

State of Texas  
County of Tarrant  
City of Grapevine

The Board of Commissioners of the Grapevine Housing Authority held a Public Hearing and in Regular Session on this the 26th day of September 2012 in the Conference Room of Grapevine Housing Authority, with the following members present to wit:

Jane Everett	Chair
Randy Bacon	Vice Chair
Joetta King	Commissioner
Karen Rice	Commissioner

Constituting a quorum, with the following also present:

Debra Wells	Executive Director
Sharron Spencer	Liaison to City Council
John McGrane	Director of Administrative Services

### **PUBLIC HEARING**

Chair Jane Everett opened the Public Hearing at 4:30 p.m. for comments on the PHA Five Year Capital Funds Action Plan, 2010-2012 Annual Capital Funds Performance Reports, Section 8 Administrative Plan, Public Housing Admissions and Occupancy Policy, Lease, Lease Addendum's and all other policies.

### **CITIZEN COMMENTS**

Mary McLerran requested to speak at the Public Hearing with concerns regarding the lack of affordable housing in Grapevine. She commented that she would like to see the City do more for the seniors. She stated she is presently on the Public Housing waiting list and goes to the Senior Activity Center regularly.

There were no comments regarding the policies.

Commissioner King moved and Commissioner Rice seconded to close the Public Hearing.

Ayes:	Everett, Bacon, King & Rice
Nays:	None
Absent:	Waite

Motion passed and Public Hearing was closed at 4:40 p.m.

## **CALL TO ORDER**

### **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 from September 1, 2012 through September 21, 2012. Also reported was the statistical information for the Section 8 Voucher Program including number of Vouchers leased up, cost per voucher, number of applications on the waiting list, and the Portability and Receipts report. Portability accounts receivables aging report included.

#### **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 Update on contract with J.C. Lewis Construction LLC**

The Board was informed that the contract and change order paperwork was signed and delivered to Cameron Alread's office for completion. They were also informed that the pre-construction meeting would be held within the next few weeks.

#### **Item #4 Report of Public Housing and Section 8 activity and issues**

The Board was provided with a report of activity and issues during the month of September 2012.

## **NEW BUSINESS**

#### **Item #1 Consideration and adoption of PHA Five Year Capital Funds Action Plan, 2010-2012 Annual Capital Funds Performance Reports, Section 8 Administrative Plan, Public Housing Admissions and Occupancy Policy, Lease, Lease Addendums and all other policies**

The Board reviewed the Bedbug Prevention and Elimination Policy and incorporated changes to include consequences for not cooperating with management on getting rid of a bedbug infestation.

Commissioner Bacon moved and Commissioner Rice seconded to accept Resolution 12-06 Adopting the PHA Five Year Capital Funds Action Plan, 2010-2012 Annual Capital Funds Performance Reports, Section 8 Administrative Plan, Public Housing Admissions and Occupancy Policy, Lease, Lease Addendums

and all other policies as amended with the agreed upon revisions to the Bedbug Prevention and Elimination Policy.

Ayes: Everett, Bacon, King & Rice  
Nays: None  
Absent: Waite

Motion passed.

Item #2 Consideration of the minutes from the August 30, 2012 Board Meeting, August 30, 2012 Work Shop and September 13, 2012 Board meeting

The Board was provided with the minutes from the meetings and work shop.

Commissioner King moved and Commissioner Bacon seconded to accept the minutes as presented.

Ayes: Everett, Bacon, King & Rice  
Nays: None  
Absent: Waite

Motion passed.

Item #3 Report and acceptance of the monthly financial statements for the month of July and August 2012

The Board received a report from Commissioner Bacon stating that he reviewed the July and August 2012 monthly financial statements and found them to be acceptable.

Commissioner Bacon moved and Commissioner King seconded to accept the July and August 2012 monthly financial statements.

Ayes: Everett, Bacon, King & Rice  
Nays: None  
Absent: Waite

Item #4 Report and discussion of property line dispute between the Methodist Church and W. Worth Street

The Board received a report concerning a dispute over the property line between the Methodist Church and W. Worth Street. It was reported that the current plat is old and not clear but it appears the Church's playground might be on part of housing property.

The executive director spoke with the City of Grapevine and it was agreed that it would be in the best interest of the housing authority to have all the properties surveyed and file amended plats. The executive director reported that she would work with the City to find a qualified surveyor and will provide the board with a contract hopefully at the next meeting.

No action taken.

Item #5 Report and discussion of payment for materials to the City for the two parking lots

At the last meeting it was discussed entering into a contract with the City for the two parking lots on Texas Street and Starnes Street so we could get the funds obligated. It was reported to the Board that the City preferred to provide an invoice for the materials rather than entering into a contract. It was determined that the materials for the parking lots, sidewalks and dumpster pad would run close to \$30,000. If there is money left from this project the City will repair sidewalks until the funds are depleted.

Commissioner King moved and Commissioner Rice seconded to provide Public Works with funds for materials for the two parking lot projects in an amount not to exceed \$30,000.

Ayes: Everett, Bacon, King & Rice  
Nays: None  
Absent: Waite

Motion passed

**ADJOURNMENT**

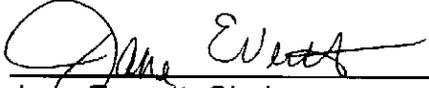
Commissioner King moved and Commissioner Bacon seconded that the meeting be adjourned.

Ayes: Everett, Bacon, King & Rice  
Nays: None  
Absent: Waite

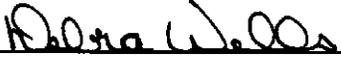
Motion passed. Meeting adjourned at 6:30 p.m.

PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE  
GRAPEVINE HOUSING AUTHORITY ON THE 25TH DAY OF OCTOBER 2012.

APPROVED:

  
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Jane Everett, Chair

ATTEST:

  
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Debra Wells,  
Executive Director