

State of Texas
County of Tarrant
City of Grapevine

The Board of Commissioners of the Grapevine Housing Authority held a meeting in regular session on this the 27th day of February 2014 in the Conference Room of Grapevine Housing Authority, with the following members present to wit:

Jane Everett	Chair
Randy Bacon	Vice Chair/Finance Officer
Joetta King	Commissioner
Karen Rice	Commissioner

Constituting a quorum, with the following also present:

Debra Wells	Executive Director
Sharron Spencer	City Council Liaison

CALL TO ORDER

CITIZEN COMMENTS

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. 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 Activity Report

The Board was provided with an update on expended funds for the capital funds projects.

Item#3 Quarterly Investment Report

The Board was provided with the Quarterly Investment Report for the period ending December 31, 2013.

Item #4 Report of Public Housing and Section 8 Activity and issues

The board was provided with a report for Public Housing and Section 8 activity and issues.

Item#5 Minutes from the Resident Advisory Board for January & February 2014

The board was provided with the minutes from the January and February 2014 Resident Advisory Board meetings.

NEW BUSINESS

Item #1 Consideration of the minutes from the December 19, 2013 Board Meeting

The board was provided with minutes from the December 19, 2013 meeting for approval. There was a correction on page 2, Item #2, Update and discussion of Where We Are with the Section 8 Funding. The word lower should have read lowering.

Commissioner Rice made a motion to accept the minutes as amended. Commissioner Bacon seconded the motion.

Ayes: Everett, Bacon, King and Rice
Nays: None
Absent: None

Motion passed.

Item #2 Section 8 Short Fall Update

The board was provided an updated on the progress we have made in lowering our housing assistance payments (HAP). They were informed that bedroom standards are being enforced requiring two per bedroom and that a couple of families are being brought on the program to replace the ones that have left. It was reported that we are doing much better financially.

No action taken.

Item #3 Consideration and Acceptance of Audit Engagement Letter with Elizabeth Miles, CPA for Fiscal Year Ending 12/31/2013.

The Board was provided with the Audit Engagement Letter from Elizabeth Miles, CPA for fiscal year ending December 31, 2013 for their approval. It was reported the audit fee remained the same as the previous two years.

Commissioner King moved to accept the Audit Engagement Letter from Elizabeth Miles, CPA for the fiscal year ending 12/31/2014. Commissioner Rice seconded the motion.

Ayes: Everett, Bacon, King and Rice
Nays: None
Absent: None

Motion passed

Item #4 Consideration and acceptance of the November 2013 monthly financial statements

Commissioner Bacon reported to the board that he reviewed the November 2013 monthly financial statements and found them to be acceptable.

Commissioner Bacon made a motion to accept the November 2013 monthly financial statements as presented. Commissioner King seconded the motion.

Ayes: Everett, Bacon, King and Rice
Nays: None
Absent: None

Motion passed

Item#5 Consideration and Acceptance of Bid for Painting exterior doors and rails on all buildings

The board was presented with three offers for painting exterior doors and rails on all housing buildings. The lowest and best offer was from Ormsby, Inc. It was recommended that the contract specify that the railings were to be sanded and spot primed; and everything was to be hand painted.

Commissioner King moved to accept the proposal from Ormsby, Inc. and for the executive director to execute a contract specifying the railing to be sanded and spot primed; and everything be hand painted. Commissioner Bacon seconded the motion.

Ayes: Everett, Bacon, King and Rice
Nays: None
Absent: None

Motion passed

ADJOURNMENT

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

Ayes: Everett, Bacon, King and Rice
Nays: None
Absent: None

Motion passed. Meeting adjourned at 5:30 p.m.

PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE GRAPEVINE HOUSING AUTHORITY ON THE 27TH DAY OF MARCH, 2014.

APPROVED:


Jane Everett, Chair

ATTEST:


Debra Wells,
Executive Director