

State of Texas
County of Tarrant
City of Grapevine

The Board of Commissioners of the Grapevine Housing Authority met in Regular Session on this the 14th day of July 2016 in the Conference Room of Grapevine Housing Authority, with the following members present to wit:

Jane Everett	Chair
Randy Bacon	Vice Chair
Karen Rice	Commissioner
Linda Troeger	Commissioner
Terri Rushing	Resident Commissioner

Constituting a quorum, with the following also present:

Debra Wells	Executive Director
Greg Jordan	City of Grapevine CFO

CALL TO ORDER

Chairman Everett called the meeting to order at 4:40 p.m.

CITIZEN COMMENTS

No citizen comment

REPORT OF THE EXECUTIVE DIRECTOR (INFORMATIONAL ONLY)

Item #1. Rent Delinquency and Information Sheet

The Executive Director reported to the Board on the rent delinquencies, number of empty units, work orders and statistical information for the waiting list for Public Housing June 1 through June 30, 2016.

Item #2 Capital Funds Report and work in progress

The Board was provided with the monthly Capital Funds Report including on-going projects.

Item #3 Report of Public Housing Activity and Issues through July 14, 2016

The Board received a report on Public Housing activity and issues through May 14, 2016.

Item #4 Quarterly Investment Report for 06/30/2016.

The Board was provided with the Quarterly Investment Report for the period of 06/30/2016.

Item #5 Minutes from the June 17, 2016 Resident Advisory Meeting

The Board was presented with the minutes from the June 17, 2016 Resident Advisory Meeting.

NEW BUSINESS

Item #1 Consideration of the minutes from the May 26, 2016 meeting.

The Board was provided with minutes from the May 26, 2016 meeting for approval.

Commissioner Troeger moved and Commissioner Rushing seconded to accept the minutes from the May 26, 2016 meeting as presented.

Ayes: Everett, Bacon, Rice, Troeger & Rushing
Nays: None
Absent: None

Motion passed.

Item #2 Consideration and approval of Resolution 16-03 Awarding a Contract and Authorizing the Executive Director to enter into a contract with Norman Construction Inc. for the repairs of building at 313-315 Starnes Street

The Board was provided information on the qualifications of the lowest and most qualified bidder that responded to the formal bid opening for the repairs of the Starnes Street building. References from other housing agencies were very positive and the company was highly recommended.

Commissioner Rice moved and Commissioner Bacon seconded to approve Resolution 16-03 Awarding a Contract & Authorizing the Executive Director to execute a contract with Norman Construction Inc.

Ayes: Everett, Bacon, Rice, Troeger & Rushing
Nays: None
Absent: None

Motion passed.

Item #3 Consideration and approval of the Engagement Letter with Elizabeth Miles, CPA for the 2015 Audit.

The Board was presented with the Engagement Letter from Elizabeth Miles, CPA for the 2015 audit. It was reported that her fee did not increase from the previous year.

Commissioner Rice moved and Commissioner Rushing seconded to approve the Engagement Letter from Elizabeth Miles, CPA for the 2015 audit.

Ayes: Everett, Bacon, Rice, Troeger & Rushing
Nays: None
Absent: None

Motion passed.

Item #4 Consideration and approval of the proposed Resolution 16-04 Architect's Contract for 313-315 Starnes Street Building

The Board was presented with the contract with Cameron Alread, Architect for services performed on the 313-315 Starnes Street project. Services provided for the project are drawing the plans, writing the specifications, perform the bidding process, provides paperwork related the contract and payments and review of work performance.

Commissioner Troeger moved and Commissioner Bacon second to accept the architect contract as presented.

Ayes: Everett, Bacon, Rice, Troeger & Rushing
Nays: None
Absent: None

Motion passed

Item #5 Consideration and approval of Executive Director job description and position description

The Board was presented with the job description and position description to be used for posting the Executive Director's position. After discussion it was suggested that the job description be more in depth on the detail of duties so the applicants will be aware that the job is a working director position.

Greg Jordan, City CFO suggested that he and the executive director work on new wording for the job description and provide it to the Chairman for review before posting.

There was discussion of the interview process and which board members would participate. The job will be posted as soon as possible to provide plenty of time to find a qualified applicant.

No action taken.

Item #6 Consideration and acceptance of monthly financial statements for April and May 2016.

Commissioner Bacon reported to the Board that the April 2016 monthly financial statements were approved at the previous meeting. He stated that he reviewed the May 2016 monthly financial statements. He reported that as expected there was no activity for the Section 8 program and that everything looked good and right on target for May 2016.

Commissioner Bacon moved and Commissioner Rice seconded to accept the monthly financial statements for May 2016 as presented.

Ayes: Everett, Bacon, Rice, Troeger & Rushing
Nays: None
Absent: None

Motion passed.

ADJOURNMENT

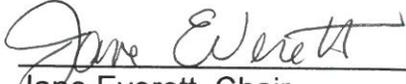
Commissioner Rice moved and Commissioner Bacon seconded that the meeting be adjourned.

Ayes: Everett, Bacon, Rice, Troeger & Rushing
Nays: None
Absent: None

Motion passed. Meeting adjourned at 5:25 p.m.

PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE
GRAPEVINE HOUSING AUTHORITY ON THE 25TH DAY OF AUGUST 2016.

APPROVED:



Jane Everett, Chair

ATTEST:



Debra Wells,
Executive Director