

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN**

**March 31, 2010**

On the 31<sup>st</sup> day of March 2010, at 3:00 pm, the Housing Authority of the City of Georgetown, Texas, met in regular session.

Item 1. Call the meeting to order: Commissioner Raper called the meeting to order at 3:02 pm and the following members were present: Commissioner Bryant, Commissioner Raper, Commissioner Halligan, Commissioner Todd, Commissioner Gavurnik, and ED Brennan. Commissioner Williams was not present at the time of roll call she arrived at 3:15 pm.

Absent: Commissioner Lacy

Others in attendance: Frank Stover, CPA, Tom Nichols, 1113 Architects

Item 2. Public Comment – Mr. Wolf showed interest in assuming the land loan.

Item 3. Resident Council Reports – There was no verbal report.

**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 previous meetings, 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 Report: 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. Director of Housing Operations Monthly Report: Prior Month Update on Stonehaven, Shady Oaks, Section 8 Activities, and Other Housing Authority Activities to Date, Projects for the Future
- g. Board Attendance Report
- h. Discussion, Consideration and Possible Action to accept the Executive Director's Report: Prior Month Update on Stonehaven, Shady Oaks, Section 8, Resident Services, Legal Activities, and Other Housing Authority Activities, Nikki Brennan, Executive Director

Motion: Commissioner Bryant moved that the January 2010 minutes may not be passed at this time. She would give ED Brennan the changes and they come back and check to make sure they are fine and she would like to move to go ahead and approve them with the changes after they have been checked, and if there is any discrepancy they can bring them back. There was not a second motion. Board moved forward to approve February 2010 minutes.

Motion: Commissioner Gavurnik moved to approve February 2010 minutes; Commissioner Todd seconded this motion, this motion passed with two votes against, Commissioner Bryant and Commissioner Williams.

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Motion: Commissioner Gavurnik moved to approve March 4<sup>th</sup>, 2010 minutes, Commissioner Todd seconded this motion and it passed unanimously.

Motion: Commissioner Todd moved to approve the consent agenda, Commissioner Gavurnik seconded this motion, the motion passed with one vote against, Commissioner Williams.

**Regular Agenda:** The Board will individually consider and possibly take action on any or all of the following items:

Item 6. Discussion, Consideration and Possible Action to discuss GHA's fee accountant, Larry Raper, Chairman -- ED Brennan brought out to the Board that to date GHA had not signed a contract or engagement letter with Lockart, Atchley & Associates. She mentioned that they have been doing a great job during this time in working with her. Her concern was that this accounting firm does not possess PHA experience and perhaps a fee accountant with this experience would benefit the agency more at this time. Frank Stover with Lockart, Atchley & Associates stated that their firm is committed to helping GHA and will do what it takes to do so. After further discussion a motion was made.

Motion: Commissioner Todd made a motion to go ahead and accept the contract with Lockart, Atchley & Associates, as done with prior Board, Commissioner Williams seconded this motion and the motion passes unanimously.

Item 7. Discussion, Consideration and Possible Action regarding Capital Fund Recovery Competition Grant for the purposes of installing central air conditioning in the public housing property, Stonehaven, electrical issues, and architect engagements associated with the project, Nikki Brennan, Executive Director – ED Brennan briefed the Board that Stonehaven Public Housing had been awarded an Energy Efficient Green Community grant in the amount of \$419,430.00 committing GHA's non HUD's funds of \$104,903.00. We currently do not have the funds for commitment to this project.

Motion: There was no motion made.

Item 8. Discussion, Consideration and Possible Action to discuss update on Gas Lines/Sealed Bid Proposals at Stonehaven Apartments, Nikki Brennan, Executive Director

ED Brennan proceeded to report to the Board the results of the Bid opening held on March 22<sup>nd</sup> 2010. Of the two bids received for installation of the gas lines, the lowest was from M.J. Sheridan at \$131,363.00 for the total project. This was considerably lower than we expected due to Mr. Gavurnik negotiating with ATMOS to pay for all service lines. A required Environmental review needs to take place in order for Capital Funds to be released. There will be an activation fee of \$65.00 for each individual meter along with approximate \$80.00 security deposit. After Board discussion, the following motion was made:

Motion: Commissioner Gavurnik made a motion to accept the lowest bidder, M.J. Sheridan, Commissioner Todd seconded this motion, and this motion passed unanimously.

Item 9. Discussion, Consideration and Possible Action to discuss Legal services and Fees, Nikki Brennan, Executive Director.

ED Brennan presented the Board with a list unpaid invoices from legal counsel for discussion. After Board discussion the following motion was made:

Motion: Commissioner Bryant made a motion that ED Brennan be the only contact with Attorney, and not to pay these bills until further review. Commissioner Gavurnik seconded this motion. This motion passed unanimously.

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Item 10. Discussion, Consideration and Possible Action to discuss Bank account Signature cards for new Board members, John Gavurnik, Commissioner

Motion: No motion was made.

Board proceeded to go into executive session at 4:55 pm.

**Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, the items listed below will be discussed in closed session subject to the right of the employee to request a public hearing and are subject to action in the open session that follows.

Item 11. **a. Section 551.072 – Deliberation Regarding Real Property:** The Board will conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property, Laura Bryant, Commissioner

Motion: There was no motion made

Item 12. Adjournment

Motion: Commissioner Gavurnik moved for adjournment. The motion was duly seconded by Commissioner Todd and it carried by unanimous vote. The Chairman thereby declared the meeting adjourned at 5:47 pm.