

HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS
SPECIAL BOARD MEETING
2200 East Martin Luther King, Jr. Blvd.
Austin, Texas 78702
February 11, 2009
12:15 p.m.

MINUTES

The Housing Authority of Travis County, Texas held a Special Board of Commissioners Meeting at 2200 East Martin Luther King, Jr. Blvd. on the above date. A quorum was established, and Chairman Tommy A. Nobles called the meeting to order at 12:16 P.M.

ROLL CALL

Roll Call of Commissioners: Chairman Tommy A. Nobles, Vice Chair Ofelia Elizondo, Commissioner Richard Moya, Commissioner Melvin Wrenn (via conference call). Absent: Commissioner Tracy Burkhalter. Guest: Craig Alter and Margaret Teinert Staff in Attendance: Executive Director Wiley Hopkins, Assistant Executive Director/CFO William Friday, Director of Development & Planning Keith Hoffpauir, Administrative Assistant Debbie Honeycutt. Executive Director Wiley Hopkins certified the quorum.

NEW BUSINESS

Item 1: Citizen Communications

There were no citizen communications.

Item 2: Presentation, discussion, deliberation and possible approval and authorization for the Executive Director to negotiate and execute a forgivable Promissory Note with the Travis County Facilities Corporation for \$570,000.00 to fund the construction build out and other related costs at 502 Highland Mall Blvd.

Executive Director Wiley Hopkins said that item 2 should be tab 3 and item 3 should be tab 2.

Commissioner Richard Moya suggested to the Board to call item 3 first. Chairman Tommy A. Nobles said that the Board would defer item 2 and move to item 3.

Item 3: Presentation, discussion, deliberation and possible approval and authorization for the Executive Director to execute a contract for the build out of 502 Highland Mall Blvd. with Brevell Enterprises dba B & O Construction in an amount not to exceed \$478,903.00

Mr. Hopkins said he would like to commend the staff for the due diligence work that they did in such a short period of time in getting the RFP out timely, analyzing and putting together the matrix's.

Mr. Hopkins said that he would like to commend Sherri Griffin, Keith Hoffpauir and Bill Friday for their extreme hard work.

Assistant Executive Director/CFO William Friday said that he would like to recognize a guest, Margaret Teinert with Facilities Resource.
Mr. Friday presented the report.

Director of Development & Planning Keith Hoffpauir presented the Evaluation Methodology. Mr. Hoffpauir said in response to Commissioner Wrenn's question he had regarding the involvement of Ms. Vicki Brevell who is President of B & O Construction. Mr. Hoffpauir said he spoke to Ms. Brevell and she provided a fax that would answer the questions he had. Mr. Hoffpauir presented the letter from Ms. Brevell to the Board Members. Commissioner Melvin Wrenn asked what Mr. Brevell's roll is with the company. Mr. Hoffpauir said that Mr. Brevell serves as Vice President of Operations for B & O Construction. Mr. Hoffpauir said that prior to B & O Construction Mr. Brevell supported bonding companies in the completion of defaulted construction projects. Discussion followed.

Mr. Friday said there were no exclusions in the B & O proposal. Mr. Friday asked Ms. Teinert if there were any that she saw. Ms. Teinert said from other experiences any time you start tearing out or demolitions there could be hidden or uncharted conditions.

Mr. Moya said from a public's point of view there were ten bids lower than B & O Construction. Mr. Moya said there would need to be a way to explain why we picked someone that was higher than ten other bidders. Mr. Friday said on some of the ten their cost schedule did not balance. Mr. Moya said he wanted an itemized report of each contractor. Mr. Friday handed out the report titled (Notes regarding the proposals received build-out of 502 Highland Mall Blvd. Austin, Texas) to the Board Members. Discussion followed.

Chairman Tommy A. Nobles said in order to address what Commissioner Moya said we do have to be concerned with who's looking at it. Chairman Nobles said you may have one of the bidders here who thought they should have won and not happy with the way things are done. Chairman Nobles said you may have a County Commissioners looking at it and they may not be content with it. Chairman Nobles said in the future if at all possible if there would be a way to differentiate between giving everybody a full score or no score bases on the price that they proposed and the in conclusion of all items. Mr. Friday said one of the things that could be changed would be to have a schedule of the line items that are needed. Mr. Friday said there was not a schedule provided for the contractors to fill out. Mr. Friday said they filled out based upon their software that they had. Mr. Friday said on the comparison across the lines he could compare cost for electrical, HVAC and plumbing. Ms. Teinert said so; they did not use the SCI format that we asked for in the construction documents. Mr. Friday said no that he did not see that on any of them. Discussion followed. Chairman Nobles said if we use the SCI format that Margaret mentioned it would have some consistency. Mr. Friday said absolutely. Discussion followed. Chairman Nobles said so; it would be recommended that in the future staff could incorporate the SCI format to standardize things.
Discussion followed.

Chairman Nobles said he was glad that Margaret brought up the SCI scoring issue. Ms. Teinert said she had the scoring sheet. Chairman Nobles asked Ms. Teinert if she saw anything that may have caught her attention. Ms. Teinert said the only thing that she had a question on was that 0 to 15%, she said she knows people that evaluate proposals in any sector and if they do not have whatever is required of the packet it is completely dismissed or down graded. Discussion followed.

Vice Chair Ofelia Elizondo made a **motion** to approve the build out construction contract and authorize the Executive Director to negotiate and execute the contract for build out with Brevell Enterprises dba B & O Construction in an amount not to exceed \$478,903.00. Mr. Moya seconded the motion, which **passed** unanimously.

Chairman Nobles said the Board needed to refer back to item 2.

Item 2: Presentation, discussion, deliberation and possible approval and authorization for the Executive Director to negotiate and execute a forgivable Promissory Note with the Travis County Facilities Corporation for \$570,000.00 to fund the construction build out and other related costs at 502 Highland Mall Blvd.

Mr. Hopkins presented the report.

Mr. Moya made a **motion** to approve the Executive Director to negotiate and execute a forgivable Promissory Note with the Travis County Facilities Corporation for \$570,000.00 to fund the construction build out and other related costs at 502 Highland Mall Blvd. Ms. Elizondo seconded the motion. Discussion followed.

Mr. Moya said he wanted the Estimates of Costs for the Build –Out of 502 Highland Mall Blvd. attached to the Promissory Note. Chairman Nobles said let it be noted that the break down of the finances and that included the \$570,000.00 will be included with the motion.

Chairman Nobles called for a vote on the motion and the attachment. A vote was taken which, **passed** unanimously.

Item 4: Executive Session – Pursuant to the Texas Government Code Annotated, the Commissioners may discuss the following agenda items. In addition the Commissioners may also discuss and consider any other item posted on this agenda if there are issues that require consideration in Executive Session and the Commissioners announce that the item will be considered during the Executive Session

According to the Texas Government Code Annotated 551.071, Consulting with Attorney

According to the Texas Government Code Annotated 551.072, Real Property

According to the Texas Government Code Annotated 551.074, Personnel Matters

There was no executive session held.

Item 5: Reconvene from Executive Session and take any action deemed necessary as the result of Executive Session discussions

N/A

REPORTS

- Issues and concerns of the Board

There were no issues or concerns at that time.

ADJOURN

There being no further business, Mr. Moya made a **motion** to adjourn. Ms. Elizondo seconded the motion, which **passed** unanimously. The Board adjourned at 1:21 p.m.

Respectfully submitted,

Wiley J. Hopkins, Executive Director/Secretary