

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

On the 26th day of January at 3:00 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 took roll call. The following Commissioners were present, Commissioner Schwab, Commissioner Todd, Commissioner Raper, Commissioner Gavurnik, Commissioner Stover, Commissioner Cruz, and Commissioner Poisson.

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

Item 3. Public Comment –

Virginia Campbell: Ms. Campbell had three concerns:

1. A/C Units, they still don't work properly
2. Street lights, some in the community are still not working
3. Her pet cat: Her cat has tags, shots and collar, and she does let it out of her apartment.

ED Brennan addressed the issued, and told Ms. Campbell that they will continue to work with her in showing her how the A/C units work properly. She told her that the lights are getting fixed and that she cannot let her cat out because it is a City ordinance.

Grace Valdez: Ms. Valdez was concerned about a \$250.00 bill she got and that her A/C unit is still not working properly and she got a bill from management for a maintenance charge for work on her unit.

Commissioner Raper told her to bring those issues up after the Board meeting to Ms. Brennan. ED Brennan said she would answer them quickly. She told Ms. Valdez that she had already had a meeting with Tracy and they went over the reasons for the bill. A repayment agreement was signed. She also told her she had 15 calls on her A/C unit that were operator errors and that the reason is because she is trying to use her unit exceeding capacity. Also, that the unit was not under warranty and the Housing Authority is being charged for these operator errors. She told Ms. Valdez they will continue to work with her to show her how to properly use her units.

Board moved to Item 6 next:

Item 6. Discussion consideration and possible action of additional Programs/trainings at the GHA Activity Learning Center - Robert Pinhero, Executive Director, Literacy Council of Williamson County

Robert Pinhero, ED with the Literacy Council of Williamson County addressed the board and informed them of a partnership with the Texas Workforce Commission and Austin Community College to be able to offer trade skill

training and certificates in HVAC, Electrical, Plumbing, Maintenance and Repair including apartment maintenance and Construction - Floor, Wall, Roofing and Concrete, usually offered for a charge of \$3,000.00 but the Literacy Council has secured funding and these classes will be offered "free". These trainings are 6 months in duration and certificates will be awarded from ACC's Workforce Development Division. This training can provide jobs paying from \$25,000.00 to \$30,000.00 to start. ACC and the Literacy council will pay for any required installations for the storage trailer, insurance and security requirements. After a short discussion, the following motion was made:

Motion: Commissioner Stover made a motion to accept and have a Memorandum of Agreement and Understanding created and executed by ED Brennan, Commissioner Gavurnik seconded this motion and this motion passed unanimously, 7/0.

Board continued Items 4 & 5 – Consent Agenda:

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 Order
- 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):
- f) Prior Month Vacant Units by Address, Work Orders
- g) Board Attendance Report
- h) Director of Housing Operations Report
- i) Executive Director's Monthly Report
- j) Staff Training
- k) Resident Council Report

Commissioner Schwab had a question on having a semiannual or annual check on the interest rates. ED Brennan, yes, and they are all lower.

Motion: Commissioner Gavurnik made a motion to accept the consent agenda,

Items 4 and 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 7. Discussion, Consideration and Possible Action Update on Stonehaven Roof Replacement Project and possible change orders.

ED Brennan gave the Board a report on the work being performed by the roofers, they have already started, they were delayed due to bad weather. She asked for Board to approve change order 1, putting box enclosures as outlined in the packet for \$6,696.00 total and to re-roof building 201/203 West 18th Street duplex at the additional cost for the duplex is \$16,872.00, which includes the enclosures as well. After a discussion, the following motion was made:

Motion: Commissioner Gavurnik made a motion to allow Nikki the authority to execute these change orders, but ask the contractor/architect why they did not put in the specifications, because it was very obvious. Commissioner Stover seconded this motion and this motion passed unanimously, 7/0.

Nikki was asked to negotiate the cost of the change orders.

Item 8 Discussion, Consideration and Possible Action to Approve 2017 Operating Subsidy Submission – Nikki Brennan, ED. Resolution 634

HUD provides operating subsidies for public housing at the project level on a calendar year basis. And the logic of this formula is that the project will be funded at a level that is the difference between its annual rental income and its expected annual expenses. If the Housing Authority has more operating expenses than operating income, then it will receive funds from the Operating Fund. She proceeded to explain the spreadsheets that measures the actual consumption versus a three-year base consumption. She explained how this hurt GHA this year and how these factors caused us per unit month utility expense level to go down \$8.23 from last year, this lowers our subsidy.

After her explanation, the Board made the following motion:

Motion: Commissioner Todd made a motion to approve 2017 Operating Subsidy Submission, Commissioner Gavurnik seconded this motion and this motion passed unanimously, 7/0.

The Board went into Executive Session at 3:57 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 9. 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 4:18 pm

Motion: No motion was made.

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

Item 11. Adjournment

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

The meeting was adjourned at 4:19 pm.