Resolution No. 2019-14 has moved up and replaces 2019-13 and will be renumbered. Mr. Shomin then began his explanation of why this resolution was removed. He noted the work is for Phase 1 (floors 6—8) of interior remodeling at Plaza Towers. Three bids were accepted on July 15, 2019. The low bid was almost \$2.9 Million which staff and the architect have determined is excessive for the work. Two of the bids were within \$30,000 of each other. Rebidding this work in the current climate would probably yield similar results. This resolution is being pulled because past history shows us that interior modernization generally runs \$34,000 per unit. This bid averages \$56,000 per unit. The architect's is \$2.2 Million for the project which represents a \$600,000 premium to get this work done now. Mr. Shomin requested more time to review this and see what other options are available. He is aware there are obligation deadlines for the funds. Mr. Scott was in agreement with Mr. Shomin's recommendation. He noted the appraised value of Plaza Towers is \$4 Million and total construction costs could bring the project to \$8-9 Million. Commissioner Barber asked about the condition of the building. Mr. Scott noted there are no health and safety issues with the building, it just needs updating. Commissioner Jefferson asked about obligation deadlines. Mr. Shomin explained that the funds have a two-year obligation deadline and up to four years to expend the funds. There must be a contract for 90 percent of the funds. Mr. Scott noted we can do a budget revision to obligate the funds and we will stay on top of the obligation dates. Mr. Shomin added that we are supplying some of the materials to complete this work and that should have brought the cost down somewhat. Mr. Scott cautioned that there could be a special meeting called to obligate these funds so they would not be lost.

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**New Business Discussion Item**

Resolution No. 2019-13, authorizing the disposal of Housing Authority property consisting of fleet vehicles and equipment, is introduced.

Mr. Scott noted that the disposition policy requires that the Board approve the disposal of Housing Authority property. Typically vehicles have been advertised in the Kansan and the KC Star. The Kansan is gone and the KC Star is too expensive. The BPU, Unified Government and Johnson County use an online

bidding process to dispose of vehicles. Mr. Glavin put together the handout showing the vehicles. The vehicles listed are obsolete and need to be disposed of. It was noted that previously two vehicles were replaced each year out of the Capital Fund. However, the previous administration has elected to lease the new vehicles through Enterprise. Mr. Scott asked for the Board's approval to dispose of the vehicles.

Commissioner Jolley made a motion to approve Resolution No. 2019-13. Commissioner Barber seconded the motion and the following vote was recorded:

AYES: Barber, Jefferson, Jolley, Rhodes, Tomasic, Warner, Watkins

NAYS: None

ABSENT: Banks, McDonald, Sykes, Walker, Wilson

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2019-13—AUTHORIZE THE DISPOSAL OF HOUSING AUTHORITY PROPERTY CONSISTING OF FLEET VEHICLES AND EQUIPMENT.

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### **Executive Session**

Commissioner Jefferson made a motion to go into Executive Session for 15 minutes to discuss a personnel matter. Commissioner Barber seconded the motion and it passed unanimously.

Mr. Scott was present during Executive Session. *Executive Session took place from 1:01 p.m.—1:16 pm.*

Commissioner Rhodes made a motion to come out of Executive Session. Commissioner Tomasic seconded the motion and it passed unanimously.

With no further business, Chairman Watkins asked that the meeting be adjourned and it passed unanimously.

  
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Matthew T. Watkins, Chairman

  
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Thomas M. Scott, Executive Director/CEO