

**PUBLIC NOTICE OF OUR ANNUAL MEETING
TAKE NOTICE THAT A MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF
GEORGETOWN, TEXAS**

March 31, 2022

- Item 1. Call the meeting to order. Roll Call. The meeting opened at 3:00 pm. ED Brennan proceeded to take Roll Call and the following commissioners were present: Commissioner Raper, Commissioner Goodwin, Commissioner Fuller, Commissioner Romero and Commissioner Karr arrived late. Commissioner Todd was not present.
- Item 2. Pledge of Allegiance – the Board proceeded dispensed from reciting the Pledge of Allegiance during the Annual Meeting.
- Item 3. Public Comments – No Public Comment.

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 February 2022 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

Motion: Commissioner Fuller made a motion to accept Items 4 and 5: a-g, Commissioner Goodwin seconded this motion and it passed unanimously, 4/0.

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

Item 6. Executive Director Report

- Code Enforcement Finding of removal of connex, inoperable cars, appliances, registration of vehicles was cleared.
- JC Lewis Construction, Emergency Grant- As you are aware, I have been holding payment for February and March due to numerous sewer clean outs holding water.
- The subcontractor of the sewer utility lines has submitted a voluntary termination of his contract due to his inability to perform the work on the job. This subcontractor had a payment and performance bond, and the bond company has taken over his scope of work. JC Construction is working with a consultant that specializes in utility work and are in the process of getting a new subcontractor going again. This will cause a delay in the work as the pre-bid meeting is this coming Monday. They expect to have a subcontractor in place between 2-3 weeks. I have requested and received the subcontractor termination letter and correspondence between the bond company and JC Lewis.
- We came to an agreement that JC Lewis construction would have a third-party company camera the sewer lines and have the corrections done, then re-camera to make sure all systems are flowing correctly.
- We have also agreed to hold out the deficiency monetary amount and not hold the entire pay. The pay requested draw app #19 and #20 will be reduced and no payments toward sewer utilities will be paid until the issues have been resolved.

Shady Oaks

- Novagradac Audit has closed, and the audited financials were completed timely by March 31, 2022. We had no findings. The surplus cash distribution is \$218,031 GHA will be receiving \$188,703. (Partnership management fee, incentive management fee and general partner distribution)
- We had two inspections. The asset manager inspection went great, the REAC inspection we had findings of paint peeling. Shady Oaks was built in 1974, The problem is that even though SOLP was remodeled down to the foundation and studs in 2008, HUD is requiring we have a lead base paint survey done with results indicating that there is no lead-based paint present in buildings and if lead base paint is present, we must have an Operations and Maintenance Manual. We have a deadline of April 8, 2021. (14 days)

Section 8

- Voucher Management System Reporting

Item 7. Discussion, Consideration and Possible Action to elect the Chairman & Vice Chairman of the Georgetown Housing Authority Board– Nikki Brennan, Executive Director, **Resolution 726**

Motion: *Commissioner Romero made a motion to keep Commissioner Raper and Commissioner Todd in the same positions, Commissioner Fuller seconded this motion and this motion passed unanimously 4/0.*

Item 8. Presentation and discussion on the submission of the application to Williamson County to request 2022 Community Development Block Grant (CDBG) funding– Nikki Brennan, Executive Director

Williamson County Community Development Block Application for 2022 is due by April 12, 2022.

In December 2021 GHA upgraded electrical on 8 dwelling units at Stone Circle. 104 units were built in the same year. The units were walked and found the same problems. GHA needs to bring the electrical up to code. The meters were replaced in 2013 but the remainder electrical equipment is original installed in 1967, 55 years old. We also see corrosion at the exterior pad-mounted fused

distribution panels adjacent to pad mounted transformers. These are GHA's responsibility.

The city owns the transformers and GHA owns the distribution panels.

GHA Applied and was granted \$330,000 for exterior rotten wood in 2021.

I have requested to reallocate the 2021 CDBG funds of \$330,000 to the electrical upgrade project and apply for an additional \$300,000 in 2022. If awarded GHA will have enough funds to upgrade the electrical and pay architect.

The exterior rotten wood is on the back burner when it comes to safety.

GHA plans to start the Electrical upgrade procurement in October 2022

- Item 9.** **Adjournment:** *Commissioner Goodwin made a motion to adjourn, Commissioner Ramsey seconded this motion and this motion passed unanimously 5/0. The meeting was adjourned at: 4:03.*