

**MINUTES OF THE ANNUAL MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE
CITY OF GEORGETOWN**

On the 28th day of May 2015 at 3:00 p.m., the Housing Authority of the City of Georgetown, Texas met in regular session.

- Item 1. The Chairman called the meeting to order and ED Brennan, Board Secretary, took roll call. The following Commissioners were present: Commissioner Cruz, Commissioner Todd, Commissioner Schwab, Commissioner Poisson, Commissioner Raper and Commissioner Gavurnik. Commissioner Pope arrived at 3:09 pm. Other guests present were: Jennifer Bills, City of Georgetown, Frank Stover with Atchley and Associates, Inc.
- Item 2. Pledge of Allegiance – The Board and attendees recited 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 March 26th 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 Investment Report- Summary of cash accts and investments.

Motion: *Commissioner Gavurnik made a motion to accept the consent agenda, items 4 and 5 as stated, and Commissioner Schwab seconded this motion, and this motion passed unanimously, 6/0.*

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

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- Item 6. Discussion, Consideration and Possible Action to Approve Annual and 5 Year plan. –Nikki Brennan -Executive Director

Resolution 599

ED Brennan reviewed this item with the Board and explained that this item reviews the Annual Plan. This plan went for public review starting March 30, 2015. The survey was distributed to all the residents in order to get their input. 20 surveys were received from the Stonehaven community. Then on April 29th the advisory meeting was conducted to get resident comments and suggestions. Some residents requested to have security alarms installed. ED Brennan stated that she does not deem it necessary since she is not aware of any burglaries committed in the 11 years that she has worked at GHA. After reviewed the survey and discussing how follow ups were handled, the Board made the following motion:

Motion: *Commissioner Todd made a motion to approve Resolution 599, the Annual and 5 Year plan and decided to discontinue the yearly resident survey, Commissioner Pope seconded the motion, and the motion passed unanimously, 7/0.*

- Item 7. Discussion, Consideration and Possible Action to approve Collection Loss write off for Low Rent, Shady Oaks, L.P., & Section 8 Bad Debt for 2014/2015 - Nikki Brennan, Executive Director

Resolution 600

ED Brennan presented to the Board a list of collections due to the housing authority. Commissioner Schwab asked ED Brennan to explain how they become bad debts. ED Brennan proceeded to explain the process of collection used by GHA. After a discussion, the following motion was made:

Motion: *Commissioner Gavurnik made a motion to approve Resolution 600, Commissioner Todd seconded the Motion, and the motion passed unanimously, 7/0.*

- Item 8. Discussion, Consideration and Possible Action to decide on a contractor for the Capital Fund HVAC/Electric Modernization project in development 2 – Nikki Brennan, Executive Director

Resolution 601

Georgetown Housing Authority sent out an invitation for bids and advertised on April 5th and April 12th, 2015. The sealed bid opening was conducted on May 27th, 2015. The lowest responsible bidder was Shirley's Air Conditioning and Heat in the amount of \$262,643. The contractor is considered to be responsible and to possess the ability to perform successfully under the terms and conditions.

Motion: *Commissioner Gavurnik made a motion to approve Resolution 601, Commissioner Todd seconded the Motion, and the motion passed unanimously, 7/0.*

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Item 9. Discussion, Consideration and Possible Action to decide on an asbestos abatement contractor for the Capital Fund HVAC/Electric Modernization project in development 2 – Nikki Brennan, Executive Director

Resolution 602

Project of Asbestos Removal at Georgetown Housing Authority Project 002 - 30 units identified as apartments 1802 thru 1835 on Hart Street, Georgetown, Texas. The project consists of removing approximately 900 square feet of wall & ceiling system material from former wall heater and new AC unit locations.

Bid deadline was May 25th at 5:00 pm. GHA received three bid proposals.

The lowest bidder was AAR, Incorporated out of Liberty Hill, Texas.

GHA has followed all applicable procedures in regards to procuring asbestos abatement contractor proposals. Award the bid of Asbestos Abatement to AAR, Incorporated in the amount of \$24,700.00

Motion: ***Commissioner Todd made a motion to approve Resolution 602, Commissioner Pope seconded the Motion, and the motion passed unanimously, 7/0.***

Item 10. Discussion, Consideration and Possible Action regarding the Boys and Girls Club Building at 210 West 18th Street, Stonehaven Unit- Nikki Brennan, Executive Director

Motion: ***No motion was needed.***

Item 11. Adjournment

Motion: ***Commissioner Gavurnik made a motion to adjourn, Commissioner Pope seconded the Motion, and the motion passed unanimously, 7/0. The Chairman thereby declared the meeting adjourned at 3:59 p.m.***