

SUMMARY OF MINUTES OF THE SPECIAL CALLED MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MONTGOMERY, ALABAMA, HELD ON TUESDAY, DECEMBER 7, 2021, AT 9:00 A.M. IN THE BOARD ROOM AT 525 S. LAWRENCE STREET AND VIA ZOOM

The Special called meeting of the Board of Commissioners of the Housing Authority of the City of Montgomery, Alabama (MHA) was held on Tuesday, December 7, 2021, at 9:00 A.M., in the Board room at 525 S. Lawrence Street, 36104 and via Zoom.

The Chairman, John F. Knight, Jr., called the meeting to order at approximately 9:03 A.M., and Mr. Damon E. Duncan, Chief Executive Officer/Secretary-Treasurer, called the roll as follows:

**1. ROLL CALL**

PRESENT: Chairman, John F. Knight, Jr.  
Vice-Chairman, Paul Hankins  
Commissioner Willie Durham  
Commissioner Andrea Rogers-Mosley  
Commissioner Ray Roton  
Commissioner Samuel Frazier  
Commissioner Iesha Brooks  
Commissioner Edwin "Ed" Bertarelli

ABSENT: Commissioner Frank Brown

For the record: Legal Counsel for MHA, Mr. James E. Beck, III, of the law firm of Hill, Hill, Carter, Franco, Cole and Black, P.C., was present. The roll call record form is attached.

Chairman Knight declared a quorum present. The Chairman extended thanks to all present for their attendance and called upon Commissioner Frazier, who opened the meeting in prayer.

The Chairman then proceeded to address the order of business, as follows:

**2. APPROVAL OF AGENDA**

Chairman Knight sought approval of the agenda for the December 7, 2021, Special called Board meeting. Vice-Chair Hankins offered a motion approving the agenda and moved its adoption. The motion was seconded by Commissioner Roton. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion approving the agenda for the December 7, 2021, Special called meeting of the Board of Commissioners, was declared as unanimously carried this seventh day of December 2021. **(Resolution No.6610.)**

**3. APPROVAL OF MINUTES**

Chairman Knight sought approval of the Minutes of the September 28, 2021, regular monthly meeting of the Board of Commissioners and asked if there were any questions. There were none. Commissioner Durham moved to approve the Minutes of the September 28, 2021, regular monthly Board meeting, as mailed each Commissioner. Commissioner Roton seconded the motion. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion, approving the Minutes of the September 28, 2021, regular monthly meeting of the Board of Commissioners, was declared as unanimously carried this seventh day of December 2021. **(Resolution No. 6611.)**

Before proceeding with the remaining items on the agenda, Chairman Knight welcomed newly appointed Commissioner Ed Bertarelli to the Board. The Chairman added he hoped everyone had a great Thanksgiving holiday.

Chairman Knight then called upon Mr. Damon Duncan, President/CEO of the Montgomery Housing Authority to present Agenda item 4.

**4. DIRECTOR'S REPORT** - Mr. Duncan summarized his written report to the Board on the following: **COVID** - MHA offices are open to the public. **Emergency Rental Assistance (ERA)**- Of the 159 applications submitted on behalf of residents, 59 were approved as of end November 2021. **Emergency Housing Vouchers (EHV) Award** - MHA was awarded 98 EHV vouchers. MHA received 77 referrals; issued 74 vouchers of which 26 are leased up. **PH Occupancy rate** is at 98%; **Section 8 Utilization rate** is at 97%. As at November end, the **Rent Collection** rate is at 41%, which remains consistent with the percentage experienced during the pandemic. MHA has suspended all Court related eviction activities, until after the first of the year. **Choice Neighborhoods Initiative Planning** - MHA held its first Centennial Hill community-wide townhall meeting. The meeting was well attended. Input and suggestions gathered/made at this meeting will be shared at the next townhall. Four target areas have been identified from which, working with the City and County, MHA plans to acquire properties with sufficient acreage to be able to develop multi-family projects to support relocation. MHA has opened a CNI office at Paterson Court, 1044 and 1042 Union Street, which will enable residents of Paterson Court and the Centennial Hill neighborhood to walk-in and receive information and updates on the CNI Planning project. Dr. Mays, of ASU, is undertaking assessments of Paterson Court residents at the office site. During the first quarter of 2022, the Paterson Court demolition/disposition application will be worked up for Board approval and submission to HUD; MHA will also be drafting various types of developer RFQs since it is considering multiple housing types for replacement units, which will be brought to the Real Estate

Development committee. Duncan encouraged the Board to visit the multi-purpose room to view the results of the design synthesis studio projects undertaken by the Auburn community planning students. One project has to do with Gibbs East and West properties as a viable proposition for a Choice Neighborhoods application. **Grants** - MHA plans to apply for a Youth Build grant opportunity of \$1.5 million. This HUD grant opportunity exposes youth to construction training. MHA will also apply for the Jobs Plus grant once the NOFA is published sometime in January 2022. **MHA website** - the new website has been launched. The Digital Desk is one of the new additions to the website which allows for residents to complete and submit forms on-line. This concluded the CEO's report to the Board. Chairman Knight asked if there were any questions. Vice-Chair Hankins sought clarification and was informed by Mr. Duncan that MHA knows that it can revitalize Paterson Court without the \$35 million. The CNI Planning grant will only enhance what MHA can do Centennial Hill community wide. Vice-Chair Hankins pointed out that at some time he would like the Board to receive a comprehensive presentation of what MHA's plans are long-term. Mr. Duncan concurred. Commissioner Durham commended the Director for visibility on contracts and vendors, included in the Director's report. There were no other questions.

Chairman Knight proceeded to the next item on the agenda, as follows:

**5. AUTHORITY REPORTS** - Ms. Connie Hill, CFO, informed the Board as follows: The **Financials** statements are for seven months ending October 31, 2021. The major variances between the year-to-date actual are noted on the bottom of each page. The **Public Housing** program used reserves of approximately \$775,000. The main expenses were to make ready units, repairs of roofs and gutters, appliance replacements, the tree contract was a substantial expense that was not originally planned in the budget. MHA used temporary labor to fill positions. Human Resources is working to fill these with fulltime hires. MHA hopes to continue to receive emergency rental assistance payments. The **Housing Choice Voucher** program - MHA utilized approximately \$161,000 of its administrative reserves, which was in response to coming out of COVID. Increasing non-recertifications, catching up on tenancy screening and background checks, quality controls, SEMAP reviews, case management software, etc. There is a Board resolution to increase the payment standards and MHA has adequate funds to absorb the increase as well as maintain full utilization. **Central Office Cost Center** expenses are for support required to administer MHA's programs. **Business Activities** has a surplus and this source of non-federal funds go hand in hand with MHA's development activities. Overall, the use of reserves agencywide, through the seven months, was approximately \$970,000. There were no questions. **Housing Choice Voucher (HCV) and Public Housing** - Ms. Tanner, Chief Operating Officer, asked if the Board had any questions based on

the HCV and Public Housing reports before them. Commissioner Durham drew attention to the high number of units that failed inspection at the Terrace and sought explanation. Ms. Tanner explained that at the time of the report, there were unit inspections pending due to COVID that were being caught-up, which attributes to the increase. Chairman inquired, and Ms. Tanner clarified that these were housekeeping inspections conducted by MHA staff. The other inspections completed were for UPCS and REAC inspections which are conducted by third parties. Commissioner Brooks sought and received clarification from Ms. Tanner that housekeeping inspections are conducted by staff and each unit needs to be touched at least once a quarter. The property management and maintenance team ensure repairs are made and report completions. Commissioner Brooks stated it would be good if the Board is informed of the number of repairs completed. Commissioner Roton inquired and was informed by Ms. Tanner that the Asset Manager and property management staff follow up to ensure repairs are completed. There are currently 132 vouchers out on the street. This completed the HCV and Public Housing report to the Board. **Public Safety** - Mr. Jesse Day, Director of Public Safety reported that security camera installation is completed. Training classes will be scheduled in January 2022 to review the new system. The neighborhood watch program meetings are being held separate from resident meetings. Neighborhood captains have been chosen. Safety training is being instituted for staff to build safety awareness. This will also allow for input from staff on the emergency management plan which Mr. Day would like rolled out in January 2022. Chairman Knight sought and received clarification from Mr. Day that he used the existing emergency management plan which he is updating to come up with a revised emergency management plan. This concluded the Safety report. Chairman Knight inquired and was informed by Mr. Day that MHA has increased the number of hours of the police presence at night at Gibbs Village. Once the neighborhood watch program is in full force, there will be an officer on the neighborhood watch duty who will be able to police Gibbs more often. Chairman Knight emphasized the need that residents know that when they complain MHA is going to do something about the complaint. Community police, the City Councilman and County Commissioner for that district also need to be kept informed of what MHA is doing to address complaints. Mr. Duncan pointed out that the former Chief of Police had submitted a request for \$400,000 to provide additional policing. After discussion, the number is reduced to around \$100,000. MHA will bring this to the Board for approval. Chairman Knight added the importance of the Mayor and the City Council understand that the safer we make these communities the more MHA can do for affordable housing development. Commissioner Durham inquired and Mr. Day informed that of the 8 burglaries at Centennial Hill, 7 were vehicle burglaries. This should decline as two teenagers involved have been apprehended. Commissioner Durham sought and received confirmation from Mr. Day that the \$100,000 would be for off-duty police officers. Commissioner Brooks drew attention that Councilman Mitchell is in attendance remotely, who

we can connect with as he works with MPS. Chairman Knight recognized Councilman Mitchell. Commissioner Roton inquired, and Mr. Day confirmed that MPD do have the authority and the expertise to access the security cameras. Commissioner Bertarelli asked and was informed by Mr. Day that MHA did not know how many calls were received by MPD and if the information is traceable. However, MHA only receives the number of incidents surrounding MHA properties. Commissioner Frazier inquired and was informed by Mr. Day that the security cameras installation at the Terrace is completed. Training will be provided to the Managers are not fully aware of the total capability of the security cameras. Commissioner Mosley, reverting to Commissioner Bertarelli's question regarding the number of calls coming out of the surrounding area and those coming out of Gibbs Village. This would be good information to receive as the number of calls would indicate the type of complaints being reported. This should be available at the police station. Mr. Day concurred and will work on providing this information. This concluded the Safety report. **Communications report** - Ms. Felecia Martin, Communications Officer, informed that the vendor/contractor workshop was very successful. There were approximately 66 vendors who signed up. MHA also worked with the group "Unite Us" who provided vaccinations to 49 residents, and plan to go back out to Gibbs to provide booster shots. MHA participated in the Chamber's City County update and look forward to attending the Montgomery Chambers 149<sup>th</sup> Annual meeting. MHA will continue to work on promoting this agency and providing residents with the knowledge that they need to have about the agency and its programs. Commissioner Durham pointed out that the Montgomery Area Chamber of Commerce had appointed Mr. Duncan, CEO of MHA, to serve as a member on its Board. Mr. Duncan then commended Ms. Martin on her efforts on branding and promotion of the MHA. This concluded the Authority reports to the Board.

**6. COMMITTEE REPORTS - Finance Committee:** Finance Committee Chairperson, Vice-Chair Hankins, informed the Board that the Finance Committee met and received the annual audit report from the auditor. He drew attention to page 52 of the audit report before the Board, stating MHA had received an unmodified report with no material weaknesses reported. Financially we are in good shape as an agency. The auditor is available to answer any questions the Board may have on the audit. It is the Finance Committee's recommendation that the Board approve the resolution, which is on the agenda, for submission of MHA's audited financials for fiscal year ending March 31, 2021.

**Real Estate Development (RED) Committee:** Commissioner Roton informed the Board that the RED Committee met and was presented a proposal for development of housing around Montgomery. There were numerous questions asked and additional information sought. The information requested has been provided but the Committee has not had time to review the same.

**Admin./Personnel Committee:** The Board was informed that this Committee meeting was not held.

This concluded the Committee reports.

#### **NEW BUSINESS**

7. **TO CONSIDER A RESOLUTION APPROVING THE ELECTRONIC SUBMISSION OF THE AUDITED FINANCIAL STATEMENTS OF THE MONTGOMERY HOUSING AUTHORITY'S PROGRAMS, FOR FISCAL YEAR ENDING MARCH 31, 2021, TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).**

Chairman Knight then addressed Agenda item 7 and asked if there were any questions for the auditors. There were none. Commissioner Roton moved to approve the electronic submission to HUD of the audited financial statements for fiscal year ending March 31, 2021. The motion was seconded by Commissioner Durham. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion was declared as unanimously carried this seventh day of December 2021. **(Resolution No.6612.)**

8. **TO CONSIDER A RESOLUTION AUTHORIZING SUBMISSION OF THE MONTGOMERY HOUSING AUTHORITY'S (MHA's) 2022 ANNUAL PLAN AND 5-YEAR ACTION PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).**

Chairman Knight addressed Agenda item 8. Vice-Chair Hankins moved to approve the submission of MHA's 2022 Annual and 5-Year Action Plan to HUD. The motion was seconded by Commissioner Roton. Chairman Knight asked if there were any questions. Vice-Chair Hankins inquired as to what were the changes to this Plan compared to MHA's last submission of this Plan. Mr. Duncan informed the Board that there are no substantial changes made in the 2022 Plans, except to address revitalization. Ms. Christalyn Wright-Moore confirmed the same adding that a meeting was held with residents to get their input and a public hearing was also held. Chairman Knight inquired and was informed by Ms. Wright-Moore that any input/questions asked by residents are included in the minutes of the meeting held with residents. There being no further questions/comments, the Chairman called for a vote. The Board voted and the motion authorizing the submission of MHA's 2022 Annual Plan and 5-Year Action Plan was declared as unanimously carried this seventh day of December 2021. **(Resolution No.6613.)**

9. **TO CONSIDER A RESOLUTION APPROVING THE PAYMENT STANDARDS FOR THE HOUSING CHOICE VOUCHER PROGRAM TO BE 100% OF THE HUD ESTABLISHED FAIR MARKET RENTS, FOR IMPLEMENTATION EFFECTIVE DECEMBER 1, 2021.**

The Chairman then addressed agenda item 9. Vice-Chair Hankins suggested, for the benefit of the new Commissioners, that some explanation be given about the Payment Standards. Ms. Glynis Tanner, Chief Operating Officer, explained that each year, HUD publishes the Fair Market Rents (FMR) which are the going rental of properties. Public housing authorities are required to review their payment standards and MHA currently has a payment standard of 93.5%. MHA is proposing raising its payment standard to 100% of HUD's Fair Market Rents which will allow us to utilize reserves, incentivize landlords, and provides families the opportunity to look for better housing. Vice-Chair Hankins added a PHA decides each year, based on HUD's appraisal of the market, that between 90-110% how much MHA pays of the fair market value. Changing payment standards to be 100% of the assessed fair market rental value, allows for better housing choices. Chairman Knight asked and Ms. Tanner, Chief Operating Officer, informed that MHA currently administers 3073 Housing Choice Vouchers and an additional 98 Emergency Housing Vouchers. Vice-Chair Hankins added that this amounts to \$1.7 million a month, confirmed by Ms. Tanner, that MHA puts back into the local economy in terms of rent supplements. Chairman inquired and was informed that there are currently a little over 3100 families on the HCV waiting list. Applications are currently closed. Commissioner Durham pointed out that there has been a lot of discussion at City Council meetings on the quality of apartment housing that are often sub-standard. The question is whether these apartments are being inspected. Ms. Tanner informed the Board that there is a third-party inspection company that does inspect these apartments. Until such time as an apartment passes inspection, MHA withholds payment to the landlord. If the landlord fails to make the necessary repairs, the tenant is given a voucher to move. Commissioner Durham asked and Ms. Tanner informed the Board that she can get the number of landlords who are in abatement. Ms. Tanner pointed out that she did attend the City Council meeting being referred to and after checking, discovered that many of the landlords are not on the HCV program. Vice-Chair Hankins pointed out that the perception is that problem tenants in a community are on Section 8, which is often not the case. Chairman Knight added that tenants living in run-down housing are often mistaken to be on Section 8 and this is not always correct. Mr. Duncan then explained the difference between UPCS/REAC and HQS inspections. HUD is considering a uniform inspection standard through a program called Inspire, which could be rolled out in 2022. There were no further questions. Vice-Chair Hankins offered a motion to adopt the proposed Payment Standard, as presented. The motion was seconded by Commissioner Roton. Chairman Knight recognized the motion as properly moved and seconded. There were no further questions/comments. The Chairman called for a vote. The Board voted and the motion to adopt the HCV Payment Standards to be 100% of FMRs,

effective December 1, 2021, was declared as unanimously carried this seventh day of December 2021. **(Resolution No.6614.)**

**10. TO CONSIDER A RESOLUTION APPROVING THE PROJECT-BASED VOUCHER PAYMENT STANDARDS FOR THE HOUSING CHOICE VOUCHER PROGRAM AT THE PLAZA AT CENTENNIAL HILL TO BE 110% OF THE HUD ESTABLISHED FAIR MARKET RENTS, FOR IMPLEMENTATION EFFECTIVE DECEMBER 1, 2021.**

The Chairman then addressed agenda item 10. Vice-Chair Hankins moved to adopt the Project-Based Voucher (PBV) Payment Standards for the Plaza at Centennial Hill. The motion was seconded by Commissioner Durham. Chairman Knight recognized the motion as properly moved and seconded. There were no questions. The Chairman called for a vote. The Chairman called for a vote. The Board voted and the motion to adopt the PBV Payment Standards to be 110% of FMRs, effective December 1, 2021, was declared as unanimously carried this seventh day of December 2021. **(Resolution No.6615.)**

**11. TO CONSIDER A RESOLUTION AUTHORIZING THE EXECUTION OF A COOPERATIVE PURCHASING AGREEMENT WITH ORKIN LLC, IN A NOT TO EXCEED AMOUNT OF \$259,120.00, OVER A TWO-YEAR PERIOD.**

The Chairman then addressed agenda item 11. Vice-Chair Hankins moved to authorize the execution of a Cooperative Purchasing Agreement with Orkin, LLC, as presented. Commissioner Frazier seconded the motion. Commissioner Roton inquired and was informed by Mr. Duncan that the Agreement did include rodents and bed bugs. Chairman Knight inquired and was informed by Ms. Tanner that Terminix was the existing contractor. Commissioner Bertarelli inquired if it was normal to give a two-year contract to a new vendor instead of a one year and extend after assessing performance. Mr. Duncan explained that MHA can always terminate for convenience. Vice-Chair added that most standard contracts are two-year contracts with three one-year renewal options. Commissioner Durham interjected that it benefits MHA to lock in the rate as oftentimes rates escalate. There being no further questions, Chairman Knight called for a vote. The Board voted and the motion to execute a Cooperative Purchasing Agreement with Orkin LLC, as presented, was declared as unanimously carried this seventh day of December 2021. **(Resolution No.6616.)**

**12. TO CONSIDER A RESOLUTION AUTHORIZING THE AWARD A TWO-YEAR CONTRACT FOR TEMPORARY STAFFING SERVICES, TO THE TOP THREE SCORING STAFFING AGENCIES, INFOJINI, INC., 22<sup>ND</sup> CENTURY TECHNOLOGIES INC., AND CORPORATE TEMPS, INC., IN A TOTAL AMOUNT OF \$300,000.00 FOR TWO YEARS, WITH THREE (3) ONE-YEAR RENEWAL OPTIONS FOR A NOT TO EXCEED TOTAL OF \$450,000.00 OVER THREE YEARS, FOR A TOTAL NOT-TO-EXCEED CONTRACT AMOUNT OF \$750,000.00 OVER A FIVE-YEAR PERIOD (RFP 2021-05).**



The Chairman then addressed agenda item 12. Mr. Duncan, President/CEO, informed the Board that the evaluation committee selected the three top staffing companies, based on scope of services and criteria set-up in the RFP. Chairman Knight added this also provides MHA some flexibility if one agency is unable to provide the staffing needed. Mr. Duncan further explained Chairman's point. Vice-Chair added that about a year ago, MHA went through the entire procurement process for the Board, and suggested MHA meet with new Commissioners to explain MHA's procurement process. Chairman Knight pointed out that MHA's counsel reviews contracts, for legal soundness, before they are presented to the Board. Commissioner Durham sought some understanding as to why local staffing business owners do not apply for these opportunities. Mr. Duncan stated he could not answer as to why local staffing businesses do not apply but MHA had placed this RFP out twice, after modifying some language that may have limited the ability to apply and had also reached out to encourage and inform local business of the RFP. However, this did not yield results. Mr. Duncan added that the vendor workshop was also used as a tool to communicate and encourage local vendor participation. Commissioner Roton inquired and Ms. Sheila Brown, Procurement/Contract Administrator, informed the Board that no local staffing businesses attended the workshop. There were some staffing consultants who did attend. MHA did reach out to those who emailed interest. They were sent the RFP and told if they had any questions, to call. She had followed up with them a few days prior to the RFP submission, to no avail. Vice-Chair Hankins commended staff for all the work they had done to attract local vendors pointing out that MHA had come a long way in their vendor outreach efforts. Commissioner Mosley confirmed that MHA staff had worked with her organization to bring this information to small businesses, however, it is up to the vendors to get qualified. Chairman then called for a motion and a second. Vice-Chair Hankins moved to authorize the award of three two-year contracts, with three one-year renewal options, as presented. The motion was seconded by Commissioner Durham. There were no further questions/comments. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion was declared as unanimously carried this seventh day of December 2021. **(Resolution No.6617.)**

**13. TO CONSIDER A RESOLUTION AUTHORIZING THE AWARD OF A 3-YEAR CONTRACT FOR A NOT TO EXCEED TOTAL OF \$600,000 TO MCCRIGHT & ASSOCIATES FOR HQS INSPECTIONS SERVICES (RFP 2021-06).**

The Chairman then addressed agenda item 13. Vice-Chair Hankins moved to authorize the award of a 3-year contract for HQS inspection services, as presented. Commissioner Durham seconded the motion. Chairman Knight asked if there were any questions. Commissioner Roton inquired as to why this was a three-year contract as opposed to a two-year contract. Ms. Sheila Brown, Procurement/Contract Administrator clarified that this contract is for pre-REAC public housing inspections and for section 8

inspections. MHA has worked with this contractor. A 3-year contract helps eliminate having to go back out after two-years as submitting proposals are time consuming and costly for the housing agency as well as for vendors. Besides, HUD's procurement policy allows to terminate a contract for cause should there be a problem. Commissioner Durham inquired 1. Would Inspire inspection standards impact this vendor; will it call for a rate adjustment? 2. Do we currently have another vendor and are we switching to this vendor? In response to the first question, Mr. Duncan explained that a company in the inspection business can usually conduct separate types of inspections. Mr. Duncan stated how pricing may be affected once the Inspire product is released is difficult to say at this time. However, there is some new technology on the horizon where a camera in the room that takes a 360° picture, which reduces the time associated with inspections. Regards the second question, Ms. Tanner informed the Board that McCright is currently the vendor under contract for inspections. Ms. Brown added that MHA is currently in the renewal option, which ends this month. This would be a new contract. Chairman Knight inquired and Ms. Tanner clarified that this contract is for public housing inspections, pre-REAC, as well as for HCV inspections. There were no further questions/comments. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion was declared as unanimously carried this seventh day of December 2021. **(Resolution No.6618.)**

14. **TO CONSIDER A RESOLUTION AUTHORIZING THE AWARD A 3-YEAR CONTRACT FOR AGENCY WIDE LAWCARE SERVICES, TO: (1) CENTRAL ALABAMA LANDCARE, LLC FOR A NOT TO EXCEED CONTRACT AMOUNT OF \$428,793; (2) SYNERGY ENVIRONMENTAL SERVICES, LLC FOR A NOT TO EXCEED CONTRACT AMOUNT OF \$395,544; (3) OUTDOOR CONCEPTS, LLC FOR A NOT TO EXCEED CONTRACT AMOUNT OF \$229,050 (IFB 2021-06).**

The Chairman then addressed agenda item 14. Vice-Chair Hankins moved to approve the resolution, as presented. Commissioner Frazier seconded the motion. Chairman Knight asked if there were any questions. There were none. The Chairman recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion was declared as unanimously carried this seventh day of December 2021. **(Resolution No.6619.)**

15. **TO CONSIDER A RESOLUTION AUTHORIZING THE AWARD OF A THREE-YEAR CONTRACT FOR AGENCY WIDE LANDSCAPING SERVICES TO OUTDOOR CONCEPTS, LLC FOR A TOTAL NOT TO EXCEED AMOUNT OF \$1,196,100 (IFB 2021-08).**

The Chairman then addressed agenda item 15. Vice-Chair Hankins explained that this contract would have to do with landscaping, to include planting trees, hedges, flowers, laying pine straw, weed treatment and beautification of the land surrounding the properties. Commissioner

Durham inquired as to how often are these services needed. Mr. Duncan responded that this contract's scope bifurcates landscaping from lawncare services. Mr. Scott Standerfer, Project Manager, added that treatments to plants, fertilizing, weed control, are some items included in landscaping. Chairman expressed that he expects to see a significant change in the landscaping. He went on to ask that when a contract states "not to exceed" he presumes it does not necessarily mean the contractor would utilize the entire amount, right? Mr. Duncan confirmed this to be correct. Chairman Knight suggested that there be inspections of the work provided. At this time Commissioner Roton inquired as to what MHA could do to make a landlord cut the grass. Mr. Duncan stated that MHA could have a discussion with the landlord, withhold their payment and ultimately terminate them from the contract. Commissioner Durham explained that the usual process elsewhere is to contact the City Inspections department who would inspect the property, give the landlord time to cure the issue and if not cured, the City cuts the grass and bills the landlord. Chairman Knight commented landscaping had been neglected in the past and he hopes this will help. Vice-Chair Hankins moved to adopt the resolution as presented. Commissioner Roton seconded the motion. Chairman Knight recognized the motion as moved and properly seconded. The Chairman called for a vote. The Board voted and the motion was declared as unanimously carried this seventh day of December 2021. **(Resolution No.6620.)**

**16. TO CONSIDER A RESOLUTION APPROVING/AUTHORIZING THE WRITE-OFF OF ADDITIONAL MISCELLANEOUS/OBSOLETE ITEMS FOR THE 2<sup>ND</sup> QUARTER ENDING SEPTEMBER 2021.**

The Chairman then addressed agenda item 16. Vice-Chair Hankins moved to authorize the write-off of additional miscellaneous/obsolete items for the 2<sup>nd</sup> quarter, as presented. At this time Chairman Knight sought the mileage of the two automobiles listed. Ms. Brown, Procurement/Contract Administrator informed that the 2010 Chevy Impala has 47450 miles; and the 2016 Chevy Impala vehicle has 44613 miles. Commissioner Durham inquired and Mr. Duncan informed that MHA would need to follow the disposition policy. Ms. Brown explained that vehicles are posted on govdeals.com who send MHA a check list to be completed. The vehicles are then disposed by auction. Interested parties must submit secured bids. Commissioner Durham asked if this is the process HUD requires. Mr. Duncan responded that typically most PHAs auction off vehicles. Commissioner Durham stated there are several residents who could benefit from a good vehicle. Could these be donated? Mr. Duncan stated that it would be up to the PHA to adopt a policy to be able to do so. Chairman Knight stated that the disposition policy would need to be amended. Ms. Connie Hill, CFO, interjected to inform that for items purchased with federal funds, we would need to refer to what the federal procurement and disposition policy requires. HUD requires a competitive process to determine and sell vehicles. If there

is value to a vehicle, it would be a challenge to donate. If purchased with non-federal funds we would have latitude to address in the policy choice of the agency. If purchased with federal funds it is a fiduciary responsibility to maximize the return on the sale of the vehicle. There were no further questions/comments. Commissioner Durham seconded the motion. Chairman Knight recognized the motion as properly moved and seconded and called for a vote. The Board voted and the motion was declared as unanimously carried this seventh day of December 2021. **(Resolution No.6621.)**

**17. PUBLIC COMMENTS, IF ANY** - There were no public comments received.

**18. EXECUTIVE SESSION** - Chairman Knight informed the Board that there is a need for an executive session.

The Board convened to Executive Session at 10:45 a.m. The Board came out of Executive Session at 11:02 a.m. There being no action to come out of Executive Session, the Chairman reconvened the special called meeting at 11:04 a.m.

**19. ADJOURNMENT** - There being no further items to come before the Board Chairman Knight declared the December 7, 2021, Special meeting of the Board of Commissioners adjourned at approximately 11:05 a.m.

For the record: Pursuant to Governor Ivey's March 13, 2020, Proclamation, allowing public Board meetings to be conducted by teleconference, as part of the State of Alabama's measures to combat the spread of COVID-19; and pursuant to Alabama's Open Meetings Act, a summary of the above minutes was posted to the Housing Authority's website.

---