

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

September 26th, 2019

Item 1. Call the meeting to order at 2:17 pm. Roll Call. 2:17 pm

The chairman proceeded to open the meeting at 2:17 pm. ED Brennan took roll call and the following members were present: Commissioner Nikita Goodwin, Commissioner Larry Raper, Commissioner Tim Todd, Commissioner Mark Barton, Commissioner Tom Karr, and Commissioner Orville Ramsey & Commissioner Brian Bradford arrived slightly late.

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 August 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 Shady Oaks Development Corporation.

*Motion: Commissioner Karr made a motion to accept the Consent Agenda, Item 4 & 5 a - j.
Commissioner Todd 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. Discussion, Consideration and Possible Action to Accept the Emergency Capital Fund Award for 2019- Nikki Brennan – Res. 682

No Board discussion was needed but Ms. Brennan thanked the Board for supporting and making the right decision, she stated that this is very exciting news for Georgetown Housing Authority. Ms. Brennan stated that the award letter requires GHA to have a current effective and recorded Declarations of Trust (DOTs), which have remaining terms of at least 20 years GHA hired a title company and then GHA will hire the proper Real Estate Attorney to complete this. After this form is sent to San Antonio, the funds will be released in ELLOCS, we have 60 days to get this done, the deadline is November 8th, 2019 and Ms. Brennan feels she can accomplish this before that deadline.

*Motion: Commissioner Todd made the motion for the Board of Directors of the Georgetown Housing Authority to Accept and enact Resolution 682, the Emergency Capital Fund Award for 2019 **WHEREAS**, it is hereby determined that HUD has agreed to provide \$4,105,931.00 for Fiscal Year 2019, for the purpose of assisting Georgetown Housing Authority in carrying out capital and management activities for sewer line replacement, asbestos abatement and related relocation in order to ensure that Georgetown Housing Authority continues to be available to serve low-income families. These funds will be referred to under Capital Fund Grant Number TX59E264501-19. Commissioner Karr seconded this motion and this motion passed unanimously 6/0.*

- Item 7. Discussion, Consideration and Possible Action to contract Brown & Graham for the Georgetown Housing Authority- Nikki Brennan Res. 683

ED Brennan reported to the Board that in July GHA received the proposals for independent auditor and they were evaluated by a Committee of five. Leal & Carter was the highest scoring proposal, she checked with Taylor ED, Abby Green, who recommended Leal & Carter, but after further investigation Leal & Carter was found to be non-responsible. Reasons for the determination are that the following Public Housing Authorities listed as audits performed by Leal & Carter were unfamiliar with this firm. The following are the housing authorities listed and their response:

- Yoakum Housing Authority- ED has been employed for 15 years and has never used this firm.
- Texarkana Housing Authority- Not familiar with this firm.
- Marble Falls Housing Authority- Never used this firm.
- Smiley Housing Authority- Never worked for this housing authority and ED said they are not a firm she would hire.
- Kennedy Housing Authority- Never worked for them.
- Waco Housing Authority- Worked for this PHA over 20 years ago remembers they charged extra.
- Boerne used only one time ten years ago.
- Travis County Housing Authority- Had negative response, they felt gauged on some of the money and they could Leal & Carter could have been more responsible and charged too many extra charges

Cuero HA was the only one that would recommend them. With all these negative recommendation she feels they are not a reasonable, responsible bidder.

ED Brennan continued with the next bidder Brown and Graham, and she got good recommendations even including GHA's previous auditor. She would like to retract and contract Brown and Graham instead as the Georgetown Housing Authority's auditor. Commissioner Todd asked what was it about Leal and Carter that made them the best bidder, ED Brennan stated that they submitted an excellent proposal, but out of the 40 housing authorities they listed, when she checked 12 previously mentioned, she got negative reviews and she felt this to be fraudulent.

Motion: Commissioner Todd made a motion to revoke Resolution 681 to hire Leal and Carter and resolve to hire Brown and Graham according to the resolution 682. Commissioner Barton seconded this motion and this passed 6/0.

- Item 8. Discussion, Consideration and Possible Action to contract Novagradac & Company LLP for the Shady Oaks LP 2019 Audit and Tax Return- Nikki Brennan
Res. 684

Novagradac has been our Auditor for Shady Oaks LP for several years now and the subsidized assistance payment is projected a lot higher than past times. The Office of Management and Budget (OMB) Uniform Guidance allows to submit an Owner Certified financial statements to those owners who receive less than \$500,000.00 in combined federal assistance, Meredith our accountant certifies it and she is able to transmit through REAC.

She expects the federal financial assistance to be higher between \$504,000 and \$510,000. If this is so; Shady Oaks will be required to submit a full HUD audit with additional HUD compliance testing by the auditor. Novagradac quoted an additional cost of \$2,500. The normal fee is \$12,500.00, since we are just barely offer the threshold, I asked Novagradac to create an agreement and we will keep a close eye on the funds, do all other compliance until I am positive we exceed the threshold. She felt that they will exceed the threshold and she will

not sign the HUD electronic submission agreement until fully sure it is necessary. ED Brennan recommended permission for her to sign engagement letters for Novagradac as necessary. She also stated that the investor is pleased with this auditor.

Motion: Commissioner Todd made a motion to accept Res 684 – Award of Contract of Independent Audit Services for the Housing Authority of the City of Georgetown - SHADY OAKS, LP, and Commissioner Karr seconded the motion 6/0

- Item 9. Discussion, Consideration and Possible Action to contract the Statement of Qualifications (SOQ) from Architectural/Engineering firms to design, inspect and coordinate work item for GHA modernization program – Nikki Brennan, Executive Director
Res. 685

ED Brennan stated that it was determined that they needed to hire a professional architectural services for this project, so she sent out nine invitations by mail to Architects known to have worked with PHA's. GHA advertised on the website and public notices for two consecutive weeks, and 30 days were given to provide for preparation of proposal. They received six and after review by panel, three were eliminated for not following the instructions in the RFQ. All six panelists scored the SOQ's in the same exact order. ED Brennan will be sending them a denial letter outlining the reasons they were declined.

Quorum was ranked top candidate. She contacted them and asked met with them for a pre-design meeting to go over the expectations, Scope of work, means and methods and scheduling, and of course negotiation of the contract to get this project rolling.

ED Brennan would like to get a motion to contract Quorum for this project as the professional architectural firm.

Motion: Commissioner Todd made a motion to contract Quorum to act as the Professional Architect for this project; Commissioner Karr seconded the motion 7/0

- Item 10. Discussion, Consideration and Possible Action Regarding FYE 2019-2020 Section 8 Budget - Nikki Brennan, Executive Director

ED Brennan presented and reviewed the budget with the Board; she addressed each item on the budget and there were no objections or questions, and after her presentation, the following motion was made:

Motion: Commissioner Todd made a motion to accept the FYE 2019 – 2020 Section 8 Budget, Commissioner Karr seconded this motion and this motion passed unanimously, 7/0.

- Item 11. Discussion, Consideration and Possible Action Regarding FYE 2019-2020 Low Rent Budget - Nikki Brennan, Executive Director

ED Brennan presented and reviewed the budget with the Board; she addressed each item on the budget and there were no objections or questions, and after her presentation, the following motion was made:

Motion: Commissioner Todd made a motion to accept the FYE 2019-2020 Low Rent Budget, Commissioner Barton seconded this motion and this motion passed unanimously, 7/0.

- Item 12. Discussion, Consideration and Possible Action Regarding FYE 2019-2020 Shady Oaks Development Corporation – Nikki Brennan, Executive Director
Res. 686 (All PHA Budgets)

ED Brennan presented and reviewed the budget with the Board; she addressed each item on the budget and there were no objections or questions, and after her presentation, the following motion was made:

Motion: Commissioner Todd made a motion to accept the FYE 2019-2020 Shady Oaks Development Corporation, Commissioner Barton seconded this motion and this motion passed unanimously, 7/0.

- Item 13. Discussion, Consideration and Possible Action Regarding FYE 2020 Shady Oaks GHA Housing LP Budget - Nikki Brennan, Executive Director

ED Brennan presented and reviewed the budget with the Board; she addressed each item on the budget and there were no objections or questions, and after her presentation, the following motion was made:

Motion: Commissioner Todd made a motion to accept the FYE 2019-2020 Shady Oaks, GHA, Commissioner Karr seconded this motion and this motion passed unanimously, 7/0.

- Item 14. Discussion regarding Executive Director's Annual Performance evaluation - Nikki Brennan, Executive Director
ED Brennan included her Executive Director's Annual Performance evaluation for the Board to review and grade and to return to Meredith who will collect them and provide them to the Board during the ED performance evaluation. No motion needed.

- Item 15. Adjournment

Motion: Commissioner Goodwin made the motion to adjourn, Commissioner Karr seconded this motion, and this motion passes unanimously, (7/0).

The meeting was adjourned at 3:20 p.m.