



703 N.E. 1st Street • Gainesville, FL 32601
Phone: 352.372.2549 • Fax: 352.373.4097 • TTY: 1.800.955.8771 or 711
www.acha-fl.com

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

Regular Meeting held on October 5, 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; Tenant Commissioner Rudolph Vaughan; Executive Director Ken Armstrong; Chief Financial Officer Kori Allen; Director of Operations Ron Hall; HCV Director Amanda Nazaro; Staff Rodney Davis; Staff Ebony Harrington; **Absent:** Commissioner Latonya Porter; 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 #10052022A – Chairperson Packer calls for discussion or comments. Vice Chairperson Martin-Back **MOTION** to approve the agenda as is. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. Agenda accepted unanimously.

3. Public Comments

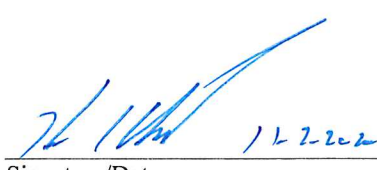
None

4. Approval of Minutes

Resolution #10052022B – Chairperson Packer asks if there are any corrections or comments. **Vice Chairperson Martin-Back MOTION** to accept September 7, 2022, General Meeting Minutes. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. September 7, 2022, General Meeting Minutes accepted unanimously.



Signature/Date



Signature/Date

5. Financial Reports

Resolution #10052022C – Kori Allen, CFO, reviewed July 2022, Financials noting that outside of items reviewed last month such as the budget revision there was nothing else that stood out to her. Mrs. Allen advised that she hired on a new staff member in her department to handle accounts payable, deposits, etc.

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

6. Old Business

None

7. New Business

- a. **Resolution #10052022D – Ken Armstrong, ED** reviewed the October 2022, Disposal List advising that there are 10 refrigerators, 4 ranges, 2 water heaters, 1 air handler, 1 condenser and 6 miscellaneous items.

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

- b. **Resolution #10052022E – Ron Hall, DOO**, reviewed the ACHA 2023, 5-Year Annual Plan. He advised that he reviewed feedback submitted by Kali and made revisions. Mr. Hall made mention of the Joint Assessment of Fair Housing plan that is done with the City of Gainesville, Alachua County, etc. which is also a 5-Year Plan. Mr. Hall noted that with the addition of vouchers under HCV the number of vouchers will go from 1142 to 1151. He advised that Payment Standards would be reviewed next on the agenda, but if approved, it will be included in the 2023 Plan. He stated that if this motion (ACHA 2023, 5-Year Annual

Signature/Date

Signature/Date

Plan) is approved it will need to note this. Mr. Hall opened the floor for questions. **Ken Armstrong, ED**, noted that the plan included the continued rehab of all of the Public Housing units, Phase II of Merrillwood and a possible complete renovation of parts of Rocky Point, Phoenix and some of the out of town units as well. Mr. Hall advised that it is important for the team to be looking at these goals in all departments and seeing how we can address these throughout the year.

Commissioner Blount entered meeting

DISCUSSION: **Chairman Packer** inquired if Mr. Hall had the newest version of the AFFH (Affirmatively Furthering Fair Housing) Plan, which Mr. Hall confirmed he did. **Vice Chairperson Martin-Back** inquired about what 'A Moving to Work Agency' represented in the Plan. **Ken Armstrong, ED**, advised that it is a program that HUD put together that allows you to pool all your dollars together to use on different programs without having to answer to some HUD guidelines regarding utilization. He advised that they thought that it was not a bad program if we were not looking to move towards RAD.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin- Back MOTION** to approve Streamlined Annual PHA Plan. **Commissioner Blount 2nd**. Roll Call Vote taken. Streamlined Annual PHA Plan accepted unanimously.

- c. **Resolution #10052022F – Amanda Nazaro, HCV Director**, reviewed 2023 ACHA HCV Fair Market Rent (FMR) noting that we review FMRs every year and again this year we are looking to operate at 110% to give our clients the best opportunities to find housing. Mrs. Nazaro stated that HUD sets the FMR and the PHA sets the Payment Standards. She advised that she is asking to take HUD's FMR and increase them to 110% of our Payment Standards. She then listed her proposals for each unit type; SRO at \$704.00, Zero Bedroom (BR) at \$939.00, 1 BR at \$1,037.00, 2 BR at \$1,247.00, 3 BR at \$1,657.00, 4 BR at \$1,675.00 and 5 BR at \$1,926.00.

DISCUSSION: **Commissioner Blount** asked about the second column FMRs noting that they appear low and asking for confirmation if these were for current rates in Alachua

Signature/Date

Signature/Date

County. **Amanda Nazaro, HCV Director**, advised that these are the rates HUD indicated specifically for Alachua County, which is why we ask to operate at 110%. She also noted the Gainesville Housing Authority also operates at 110% for this reason. **Vice Chairperson Martin-Back** asked about the utility allowances for 2023, which Mrs. Nazaro advised that she just received them back today. She estimated that on average they increased by \$20.00-\$40.00 more.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOTION** to approve 2023 ACHA HCV FMR. **Vice Chairperson Martin-Back 2nd**. Roll Call Vote taken. 2023 ACHA HCV FMR accepted unanimously.

Resolution #10052022G – Ron Hall, DOO, reviewed Wall Repair Contract. He advised that he did a RFP for a retaining wall (approximately 550 feet) that borders our property in Rocky Point and a neighboring property who he was uncertain as to who now owned the property. Mr. Hall went on to state that in several sections it has cracked and collapsed over time and erosion. Mr. Hall stated that he sent out a request and gave them the option to bid on it in their opinion for either total replacement of everything or repair. He stated that his Independent Cost Estimate, taking into account repair or replacement, ranged from \$52,875.00 (repair) to \$352,500.00 (demo and replacement). Mr. Hall stated that he received two bids, Gevron Construction and CCI- KCE, LLC. Mr. Hall noted that CCI- KCE, LLC is the same company that we hired to do the drainage work in Waldo. Mr. Hall advised that Gevron returned with a base bid of \$382,250.00 as they felt the whole thing needed to be replaced and CCI- KCE, LLC returned with a base bid of \$81,941.95 as they felt just repairs could be made. He advised that in the walk-through additional repairs were found to be needed in conjunction with this project associated with the parking area, which would be impacted by the repair of the wall. Mr. Hall had the contractors submit a separate sheet on their bids for the amount these repairs. He noted that the bids were close, \$36,000.00 and \$27,794.00. Mr. Hall stated that he, Ken Armstrong and Jasan Pound reviewed the bids based on five areas, price, experience, financial resources, etc. Mr. Hall advised that both had an opportunity to provide these extra materials, but neither provided all materials so they had to sort of base it on what they could tell from what they knew of them. He stated that obviously we used CCI- KCE before, so we have experience with them. He went on to review price bid for Gevron was way too high for a total replacement as well as a review of



Signature/Date



Signature/Date

past positive work experience with CCI- KCE (interviews, documentation for equipment etc.). Mr. Hall lastly stated that they would like to go with CCI- KCE, LLC to do this work in Rocky Point. Mr. Hall advised that he is looking for approval to go with the baseline and additional price for the parking area from CCI- KCE, LLC. **Ken Armstrong, ED**, added that the total is \$109,735.95. Mr. Hall reviewed adding wording to include a contingency, so that they would not need to come back before the BOD for approval of unexpected costs that can arise throughout the project, especially with such a large contract. The BOD decided on a 5% contingency.

DISCUSSION: **Commissioner Blount** asked about the level of hazard of the railing/wall. **Ron Hall, DOO**, advised that on certain sections the wall is a little loose. He then shared photographs of the project. Mr. Hall also noted that they have been doing ongoing Health & Safety repair work to the wall. **Commissioner Blount** inquired about the secondary work for the parking lot repairs asking if the contractors were stating that their equipment would cause damage to the area. Mr. Hall advised not necessarily, and he explained that due to the slope, deterioration of the area and design and the contractor doing work to these areas, repairs would need to be made. Mr. Hall went on to explain more about the layout of the property. He also stated that he already communicated with the other owner of what we wanted to do and they walked the area with him to see the scope of work. He also stated that after review, the other owner understood that a lot of the work is going to be taken care of from the other side (their property). Lastly, Mr. Hall noted that CCI- KCE, LLC did not include the tree removal on their pricing. **Chairperson Packer** asked when they would be able to start with it being a safety issue. Mr. Hall advised that they were able to start right away.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount** **MOTION** to approve CCI- KCE, LLC for Retention Wall and Parking Lot with 5% Contingency. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. Retention Wall and Parking Lot with 5% Contingency accepted unanimously.

8. Secretary's Report

a. Capital Fund Report: NONE

Signature/Date

Signature/Date

- b. **Public Housing Occupancy Report: Ken Armstrong, ED** advised that Public Housing currently has four vacancies noting that Ron is working on a scenario to take a unit offline, taking that number down to three.

DISCUSSION: Commissioner Blount asked if we were going to hit the 98% with the current vacancies. **Ken Armstrong, ED** advised that if we average two for the remaining months plus get that three back. He advised that this is the plan unless something occurs. **Commissioner Blount** asked if a lot of the move outs came without warranting. Mr. Armstrong stated yes and a lot of this is caused by a lot of the units being destroyed, kitchen repairs, door repairs, etc. **Ron Hall, DOO**, advised that in the past, we would see a big turn over in the summer. He stated that now we have had a lot of transfer of units and due to our policies this leads to units getting ready and the transfer causes a wash (in terms to vacancy numbers). Mr. Hall stated that if we can get our vacancies down to two for the last few months. He noted that he has a bit of worried about the two substations in Merrillwood and Phoenix as they required to get approval to continue using them as substations or they revert to vacant units. He advised that he is working on this and gathering documentation from the parties to get this corrected. **Commissioner Blount** stated that as long as the police moved in and are making use of the space (Phoenix) then they are there. Mr. Hall responded stating that the police are not and noting Chief changes at GPD as Chief Jones was very big on this, working with us on getting this accomplished in Phoenix. Mr. Hall stated that this has not transitioned over with the new administration. Mr. Hall noted that COVID has been a part of it. He also stated that he is more than happy to speak with Lonnie if Commissioner Blount happens to meet with him, but as of now, he has a meeting scheduled for next week to meet with Sergeants and Captains below him.

- c. **Section 8 HCV Report: Amanda Nazaro, HCV Director**, reviewed the Section 8 program noting that they have 397 vouchers and next month it will be 407. She advised that the wait list has finally been closed out and the new wait list opens 10/24/2022. Mrs. Nazaro noted that while Public Housing offered an online option for their waiting list she was only accepting paper applicants and anticipates possibly thousands of applicants. She stated in doing it this way they are better able to focus on assisting those individuals in Alachua County and they will provide Reasonable Accommodations as needed. Mrs. Nazaro stated that all individuals



Signature/Date



Signature/Date

who complete their applications in the timeframe would be placed on the wait list and wait list numbers will be organized by a lottery system. She advised the following stats on programs under her department; 397 HCV vouchers (374 leased/27 issued/0 available), 10 Tenant Protection Vouchers, Merrillwood, (6 leased/4 extra on hand), 208 Mainstream Vouchers (184 leased/ 13 issued/ 11 available), 533 HUD-VASH (376 leased/60 issued/97 available), 3 Foster Youth Vouchers (3 leased/0 issued/0 available), 6 families graduate in November and 8 families will graduate between now and February, and 17 HCV Port Ins with 20 pending portables. Mrs. Nazaro reviewed that she, Saint Francis and the COC are working through case management with these families and meeting weekly to transition.

9. **Discussion of Vision 2030 ACHA Projects – Ken Armstrong, ED**, reviewed the Merrillwood project noting that all families are out of the units for the development area. He stated that we were able to assist all families with the expenses totaling around \$40,000.00. Mr. Armstrong commended both programs for all of their efforts. He advised that we are awaiting one last approval from headquarters on the Section 8 voucher layering subsidy that has already been approved by the Jacksonville Field Office. He went on to state that all of the loans are in place and there is a meeting tomorrow to finalize a few things, and he is projecting that we will break ground in the next 30-60 days. Mr. Armstrong also noted that it was great to get our plan in place. He stated that we followed our plan and had all our preparations in place. Last, he stated that he was very pleased to see all of the departments step up during this process.

10. **Commissioners Comments/Public Comments**

Chairperson Packer: Reviewed recent amazing training in San Diego he also noting the large number of homeless individuals living in tents as well as the extremely high rents considered affordable housing. He advised that there were 150-200 Commissioners and EDs reviewing best practices, growing MOUs PHAs are establishing, etc. Lastly, he advised that he was able to do a lot of networking, and participated in a diversity training sharing information regarding the diversity of the BOD and the staff.

Vice Chairperson Martin-Back: None

Commissioner Blount: Invited everyone out to Cypress and Grove on 10/23/2022.

Signature/Date



Signature/Date

Commissioner Porter: *Absent*

Tenant Commissioner Vaughan: Advised that he is glad to hear about the training and its' success.

Alt Commissioner: Vacant

Alt Tenant Commissioner: Vacant

STAFF: NONE

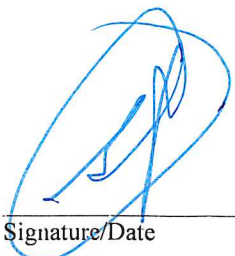
PUBLIC: NONE

10. Future Scheduling:

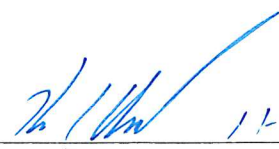
Next ACHA Board of Directors meeting scheduled for Wednesday, November 2, 2022 at 5:00PM at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment @ 6:07PM



Signature/Date

 11-2-2022

Signature/Date