

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

Via Zoom Video Conferencing

July 23, 2020

Item 1. Call the meeting to order, meeting started at 3:02 pm.

ED Proceeded to take roll call. The following commissioners were present: Commissioner Larry Raper, Commissioner Brian Bradford, Commissioner OB Ramsey, Commissioner Tim Todd, Commissioner Tom Karr, Commissioner Nikita Goodwin. Commissioner Marcus Barton was absent.

Item 2. Pledge of Allegiance - Pledge of Allegiance recited by all present.

Item 3. Public Comment - There was no public comment.

The Board pulled Item 5(h) Executive Director's Monthly Report for discussion: ED Brennan gave the Board an update on the remodel work in progress at the Stonehaven Apartments. This item was just for discussion.

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 June 25, 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

i. Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8

j. Investment Portfolio

Motion: Commissioner Ramsey made a motion to accept the consent agenda items 3,4 a-j, Commissioner Goodwin seconded this motion, 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. Discussion, Consideration and Possible Action to Approve GHA ward of contract for Shady Oaks LP independent audit services FY 2020 – Nikki Brennan, Executive Director - Res. 703

ED Brennan presented the Board with Resolution 703 to approve awarding the contract to Novagradac for independent audit

services for Shady Oaks LP independent audit services FY 2020
After short discussion the following motion was made:

Motion: Commissioner Todd made a motion to award contract for independent audit services for Shady Oaks LP, Fiscal Year 2020. Commissioner Ramsey seconded this motion, this motion passed unanimously 6/0.

Item 7. Discussion, Consideration and Possible Action to determine check signing authority limits, Nikki Brennan, Executive Director - Res. 704

ED Brennan discussed with the Board that GHA will soon be breaking ground on the sewer line project with combined funds amounting to 5.4M dollars. The construction contract is 3.8M and he anticipates a 21 day start up period with 10 months to complete. The contractor is allowed to submit a payment request once every month, she is expecting to see the monthly request to be \$250,000 to \$350,000 or even higher if he orders all materials at once. She stated that she is comfortable writing these high amount checks as they are reviewed by the architect, the third party consultant, and myself before written. She must get approval from San Antonio before able to draw funds down from the electronic system (ELOCCS). The board should decide on a check signing limit and the comfort level for review of these expenditures. After discussion the Board decided on a limit of \$100,000.00 without Board member signatures. The following motion was made:

Motion: Commissioner Karr made a motion to approve Resolution 704 with changes, a limit of \$100,000.00 as a limit check writing authority to Nikki Brennan, Commissioner Ramsey seconded this motion, this motion passed unanimously 6/0.

Item 8. Discussion regarding the annual evaluation of the Executive Director according to GHA Board Policies and Procedures – Nikki Brennan

The Board tabled Item 8 for the performance evaluation and contract for ED Brennan. Board members should submit their evaluations to Meredith for her to compile for August Meeting.

Item 9. Adjournment

Motion: Motion to adjourn by Commissioner Ramsey seconded by Commissioner Goodwin. Motion passed 6/0. The meeting was adjourned at 3:47 pm.