

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

On the 15<sup>th</sup> day of December 2016 at 1:00 p.m., the Housing Authority of the City of Georgetown, Texas met in regular session.

Item 1. The Chairman Commissioner Raper called the meeting to order and ED Brennan, Board Secretary, took roll call. The following Commissioners were present, Commissioner Schwab, Commissioner Todd, Commissioner Raper, Commissioner Gavurnik, Commissioner Stover, Commissioner Cruz, and Commissioner Poisson.

Others present -Tom O'Leary, Attorney, Jennifer Bills

Item 2. Pledge of Allegiance – The Board and attendees recited the Pledge of Allegiance.

Item 3. Public Comment – There was 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 previous 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. Staff Training
- j. Resident Council Report

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

*Motion: Commissioner Stover made a motion to accept the consent agenda, Items 4 and 5. Commissioner Schwab seconded this motion and this motion passed unanimously, 7/0.*

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

Item 6. Update on HUD implementing a smoke-free policy in public housing – Nikki Brennan, Executive Director.

Nikki Brennan informed the board that the final Smoke Free Public Housing rule is expected to be published in the Federal Register any day now. The purpose of the rule is to require PHAs to establish, within 18 months of the effective date, a policy disallowing the use of prohibited tobacco products "inside all indoor areas of public housing, including but not limited to living units, indoor common areas, electrical closets, storage units, and PHA administrative office buildings, and in all outdoor areas within 25 feet of the housing and administrative office buildings (collectively, "restricted areas")." This rule applies to all public housing other than units in mixed-finance buildings. The only substantive change in this final rule from the proposed rule is that now water pipes (also known as hookahs) are included in the list of products that may not be used in the restricted areas.

PHAs are required to document their smoke-free policies in their PHA plans and must include them in a tenant's lease, which may be done either through an amendment process or as tenants renew their leases annually.

Discussion of how the PHA will be able to enforce this rule was discussed. Lease violations and information of what might be included in the policy.

*Motion: No motion needed. Informational only.*

Item 7. Discussion, Consideration and Possible Action of real & personal property insurance coverage related to deductibles for wind and hail related losses – Nikki Brennan, Executive Director.

Nikki Brennan explained the insurance coverage new endorsement that has been added to the Real & Personal Property coverage related to deductibles for wind and hail related losses. The endorsement use to be \$1,000 per occurrence and has changed to the lesser of the following:

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

1. 1% of the individual scheduled Building Value for each damaged structure at the time of loss; or
2. 0.5% of the Total Building Value for all buildings scheduled at the time of the loss.

Before the coverage was \$1,000 per occurrence, it could be 12 or more buildings, now the deductible is for each building.

There is an option to restore the percentage deductible (e.g. 1%) to the elected per occurrence deductible (e.g. \$1,000) for an additional \$760.00 contribution.

The average building value is \$179,673. If one roof had a loss due to wind or hail the deductible would be \$1797 per building. If we paid the onetime \$760.00 optional contribution the deductible would be \$1,000 per occurrence.

Discussion that \$760.00 would be a good investment to restore the \$1,000 per occurrence.

*Motion: Commissioner Todd moved to pay the \$760.00., Commissioner Schwab seconded this motion and passed unanimously 7/0.*

The Board went into Executive Session at 1:15 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 10. Section 551.072– Deliberations about Real Property: Closed session for deliberation regarding the exchange, lease, or value of real property.

The Board came out of Executive Session at 1:29 pm

Open Session: The Board will individually consider, discuss, and possibly take action on items discussed in Closed/Executive Session.

Item 11. Adjournment

*Motion: Commissioner Gavurnik made a motion to adjourn the meeting, Commissioner Todd seconded this motion and this motion passed unanimously, 7/0.*

The meeting was adjourned at 1:30 pm.