

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 29th day of September 2016 in the Conference Room of Grapevine Housing Authority, with the following members present to wit:

Jane Everett	Chair
Linda Troeger	Vice Chair
Karen Rice	Finance Officer
Bonnie McHugh	Commissioner
Terri Rushing	Resident Commissioner

Constituting a quorum, with the following also present:

Debra Wells	Executive Director
Duff Odell	City Council Liaison
Patsy Bray	Resident

CALL TO ORDER

Chairman Everett called the meeting to order at 4:00 p.m.

WORKSHOP

Item #1 Board of Commissioners to conduct a workshop relative to the 2017 Budget

The Board reviewed and discussed suggested increases in various line items for the 2017 Budget including pay increases, training cost, health and property insurance increases and increases in contract costs.

PUBLIC HEARING

Item #2 Public Hearing to obtain input from the city residents in reference to the Agency's Admissions & Continued Occupancy Policy, 2017 Capital Plan and 5-Year Capital Action Plan for 2017-2021, Dwelling Lease, Agency Policies and Utility Reimbursement Schedule for fiscal year 2017

Chairman Everett opened the Public Hearing for citizen comments at 4:30 p.m. One resident was present but declined to speak.

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

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

Motion passed.

Chairman Everett closed the Public Hearing at 4:35 p.m.

CITIZEN COMMENTS

No citizen comment

REGULAR MEETING

Item #3 Report of the Executive Director (Informational Only)

A. 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 August, 2016.

B. Capital Funds Report and work in progress

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

C. Report of Housing Activity and Issues through September 2016

The Board received a report on Public Housing activity and issues through September 2016.

D. Minutes from the August 18, 2016 and September 16, 2016 Resident Advisory Board.

The Board was presented with the minutes from the August 18, 2016 and September 16, 2016 Resident Advisory Meetings.

NEW BUSINESS

Item #4 Consideration of the minutes from the August 25, 2016 meeting

The Board was provided minutes from the August 25, 2016 meeting for approval.

Commissioner Troeger moved and Commissioner Rushing seconded to approve the minutes as presented.

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

Motion passed.

Item #5 Public Hearing to obtain input from the city residents in reference to the Agency's Admissions & Continued Occupancy Policy, 2017 Capital Plan and 5-Year Capital Action Plan for 2017-2021, Dwelling Lease, Agency Policies and Utility Reimbursement Schedule for fiscal year 2017

The Board reviewed all revisions made to the documents presented at the Public Hearing. The documents were on display for 45 days, a 30-day notice was provided to the residents and the documents were presented at the Resident Advisory Board Meeting.

There were no comments from neither the Resident Advisory Board Meeting nor the Public Hearing.

Commissioner Rice moved and Commissioner Troeger seconded to adopt the Admissions & Continued Occupancy Policy, 2017 Capital Plan and 5-Year Capital Action Plan for 2017-2021, Dwelling Lease, Agency Policies and Utility Reimbursement Schedule for fiscal year 2017.

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

Motion passed.

Item #6 Consideration and approval of 2017 Flat Rents.

The Board was provided with the 2017 Flat Rents that are calculated based on the 2017 Fair Market Rents (FMRs) published by HUD annually. It was explained that the new Flat Rents are determined by taking the FMRs for the year, multiplying them by 80% then deducting the 2017 utility allowances.

The Flat Rent increased this year primarily due to an increase in the area FMRs.

Commissioner Rice moved and Commissioner McHugh seconded to adopt the new Flat Rents for fiscal year 2017.

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

Motion passed.

Item #7 Consideration and approval of the lowest and most qualified bidder for replacement of older hot water heaters

The Board was presented with the results of the request for bids to replace older hot water heaters. Four bidders responded with the lowest and most qualified bidder being Longhorn Plumbing Services.

Commissioner McHugh moved and Commissioner Rice second to accept Resolution 16-08 Authorizing the Executive Director to Execute a Contract with Longhorn Plumbing to replace hot water heaters.

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

Motion passed

Item #8 Designation and approval of new bank signers

The Board was provided with Resolution 16-07 Approving the Executive Director to remove and replace check signers at Legacy Bank of Texas and Wells Fargo Bank.

There was discussion regarding the need for removing the former Vice Chair as a check signer and replacing him with the new Vice Chair.

Commissioner McHugh moved and Commissioner Troeger seconded to accept Resolution 16-07 Approving the Executive Director to remove and replace check signers at Legacy Bank of Texas and Wells Fargo Bank.

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

Motion passed

Item #9 Consideration and approval of pay increases for fiscal year 2017

The Board discussed staff raises for fiscal year 2017. They were informed of the raises provided by the City that the Executive Director and Facility Services positions will receive effective October 1, 2016; and will be incorporated in the Interlocal Agreement.

They discussed that historically housing staff has received the same raises as city staff. The proposed raises for housing staff would be 2% merit and 2% range adjustment.

Commissioner Troeger moved and Commissioner McHugh seconded to approve staff raises of 2% merit and 2% range adjustment.

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

Motion passed

ADJOURNMENT

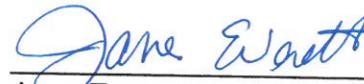
Commissioner Troeger moved and Commissioner Rushing seconded that the meeting be adjourned.

Ayes: Everett, Troeger, Rice, McHugh & 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 20TH DAY OF OCTOBER 2016.

APPROVED:



Jane Everett, Chair

ATTEST:



Debra Wells,
Executive Director