

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

March 25, 2021

- Item 1. Call the meeting at 3:00 pm. Roll Call. The following commissioners were present: Commissioner Romero, Commissioner Goodwin, Commissioner Ramsey, Commissioner Raper, Commissioner Karr, Commissioner Fuller. Absent, Commissioner Todd.
- 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.
- Item 4. Welcome and Introduction of new Board members.
New Board members introduced: Commissioner Fuller and Commissioner Romero.

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 5. Discussion, Consideration and Possible Action to approve the minutes of the December 2020 meeting, Nikki Brennan, Executive Director
- Item 6. 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. Resident Council Report
- j. Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8

Motion: Commissioner Karr made the motion to accept the Consent Agenda, Commissioner Goodwin seconded this motion and this motion passed unanimously, 6/0.

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

- Item 7. Discussion, Consideration and Possible Action to elect the Chairman & Vice Chairman of the Georgetown Housing Authority Board– Nikki Brennan, Executive Director

Resolution 714

ED Brennan discussed with the Board that according to GHA Bylaws the Chairman and Vice-Chairman should be elected at the annual meeting of the Authority from among GHA Commissioners and hold office for one year.

Motion: Commissioner Karr made a motion for Commissioner Larry Raper to retain the Chairmanship and Commissioner Tim Todd remain the Vice chairman. Commissioner Nikita Goodwin seconded this motion and this motion passed unanimously, 6/0.

- Item 8. Discussion, Consideration and Possible Action to Approve 2021 Operating Subsidy Submission – Nikki Brennan, Executive Director

Resolution 715

ED Brennan proceeded to tell the Board that HUD provides operating subsidies for public housing at the project level on a calendar year basis.

She stated that the basic logic of the operating subsidy formula is that the project will be funded at a level that is the difference between their annual rental income and their expected annual expenses, which is good for GHA because of the many vacancies. 49 units are not occupied currently. She also said that if the Housing Authority has more operating expenses than operating income, then it will receive additional funds from the Operating Fund Subsidy.

Next, ED Brennan shared the HUD 52722 Utilities Expense Level spreadsheet, which calculates the actual consumption versus a three-year rolling base consumption. She proceeded to explain to the Board in detail how this spreadsheet works.

The ultimate formula for the operating subsidy is on HUD Form 52723.

She stated that this year's subsidy ended up at \$497,420 versus last year's \$414,681. A \$82,739 increase. This is primarily due to the 39-undergoing modernization status. If vacant units are HUD approved vacancies, the agency will still receive a subsidy on them. The \$82,739 increase is aiding to our average loss of monthly income of approximately \$8,000 monthly. ED Brennan asked Commissioner Raper to sign needed certifications to accept this award.

Motion: Commissioner Karr made a motion to accept resolution 715, Approve 2021 Operating Subsidy Submission, Commissioner Romero seconded this motion and this motion passed unanimously, 6/0.

Item 9. Discussion, Consideration and Possible Action to Approve 2021 Capital Funds Award – Nikki Brennan, Executive Director

Resolution 716

ED Brennan reviewed this information with the Board, she reported that GHA received the 2021 Capital Fund grant of \$315,265.00.

CFP 2019	276,317.00 - Remaining - \$150,883
CFP 2020	295,141.00 - Remaining - \$285,228

Total CFP Obligated to Emergency Grant - \$436,111

CFP 2021 315,265.00 - Not obligated, can be used for any Eligible Capital Fund Project

GHA has obligated the remaining 2019 & 2020 CFP and operating reserves \$313,889 for the Sewer Line/Asbestos Project. Totaling GHA's portion \$750,000

ED Brennan is asked the Board to approve the acceptance of Capital Fund Grant Number TX59P26450121 in the amount of \$315,265.00 for Fiscal Year 2021.

ED Brennan asked Commissioner Raper to sign needed Certifications to accept this award.

Motion: Commissioner Ramsey made the motion to accept Resolution 716, to approve 2021 Capital Funds Award, Commissioner Goodman seconded this motion and the motion passed unanimously, 6/0.

- Item 10. Discussion, Consideration and Possible Action regarding the Emergency Sewer Line/Asbestos Abatement Modernization project.
– Nikki Brennan, Executive Director

ED Brennan stated that they have many issues with the modernization project.

The gas hot water heaters did not pass the inspection, they needed to be brought up to code. These were installed directly on the floors 54 years ago. They are now required to be placed on platforms at 18" above the floor. She said GHA contacted the city to see if they could be grandfathered, and the city agreed to semi-grandfather to remove the combustion air and platform, but they need to have the drainage pans and moisture sensors to alarm residents of a leakage or discharge. The architect made recommendations and after considering the research of GHA staff for the changes needed and reviewing the inspections done by the engineers, a revised change order recommended the sensor in the pan be battery operated and the closets less than 22 inches will receive a new hot water heater 16 inches in diameter. The closets over 22 inches will receive a hot water heater 18 inches in or less in diameter. The engineer

will contact the city inspector then contact Quorum Architects. We are waiting for the new specifications, which should drastically decrease the proposed change order of \$588,197.00 to \$216,370.04.

Motion: Commissioner Fuller, made a motion to accept \$216,370.04, Commissioner Romero seconded this motion and this motion passed unanimously 6/0.

Item 11. *Adjournment - Motion: Commissioner Ramsey made the motion to adjourn, Commissioner Fuller seconded this motion, and this motion passes unanimously, 6/0.*

The meeting was adjourned at 4:05 pm.