

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN
February 25, 2010**

On the 25th day of February 2010, at 2:30 pm, the Housing Authority of the City of Georgetown, Texas, met in regular session.

Item 1. Call the meeting to order: ED Brennan called the meeting to order at 2:34 pm and the following members were present: Commissioner Bryant, Commissioner Williams, Commissioner Raper, Commissioner Halligan, Commissioner Todd, Commissioner Gavurnik, and ED Brennan.

Others in attendance: GHA Staff, Frank Stover, CPA

Item 2. Board and Staff Introductions – ED Brennan proceeded to introduce the new Board members to the GHA and instructed Staff to introduce themselves to the new Board members the staff for the Housing Authority. They proceeded to introduce themselves and provide a brief overview of themselves and their work at the Housing Authority.

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

Item 4. Resident Council Reports – Paula Mosse proceeded to give her report to the Board.

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

Item 5. Discussion, Consideration, and Possible Action regarding nomination and election of Chair and Vice-Chair for 2010-2011 year Commissioner Gavurnik nominated Commissioner Raper as Chair, Commissioner Todd seconded the motion, Commissioner Gavurnik nominated Commissioner Halligan as Vice Chair, Commissioner Todd seconded that motion, the nominations passed unanimously, ED Brennan proceeded to turn the meeting over to the new Chair Commissioner Larry Raper.

Item 6. GHA Overview – ED Brennan proceeded to provide the Board with an overview of the GHA, its history, its goals and mission and where they currently stand.

Item 7. GHA Background – Commissioner Bryant proceeded to brief the Board where it stands financially and a historical background on the Sierra Ridge Project.

Item 8. Discussion Consideration and Possible Action to Review Financial Reports -- Nikki Brennan, ED. ED Brennan explained to the Board that two CD's were to mature in March and she recommended to the Board to move both CD's into Shady Oaks Operating Funds account and Stonehaven Operating funds accounts. The Housing Development Corporation pays for two loans, Union State Bank and Compass Bank. At this time the operating funds bank account has only enough funds till April, 2010 to pay loan payments. In addition to that, the Stonehaven, Public Housing may have to pay for the gas line replacement out of operating reserves. After discussion a motion was made:

Motion: Commissioner Bryant made a motion to move the Bank of America Certificate of Deposit \$43,476.84 ending in #2785 into the Operating Funds account of Shady Oaks Housing Development Corporation; Commissioner Todd seconded this motion, the motion passes with one vote against (Commissioner Williams) and four votes in favor.

Motion: Commissioner Bryant moved that the Bank of America Certificate of Deposit \$43,476.84 ending in #2780 into the Operating Funds account of Stonehaven, Low rent, Commissioner Halligan seconded this motion, the motion passes unanimously.

Commissioner Raper moved item 11 for discussion.

Item 11. Discussion, Consideration and Possible Action regarding Change Order from B&O Construction – Nikki Brennan, ED

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN
February 25, 2010**

ED Brennan presented to the Board a change order from B&O Construction for 20 additional windows which were not shown on the bid documents prepared by the architect which added to the total count. ED Brennan felt that all work should have been verified prior to bidding with a proposal, and she felt that the proposers have the responsibility to submit any questions with inconsistencies prior to bidding and she recommended that additional payment be denied to B&O Construction. After a discussion between the Board and B&O Construction representative, and the Architect a motion was made:

Motion: Commissioner Gavurnik moved that Board deny the request from the Change Order and to deny payment. Commissioner Bryant seconded it and the motion passed unanimously.

Board decided to continue with Item 12.

- Item 12. Discussion Consideration and possible Action to discuss update on Gas Lines at Stonehaven Apartments – Nikki Brenna, ED

ED Brennan proceeded to brief the Board on the history and status of this project. She stated that after discussing it with HUD, they had declared this an emergency situation and approved GHA to obtain 3 quotes to try and expedite this contract and start this emergency work. She then proceeded to meet with Atmos Energy and the Architect, Atmos requires three approved contractors. The invitation to Bid will be posted next week and will be sent to the contractors on the approved bidders list from Atmos Energy.

Motion: There was no motion needed at this time.

- Item 9 Discussion Consideration and Possible Action to amend GHA Bylaws and Board Policies and Procedures – Commissioner Bryant
Commissioner Bryant stated that after comparing the Policies and Procedures with the Bylaws, she found several discrepancies and that they did not reflect State law, and after discussion a motion was made:
Motion: Commissioner Bryant moved that the Board change our bylaws to reflect state law.
Commissioner Gavurnik seconded this motion and the motion passed

Motion: Commissioner Bryant made a second motion to appoint a committee to review policies and procedures and bylaws to comply with State law and that there is no conflict with Policy and Procedures and Bylaws. There was no second motion made.

Board moved to Item 13.

- Item 13. Discussion, Consideration and Possible Action regarding new signature cards for all bank accounts – Nikki Brennan, ED
ED Brennan requested to have the following signature holders removed from all operating accounts: Marvin Dorsey, Joe Savage, Greg Eady, and James Gross and to replace them with the following: Larry Raper, John Gavurnik, Tim Todd, Mike Halligan, Nikki Brennan, Cynthia Alexander, and Maria Dingley – After discussion the following motion was made:
Motion: Commissioner Bryant made a motion add all non Resident Commissioners as signers.
Commissioner Gavurnik seconded this motion and this motion passed unanimously.

- Item 10. Discussion Consideration and Possible Action to review recommendation by Mayor to have the Board interview all applicants for Resident Commissioner Position and recommend best candidate – Nikki Brennan, ED -- Mayor suggested for the Board to interview the resident commissioner applicants. The Board will form a committee to interview the five Resident Commissioner candidates. The

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN
February 25, 2010**

committee will be formed by Commissioner Bryant, Commissioner Williams, Commissioner Halligan and ED Brennan.

- Item 14. Discussion, Consideration and Possible Action Regarding Commissioner Training – Nikki Brenna, ED ED Brennan presented to the Board several options for New Commissioner training: Texas Housing Association, Texas NAHRO Conference coming up in April, and the third option Nelrod -- in-house training which is very expensive. After discussion, Board opted for gathering more investigation to look into THA training and TDHCA at the earliest convenience.

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.

Commissioner Bryant pulled Item 15 to table for discussion and/or approval until next Board meeting.

- Item 16. Discussion, Consideration and Possible Action to accept the Departmental Reports
- 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. Section 8 Monthly Report: Prior Month Reexaminations Past Due, Delinquent Inspections, Vouchers, Waiting List, New Admissions, Port-Ins, Port-Outs, Hard to House, Termination of Assistance
 - d. Maintenance Department Monthly Report (Stonehaven and Shady Oaks): Prior Month Vacant Units by Address, Work Orders
 - e. Director of Housing Operations Monthly Report: Prior Month Update on Stonehaven, Shady Oaks, Section 8 Activities, and Other Housing Authority Activities to Date, Projects for the Future
 - f. Board attendance

- Item 17. Discussion, Consideration and Possible Action to accept the Executive Director's Report: Prior Month Update on Stonehaven, Shady Oaks, Section 8, Sierra Ridge, Resident Services, Legal Activities, and Other Housing Authority Activities
Motion: Commissioner Bryant made a motion to accept the consent agenda except for Item 15. Commissioner Halligan seconded this motion and it passed with one vote against (Commissioner Williams).

Board recessed into Executive Session at 5:05 pm

Commissioner Williams left at 5:05 pm.

- Item 18. Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, the Board of Commissioners may meet in executive session at any time during the meeting, subject to the right of an employee to request a public hearing with regard to personnel matters, to discuss any of the following, all of which may be subject to action in open session.
- a. Section 551.072 Deliberation regarding real property. The Board will conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property. – Nikki Brenna, ED

Board returned to open session at 5:45 pm

Motion from closed session: There was no motion made

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
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February 25, 2010**

Item 19. Adjournment

Motion: Commissioner Gavurnik moved for adjournment. The motion was duly seconded by Commissioner Bryant and it carried by unanimous vote. The Chairman thereby declared the meeting adjourned at 5:47 pm.