

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

On the 23<sup>rd</sup> day of June 2016 at 3:04 p.m., the Housing Authority of the City of Georgetown, Texas met in regular session.

- Item 1. The Chairman called the meeting to order and ED Brennan, Board Secretary, took roll call. The following Commissioners were present, Commissioner Raper, Commissioner Schwab (arrived at 3:25 pm), Commissioner Cruz, Commissioner Poisson, and Commissioner Gavurnik.  
Absent: Commissioner Todd and Commissioner Pope.  
Others present: Frank Stover, with Atchley and Associates, Inc. and Tom O'Leary, Attorney.
- Item 2. Pledge of Allegiance – The Board and attendees recited the Pledge of Allegiance.
- Item 3. Public Comment – Virginia Campbell, Stonehaven resident stated that she was concerned with the inspection results on her apartment. She stated that she cannot possibly fix some of the items that failed inspection. ED Brennan explained to her that these failed items were not the resident's responsibility to fix. We can look at the form and see if we can revise to clarify that maintenance will be taking care of these deficiencies.

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 May 26<sup>th</sup> minutes, 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

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k. Financials

Motion: Commissioner Gavurnik made a motion to approve Items 4 & 5, Commissioner Poisson seconded this motion and this motion passed unanimously, 4/0.

**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 approve amending the Gateway Northwest Project Based HAP Contract - Nikki Brennan, Executive Director  
**Resolution 626**

ED Brennan stated that by mutual agreement with Mark Mayfield, there is a need to amend the Gateway Northwest HAP Contract from 15 vouchers to 10 due to various reasons that have made it difficult to fill these units such as difficulty leasing to elderly and disable on the 2<sup>nd</sup> and 3<sup>rd</sup> floors, rental history, criminal background checks failed, income guidelines, etc. ED Brennan recommends that the Board approves this resolution to amend the contract.

**Motion:** **After discussion Commissioner Gavurnik made the motion to approve the amendment, Commissioner Poisson seconded this motion and this motion passed unanimously, 4/0.**

Item 7. Discussion, Consideration and Possible Action to send out Invitation to Bid for procuring replacement of leaking flat roofs - Nikki Brennan, Executive Director

ED Brennan stated that several of the units' roofs are leaking and need replacement. She has requested several costs estimates to replace 7 Fourplexes and 4 Duplex Roofs.

The cost estimate to replace flat roofs is \$201,800.

ED Brennan also stated that she would like to employ Cameron Alread to assist with this project.

ED Brennan is requesting approval to send out invitation to Bid on replacing flat roofs.

Motion: Commissioner Gavurnik made a motion to authorize the Executive Director to send out Invitation to Bid on replacing flat roofs, Commissioner Poisson seconded this motion and this motion passed unanimously, 4/0.

**Board went into Executive Session at 3:23 pm.**

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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 8.           **Section 551.072– Deliberations about Real Property:** Closed session for deliberation regarding the exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person – Brian Schwab, Commissioner

Item 9.           **Section 551.074 – Personnel Matters:** (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: ROSS Coordinator, Norma Perales

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

Board Out of Executive Session at 3:48 pm

Item 8.  
Motion:           Commissioner Cruz made a motion to authorize Commissioner Gavurnik to research the cost of extending the water and sewer to property, Commissioner Schwab seconded this motion and this motion passed unanimously, 5/0.

Item 9.  
Motion:           There is no motion needed.

Item 10.           Adjournment

Motion:           Commissioner Gavurnik made a motion to adjourn the meeting, Commissioner Poisson seconded this motion and this motion passed unanimously, 5/0.

The meeting was adjourned at 4:02 pm.