

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

May 23rd, 2019

- Item 1.** Call the meeting to order. Roll Call.
The chairman proceeded to open the meeting at 3:00 pm. ED Brennan took roll call and the following members were present: Commissioner Karr, Commissioner Goodwin, Commissioner Bradford, Commissioner Raper, Commissioner, Todd, Commissioner Barton, Commissioner Ramsey was absent. Commissioner Todd came in late. Guest present were Virginia Campbell and Tom O’Leary
- Item 2.** Pledge of Allegiance: All present recited 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 March 21st, 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 Bradford 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 6. Update on the Capital Funds Emergency Grant Application – Nikki Brennan, Executive Director

ED Brennan updated the Board on the progress of the Capital Funds Emergency Grant Application. She briefed the Board on the meeting held on May 9th, with members of the Office of Capital Improvements from Washington, Chris Granger, HUD, Dan Garcia, Commissioners Todd and Commissioner Raper were present during this meeting and lead maintenance Osbaldo Kancheff. Mr. Garcia and Granger were concerned with the relocation of residents while the renovations took place and the flooding. ED Brennan went over the relocation plan requested by HUD. They discussed the work involved in renovation of units and total development cost.

Motion: No motion needed.

Item 7. Discussion, Consideration, and Possible action to Apply for the Williamson County 2019 Community Development Block Grant (CDBG) - ED Brennan.
Resolution: 676

CDBG put out an application on April 23, 2019. GHA has prepared the grant application asking for sewer line replacement and asbestos abatement in the amount of \$300,000. The applications are due by 5pm on May 22, 2019, so ED Brennan asked the Board to approve the submission of this application.

Motion: Commissioner Karr made a motion to accept Resolution 676, Commissioner Barton seconded this motion, and this motion passed unanimously, 5/0.

Item 8. Discussion, Consideration and Possible Action to Accept the 2019 Capital Fund Grant - Nikki Brennan, Executive Director
Resolution: 677

ED Brennan stated that the FY 2019 Capital Fund grant awards posted to the Capital Fund website and GHA accessed the Capital Fund website and GHA ACC Amendments. GHA received \$274,803.00, much higher than previous years. ED Brennan asked the Board to accept the funds. After discussion the following motion was made.

Motion: Commissioner Todd made a motion to accept the Capital Funds of \$274,803.00 for Fiscal Year 2019, for the purpose of assisting GHA in carrying out capital and management activities in order to ensure that GHA continues to be available to serve low-income families, Commissioner Barton seconded this motion, and this motion passed unanimously, 6/0.

Item 9. Discussion, Consideration and Possible Action to put out a Request for Proposal for Independent Professional Audit Services - Nikki Brennan, Executive Director

Ms. Elizabeth Miles is our current auditor. She has informed GHA that this audit FYE September 2018 will be her final audit for GHA due to her retiring.

We need to find somebody else and we need send out a request for proposals to independent auditors to ensure the contract is awarded before our fiscal year ends.

Motion: Commissioner Todd made a motion to put out a Request for proposals, Commissioner Bradford seconded this motion, and this motion passed unanimously, 6/0.

Item 10. Presentation on Public Housing Asset Repositioning RAD vs. Streamlined Voluntary Conversation – Nikki Brennan, Executive Director

Georgetown Housing Authority will be in a very advantageous position having a \$3.6M sewer line upgrade to our project...thus saving the Housing Authority a significant amount of money with addressing its capital needs. This positions GHA well in terms of Asset Repositioning, not to mention the uniqueness of GHA's geographic location popularity and desirability and a growing appeal for meeting housing needs. These positives would contribute significantly towards voluntarily repositioning our public housing units to a more sustainable funding platform as opposed to the declining Capital Fund and Operating Fund structure now.

As you know GHA had a commitment to convert to Project Based Rental Assistance (RAD) and returned our CHAP in order to apply for the Emergency Capital Fund Grant.

In March, 2019 HUD put out NOTICE PIH 2019-05 (HA) regarding Streamlined Voluntary Conversions.

This notice allows small Public Housing Agencies (PHAs) to convert public housing to tenant-based assistance through Section 22. HUD authorized to waive the conversion assessment or require a streamlined conversion assessment for small agencies. Assistance for residents is through tenant protection vouchers (TPVs) under Section 22(b)(3). In researching the Section 22 the subsidy given is based on Fair Market Rent, which is higher than the RAD Rents.

GHA procured RECAP Consultants for our RAD project and have a current contract with them. I would like to engage conversation regarding the Section 22 Voluntary Conversion.

Motion: Commissioner Todd made a motion to move forward with researching more about Section 22, voluntary conversion, Commissioner Karr seconded this motion, and this motion passed unanimously, 6/0.

Item 11. Discussion regarding Attorney Tom O'Leary attendance at Board Meetings – Nikki Brennan, Executive Director

The Board decided it was not necessary for Attorney Tom O'Leary to attend every board meeting in person.

Item 12. Adjournment

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

The meeting was adjourned at 3:52 p.m.