

**MINUTES FOR THE REGULAR BOARD MEETING
OF THE HOUSING AUTHORITY OF THE CITY OF
GEORGETOWN, TEXAS**

December 19, 2019

Item 1. Call the meeting to order at 1:40 pm. Roll Call.

The chairman proceeded to open the meeting at 1:40 pm. ED Brennan took roll call and the following members were present: Commissioner Nikita Goodwin, Commissioner Larry Raper, Commissioner Tim Todd, Commissioner Brian Bradford, Commissioner Tom Karr, and Commissioner Orville Ramsey. Commissioner Mark Barton was absent.

Item 2. Pledge of Allegiance - Board members present, and staff 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 November 21, 2019 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. Resident Council Report
- j. Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8

Motion: Commissioner Karr made the motion to accept item 4 and 5 a-j, as presented. Commissioner Todd seconded the motion and this motion passed unanimously 6/0.

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

- Item 6. Discussion, Consideration and Possible Action to select a Firm for the Resident Relocation Specialist.
Res. 694

ED Brennan addressed the Board about the solicitation efforts for Proposals for the Resident Relocation Specialist services on October 25th, 2019. She stated that she had advertised the public notice in the newspaper on November 10th and November 17th. She also posted a notice on GHA's website and mailed 4 Solicitations to Relocation Specialists. From that mail out she received three proposal submissions on November 26, 2019. A panel of four was selected to evaluate on the following technical factors

- Geographic Location & Accessibility
- Past Performance on Similar Projects
- Management Plan or Approach
- Key Personnel
- & Cost

The budget for this project is \$622,436.00; she proceeded to do a cost estimate on the movers, packing materials, relocation costs of approximately \$350,000, leaving our budget for relocation specialist at \$272,436. The panel of four evaluators graded them of these factors and OPC graded the highest. CVR was a close second, only 5-point difference.

OPC has a satellite office in Austin and OPC had a very detailed implementation plan and an Austin staff, supported by their Houston office, along with having experience in Texas. It was determined that OPC is the most advantageous bidder. The Board

proceeded to asked additional questions about the other proposals and after a short discussion the following motion was made:

Motion: Commissioner Karr made the motion to accept OPC's Proposal for Resident Relocation Specialist. Res. 694, Commissioner Todd seconded this motion and this motion passed unanimously, 6/0.

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 7. **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 –

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

Item 8. Adjournment

Motion: There was no motion needed

The meeting was adjourned at 2:30 p.m.

Approved Minutes