

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

Via Zoom Video Conferencing

April 30th, 2020

Item 1. Call the meeting to order, meeting started at 3:03 pm.

ED Proceeded to take roll call. The following commissioners were present:

Commissioner Tom Karr, Commissioner OB Ramsey, Commissioner Nikita Goodwin, Commissioner Larry Raper, Commissioner Tim Todd, Commissioner Marcus Barton (arrived late). The following Commissioner was absent: Commissioner Brian Bradford.

Item 2. Public Comment - 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 3. Discussion, Consideration and Possible Action to approve the minutes of the February 27, 2020 annual meeting, Nikki Brennan, Executive Director

Item 4. 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

Commissioner Karr pulled item 4h, executive director report, and the director went over the report and explained all waivers GHA will be implementing under the PIH 2020-5 notice.

***Motion: Commissioner Karr made a motion to accept the consent agenda items 3,4 a-j, Commissioner Todd seconded this motion, this motion passed unanimously 6/0.***

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

Item 5. Discussion, Consideration and Possible Action to elect the Chairman and Vice Chairman of the Georgetown Housing Authority Board– Nikki Brennan, Executive Director, Resolution 698

ED Brennan explained to the Board that GHA Board is supposed to vote for the chairman and vice chairman, and not choose them from the recommendation of the Mayor as in previous years. ED recommended that to avoid any conflict or confusion for Mr. Larry Raper to be chairman as recommended by the Mayor this year and next year for the Board to follow the procedures outlined in the Texas Local Government code. The following motion was made:

***Motion: Commissioner Karr motioned to elect Larry Raper as Chairman of the board and Commissioner Todd seconded the motion. The motion passed 6/0***

***Motion: Commission Karr made a motion to elect Tim Todd for Vice Chairman, and Commissioner Goodwin seconded the motion, the motion was approved. 6/0***

Item 6. Discussion, Consideration and Possible Action to Approve a Contract for the Sewer Line Replacement/Asbestos Abatement Project – Nikki Brennan, Executive Director, **Resolution 670**

The Georgetown Housing Authority posted a Request for Bid for this construction contract of Sanitary Sewer Upgrades and associated remodel work on sites 001 and 002, advertised on March 1st, and March 8th. Due to COVID 2019, a pre-bid virtual conference was held on March 20, 2020 at 10 am. A virtual sealed bid opening was conducted on Monday, April 27th, 2020 at 2:00 pm.

After all items were reviewed, GHA determined that J.C. Lewis Construction, LLC was the lowest most responsible bidder.

All references were positive, and no negative references were received. We reviewed the "Federal Lists of Parties Excluded from Procurement and Non-Procurement Programs and verified that the contractor's financial and technical resources indicated the capability in performing this job.

It is the recommendation of the Executive Director that JC Lewis Construction is qualified and capable of executing the Emergency Grant Sewer Replacement project as detailed in the plans and specifications and has the manpower and resources to complete the project within the timeline expectations stated in the contract documents. After a detailed discussion with the board,

***Motion: Commissioner Todd made a motion to award J.C. Lewis Construction, LLC of Center, Texas the contract in the amount of \$3,688,000 and approve Resolution 670. Commissioner Karr seconded and the motion passed unanimously 6/0***

Item 7. Discussion of the Shady Oaks LP Independent Auditor's Report for Calendar Year December 31, 2019 – Jimmy Pokorny, Novogradac & Company LLP

***Motion: No motion, information only***

Item 8. Adjournment

***Motion to adjourn by Commissioner Goodwin seconded by Commissioner Ramsey Motion passed 6/0. The meeting was adjourned at 4:29 pm.***