

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

**March 21, 2019**

- Item 1. Call the meeting to order. Roll Call.  
The chairman proceeded to open the meeting at 3:04 pm. ED Brennan took roll call and the following members were present: Commissioner Karr, Commissioner Goodwin, Commissioner Ramsey, Commissioner Raper, Commissioner Barton, Commissioner Bradford  
Commissioner Todd was absent.
- Item 2. Pledge of Allegiance: All present recited Pledge of Allegiance.
- Item 3. Public Comment: There was no public comment.
- Item 4. Welcome and Introduction of New Board Members. ED Brennan proceeded to introduce the new Board Member and GHA Staff.

**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 February 28th, 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 a motion to accept the consent Agenda, Item 4 & 5 a - j. Commissioner Ramsey seconded this motion, and this motion passed unanimously, 6/0.

**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 to elect the Vice Chairman of the Georgetown Housing Authority - ED Brennan.  
Resolution: 675

The Board elected Larry Raper unanimously for Chairman, 6/0. Commissioner Ramsey nominated Commissioner Todd as Vice Chair, Commissioner Goodwin seconded this motion this motion passed unanimously 6/0.

- Item 8.** Discussion, Consideration and Possible Action to review GHA bylaws. - Nikki Brennan, Executive Director  
ED Brennan proceeded to review the GHA bylaws with the Board. She review Board member appointment procedures, Financial Records. There are no changes to the Bylaws, just reviewing the information. No motion needed.

- Item 9.** Discussion, Consideration and Possible Action to review Board Policies and Procedures - Nikki Brennan, Executive Director  
ED Brennan proceeded to review the GHA Board Policies and Procedures with the Board. There are no changes to the Board Policies and Procedures just reviewing the information. No motion needed.

- Item 10.** Discussion, Consideration and Possible Action to Approve 2019 Operating Subsidy Submission - Nikki Brennan, Executive Director  
Resolution 676

HUD provides operating subsidies for public housing at the project level on a calendar year basis.

The basic logic of the operating subsidy 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.

HUD 52722 Utilities Expense Level is a complicated spreadsheet that measures your actual consumption versus a three year rolling base consumption, whichever is less. These factors caused our per unit month utility expense level to go up \$3.84 per unit month from last year. A factor that increases our subsidy \$7,227.

ED Brennan explained to the Board how the subsidy works, she also stated that the subsidy ended up being \$377,731 versus last year's \$352,431. A \$25,300 increase. \$327,760 was budgeted at 93 percent prorating of 2018 operating subsidy. She reviewed the spreadsheets she provided for discussion with the Board as well, and explained costs and expenses.

Based on information provided in HUD's 2019 Congressional Justifications that came out February 15<sup>th</sup>, 2019 funding provided by the bill would be sufficient to fund 96 percent prorating. If this is actually the case, we will be in good shape, and receive about \$2,905 more each month. Approval needed for all certifications they are all in our favor.

*Motion: Motion: Commissioner Bradford made a motion to approve the 2019 Operating Subsidy submission, Commissioner Karr seconded this motion, and this motion passed unanimously, 6/0.*

Item 11. Discussion, Consideration and Possible Action regarding the application for the GHA Capital Fund Emergency Grant. - Nikki Brennan, Executive Director

ED Brennan explained to the Board that since Stonehaven Apartments are over 50 years old they recently found out that the cast iron sewer lines are bellied, and some bottoms are missing permeating into the ground. So definitely repairs are needed. We found a grant writer with experience in applying for grants for capital needs arising from Emergencies and Non-Presidential Declared Disasters (Specifically sewer lines). HUD is accepting applications on a first come-first served basis for funding until funds are exhausted.

The grant writer, Stan McCall is working on gathering data, and information and cost estimates. Because of his travel scheduled he has established the beginning of April to complete this. has been gathering data, organizing information and compiling cost estimates. He established the beginning of April to his narrative and estimates.

There is no need for a motion, this is informational only.

Item 12. Adjournment

*Motion: Commissioner Karr made the motion to adjourn, Commissioner Ramsey seconded this motion, and this motion passes unanimously, (6 /0).*

The meeting was adjourned at 3:41 p.m.