

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

210 B West 18th Street

September 24, 2020

Item 1. Call the meeting to order, meeting started at 3:00 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.

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 July 23, 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 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 items 4.5 a-i, 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. Update on the Emergency Sewer Line/Asbestos abatement Modernization project – Nikki Brennan

ED Brennan explained the GHA currently relocated 42 residents counting the three moves today. The contractor has received 36 units to work in and will receive 6 more on Friday for a total of 42 units. GHA is at a stopping point and must receive units back before we can give more units to the contractor.

The Asbestos Abatement has completed 30 units and they are working on 6 units to be completed by tomorrow.

The contractors have demo and trenched the insides of 13 units, have plumbed and cleared city inspection on four units and will be ready to top out the plumbing or pour concrete next Tuesday.

GHA has approved 2 change orders.

Change Order 1

Remove, dispose, and replace 68 bathtubs. \$39,812 or \$585.47 each.

Change Order 2

Additional abatement that was unable to determine in the bid proposal of the sheetrock that needed to be removed and abated. The cost of this was \$150,800

Proposed Change order 3

The mirror that was in the specifications was too large and would cover the lighting in the bathroom, so ED changed it to a new medicine cabinet at no cost to owner.

There are some range hoods that are 36" with spaces of 4 inches on either side of the range. ED negotiated to replace the 36" range hoods to 30" and revised the cabinet lay out to cover the gaps. No cost to owner.

The vanity measurements in the specifications were too large, covering a portion of the door casing, GHA had to decrease the size of vanity to make it fit properly. No cost to owner.

The sinks in the specs where 6 1/2 in deep, ED changed to 8 1/16 in deep. No cost to owner

Prime, sand and paint the 100 sq ft of orange colored paneling in living area. \$15,600 to be paid with CDBG funds.

Changed rough in valves to be able to cut off at sink. No cost to owner.

The specifications called to paint ceiling and walls, but did not include painting of interior base, jambs, casing, or doors. \$37,520 to be paid with CDBG funds.

GHA has ran into a problem.

The tubs are 60" and stud to stud is 60 1/2 " leaving 1/4 inch on each side. The mud bed is 1 1/2 inches thick on either side leaving only 57 1/2" The contractors will have to remove the door casing and large portions of the wainscot, and tub

surround. The damaged tile cannot be replaced with the same tile because the 1967 tile is 4 3/8 by 4 3/8 and they do not make that size any longer.

ED asked for a proposal to remove existing tile and masonry lath at bathroom wainscot and shower/tub surround. Install Hardie backer along with new tile with related bullnose at 134 units.

The proposal came in at \$497,126 which is \$21.19 a sq. ft. GHA also received a quote from a professional tile company that came in higher than \$497,126.

ED believes GHA will have it in the budget, using the contingency money or moving under budget line items to the sewer/asbestos budget line item.

The other factor is if we were to go with replacing all tile, GHA would be at 20% change orders from original bid. Although, the original scope did call for replace ceramic tile in bathrooms, replace tub surrounds and interior painting.

After discussion with the board, the board directed Nikki Brennan to replace all wainscot and tile in the tub and shower surrounds and approve the change order. Nikki Brennan said she would do her best to negotiate the price, and possibly lower the proposal.

Item 7. Discussion, Consideration and Possible Action Regarding FYE 2020-2021 Section 8 Budget - Nikki Brennan, Executive Director

Motion: Commissioner Todd made a motion to approve the Section 8 budget and Commissioner Goodwin seconded. Motion passed 6/0

Item 8. Discussion, Consideration and Possible Action Regarding FYE 2020-2021 Low Rent Budget - Nikki Brennan, Executive Director

Motion: Commissioner Brian made a motion to approve the Low Rent budget and Commissioner Todd seconded. Motion passed 6/0

Item 9. Discussion, Consideration and Possible Action Regarding FYE 2020-2021 Shady Oaks Development Corporation - Nikki Brennan, Executive Director
Resolution 705 (All PHA Budgets)

Motion: Commissioner Karr made a motion to approve the Shady Oaks Development Corporation and Commissioner Bradford seconded. Motion passed 6/0

Item 10. Discussion, Consideration and Possible Action Regarding Calendar Year 2022 Shady Oaks GHA Housing LP Budget - Nikki Brennan, Executive Director

Motion: Commissioner Todd made a motion to approve the Shady Oaks GHA Housing LP Budget and Commissioner Karr seconded. Motion passed 6/0

The Board went into Executive Session at 4:20 pm

Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, the items listed below will be discussed in closed session subject to the right of the employee to request a public hearing and are subject to action in the open session that follows.

11. **Section 551.074 – Personnel Matters:** to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Executive Director- Nikki Brennan

Open Session: The Board will individually consider, discuss, and possibly act on items discussed in Closed/Executive Session.

The Board came out of Executive Session at 4:40 pm

Motion: Commissioner Todd made a motion to change the Executive Director's contract to every two years and continue to evaluate the Executive Director annually and Commissioner Karr seconded. Motion passed 6/0

Motion: Commissioner Todd made a motion to increase the Executive Director's salary 3 percent and increase her retirement an additional 2 percent. Commissioner Karr seconded. Motion passed 6/0

Item 12. Adjournment

Motion: Motion to adjourn by Commissioner Goodwin seconded by Commissioner Todd. Motion passed 6/0. The meeting was adjourned at 4:42 pm.