



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 July 6, 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 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 #07062022A – Chairperson Packer calls for discussion or comments.

Commissioner Blount 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 #07062022B – Chairperson Packer asks if there are any corrections or comments. **Tenant Commissioner Vaughn MOTION** to accept June 1, 2022, General Meeting Minutes. **Vice Chairperson Martin-Back 2nd.** Roll Call Vote taken. June 1, 2022, General Minutes accepted by all Board members besides Commissioner Blount who abstained as he was not present at the last meeting.



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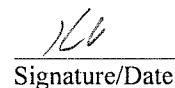
5. Financial Reports

Resolution #07062022C – Kori Allen, CFO, reviewed April 2022, financials noting that nothing jumped out at her. Mrs. Allen went on to review that ACHA previously had a Chase credit card that was under a personal credit card although ACHA is a business. She then advised that Chase looked further into this and cancelled ACHA's credit card last month because of this. Mrs. Allen advised that she and Jason are in the process of getting a credit card from ACHA's bank, Truist. She advised that Truist would not issue just one card in the name of the housing authority they had to issue individual cards for each managers and **Chair Person Packer**. Mrs. Allen reviewed financial policy changes that they would be bring to the BOD next month or the following month. She advised that under ACHA's current policy (and that policy), signers on ACHA checks are the ED, Chairman and Co-Chairman. Mrs. Allen advised that since we had a new Co-Chairman, we would need to get this updated and have her sign signature cards. Mrs. Allen opened the floor for questions. Mrs. Allen went on to state that ACHA received lawsuit proceeds back from a suit that ACHA was a part of in 2012-2013 when HUD recaptured ACHA's Operating Subsidy. She noted these funds, \$447,596.00, were received in June 2022. Mrs. Allen noted that she is going to reach out to some banks to see if there is a sweep option or CD option, because currently that money was sitting along with Sunshine Inn money (\$231,000.00) and she wanted to find some interest for those as they are not earning any interest right now. She inquired if there was any opposition to her looking into this. None was voiced

DISCUSSION: **Chair Person Packer** noted that the credit cards would be held in a secured safe and issued as needed to cardholders. **Commissioner Blount** asked if this (the lawsuit proceeds) added anything to the reserve that HUD could come back and recapture. **Kori Allen, CFO** advised 'No'. **Vice Chairperson Martin-Back** asked for confirmation that these were unrestricted funds, to which Mrs. Allen confirmed that they were unrestricted. **Vice Chairperson Martin-Back** inquired about how long of a CD term was Mrs. Allen looking at. Mrs. Allen responded that she and Ken were thinking six months, so that if the funds were needed they would be able to access them. **Vice**



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Chairperson Martin-Back advised that most CDs that would offer a decent rate are nine months or 13 months.

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

6. Old Business

None

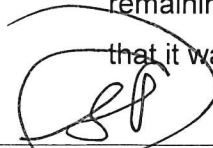
7. New Business

- a. **Resolution #07062022D – Ken Armstrong, ED** reviewed the July 2022, Disposal List advising that there are six refrigerators, three ranges, one water heater, two condensers and two air handlers.

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

DISCUSSION: Commissioner Porter inquired about the definition of 'HA Score' listed on the calendar for the units month available and the ones that are leased/occupancy rates. **Ken Armstrong, ED** advised that this was the Housing Authority Score that we receive in our Public Housing end of the year unit scoring system, Public Housing Assessment System (PHAS).

- b. **Resolution #07062022E – Ron Hall, DOO**, reviewed the approval of Security Cameras and Installation noting that we have an Emergency Safety and Security grant being used for this. Mr. Hall advised that they targeted three things to do with the grant, security fencing, door locks and security cameras. He noted the fencing and locks were already done and the remaining portion of the grant, \$115,000.00, was for the security cameras. Mr. Hall noted that it was approximately 88 cameras, wireless and solar powered. He advised that they

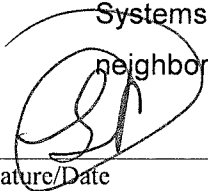


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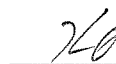


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received three responses. Two responses were that they were not going to bid at this time and one provided a bid. Mr. Hall advised that the bid came in at around \$1,400,000.00, well beyond what was anticipated. He additionally advised that 90% of this grant had to be allocated by 07/11/2022, next week. Mr. Hall noted that the procurement was timed right and done right, but it was way too much to do (costly). He advised that we could reduce it down by 90%, but even that with pricing and what we were looking at it was not going to do what we wanted. Mr. Hall stated that the Low Bidder Visionary Systems advised that they had an OMNIA contract that they are a part of that had been bid out before. Mr. Hall advised that he looked into this and saw that two other housing authorities were on it and used it for security cameras. He advised that the PHA went through their legal and they approved it being used. Mr. Hall stated that he went a step further and got approval from HUD to proceed under an OMNIA contract. Mr. Hall advised that the procurement was public procurement and done all of the ways that it should have been done. He noted that it did not have Section 3, however we are able to go forward with the contract hiring Iron Bow Technologies and they would use the low bidder from the procurement. Additionally, he noted that it would significantly reduced from the original bid. Mr. Hall advised that they would now be looking at doing four neighborhoods, Linton Oaks, Cedar Ridge, Tower Oaks and Rocky Point. He noted that Linton Oaks, Cedar Ridge and Tower Oaks had the higher crime areas and Rocky Point was selected because there are a lot of elderly there and the goal was to protect our residents as best we can. Mr. Hall advised that one reason why it is so high is because ACHA does not have power (under ACHA) at all of our neighborhoods. Mr. Hall stated that ACHA pays for power poles and security lighting in most of our neighborhoods under a rental light program. He advised that we are only permitted to use poles we own, but we do own poles in Rocky Point or Linton Oaks. Mr. Hall advised that each solar panel for the poles was around \$17,000.00. He went on to state that with this request, he is asking for not only the \$118,000.00 from the Safety and Security grant, but he would suggest doing \$200,000.00 that way the agency can complete a neighborhood if we went a little over. Mr. Hall stated that in terms of the funding, \$118,000.00 would still be our Capital Fund HUD grant, but we also have in our Capital Fund allocations towards security cameras, so it should be allowable to pull the balance from that. Mr. Hall advised that he is requesting that we proceed with this, do the contract through Iron Bow, use Visionary Systems and put security cameras in as many neighborhoods as we can of the four neighborhoods he reviewed. He finally stated that he and Ken would work with the



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company to decide what is most effective and where they can do it with the amount of money ACHA has.

DISCUSSION: Vice Chairperson Martin-Back inquired about what are some of the overhead cost with not having solar to operate these per year and has that been factored into the budget. **Ron Hall, DOO**, advised that this has not been factored in. He then reviewed that Linton Oaks would be of the first place he would want to see done. Mr. Hall stated that this is where ACHA has existing pole(s) and meter(s) noting that the additional yearly cost of that bio exhaust would be minimal in terms of this. He stated that they planned to use a cable box system. **Vice Chairperson Martin-Back** inquired about how high up it would be. Mr. Hall advised that the cameras themselves would be up high. **Vice Chairperson Martin-Back** noted a concern of someone cutting the lines. Mr. Hall stated that they hoped to run the lines up through the poles as done for the light(s) in Linton Oaks. **Vice Chairperson Martin-Back** asked why the Phoenix neighborhood was not selected. Mr. Hall advised that the issue with Phoenix is similar to Tower Oaks, because of the scattered buildings we would need multiple poles/lines. **Ken Armstrong, ED**, advised that because we received funds that came back from another housing authority that did not utilize these funds we had a quick turnover and we did not get the full \$250,000.00 until almost two months after the fact. Mr. Armstrong noted that in regards to the contract, HUD concurred that this is valid and Ron went over and above doing his due diligence reviewing this. **Commissioner Blount** inquired about additional information on the rental lights and who turned us down. **Ron Hall DOO**, advised that City of Newberry, Florida Power, Duke Power, City of Alachua and GRU all turned us down for the using of their poles due to what he believed was related to a legal matter, using municipalities existing poles.

Vice Chairperson Martin-Back MOTION to approve Iron Bow Technologies in the amount up to \$200,000.00 with \$118,000.00 from the Emergency Safety and Security Grant with parts and services for the installation of Security Cameras in Public Housing neighborhoods of Linton Oaks, Cedar Ridge, Tower Oaks and Rocky Point as the funding permits.

Commissioner Blunt 2nd. Roll Call Vote taken. Iron Bow Technologies in the amount up to \$200,000.00 with \$118,000.00 from the Emergency Safety and Security Grant with parts and services for the installation of Security Cameras in Public Housing neighborhoods of

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Linton Oaks, Cedar Ridge, Tower Oaks and Rocky Point as the funding permits. accepted unanimously.

- c. **Resolution #07062022F – Ron Hall, DOO**, reviewed Waldo Ditch Clean Out noting that back in 2019, a procurement was done for this and we tabled it because it came back at round \$56,000.00. Mr. Hall reviewed the drainage ditch area and ownership of the street/area around it. Mr. Hall noted that the ditch is overgrown, has water moccasins, collects trash, etc. noting that it is a health and safety issue. He advised that he procured it out again and ended up with six responses. Four of which could not do the work at this time. Mr. Hall stated that two bids came in, one was for \$95,000.00 and the other was for \$127,974.00. He advised this was above his Independent Cost Estimate range which was \$60,000.00 - \$100,000.00. Mr. Hall noted that he negotiated with the low bidder to see if they could reduce the scope a bit and still get what we wanted out of it. Mr. Hall stated that in working with the low bidder on this, CCI- KCE, LLC, he was able to negotiate removing the tree section, things that are undiscovered and *unknown verbiage/muffled* (Mr. Hall stated three things removed unable to get clarification on third item removed, see recording at 0:20:50 mark) ending up at a price of \$58,700.00. Mr. Hall stated that when you look at the original procurement from a few years ago that scope was a bit bigger as it included thinning out the gutters on the road. Mr. Hall noted that cost have increased over the years. He also noted that one of the residents form the Merrillwood development moved into a unit near this ditch and had a big concern about the ditch and her kid. Mr. Hall noted that her concern was a great concern for ACHA and we promised her we were taking care of this. He lastly noted that we would be doing fencing around one side of the ditch (the other side would be needed to access for maintenance).

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOTION** to approve CCI-KCE, LLC in the amount of \$58,700.00 for cleaning and reshaping of the drainage ditch in the Pine Forest neighborhood in Waldo, Florida. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. CCI-KCE, LLC in the amount of \$58,700.00 for cleaning and reshaping of the drainage ditch in the Pine Forest neighborhood in Waldo, Florida accepted unanimously.



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8. Secretary's Report


- a. **Capital Fund Report: Ken Armstrong, ED** advised that there was nothing to report.
- b. **Public Housing Occupancy Report: Ken Armstrong, ED** advised that Public Housing currently has seven vacancies so, in order to stay within range we will need to stay at three (none-HUD approved vacancies) for the remainder of the year. He stated that part of the reason that we are not doing as well in this area is because we have been doing mod rehab as we go to try and put a better product out and this has slowed us up.

DISCUSSION: Vice Chairperson Martin-Back asked if they would be pulling back on some of the rehab to which **Ken Armstrong, ED**, advised yes. **Commissioner Blount** asked how many staff were in maintenance now. **Ron Hall, DOO** advised six and a secretary.

Commissioner Blount inquired if the team included individuals with specialties (HVAC and Electrical). Mr. Hall advised yes. He also reviewed taking units off-line, but HUD would not allow this for deferred maintenance. **Commissioner Blount** inquired about who defined Differed Maintenance and how is it proven/refuted. Mr. Hall advised that HUD did and they defined this as things you put off because you didn't have the money or couldn't access the unit, those types of things. Mr. Hall stated that it is very subjective in a way.

- c. **Section 8 HCV Report: Amanda Nazaro, HCV Director**, reviewed the Section 8 program noting that there are 381 of 395 vouchers in use, with 25 vouchers on the street. She advised that in the Tenant Protection Vouchers (for the relocated families from Merrillwood development area) we received 10 vouchers and only needed 9. Mrs. Nazaro advised that two leased up, seven vouchers are on the street and one is pending inspection. Mrs. Nazaro advised that under the Main Stream program there are 184 vouchers in use out of 198 with 18 issued and actively looking. She went on to state that under the HUD-VASH program 378 vouchers leased up, 50 vouchers issued and 105 vouchers available. Next, she reviewed the Foster Youth program advising that 3 of 3 families were still housed and the program was going well. Mrs. Nazaro reviewed under the TBRA program, noting it was coming to an end with families exiting the program in November and December. She stated that there were 16 of 25 families were still on the program. Mrs. Nazaro stated that there were 12 port-ins. Lastly,

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she advised that she has a new hire, Nathan and noted that Billy after 12 years left to go over to Community Action Agency.

9. **Discussion of Vision 2030 ACHA Projects – Ken Armstrong, ED, NONE**

10. **Commissioners Comments/Public Comments**


Chairperson Packer: No Comment

Vice Chairperson Martin-Back: She advised that she went to Alachua County Commission meeting on rental ordinance and stated that they are moving forward with the proposal of the ordinance, but are delaying the implementation of the energy efficiency standards until 2026. She advised that it still hasn't been approved, but staff were directed to write the ordinance and bring it back. Vice Chairperson Martin-Back stated that they are look to October if the ordinance is written and is passed to start issuing permits and doing inspections, but holding off on the energy efficiency. She also advised that they are going to have an Inspection department that they are hiring and training for.


Commissioner Blount: Advised that he is on the Alachua County Planning Commission and was send a member to the Alachua County Affordable Housing Committee and he was selected to be sent. He advised that they met earlier today and they are interested in having open lines of communication with Ken Armstrong. Commissioner Blount advised that the August 9th County Commission meeting is supposed to have a heavy section of the meeting that will discussion affordable housing. He stated that the next AHA member is Sep 21, 2022, and this would be the next big housing workshop and they plan to invite those in affordable and supportive housing across the whole community. Lastly, he advised of another meeting regarding housing that is TBA.

Commissioner Porter: Ms. Porter advised that her grandson was supposed to be born on July 4th, but he is stubborn, so he is scheduled to be born tomorrow.

Tenant Commissioner Vaughan: No Comment



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Alt Commissioner: Vacant

Alt Tenant Commissioner: Vacant

STAFF: N/A

PUBLIC: N/A

10. Future Scheduling:


Next ACHA Board of Directors meeting scheduled for Wednesday, August 3, 2022 at 5:00PM at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment @ 5:52 PM



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