

HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
October 16, 2013
11:00 a.m.

MINUTES

The Housing Authority of Travis County, Texas held a Board of Commissioners Meeting at 502 East Highland Mall Blvd., Suite 106-B, Austin, Texas 78752 on the above date. A quorum was established, and Chairman Melvin Wrenn called the meeting to order at 12:05 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin G. Wrenn, Vice Chairman Philip Barnes, Commissioner Sarah Anderson, Commissioner Willie S. Anderson. Absent: Commissioner Richard Moya. Guest: Kameron Fowler, Program Director and Jen Biddle Housing Program Manager with Front Steps, Linda Patterson with Patterson & Associates. Staff in Attendance: Executive Director Craig Alter, Administrative Assistant Debbie Honeycutt. Executive Director Craig Alter certified the quorum.

CITIZEN COMMUNICATION

Anyone desiring to discuss or comment on items directly related to the HATC is always welcome; sign-in must be completed prior to the opening of the meeting. Please limit all presentations to 3 minutes or less. If the item is deemed related to an agenda item at the current meeting, the presiding officer will inform the citizen that pending action(s) remain.

There were none at that time.

REPORTS

Item 3: Presentation by Front Steps on success of placing homeless persons into permanent supportive housing through the housing choice voucher program.

Ms. Kameron Fowler presented a report to the Commissioners.

ACTION ITEMS – DISCUSSION

Item 5: Presentation, deliberation and possible action regarding the following fiscal matters:
A. Presentation of the August 31, 2013 financial statements.
B. Presentation by Linda Patterson, Patterson & Associates, of the Public Funds Investment Act requirements upon the Housing Authority of Travis County.

Ms. Linda Patterson presented a report to the Commissioners referring to Item 5.B.

Commissioner Willie Anderson left the meeting at 12:40 p.m.

Commissioner Willie Anderson joined the meeting via phone at 12:44 p.m.

Chairman Melvin Wrenn made a **motion** for the Executive Director to pursue how to update, and also to think in terms of doing surveys; whatever it takes to bring back to the Board in a suitable arrangement that could be acted upon, and hire someone to set that up. Commissioner Sarah Anderson seconded the motion. A vote was taken which **passed** with 3 Yea's

Chairman Melvin G. Wrenn - Yea
Vice Chairman Philip Barnes - Yea
Commissioner Sarah Anderson - Yea
Commissioner Willie S. Anderson – She was not available, and did not vote.

Commissioner Willie Anderson is back on the phone.

REPORTS

- Item 1: Presentation, deliberation and possible action regarding:
- A. The Executive Director's Report
 - B. Public and Affordable Housing Report
 - C. Housing Choice Voucher Report

Executive Director Craig Alter presented a report for Item 1. A. B. & C.

Vice Chairman Philip Barnes made a **motion** to authorize a contract for the foundation leveling at Eastern Oaks not to exceed Forty Five Thousand Dollars (\$45,000.00). Commissioner Sarah Anderson seconded the motion, which **passed** unanimously.

ACTION ITEMS – DISCUSSION

- Item 5: Presentation, deliberation and possible action regarding the following fiscal matters:
- A. Presentation of the August 31, 2013 financial statements.
 - B. Presentation by Linda Patterson, Patterson & Associates, of the Public Funds Investment Act requirements upon the Housing Authority of Travis County.

Mr. Alter presented Item 5.A.

- Item 6: Presentation, deliberation and possible action regarding the five year strategic plan consulting services provided by TAG Associates, Inc.

Mr. Alter presented the report.

REPORTS

- Item 2: Presentation of Board Committee Reports.

There were none at that time.

ACTION ITEMS – DISCUSSION

- Item 7: Presentation, deliberation and possible action regarding participation in the following real estate development:
- A. The purchase and rehabilitation of the Mason Manor Apartments, 1137 Gunter Street, Austin, TX 78721 using 4% tax credit and bond financing.
 - B. Two 69-72 unit multifamily 9% tax credit financed projects proposed by Gene Watkins and partner Anthony Buttici adjacent to projects previously developed by the partners.

Vice Chairman Barnes made a **motion** to defer Item 7.B. to Strategic Housing Finance Corporation. Ms. Sarah Anderson seconded the motion, which **passed** unanimously.

Chairman Wrenn stated Item 7.A. is off the table, and no further action will be considered.

- Item 8: Presentation, deliberation and possible action regarding the following personnel matters:
- A. Executive Director Employment Agreement renewal.
 - B. Personnel policies and recommendations for employee year-end compensation.

Chairman Wrenn said he and Sarah Anderson would be meeting regarding Item 8.A. and the Employment Agreement would be presented at the next regular board meeting.

- Item 9: Presentation, deliberation and possible action regarding the fiscal year 2014 Housing Authority of Travis County regular and annual Board meeting dates.

Chairman Wrenn suggested holding Housing Authority of Travis County Board meetings every other month.

Item 11: Presentation, deliberation and possible action regarding annual professional contracts for services:

- A. Legal services provided by Naman Howell Smith and Lee.
- B. Legal services provided by Warren Law Firm.

Chairman Wrenn said Item 11 would be deferred to the Strategic Housing Finance Corporation.

Item 10: Presentation, deliberation and possible action regarding amending the Housing Authority of Travis County Bylaws to:

- A. Consider the creation of the Board officer position of Treasurer.
- B. Recommend to the Travis County Commissioners Court that all Housing Authority Board members be appointed to the Strategic Housing Finance Corporation Board of Directors.

Chairman Wrenn said Item 10.A would be tabled until the next regular Board meeting.

ACTION ITEMS - CONSENT

Item 4: Presentation, deliberation, and possible action regarding minutes from:

- A. August 23, 2013 Annual Board Meeting
- B. August 23, 2013 Annual Election Meeting
- C. September 11, 2013 Special Planning Session
- D. September 27, 2013 Special Board Meeting

Chairman Wrenn said Item 4. A – D would be tabled until the next regular Board meeting.

ACTION ITEMS – DISCUSSION

Item 12: Presentation, deliberation and possible action regarding outstanding matters of the Housing Authority Board of Commissioners.

Item 12 was tabled until the next regular Board meeting.

Item 13: 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.

- A. According to the Texas Government Code Annotated 551.071, Consulting with Attorney.
- B. According to the Texas Government Code Annotated 551.072, Real Property.
- C. According to the Texas Government Code Annotated 551.074, Personnel Matters.

Item 7: Presentation, deliberation and possible action regarding participation in the following real estate developments:

- A. The purchase and rehabilitation of the Mason Manor Apartments, 1137 Gunter Street, Austin, TX 78721 using 4% tax credit and bond financing.*
- B. Two 69-72 unit multifamily 9% tax credit financed projects proposed by Gene Watkins and partner Anthony Buttici adjacent to projects previously developed by the partners.*

Item 8: Presentation, deliberation and possible action regarding the following personnel matters:

- A. Executive Director Employment Agreement renewal.*

There were none at that time.

Item 14: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

N/A

ADJOURN

Ms. Sarah Anderson made a **motion** to adjourn the Board meeting. Vice Chairman Barnes seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 2:10 p.m.

Respectfully submitted,

Craig Alter, Secretary