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**ALACHUA COUNTY HOUSING AUTHORITY
BOARD OF DIRECTORS MEETING
MINUTES**

Regular Meeting held on December 7, 2022 @ 5:00PM

Located at ACHA administrative office located at 703 NE 1st Street, Gainesville, FL 32601

Present: Chairperson Sheldon Packer; Vice Chairperson Debra Martin-Back; Commissioner Kali Blount; Commissioner Latonya Porter; Tenant Commissioner Rudolph Vaughan; Executive Director Ken Armstrong; Chief Financial Officer Kori Allen; Director of Operations Ron Hall; HCV Director Amanda Nazaro; Staff Ebony Harrington; **Absent:** Alt Commissioner (pending appointment); Alt Tenant Commissioner (pending appointment). **Public:** None

1. Call to Order and Introductions 5:00PM

2. Approval of this Agenda

Resolution #12072022A – Chairperson Packer calls for discussion or comments. **Vice Chairperson Martin-Back MOTION** to approve the agenda as is. **Commissioner Blunt 2nd**. Roll Call Vote taken. Agenda accepted unanimously.

3. Public Comments

None

4. Approval of Minutes

Resolution #12072022B – Chairperson Packer asks if there are any corrections or comments. **Vice Chairperson Martin-Back MOTION** to accept November 2, 2022, General Meeting Minutes. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. November 2, 2022, General Meeting Minutes accepted unanimously.

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5. Financial Reports

Resolution #12072022C – Kori Allen, CFO, reviewed September 2022, Financials. She noted that budget amendments from a couple of weeks ago when salaries were updated from the salary study along with a couple of other adjustments. Mrs. Allen noted that we were in partnership with the County for them to give us \$,200,000.00 to house 10 tenants. She advised that we received the money and are awaiting referrals from Family Promise. Mrs. Allen stated that they did not give us Admin on that grant, but there was left over TBRA money from security deposits that TBRA confirmed that we can use these funds for. She noted that this would mean that we would have around \$8,000.00 to use towards Admin, but she did not anticipate that it would be a highly administrative grant. Mrs. Allen stated that she anticipated that it would only be the initial inspection on the unit and start up fees for housing them. She also stated that this would be run through the General Fund and if more than \$8,000.00 was needed for Admin they would use non-federal funds.

DISCUSSION: Vice Chairperson Martin-Back asked Mrs. Allen to expand on the refund of Security Deposits regarding TBRA. **Kori Allen, CFO** advised that these Security Deposits were to assist tenants while they were on the program and collected once their program participation ended. She advised that before we were just using the funds to continue to assist tenants with Security Deposits and now we would use the funds for this grant. **Commissioner Blount** asked if these are 10 individuals or household that will be served. **Amanda Nazaro, HCV Director**, responded households. Additionally, she advised these households will have at least one disabled individual in the home and they will receive intensive case management. Mrs. Nazaro expects to have an update next month.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOTION** to approve September 2022, Financial Statements. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. September 2022, Financial Statements accepted unanimously.

6. Old Business



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None

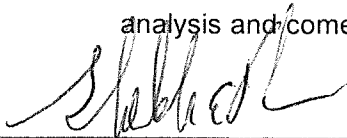
7. New Business


- a. **Resolution #12072022D – Ken Armstrong, ED** reviewed the December 2022, Disposal List advising that there are 2 disposal lists this time, Alachua development/demo of 17 units and regular disposal list. Mr. Armstrong reviewed the Alachua development and stated that there were 11 refrigerators, 10 ranges totaling 21 items. He went on to state that under the regular disposal there were 10 refrigerators, 7 ranges, 2 water heaters, 1 condenser, 2 air handlers totaling 22 items.

DISCUSSION: **Tenant Commissioner Vaughn** asked how long does it take to dispose of these items. **Ron Hall, DOO**, advised that the disposal from last month will carry over to this month. He noted that there are very few people who bid on these, but that they were advertised for 14 days. Mr. Hall stated that he has been told that the return on scrap metal has decreased. Mr. Hall stated that there were only 8 items on last month and that he did not accept the bid he received for \$5.00. Mr. Hall advised the bidder that this was too low and that we can't cover our cost. He advised that the bidder stated that he was pulling his bid to go on next month's disposal. Mr. Hall then advised that the two months of disposals would be combined if approved and advertised. **Tenant Commissioner Vaughn** inquired if there were any washing machines disposed of that work to which Mr. Hall advised that since we don't provide washing machines, it isn't often that we end up needing to dispose of them.

Chairperson Packer asks if there are any questions or comments. **Tenant Commissioner Vaughn MOTION** to approve Disposal of Property. **Commissioner Blount 2nd**. Roll Call Vote taken. Disposal of Property accepted unanimously.

- b. **Resolution #12072022E – Ken Armstrong, ED**, reviewed the ACHA Public Housing Utility Allowances (UA) advising that there was generally an overall increase and referenced the UA chart that listed the comparison from 2022 to 2023 and the rate differences. **Amanda Nazaro, HCV Director** advised that UA Utility Pro completed the survey, that the process was contracted out, UA Pro worked with the different utility companies and preformed the analysis and comes up with an average that is then used to estimate what tenant monthly


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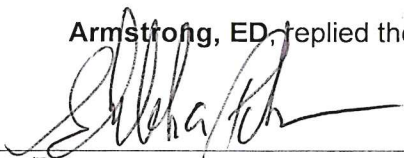
bills will be. She advised that they are then given to the Board for review and approval each year.

DISCUSSION: Commissioner Blount asked if the tenant's utility bill exceeds the amount of the allowance does the tenant pay it or ACHA. **Amanda Nazaro, HCV Director** advised that under Public Housing the allowance is set and it is just used to calculate their rent. She advised that if they have no income or very low income they get a utility reimbursement based on this calculation. **Ron Hall, DOO** noted that if they use more utilities then what there utility cost is that portion is on them. Mrs. Nazaro explained that we assist with 'X' amount and if you use more than what we assist with, then you have to eat the difference. **Commissioner Blount** asked if the utility bill being over the cost that we estimate utility services to be at was rare. Mrs. Nazaro responded advising that we have very high allowances. She advised that every year she has her staff put ~ 20 utility bills to the side for different bedroom sizes to use to compare usage and UAs. She noted that Gainesville Housing Authority uses another service provider. Mrs. Nazaro went on to state that the rates seem pretty average as the units are the most energy efficient and it would be detrimental to go with another company.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back** **MOTION** to approve ACHA Public Housing Utility Allowances. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. ACHA Public Housing Utility Allowances accepted unanimously.

- c. **Resolution #12072022F – Ken Armstrong, ED**, TAR's Write/Offs advising that the total for both programs was \$17,629.60 (\$16,445.60 Public Housing and \$1184.00 Sunshine Inn). Mr. Armstrong noted that a lot of these evictions were for unreported income, repayment agreements go back out and one case went for an extended time and the scenario was that the family was waiting on COVID dollars and they never came in. He stated that others were legal scenarios with the court system and so on.

DISCUSSION: Commissioner Blount asked if the highest was \$4,900.00 to which **Ken Armstrong, ED** replied the highest individual, yes. **Vice Chairperson Martin-Back**



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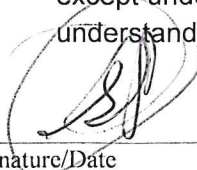
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requested clarification on the ones that say Work Orders and if these were dollars that were billed to them. Mr. Armstrong confirmed that they were billed to tenant.

Vice Chairperson Martin-Back MOTION to approve TAR's Write/Offs. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. TAR's Write/Offs accepted unanimously.

- d. **Resolution #12072022G – Ron Hall, DOO** reviewed CO2/Smoke Detector Install advising that this was discussed with the Board a before, but we only received one bid, so it was bid back out again. Mr. Hall stated that in the coming years HUD would be pushing for CO detectors to be moved up in terms of standards. Mr. Hall advised that we are wanting to update the CO detectors and replace all CO detectors to be wired in with battery backup. He advised that for new construction the standard was to have a wired in smoke detector in each room and this would be done for the Merrillwood development, but we would not be doing that for these units. We will be putting them outside of the rooms based on standards for existing units. Mr. Hall advised that this is a very big procurement, 229 protectors. Mr. Hall reviewed the procurement and bids received advising that Vintage Electric, Inc. came in at \$356,054.94 and provided an alternate bid at \$268,670.00 utilizing wireless detectors. Mr. Hall advised that he could not find where in the codes where these were allowable. George Grimm Electric, Inc. also bid at \$227,168.00. He noted that during the first round of procurement Vintage Electric, Inc. was the only company to bid. Mr. Hall stated that the company submitted the same bid during the second round. Mr. Hall advised that his first round of ICE was very low, they were \$100,000.00 more than the top end of his ICE. He stated that he did the ICE again taking into account more things, better labor cost, copper went up etc. His ICE for round two is \$117,590.93 - \$238.928.22. Lastly, Mr. Hall advised that he feels comfortable using Vintage Electric, Inc. to complete this project as they have done work for ACHA before and did good work.

DISCUSSION: **Commissioner Blount** asked who was the one company who bid during the first round. **Ron Hall, DOO**, advised Vintage Electric. **Vice Chairperson Martin-Back** stated that code for smoke detectors was one per bedroom and in the hallway and stated that she did not recall the code for CO detectors. She asked Mr. Hall if the plan was to do smoke detector in the bedroom and wired in the hallway. Mr. Hall stated that it is not required in the bedroom except under new construction. **Vice Chairperson Martin-Back** stated that it was her understanding that when you replace them completely you have to do it up to standard. Mr. Hall


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stated that he and Vice Chairperson Martin-Back could get together to review this and if this was so it would increase the cost. Mr. Hall went on to state that George Grimm checked it and they said it was not required under local code to go in every bedroom. **Vice Chairperson Martin-Back** acknowledged that it may be a different code for CO verses smoke detectors. Mr. Hall stated that it was his understanding that in new construction or remodels/rehabs this had to be done, but not in maintenance and changing out. **Commissioner Blount** stated that he understood that George Grimm checked the code and in turn advised Mr. Hall, but suggested that Mr. Hall review this matter himself. **Vice Chairperson Martin-Back** recommended that Mr. Hall review this as well. **Ken Armstrong, ED**, confirmed that they will review this to be certain. Mr. Hall asked if this is approved, tonight could they include language to increase as needed to meet code as not to have to come back to the board if cost are increased. **Chairperson Packer** asked Mr. Hall to review the bid amount that he was recommending, which Mr. Hall did.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOTION** to approve going with George Grimm for CO2/Smoke Detector Install at \$227,168.00, plus if there are any changes to comply with code that be included, automatically approved. **Commissioner Porter 2nd**. Roll Call Vote taken. George Grim for CO2/Smoke Detector Install with the contingency to increase the price based on codes accepted unanimously

e. **Resolution #12072022H – Ken Armstrong, ED** reviewed the approval of 9% Tax Credit Application. He advised that we would be building 96 family units and demoing 49 Public Housing units, Phase II of Merrillwood. He advised that they have asked that the developer take on all cost and stated that the Housing Authority would not incur any cost on this initial tax credit submission. Mr. Armstrong noted that the application was due December 28, 2023. He stated that it would be around \$25,000,000.00, 9% tax credit scenario. Mr. Armstrong stated that the City of Alachua has agreed to some funds matching. He stated that they are looking at different options for the project, and a 25% development fee. Mr. Armstrong stated that he hope to put home ownership in this project and some other scenarios for self-sufficiency as well.

Chairperson Packer asks if there are any questions or comments. **Tenant Commissioner Vaughn MOTION** to approve 9% Tax Credit Application. **Vice Chairperson Martin-Back 2nd**. Roll Call Vote taken. 9% Tax Credit Application accepted unanimously.



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- f. **Resolution #12072022I – Ken Armstrong, ED** advised that we can't deny someone housing that owes us money that is 5 years or older. **Amanda Nazaro, HCV Director** advised that we verify all individuals through the PIC/HUD database to see if they owe debit to another subsidized agency as we are not allowed to provide housing if you are indebted to another housing authority. She advised that Three Rivers Legal Services represented an applicant that we denied housing because of a debt 5 years or older. Mrs. Nazaro stated that Federal law supports enforcing debits up to 10 years while State law says only 5.

DISCUSSION: Vice Chairperson Martin-Back asked about Federal law as well as if we were required to operate under State law even though we are operating under 'Federal'.

Amanda Nazaro, HCV Director, advised yes. **Commissioner Blount** advised that he has seen where the strictest normally applies. He additionally asked if we would be housing the individual that was denied. Mrs. Nazaro stated that she was already housed.

Commissioner Blount inquired about any anticipated punitive actions. Mrs. Nazaro advised no and stated that the individual is now housed. She further advised that it is rare that we come across people who owe us money.

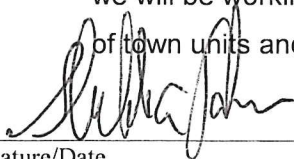
Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOTION** to approve the Ratification of Public Housing Policy Statue of Limitations 14.D. **Commissioner Blount 2nd**. Roll Call Vote taken. Ratification of Public Housing Policy Statue of Limitations 14.D accepted unanimously.

8. Secretary's Report

a. Capital Fund Report: NONE

- b. **Public Housing Occupancy Report: Ken Armstrong, ED** advised that we didn't make our numbers for the end of the year between, trying to get units in really good shape when we get move outs, having to replace cabinetry, bathrooms, transfers and COVID evictions. Mr. Hall advised that they are still looking into possible appeals. Mr. Armstrong noted that we need to look at our units again to review for lead based paint, which is done every so many years, so we will be working on this. He noted that this was last done in the 80's, it only effects our out of town units and this project will be procured out.

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Mr. Armstrong stated that Public Housing currently has four vacancies, but it is going to three. He noted that there may be a few retro HUD vacancy approvals that may help our numbers. Lastly, he advised that it doesn't appear that we are going to make it or percentage will be a little short. Mr. Armstrong then reviewed lead based paid noting that we need to look at our units to see if we have any lead based paint. He stated that we are staying ahead of the game with having the lead based paint reviewed Mr. Hall advised that we were applauded for looking at this early.

DISCUSSION: Commissioner Blount inquired if lead based paint testing would apply to tenant personal items. **Ron Hall, DOO**, advised that for this procurement it would only be the unit being tested.

- c. **Section 8 HCV Report: Amanda Nazaro, HCV Director**, reviewed the Section 8 program and advised the following stats on programs under her department; 407 HCV vouchers (372 leased/57 issued/0 available), 6 Tenant Protection Vouchers and the program is in full use of vouchers (Merrillwood) (6 leased), 208 Mainstream Vouchers (185 leased/ 12 issued/ 11 available), HUD-VASH (65 issued/83 available), Foster Youth Vouchers (3 leased/0 issued/0 available), 7 TBRA (7/25 families housed, 10/25 graduated and 8/25 terminated). Under TBRA Mrs. Nazaro expects to assist two additional families. She also stated under the Partners in Housing Initiative with Family Promise they received their first disbursement on 11/28/2023 to start assisting families.


DISCUSSION: Commissioner Blount asked if the additional vouchers under the Tenant Protection could be used on housing someone else. **Amanda Nazaro, HCV Director** advised that they reached out to HUD and were told that they were not able to use those vouchers for any other purpose.

9. Commissioners Comments/Public Comments

10. Commissioners Comments/Public Comments



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Chairperson Packer: Wished everyone a happy holiday. He also stated that he visits the office once a week and he has noticed very high energy in this place.

Vice Chairperson Martin-Back: Stated that the annual holiday party went great and noted staff came out and participated.

Commissioner Blount: Invited everyone to Cypress and Grove on 12/16/2023 at 7:00PM.

Commissioner Porter: None

Tenant Commissioner Vaughan: Wished everyone a Merry Christmas and other holidays.

Alt Commissioner: Vacant

Alt Tenant Commissioner: Vacant

STAFF: NONE

PUBLIC: NONE

10. Future Scheduling:

Next ACHA Board of Directors meeting scheduled for Wednesday, January 4, 2023 at 5:00PM at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment @ 6:18PM

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1-4-2023