

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

**October 24<sup>th</sup>, 2019**

Item 1. The chairman proceeded to open the meeting at 3:01 pm. The Chairman took roll call and the following members were present: Commissioner Brian Bradford, Commissioner Nikita Goodwin, Commissioner Larry Raper, Commissioner Mark Barton, Commissioner OB Ramsey, and Brian Bradford. Commissioner Tim Todd was absent

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 September 26, 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
- k. Investment Portfolio

*Motion: Commissioner Karr made the motion to accept item 4 and 5 a-k, as presented. Commissioner Bradford seconded the 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. Discussion, Consideration and Possible Action to issue a Request for Proposal (RFP) for Relocation Specialist– Nikki Brennan, Executive Director

ED Brennan presented to the Board the Request for Proposal information. She stated that if the bids come in too high and they are not able to negotiate an acceptable rate she will have to hire somebody to work with the residents to implement the move while the renovations take place. She would like to have this person onsite four days a week. ED Brennan asked the Board to approve putting out the RFP tomorrow before Thanksgiving.

*Motion: Commissioner Barton made a motion to issue a Request for Proposal (RFP) for Relocation Specialist, Commissioner Ramsey seconded this motion and this motion passed unanimously, 6/0.*

- Item 7. Discussion, Consideration and Possible Action regarding the Payment in Lieu of Taxes (PILOT) - Nikki Brennan, Executive Director  
**Res. 687**

For the past several years GHA recognizes there is no recourse or enforcement mechanism for the debt of payment in lieu of taxes from the Housing Authority according to the cooperation agreement signed March 9, 1970. For this reason, ED Brennan asked the Board to approve waving the Payment in Lieu of Taxes again this year. She asked for a Board motion, the Board made the following motion:

*Motion: Commissioner Karr made a motion to approve Resolution Number. 687, Resolution Approving the Nonaccrual of Pilot by Georgetown Housing Authority, Commissioner Barton seconded the motion and the motion passed unanimously, 6/0.*

Item 8. Discussion, Consideration and Possible Action to approve Collection Loss write off for Low Rent, Shady Oaks LP Bad Debt for 2018/2019 - Nikki Brennan, Executive Director  
**Res. 688**

Collections write offs, it will improve our MASS Scores, we do this every year at least once a year if not twice. Stonehaven collections are \$5,000.00 and \$1,600.00 for Shady Oaks. Five potential PHAS points are given based on the amount of tenant receivables relative to tenant rent revenue, with it being best to have low receivables. Tenant receivables can be decreased by writing off uncollectible balances. ED Brennan asked the Board to approve this resolution, the Board of Directors made the following motion:

*Motion: Commissioner Bradford made a motion to approve resolution 688 Collection Loss write off for Low Rent, Shady Oaks LP Bad Debt for 2018/2019, Commissioner Barton seconded this motion and this motion was approved 6/0*

Item 9. Discussion, Consideration and Possible Action to revise the procurement policy. - Nikki Brennan, Executive Director  
**Res. 689**

ED Brennan stated that she made changes to the procurement policy in couple of areas, the following changes were made:

- 5.1-Added Micro Purchases – purchases up to \$10,000.00
- 5.2-Lowered the Small Purchase threshold- In Texas, the PHA must use \$50,000 for our small purchase threshold.
- 5.3-Sealed Bids- Lowered the threshold to \$50,000.
- 5.6-Cooperation Purchasing/Intergovernmental Agreements – After research she found out this is a preferred method. This will also affect our roofs in the way it will be, easier and less expensive for us to complete.
- 5.7-Wage Rate Determination- if your purchase involves construction activities/services of over \$2,000, you are required to see that your contractors are paying Davis Bacon wage rates (if maintenance work is over \$2000, HUD-determined wage rates). Proceed for work to begin is issued, the requirement for the contractor to pay all workers the appropriate wages must be attached. The contractor will be required to turn in weekly payrolls until the job is completed and the PHA is required to conduct interviews with workers on the job (using the HUD 11 form) to ensure that the appropriate wages are being paid. This is a regulation.

ED Brennan asked for Board's permission to make these changes.

*Motion: Commissioner Karr made a motion to approve Resolution 689, Resolution Amending the Procurement Policy of the Housing Authority of the City of Georgetown, Commissioner Bradford seconded this motion and this motion passed unanimously, 6/0.*

Item 10. Discussion, Consideration and Possible Action to participate in the TIPS purchasing Cooperative offered by Region VIII Education Service Center and award Stonehaven Roofing contract to Paragon Roofing Inc.– Nikki Brennan, Executive Director  
**Res. 690**

TML insurance awarded GHA \$225,307.72 for hail damage to replace 24 Roofs- 15 duplex roofs, 8 four-plex roofs and 1 GHA office and metal roof attached along with two repairs. TML specializes in public housing authorities and governmental agencies.

ED Brennan had asked TML if they handled any procurement for the roofs and they referred her to their BEST program, TMLIRP ROOFING PROGRAM- BEST Building Envelope Systems Team program (BEST). They monitor the work and they are here every day to monitor the roofing supervisor. There are several upgrades in the scope of work.

TML will engage 4T Partnership (Scott Franklin) to assist GHA with procurement of the roofing for this claim. The Risk Pool will pay his fee to help GHA procure the roofing contractor. Tom O'Leary and I had a meeting with Mr. Franklin and Tom approved the procurement. I also contacted Fort Worth HUD attorney and he put in writing- Using TIPS is an acceptable procurement method from HUD's perspective.

No payments for work until completion of entire project including:

- a) Final inspection and completed punch list for each ID
- b) submission of executed manufacture and contractor why's
- c) submission of unconditional lien release
- d) final invoice must include cost by Member / TMLIRP ID#

The proposal came in at \$226,221.50 the cost out of pocket including deductible of \$1,000 is \$1,913.78.

*Motion: Commissioner Karr made a motion to participate in the TIPS purchasing Cooperative offered by Region VIII Education Service Center., Commissioner Barton seconded this motion and this motion passed unanimously 6/0.*

*Motion: Commissioner Karr made a motion to accept Resolution 690, Resolution Approving Award of Contract for Roof Replacement at Stonehaven Apartments to Paragon Roofing, Inc., Commissioner Barton seconded this motion and this motion passed unanimously 6/0.*

Item 11. Discussion, Consideration and Possible Action to change the regular scheduled meetings of November and December - Nikki Brennan, Executive Director - Nikki Brennan, Executive Director

ED Brennan proposed to move the November and December Board meetings due to the holidays. For the November Board meeting, the date falls on Thanksgiving, she would like to change the meeting one week earlier on Thursday, November 21, 2019 and keep the same time 3:00 pm.

This year December meeting falls the day after Christmas, and we usually celebrate an employee/board Christmas luncheon. I recommend we change the meeting one week earlier to December 19, 2019 and have our annual luncheon at noon, with the board meeting starting at 1:30 pm. After discussing these days, the following motion was approved:

*Motion: Commissioner Karr made the motion to change the November Board meeting to November 21, 2019 at 3:00 pm. Commissioner Barton seconded this motion and this motion passed unanimously 6/0.*

*Motion: Commissioner Karr made the motion to change the December Board meeting to December 19, 2019 at 1:30 pm, Commissioner Bradford seconded this motion and this motion passed unanimously 6/0.*

Board moved into Executive Session at: 3:45 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 12. **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 – Brian Bradford, Commissioner

Item 13. **Section 551.074 – Personnel Matters:** To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee:

Executive Director- Nikki Brennan

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

Board came out of Executive Session at 4:15 pm.

*Motion Item 12: No Motion.*

*Motion Item 13: Commissioner Barton made a motion to retain ED Brennan's contract, Commissioner Karr seconded this motion, and this motion passed unanimously, 6/0.*

Item 14. Adjournment

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

The meeting was adjourned at 4:25 p.m.