

**MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN
July 23, 2009**

On the 23rd day of July, 2009 at 3:00pm, the Housing Authority of the City of Georgetown, Texas, met in regular session.

Item 1. The meeting was called to order at 3:10 pm. Roll Call. Present: Resident Commissioner Bryant, Resident Commissioner Williams (left at 4:30 pm), Commissioner Eady, Commissioner Savage (arrived at 3:25 pm), Commissioner Gross, Commissioner Dorsey (chair) and Commissioner Glasco (arrived at 3:15 pm). Others in attendance: Naomi Walker (Board Secretary), Nikki Brennan, Stonehaven Manager, Laura Massey, Shady Oaks Manager, Cynthia Alexander, Director of Housing Operations. Guests: Cynthia Bast, Attorney from Locke Lord Bissell & Liddell. There were no absences. There being a quorum present the following business was transacted.

Item 2. Public Comment

- a) Shady Oaks Resident – Deborah Louviere:
 - i. There is no outdoor storage space in four of the newly remodeled units.
 - ii. Door safety –Residents do not feel safe because the door has no peephole. They would like to have a peep hole as before.
 - iii. Parking – Residents want designated parking and visitors should park on the curb.
- b) Shady Oaks Resident – Irene Perez: Wants to be moved back to her original apartment 509B once remodeling is finished. She does not want to be permanently relocated to the current apartment 506B.
- c) Stonehaven Resident – Lisa Lundsford:
 - i. Smoking should not be banned from property. Feels it is her right to smoke.
 - ii. Water lines need to be repaired
 - iii. Not enough parking spaces. Neighbor has two trucks.
- d) Shady Oaks Resident - Rosie Herrera: Expressed her sadness that ED Walker is leaving the Housing Authority. She would like for ED Walker and the Board to reconsider this decision because of the work and effort that was put into achieving the kind of relationship the tenant council and ED Walker have attained.

Item 3. Resident Council Reports – Rosie Herrera, Shady Oaks Tenant Association President. – She stated that one of her main challenges is resident involvement on a regular basis. Commissioner Glasco asked if there is anything that the Housing Authority can do to help. Commissioner Eady asked her to define involvement. Rosie Herrera stated that it was difficult to get residents to come to meetings and to participate in fundraising efforts. They have tried different strategies such as meeting times and notifying them via the newsletter.

Commissioner Savage arrived at 3:25 pm

Item 4. Old Business

- a) Update on progress of sidewalk work -- Marvin Dorsey, Chairman – Has no new information to update the Board and as far as he knows this project is going well. Asked ED Walker to give an update.
- b) Update on Family Unification Program Grant -- Naomi Walker, Executive Director – ED Walker notified the Board that the Housing Authority did not receive the grant of 25 vouchers. The reason stated by HUD was that the MOU between the Texas Department and Protective Services and Housing Authority was missing some of the information that was required for the grant. Austin HA did not receive the grant either.
- c) Update on the Neighborhood Stabilization Program – The coalition that applied for funding through this program was awarded over \$2.5 million in grant funds; the initial request was for \$1.2 million. The purpose of these funds is to buy foreclosed and

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distressed homes to rehab and/or rent or sell for families below 50% of the median income. GHA applied for funding for Georgetown and also agreed to administer the funds in Hutto. GHA will have a 12 months period to draw and expend these funds. ED Walker stated that the Board might consider not requesting an proportionate amount of the additional funds for this program so not to overwhelm the new ED when they are hired since the time frame to expend these funds are relatively short. Commissioner Eady requested that ED Walker provide a list of requirements for eligible homes to the realtor currently under contract to the GHA and have them begin identifying houses that will qualify for the NSP.

After discussion on this item two motions were made:

Motion: Commissioner Williams made a motion **“For Steven Swierenga to be involved with Cynthia Alexander and Tilford Pike with all aspects of the Neighborhood Stabilization Program.”** The motion was seconded by Commissioner Savage. Additional discussion continued on this motion. The motion passed unanimously.

Motion: Commissioner Dorsey made a motion: **“Put out an RFP for Real State Agent Services as soon as Possible”**. Commissioner Eady seconded this motion. This motion passed unanimously.

Item 5. New Business

- a) Introduction of Locke Lord Bissell & Liddell LLP – Marvin Dorsey, Chairman. – Mr. Dorsey introduced Cythia L. Bast, Attorney with Locke Lord Bissell & Liddell LLP to the Board. – She proceeded to make her presentation and introduction.

ED Walker suggested moving to Items 18 and 19 so that the new attorney could be aware of the discussions.

Commissioner Dorsey proceeded to move to Item 19:

Item 19. Discussion, Consideration and Possible Action regarding Sierra Ridge land loan -- Greg Eady, Commissioner - Commissioner Eady proceeded to discuss this item. He stated that Union State Bank would give GHA a 12 month extension on the mortgage loan for Sierra Ridge. He recommended that a letter be drafted to the bank requesting the 12 month extension to the loan, with the hopes that the City of Georgetown might improve the drainage around Sierra Ridge by end of July 31, 2009.

Motion: Commissioner Eady made a motion **“To draft a letter to the lending institution to request a 12 months extension to the loan”**. Commissioner Savage seconded this motion and it passed unanimously. Commissioner Eady will draft this letter.

Commissioner Williams left at 4:30 pm.

Item 18. Discussion, Consideration and Possible Action regarding plan of action for Sierra Ridge -- Greg Eady, Commissioner – Discussion continued regarding Sierra Ridge and the fact that the CDBG Coordinator, Sally Bardwell, has requested an update on the Sierra Ridge project by July 31, 2009. Ms. Bardwell indicated in a letter that if the Board was not going to move forward with the Sierra Ridge project that the approximately \$318,000 in CDBG funds previously allocated would have to be repaid to the County.

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Motion: Commissioner Dorsey made a motion to write a letter to the County and Ms. Bardwell stating that **“Our intentions on Sierra Ridge remain centered around building affordable housing”**. Commissioner Gross seconded this motion and it passed unanimously. Commissioner Dorsey appointed Commissioner Savage to draft this letter. Commissioner Eady requested a copy of the letter to include in the loan request.

Item 6. Committee Reports

- a) Update from Sierra Ridge loan committee -- Greg Eady, Commissioner - Previously discussed
- b) Update from Sierra Ridge land use committee -- Marvin Dorsey, Chairman – Previously discussed
- c) Update from investment subcommittee -- Marvin Dorsey, Chairman – There was no update
- d) Update from subcommittee reviewing Internal Control Policies -- Laura Bryant, Commissioner – There was no update
- e) Update from Executive Director Search Committee – Richard Glasco, Commissioner – Commissioner Dorsey requested ED Walker to resend the list of venues and to post the ED position on these venues. Commissioner Dorsey also appointed Commissioner Savage as Chair of subcommittee.

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.

Commissioner Bryant pulled items 7 and 9 from the agenda for discussion.

Item 8. Discussion, Consideration and Possible Action to accept the Departmental Reports

- 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

Item 10. Discussion, Consideration and Possible Action to accept the Executive Director’s Report: Prior Month Update on Stonehaven, Shady Oaks, Section 8, Sierra Ridge, Resident Services, Legal Activities, and Other Housing Authority Activities

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Item 11. Discussion, Consideration and Possible Action to Accept June financial reports: Naomi Walker, Executive Director

Item 12. Discussion, Consideration and Possible Action to revise Board By-Laws to correspond to Board Policy and Procedures – Naomi Walker, Executive Director

Motion: Commissioner Gross made a motion **“To accept the consent agenda except for items 7 and 9”**, Commissioner Dorsey seconded this motion and it passed unanimously.

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

Item 7. Discussion, Consideration and Possible Action to approve the minutes of the previous meeting(s) Commissioner Bryant made corrections to the minutes.

Motion: Commissioner Gross made a motion **“To approve the minutes of the previous meeting as amended”**, Commissioner Bryant seconded this motion and it passed unanimously.

Item 9. Board Attendance Report – After discussion Commissioner Bryant made a motion.

Motion: Commissioner Bryant made a motion **“To approve Item 9”**, Commissioner Gross seconded this motion and it passed unanimously.

Item 13. Discussion, Consideration and Possible Action regarding FYE 2009 Shady Oaks Housing Development Corporation Budget -- Naomi Walker, Executive Director – There was no action on this item.

Item 14. Discussion, Consideration and Possible Action regarding FYE 2009 Shady Oaks GHA Housing LP Budget -- Naomi Walker, Executive Director - There was no action on this item.

Item 15. Discussion, Consideration and Possible Action regarding FYE 2009 Section 8 Budget -- Naomi Walker, Executive Director – There was no action on this item.

Item 16. Discussion, Consideration and Possible Action regarding FYE 2009 Stonehaven Budget -- Naomi Walker, Executive Director – There was no action on this item.

Item 17. Discussion, Consideration and Possible Action regarding distributing a Request for Qualifications for Request for Proposals for Architectural Services -- Marvin Dorsey, Chair – Commissioner Dorsey requested to have a posting for RFQ for Architectural Services.

Motion: Commissioner Savage made a motion: **“To distribute Request for Qualifications for Architect and Engineering Services”**. Commissioner Gross seconded this motion and it passed unanimously.

Item 20. Discussion, Consideration and Possible Action regarding authority of the Executive Director to sign contracts -- Marvin Dorsey, Chair – After discussion Commissioner Dorsey feels that ED Walker should only co-sign contracts.

Motion: Commissioner Dorsey made a motion **“That all contract be signed by the Executive Director and Chair”**. Commissioner Eady seconded this motion and it passed unanimously.

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Commissioner Savage left at 5:05 pm.

Item 21. Discussion, Consideration and Possible Action regarding smoking survey and policy to go smoke-free in public housing units -- Naomi Walker, Executive Director – ED Walker proceeded to distribute the smoking survey results to the Board. The results showed that the majority of residents do not support the smoking ban inside or outside the housing authority. There were two comments by residents present from Shady Oaks and Stonehaven who were for and against the ban and they presented their views.

Motion: Commissioner Glasco made a motion **“To table this item”**. Commissioner Gross seconded this motion and the motion passed three for and one against (Bryant).

Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, the item(s) 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 22. a) **Section 551.074 – Personnel Matters:** Closed session for deliberation and possible action regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Executive Director -- Laura Bryant, Commissioner

Commissioner Bryant tabled this item and requested ED Walker add this item to the next agenda and include an item for attorney consultation related to this item.

Item 23. Action from closed session, if any. There was no closed session.

Item 24. Adjournment –

Motion: Commissioner Dorsey moved for adjournment. The motion was duly seconded by Commissioner Gross and it carried by unanimous vote. The Chairman thereby declared the meeting adjourned at 5:22 pm.

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