

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

On the 20th day of October 2016 at 3:02 p.m., the Housing Authority of the City of Georgetown, Texas met in regular session.

- Item 1. The Chairman Commissioner Raper called the meeting to order and ED Brennan, Board Secretary, took roll call. The following Commissioners were present, Commissioner Cruz, Commissioner Schwab, Commissioner Todd, Commissioner Poisson.
Absent: Commissioner Gavurnik, and Commissioner Todd. Others present: Tom O'Leary, Attorney.
- 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 previous 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. Staff Training
 - j. Resident Council Report

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k. Investment Portfolio

Motion: *Commissioner Schwab made a motion to approve the consent agenda, Commissioner Stover seconded this motion and this motion passed unanimously, 5/0.*

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

Item 6. Discussion, Consideration and Possible Action Regarding the Roof Project in Development - Nikki Brennan, Executive Director
Resolution 630

ED Brennan reviewed the specifications for the project with the Board members. She stated that the invitation to bid was for the installation of new TPO roofing with new metal roof on Eleven (11) buildings. (7 fourplexes and 4 duplexes).

An invitation for bids ad was published in the Temple Daily Telegram on September 11th and September 18th, 2016. The invitation for bids included the specification and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation.

The sealed bid opening was conducted on Tuesday, October 11th at 10:00 am.

The lowest bidder is EBCO Development, Inc. of Cameron, Texas in the amount of \$226,000.

A review of the Federal Lists of Parties Excluded from Procurement and Non-Procurement Programs dated October 11, 2016 were conducted, and the contractor does not appear on the Lists. The required forms of HUD 5369A, Previous Participation Certification, Non-Collusive Affidavit are confirmed. The Bid Bond has been verified. A contractor reference of other agencies to include previous projects has been conducted.

The contractor is considered to be responsible and possess the ability to perform successfully under the terms and conditions of this contract. ED Brennan recommended that EBCO Development, Inc. be awarded the contract.

Board members wanted to verify EBCO Development rating with the BBB. The Board proceeded to discuss Item 7 until verification takes place.

Item 7. Discussion, Consideration and Possible Action regarding modernization of the Stonehaven Senior Center at 1704 Hart Street - Nikki Brennan, Executive Director

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Resolution 631

The Senior Center is located at 1704 Hart Street. This building is owned by the Georgetown Housing Authority. We have a contract with them since 1969 and GHA states it will remain ongoing unless rescinded by one of the agencies.

The Housing Authority pays all the costs of routine maintenance. GHA maintenance staff performs general and routine maintenance on the facility.

The Board of Directors of the Stonehaven Senior Center is requesting to update the building. They are requesting approval from this Board to replace lighting fixtures, paint ceilings and walls, replace carpet in the front room and flooring and replace the wall AC unit and replace the non functioning condensing unit which we would normally have to replace. All work is paid for by the nonprofit Senior Center. They are asking the Board to approve this After discussion the following motion was made:

Motion: *Commissioner Stover made an amended motion to give approval for the modernization of the Senior Center and for the ED to perform due diligence to verify that there are funds available for this project, Commissioner Schwab seconded this motion and this passed unanimously 5/0.*

Item 6

Motion: *Commissioner Stover made the following motion: WHEREAS, it is the recommendation of the Executive Director that the bid submitted by EBCO Development, Inc. of Cameron, Texas be accepted as the lowest responsible and responsive bid, and that award of contract be made in the amount of \$226,000.00; Commissioner Cruz seconded this motion and this motion passed unanimously, 5/0.*

Item 8. Discussion, Consideration and Possible Action to Approve Collection Loss Write Off for Low Rent Shady Oaks, LP Bad Debt for 2015/2016- Nikki Brennan, Executive Director

ED Brennan proceeded to go over with the Board the the Collection Loss Write Off for Low Rent for 2015/2016 and explained the reasons for the write offs. After a short discussion the following motion was made:

Motion: *Commissioner Cruz made a motion to Approve Collection Loss Write Off for Low Rent Bad Debt for 2015/2016, Commissioner Poisson seconded this motion and this motion passed unanimously, 5/0.*

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- Item 9. Discussion, Consideration and Possible Action Regarding the Payment in Lieu of Taxes (PILOT) – Nikki Brennan, Executive Director

HUD has reduced our funding over the past several years, and our operating budget has been drastically affected. We know there is no enforcement mechanism for the debt of payment in lieu of taxes from the Housing Authority according to the cooperation agreement signed March 9, 1970.

Motion: *Commissioner Cruz made a motion to approve the non accrual of Payment in Lieu of Taxes (PILOT) in the amount of \$36,563.76, Commissioner Stover seconded this motion and this motion passed unanimously, 5/0.*

The Board went into Executive Session at 3:22 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.

- Item 10. **Section 551.072– Deliberations about Real Property:** Closed session for deliberation regarding the exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person – Commissioner Brian Schwab

- Item 11. **Section 551.074 – Personnel Matters:** (1) to discuss the evaluation of the Executive Director.

The Board came out of Executive Session at 4:20 pm

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

Item 10

Motion: *There was no motion.*

Board directive to talk to the Planning Department, Jennifer Bills of the City of Georgetown.

Item 11

Motion: *Commissioner Stover made a motion for the ED's base salary to be \$86,000.00. Commissioner Poisson seconded this motion and this motion passed unanimously, 5/0.*

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12. Adjournment

Motion: Commissioner Schwab made a motion to adjourn the meeting, Commissioner Poisson seconded this motion and this motion passed unanimously, 5/0.

The meeting was adjourned at 4:30 pm.