

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

On the 25th day of January, 2018 at 3:01 p.m., the Housing Authority of the City of Georgetown, Texas met in regular session.

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

Absent: Commissioner Cruz, Commissioner, Gavurnik and Commissioner Poisson.

Also present were: Attorney Tom O’Leary, Stonehaven’s Residents Mary Ann Goforth, Mr.Tursak, Susan Watkins

Item 2. Pledge of Allegiance - Board and all present proceeded to recite 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 January 2018 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 Trainings
- j. Resident Council Report

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- k. Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8
- l. Investment Portfolio

Commissioner Clark questioned Item 5a., Stonehaven Monthly Report – she stated that Stonehaven property had quite a few “Emergency” work orders and she asked ED Brennan to elaborate. ED Brennan stated that the way these work orders are classified as Emergency are things such as fire alarms going off, another would be if the apartment has only one bathroom, and if toilet breaks, it is considered an emergency, water leaks as well, are classified as emergencies. She stated that she could pull out a report, review, and get back with her with details.

Commissioner Clark also wanted an explanation about the vacancies in Stonehaven, she stated that the report says six vacancies but the waiting list is extensive. ED Brennan explained to her that applicants have to meet eligibility requirements and there is extensive work done to verify their eligibility. She stated that Managers are working as fast as possible to verify their eligibility and get them to move in into the available units.

After this discussion the following motion was made:

Motion: Commissioner Todd made a motion to accept the Departmental Reports, Commissioner Schwab 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 2018 Operating Subsidy Submission – Nikki Brennan, Executive Director
Res. 659

ED Brennan proceeded to address the Board to explain the funding process. She stated that HUD provides operating subsidies for public housing on a calendar year basis. The funding is based on the difference between its annual rental income and its expected annual expenses, meaning that if GHA has more operating expenses than operating income, then it will receive funds from the Operating Fund.

ED Brennan proceeded to go over the HUD spreadsheet that measure actual consumption versus a three year rolling base consumption, whichever is less and she also explained to the Board the information submitted to HUD.

After this discussion the following motion was made:

Motion: Commissioner Schwab to Approve 2018 Operating Subsidy Submission, Commissioner Clark seconded this motion and this motion passed unanimously, 4/0.

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Item 7. Discussion, Consideration and Possible Action regarding the RFQ for Land Surveyor - Nikki Brennan, Executive Director

ED Brennan approached the Board and stated that RFQ's went out and the submissions were due on 1/25/2018. She received three submissions. ED Brennan would like to have an Evaluation Committee set up, which would consist of 2 or 3 Board members volunteers. The Evaluation Committee shall be required to disclose any potential conflicts of interest. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract. This evaluation would take place after today's Board meeting. The submitters will be evaluated by using the criteria provided. Commissioner Todd and Commissioner Schwab volunteered to be the evaluators.

ED Brennan asked the Board to set a price to negotiate with the most highly qualified provider.

After discussion the following motion was made:

Motion: Commissioner Schwab made a motion to set the previously allotted \$4,000.00 architectural fee allocated for land survey and record, Commissioner Todd seconded this motion and this motion passed unanimously, 4/0.

Item 8. Adjournment

Motion: Commissioner Clark made a motion to adjourn the meeting, Commissioner Todd seconded this motion and this motion passed unanimously, 4/0.

The meeting was adjourned at 3:29 pm.