

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

Via Zoom Video Conferencing

November 19th, 2020

Commencing at 3:00 o'clock p.m. on the 19th day of November to consider and act upon the following:

- Item 1. Call the meeting to order. Roll Call. ED proceeded to take roll call and the following members were present: Commissioner Raper, Commissioner Todd, Commissioner Bradford, Commissioner Goodwin, Commissioner Ramsey and Commissioner Karr
- Item 2. Pledge of Allegiance: Those 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 October 22, 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. Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8

Motion: Commissioner Karr made a motion to accept the consent agenda Item 4, 5a-h as presented, and Commissioner Goodwin seconded. Motion passed 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 revise the Five-Year Action Plan to include purchase of vehicles. -Nikki Brennan, Executive Director
Res. 709
Res. 710

Cares Act Funding would be an eligible expense for the purchase of a work truck(s), providing this new activity/expense is added to our GHA five-year plan.

GHA has \$43,932.48 Total in Cares Act Funds

According to COVID19_FAQ Round6 - The purchase of a truck or small vehicle is a normal eligible use of Public Housing Operating Funds, Capital Funds and HCV Admin Funds and is an eligible use of CARES Act funds and thus may be used to support residents because of COVID-19 including cost of delivery of goods, supplies, and equipment.

According to the Capital Fund Guidebook - The purchase or leasing of new or replacement vehicles is an eligible cost where the vehicle is needed on a full-time basis to administer/implement the physical and Management Improvements set forth in the CFP Budget. Furthermore, in order to be an eligible cost under Management Improvements, the vehicle's use must also be justified for a Public Housing Modernization or Development Project, or on a PHA-wide basis, as is needed to: (1) upgrade or improve the operation or maintenance of the Public Housing Projects, (2) promote energy improvements, (3) sustain the physical improvements, or (4) correct a management deficiency.

The new truck(s) can be used on PHA wide basis by Section 8 Coordinator to deliver the Section 8 COVID bags to scattered sites and perform Housing Quality Standards (HQS) Inspections at these sites improving operations, along with being shared with Public Housing Maintenance to improve the operations and maintenance of Stonehaven, including monitoring the Modernization project.

GHA has procured two 2020 Ford F-150 XL V-6 with the lowest bid being Mac Haik Ford at \$24,237 each, or \$48,474 for two. The Cares Act Funding will pay \$43,932.48 leaving a balance of \$4,541.52 that can be paid with operating reserves.

ED asked for the approval from the Board to accept the changes to the five-year plan and to approve the purchase of the two vehicles.

Motion: After discussion with the Board, Commissioner Todd made a motion to revise the Five-Year Plan to include the purchase of vehicles and accept Resolution 709, Commissioner Bradford seconded, and the motion passed 6/0.

Commissioner Ramsey made a motion to purchase two vehicles and accept Resolution 710, and Commissioner Goodwin seconded, the motion passed 6/0.

Item 7. Discussion, Consideration and Possible Action to revise Shady Oaks House Rules and Regulations- Nikki Brennan, Executive Director
Res. 711

ED Brennan asked for approval from the board to make a revision to the Shady Oaks House Rules and Regulations, to change the lockout fee from \$15.00 to \$30.00.

Motion: After discussion with the Board, Commissioner Todd made a motion to revise the Shady Oaks House Rules and Regulations as presented, and Commissioner Karr seconded. Motion passed 6/0

Item 8. Discussion, Consideration and Possible Action to revise the Shady Oaks Pet Policy- Nikki Brennan, Executive Director
Res. 712

The HUD Handbook 4350.3 "Collection of Pet Deposits - The pet deposit must not exceed \$300. The initial deposit cannot exceed \$50.00 at the time the pet is brought onto the premises. The pet rules must provide for gradual accumulation of the remaining required deposit, not to exceed \$10 per month until the deposit is reached."

ED Brennan recommended to approve Resolution 712, revision of the Shady Oaks Pet Policy.

Motion: After discussion with the Board, Commissioner Ramsey made a motion to accept the revision to Shady Oaks Pet Policy and accept Resolution 712, Commissioner Karr seconded. Motion passed 6/0

Item 9. Discussion, Consideration and Possible Action to revise the Maintenance Policy and Procedures Manual- Nikki Brennan, Executive Director
Res. 713

ED Brennan recommended a revision to the Maintenance Policy and Procedures Manual, to change the lockout fee from \$15.00 to \$30.00. She asked the Board to approve Res. 713.

Motion: Commissioner Ramsey made a motion to approve Resolution 713, Commissioner Bradford seconded, and the motion passed 6/0

Item 10. Update on the Emergency Sewer Line/Asbestos abatement Modernization project.
– Nikki Brennan, Executive Director

ED Brennan proceeded to update the Board on the Sewer Line/Asbestos abatement Modernization project; she discussed the following information as well as pictures from the project:

- Update on Progress of Modernization Project
- Relocation of 44 Residents.
- Contractor has 42 units in possession.
- Asbestos Abatement completed in 42 units.
- Demolition of concrete and Tile in 20 units and 14 units are in progress.
- Rough in Plumbing, city inspection, back fill and concrete poured in 14 units and 4 are in progress.
- Plumbing Top Out and city inspection completed in 8 units, 10 units are scheduled for November.
- Drywall completed in 4 units (these 4 units had to be redone because contractors used standard drywall where moisture resistant board was called out in the specs) 4 are in progress and 10 are scheduled for November.

Unforeseen Problem 1

Rotten 2X4 studs and plates from old termite damage was found. I faintly remember this back in 2004, GHA had \$16,000 worth of treatment done that year, and have had annual inspections every year since. No live termites have been found.

The contractor will bring these conditions to Owner's attention when found and will repair as needed. Contractor submitted a \$6.75 per linear foot for framing lumber replaced. \$65.00 Per window and door header replaced. The time added would be at 1/4 day per unit. GHA would periodically prepare Change Orders to include this work to avoid numerous change orders. The extent of damage is unknown currently.

Change order 5 has not been signed yet.

Unforeseen Problem 2

After seeing how close the sewer trenches are being cut to the trees, ED called an arborist and he looked at Stone Circle and explained the Critical Root Zones (CRZ) of Trees. One Pecan tree at 602 will need to be removed, and 12 to 16 trees may need to be treated (mycorrhizae, aeration, fertilized etc.) if we want these trees to survive from the trenching. The arborist also explained Oak Wilt above ground sap feeding beetles

that carry the fungal spores to trees and below ground Oak Wilt travels from tree to tree through interconnected roots. The months the beetles carry the fungal spores are between December and June. The branches/roots damaged need to be cut clean and painted. Our property is full of old, gorgeous trees GHA does not want to die because of cutting the roots in the CRZ.

ED called a meeting with the architect and engineer and decided the engineer needed to adjust the sewer pipe route in the interest of staying farther away from trees, which was completed November 17, 2020.

Motion: There was no motion needed, this was informational only.

Item 11. Adjournment

Motion: Motion to adjourn by Commissioner Goodwin, seconded by Commissioner Ramsey. Motion passed 6/0. The meeting was adjourned at 4:04 pm.