

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

February 27, 2020

- Item 1. Call the meeting to order at 3:00 pm. Roll Call. The following commissioners were present: Commissioner Brian Bradford, Commissioner Nikita Goodwin, Commissioner OB Ramsey, Commissioner Larry Raper, Commissioner Tim Todd, – Commissioner Tom Karr, Absent, Commissioner Marcus Barton
- Item 2. Pledge of Allegiance - Board members present, and staff present proceeded to recite the pledge of allegiance.
- Item 3. 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.

ED Brennan asked to table the financials since she had been having problems receiving the them. She will be presenting them during the March 2020 meeting.

Commissioner Larry Raper welcomed all the returning Board members that were eligible for re appointment.

- Item 4. Discussion, Consideration and Possible Action to approve the minutes of the January 23rd, 2020 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 the motion to accept the Consent Agenda, with the exception of financials, Commissioner Todd seconded this motion and this motion passed unanimously, 6/0.

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

Item 6. Recognition of GHA Board Member. Nikki Brennan, Executive Director

On behalf of the Georgetown Housing Authority, the Resident Council and the GHA Board members, ED Brennan recognized Commissioner Nikita Goodwin, for her 14 years of dedicated service to Georgetown Housing Authority and Stonehaven Resident Council. She presented Commissioner Goodwin with a plaque recognizing her motivation and hard work while collaborating with many outside agencies creating awareness in the Georgetown Community which resulted in many donations. GHA sincerely appreciates all she has done.

Item 7. Presentation and discussion on the draft 2030 Plan Update. – Susan Watkins, AICP, Housing Coordinator - Ms. Watkins, AICP, Housing Coordinator for the City of Georgetown made her presentation to the GHA Commissioners. This is informational only.

Item 8. Discussion of the 44th Annual Texas NAHRO Conference hosted by Georgetown Housing Authority - Nikki Brennan, Executive Director

ED Brennan encouraged commissioner participation and attendance during the annual NAHRO conference, stated that the Commissioner Ethic Training on the conference agenda would be a

good training opportunity for all commissioners. Early registration would be less cost to attend and by volunteering they would be able to attend free of charge.

She discussed with the Board the host (GHA's" responsibilities at the Texas NAHRO Conference as well as Exhibitors for the Conference, Scholarship Raffles and gifts donated or provided by GHA or other businesses.

This is informational only.

Item 9. Discussion, Consideration and Possible Action to Approve 2020 Operating Subsidy Submission – Nikki Brennan, Executive Director
Resolution 696

ED Brennan presented to the Board in detail the application for 2020 Operating Subsidy Submission, and discussed it with the Board extensively.

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 \$4.04 per unit month from last year.

Our project expense level increased \$22,372. (HUD Form 52723)

The other factor that increased our subsidy was putting our vacancies under HUD approved modernization. These special coded units do not count as a vacancy under the operating subsidy. We were funded at 100 percent occupied units.

Our subsidy ended up being \$414,681 versus last year's \$377,731. A \$36,950 increase in subsidy.

Our current proration level is 97.7 percent. I project congress to prorate no lower than 96 percent. The occupancy is down, with 30 units vacant, obligated for relocation. Our rental income has decreased, but the increased subsidy will supplement the decrease. We should be in good shape.

ED Brennan would like for the Board to approve the submission of the Calendar Year 2020 Operating Fund Subsidy Calculation.

Motion: Commissioner Todd made a motion to adopt Resolution 696, Approve 2020 Operating Subsidy Submission, Commissioner Bradford seconded this motion and this motion passed unanimously 6/0.

Item 10. Discussion, Consideration and Possible Action to Approve 2020 Capital Funds Award – Nikki Brennan, Executive Director
Resolution 697

The FY 2020 Capital Fund grant awards posted to the Capital Fund website. GHA accessed the Capital Fund website and GHA ACC Amendments. GHA received \$295,141.00.

ED Brennan presented to the Board a detailed report on the status of the project.

All of our numbers are based on independent cost estimates. We will not know the true figures until the bids come in.

ED Brennan would like for the Board to approve the acceptance of Capital Fund Grant Number TX59P26450120 In the amount of \$295,141.00 for Fiscal Year 2020.

Motion: Commissioner Karr made a motion to adopt Resolution 670, approve the acceptance of Capital Fund Grant Number TX59P26450120 in the amount of \$295, 141.00 for the Fiscal Year 2020. Commissioner Todd seconded this motion and this motion passed unanimously 6/0.

Item 11. Adjournment

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

The meeting was adjourned at 3:45 p.m.