

**MINUTES FOR THE REGULAR BOARD MEETING
OF THE HOUSING AUTHORITY OF THE CITY OF
GEORGETOWN, TEXAS**

July 22, 2021

Item 1. Call the meeting at 3:02 pm. Roll Call. The following commissioners were present: Commissioner Larry Raper, Commissioner Romero, Commissioner Tim Todd, Commissioner Ramsey, Commissioner Karr, Commissioner Fuller and Commissioner Nikita Goodwin.

Stonehaven resident: Cynthia Miles was present.

Item 2. Pledge of Allegiance - Board members present, and staff present proceeded to recite the pledge of allegiance.

Item 3. Public Comment – There was no public comment.

ED Brennan presented Commissioner Raper and Commissioner Todd with gold nametags and plaques to commemorate the 11 years of service to the Housing Authority.

Consent Agenda: The Statutory Consent Agenda includes non-controversial and routine items that the Board may act on with one single vote. A Board member may pull any item from the Consent Agenda in order that the Board discuss and act upon it individually as part of the Regular Agenda.

Item 4. Discussion, Consideration and Possible Action to approve the minutes of the June 2021 meeting, Nikki Brennan, Executive Director

Item 5. Discussion, Consideration and Possible Action to accept the Departmental Reports, Nikki Brennan, Executive Director

- a. Stonehaven Monthly Report: Prior Month Delinquent Rents and Security Deposits, Reexaminations Past Due, Vacancies by Bedroom Size, waiting list by Bedroom Size, Move-Ins, Move-Outs, Work Orders
- b. Shady Oaks Monthly Report: Prior Month Delinquent Rents and Security Deposits, Reexaminations Past Due, Vacancies by

- Bedroom Size, waiting list by Bedroom Size, Move-Ins, Move-Outs, Work Orders
- c. Resident Services Monthly Report: Prior Month Count of Activities in Direct Services, Agency Services, Activities, Administrative Contacts, Family Self-Sufficiency, Community Service
 - d. Section 8 Monthly Reports: Prior Month Reexaminations Past Due, Delinquent Inspections, Vouchers, Waiting List, New Admissions, Port-Ins, Port-Outs, Hard to House, Termination of Assistance
 - e. Maintenance Department Monthly Report (Stonehaven and Shady Oaks): Prior Month Vacant Units by Address, Work Orders
 - f. Board Attendance Report
 - g. Director of Housing Operations Report
 - h. Executive Director's Monthly Report
 - i. Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8
 - j. Investment Portfolio

Commissioner Todd asked the chairman to pull item 5.h. Executive Director's Monthly Report for discussion and asked the ED to review the report with the Board, which she proceeded to do in detail and explained each bullet point in her report.

The Board had no questions or comments on her report. The Board asked the ED to elaborate on the items on her report moving forward for each Board meeting.

Motion: Commissioner Todd made the motion to accept the Consent Agenda, Commissioner Fuller seconded this motion and this motion passed unanimously, 7/0.

Regular Agenda: The Board will individually consider and possibly act on any or all the following items:

- Item 6. Discussion, Consideration and Possible Action to Approve GHA award of contract to Shady Oaks LP independent audit services FY2021 – Nikki Brennan, Executive Director, Res. 718

Novagradac proposed engagement letter is as follows:

Audit: \$10,000

Federal and State income tax return: \$2,500

Cash Surplus Distribution: \$1,000

REAC Submission. Cost is \$2,500

The Novogradac engagement letters total \$16,000 which is the same amount of last year's audit with no increase for 2021 submissions.

ED Brennan recommends GHA Approve Resolution #718 and Contract Novogradac & Company, LLP for the Shady Oaks LP Audit and Tax Return, she is pleased with their performance as well as managers and investors. After discussion the following motion was made:

Motion: Commissioner Todd made the motion to approve GHA award of contract to Shady Oaks LP independent audit services FY2021, Resolution 718, Commissioner Fuller seconded this motion and this motion passed unanimously, 7/0.

- Item 7. Discussion regarding the annual evaluation of the Executive Director according to GHA Board Policies and Procedures – Nikki Brennan, ED. ED Brennan will receive an annual review as per policies and procedures.

ED Brennan stated the according to a decision from the Board in September 2020 it was decided to change the executive director's contract to every two years, the contract is still in effect until October 3, 2022. There will be no pay review for this current year, but there will be a written evaluation completed by the Board members this year and submitted as previous years.

Motion: No motion was needed; this item was informational only.

- Item 8. Discussion, Consideration and Possible Action to Approve JC Lewis Construction contract for the Winter Storm Damage claim through TML Insurance, – Nikki Brennan, Executive Director
Res. 719

ED Brennan stated that the winter snowstorm caused damaged to six residential units, the maintenance shop and GHA Activity Learning Center, and five of the six residential units are already under contract for the current Sewer Line/Asbestos Abatement Project. She stated that it made sense these units should be given to the procured contractor on site that already has the abatement consultant, and subcontractors to expediate the winter storm damage repairs. She stated that she had

contacted HUD for permission and to categorize the storm under an emergency and public exigency work. This will allow the ED not to have to solicit competitive bidding. She stated that she was able to get Dan Garcia to approve verbally. She requested a written approval, but her auditor suggested taking this to the board and getting a resolution signed should be enough for an auditor, along with Dan Garcia contact information. The adjuster estimate and contractor estimate were significantly different in cost, by over \$135,000. After negotiations, a contract cost of \$150,097.48 was agreed, leaving GHA's out of pocket cost the deductible of \$1,000.

Motion: Commissioner Karr made the motion to approve JC Lewis Construction contract for the Winter Storm Damage claim through TML Insurance, Resolution 719. Commissioner Fuller seconded this motion and this motion passed unanimously, 7/0.

Item 9. Adjournment

Motion: Commissioner Goodwin made the motion to adjourn, Commissioner Fuller seconded this motion, and this motion passes unanimously, 7/0.

The meeting was adjourned at 3:45 pm.