



Alachua County Housing Authority

703 N.E. 1st Street · Gainesville, FL 32601
(352) 372-2549 · Fax (352) 373-4097
<http://www.acha-fl.com>

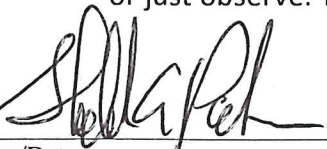
ALACHUA COUNTY HOUSING AUTHORITY BOARD OF DIRECTORS MEETING

MINUTES

May 4, 2022 @ 5:00pm

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

1. **Call to Order and Introductions of Board and Staff:** Commission Chairperson Packer started the meeting and called for introductions. Present via introductions: Commission Chairperson Sheldon Packer, Tenant Commissioner Rudolph Vaughn, Commissioner At Large Latonya Porter, Staff Rodney Davis, Staff Amanda Nazaro, Staff Ron Hall, and Commission Vice-Chairperson Debra Martin-Back. Present via on-line: Executive Director Ken Armstrong and Chief Financial Officer Allen. Staff Hall requested if Chairperson Packer would like to introduce the guests present in the room. Chairperson Packer said he would do that as part of Citizen Comment.
2. **Approval of this Agenda Resolution #05042022A** – Vice-Chairperson Martin-Back moved to approve the agenda with Tenant Commissioner Vaughn seconding. Motion was approved by all through a roll call vote.
3. **Public Comments** – Commission Chairperson Packer called for public comments with a limit of 3 minutes each.
 - a. Caitlin Newton introduced herself as the Outreach Coordinator for the Early Learning Coalition for Alachua County (ELC). She noted that she was here to show how the ELC can be a benefit to the Alachua County Housing Authority (ACHA) by referring clients that are in a bind for housing. She also noted that they offer child care resource and referral. They check in on the child and recommend them for the best care overall, not just early learning. They also offer voluntary pre-K free to the parents starting at 4-years old. They also offer services to kids zero to 13-years old and school readiness through physical, intellectual, emotional and social learning. Services are offered free and are income based. Caitlin Newton provided a handout.
 - b. Gary Rosey introduced himself as being with Lewis Walker Roofing and was here to answer any questions later in the meeting for the evaluation of proposals submitted for the roofing contract. He is here to answer any questions if needed.
 - c. Chairperson Packer asked another guest sitting in the room if he wanted to say anything or just observe. The guest stated that he just wanted to observe. Commission Vice-

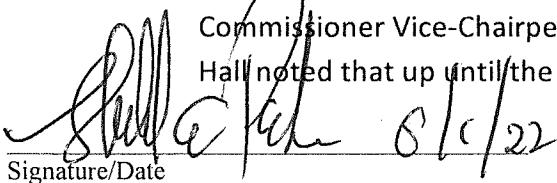

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Chairperson Martin-Back asked the guest if he wanted to introduce himself. He stated his name as Greg Pelham from Alachua.

4. **Approval of Minutes Resolution #05042022B** – Commission Chairperson Packer asked members to look at the minutes of April 6, 2022 and asked if there was and changes or a motion to approve. Commissioner Porter made a motion for approval with Commission Vice-Chairperson Martin-Back seconding. Motion was approved by all through a roll call vote. Commissioner Blount noted that he provided the wrong day as Tax Day in his Commissioner Comments at last meeting. He noted that the minutes were correct, he just provided the wrong date.
5. **Financial Reports Resolution #05042022C** – Commission Chairperson Packer called for Chief Financial Officer (CFO) Allen to present the financial statements. CFO Allen presented the February financials and noted that there was not much to mention stating things were looking good and on track. She said that she would talk about the funding for the travel section when we got to it on the agenda. CFO Allen noted that the audit went fine with some minor FDS classification adjustments. Commissioner Vice-Chairperson Martin-Back moved for approval of the financial statements with Tenant Commissioner Vaughn seconding. Motion was approved by all through a roll call vote.
6. **Old Business:** None to report
7. **New Business**
 - a. **Approval of Disposal of Property Resolution #05042022D:**

Director of Operations (DOO) Hall gave a summary of the disposal list to the Board noting that it was a much bigger list than usual since we have not provided a disposal over the last couple meetings as there has been a transition from him doing it to Director of Maintenance (DOM) Cortes. He noted that the list had more than just the appliances with two lists, one with appliances and another with office and technology. He summarized the list at 14 refrigerators, 8 stoves, 3 water heaters, 4 condensing units, 4 air handlers, 12 mini refrigerators from the Sunshine Inn and 52 technology items and one tool. He noted that this was normal replacements that will be advertised and then an acceptance for the highest bid. Commissioner Vice-Chairperson Martin-Back asked how we know items were missing. DOO Hall noted that the items listed with an “a# missing” is not that the item was missing, but the ACHA inventory number was missing. Commissioner Vice-Chairperson Martin-Back asked where the items were from. DOO Hall noted that up until the technology items all was from public housing except the 12

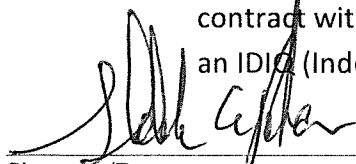

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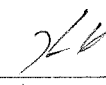

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mini refrigerators from the Sunshine Inn. He noted further that we have been switching out mini refrigerators and that some had been in storage waiting for repairs that are too costly to repair now. Commissioner Blount noted that the ACHA numbers tend to fall off at times. DOO Hall agreed and noted that they also get removed. He also noted that we are still trying to get all appliances numbered with the ACHA number. Commissioner Vice-Chairperson Martin-Back asked if we have a use of life schedule for appliances to know where we are so that in the scheme of things, we know what's coming up to be replaced, is there another 50 to be switched out, are we going through a list. DOO Hall noted that the majority of these came about as they needed to be replaced because they died and can longer be repaired or during a unit turn we find one that is starting to rust on the side, but that just doesn't look good. Switching out makes the unit more marketable. He noted that he, ED Armstrong and DOM Cortes have discussed doing a switch out per neighborhood using Capital Funds. He noted that that is the way they'd like to proceed, but sometimes things happen and you have to go ahead and replace. He provided an example and noted how limitation of parts due to COVID plays into the decisions. Commissioner Vice-Chairperson Martin-Back stated that with the Linton Oaks job we have all new appliances and we should be scheduling the replacements. DOO Hall noted that CFO Allen writes them of. Commissioner Blount asked if some of the items trigger the replacement. DOO Hall stated that we do buy a few at a time and put in storage. He went on to note the cost to repair a mini fridge ends up more than the replacement. Tenant Commissioner Vaughn asked if we go to places like Home Depot and buy 8 to 10 to get a deal. DOO Hall stated that we've looked into this and we'd be lucky to buy one due to supplies and that instead we buy through a contract through GE directly. Commission Vice-Chairperson Martin-Back moved to approve the disposal with Tenant Commissioner Vaughn seconding. Motion was approved by all through a roll call vote.

b. Approval of New Roofing Contract Resolution #05042022E:

DOO Hall noted that, along with the DOM Cortes, they determined roofs that needed to be replaced by neighborhood. This procurement was targeting roofs that had not been done recently. DOO Hall listed that there were 25 roofs on this request with 10 in Archer, 14 in Waldo and one in Alachua. DOO Hall stated that it was bid out and received two bids and a non-bid. He noted that it was sent out to 56 known roofers. Bids were received from Certified Roofing at \$178,869 and Lewis Walker Roofing at \$138,054. Commission Vice-Chairperson Martin-Back asked if the price was per roof; it was clarified that it was for the whole package. DOO Hall requested for approval of a contract with Lewis Walker Roofing in the amount of \$138,054 and that it would also be an IDIQ (Indefinite Delivery Indefinite Quantity) contract for one year for any other roof


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needed to be done using the same pricing as provided in the bid. He noted that Gary (Rosey) was present from Lewis Walker Roofing should there be any questions. Commission Chair Packer noted that on his paperwork the price was noted as zeros. The price was clarified by Commissioner Blount. Commission Vice-Chairperson Martin-Back asked for the price per roof. Commissioner Blount asked if the price was for a fourplex per unit? DOO Hall noted that these were single family homes of 2 to 5 bedrooms. He noted further that the pricing listed per bedroom size is what would be used for the IDIQ if Gary was okay with that. DOO Hall and commissioners divided out the \$138,054 over 25 roofs to get \$5,522 per roof. Commission Vice-Chairperson Martin-Back asked what they price would be per square. DOO Hall stated that the price per square (based on the average roof costs) would be different for each roof as the roofs were different sizes. Gary noted that if you took the price and divide it by 15.7 you'd get the average price per square. It was determined that this would be \$351.73 per square. DOO Hall noted that the Bid Request listed out each roof and there was a price for each roof. These prices will also be used in periodic estimates for pay draws. He also noted that the contract has a linear foot price for woodwork and square price for sheets of plywood. All woodwork gets verified. DOO Hall noted that the Board would be approving the base price but the final contract would be more due to the potential for woodwork needed on one or more of the units. Commission Vice-Chairperson Martin-Back asked if these would be change orders. DOO Hall stated that the changes would be noted in the contract, however technically they would be change orders. Commissioner Blount asked about the roofs going forward if it was for repairs on the same roofs or others. DOO Hall noted that it would be for other roofs as the roofs under this contract would be under warranty. The Board recognized Gary Rosey of Lewis Walker Roofing who spoke on the resolution/question. Gary noted that there would be a 30- or 40-year warranty on the materials and a two-year warranty on workmanship. He provided examples. Gary noted his pleasure with the IDIQ portion of the contract noting that they do housing authorities throughout the southeast US and noted how HUD has allowed other agencies to piggyback on the contract. He provided an example. He also noted how costs are rising and this contract price holds. Gary talked further about the benefits of not having to go back out for bids for additional work. DOO Hall noted that the language in the resolution should include an allowable 5% increase per year. Tenant Commissioner Vaughn asked if woodwork was included in the same price. DOO Hall noted that there was pricing in the contract to cover woodwork. Gary noted that if there is woodwork of just a couple sheets that he was going to do it and not worry about the aggravation of a change order. DOO Hall noted again that the base price of \$138,054 did not include woodwork which is an as needed item. Commissioner Blount asked how we managed to undercut

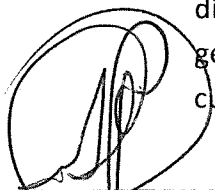
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the other bidder by \$40,000 and is there something special that we do with the shingles due to winds. Gary noted that this meets all the Miami Dade requirements. He noted further that each county code may require a little more or a little less, but they follow the Miami Dade requirements for all roofs or 140 mile per hour winds. Commission Chair Packer asked what happens to the shingles that are getting removed. Gary noted that they are all disposed of properly in landfills. They will get a dumpster company that is associated with an approved landfill and is properly disposed of. Commissioner Blount asked if there are any asbestos shingles coming off. DOO Hall noted no and that he did not think we have ever had any. Gary spoke further about how the residents should be happy as they always sweep for nails and cleanup as well as rope off the work area. They take all the safety precautions. Tenant Commissioner Vaughn moved to approve the contract with Commissioner Blount seconding. Motion was approved by all through a roll call vote.

c. Approval of 4 Change Orders on the Sugarfoot Rehab Project Resolution #05042022F:

DOO Hall Opened with notating that this resolution is for transparency as there has been enough change orders that it was needed to bring it back before the Board. He noted further that the amount of change orders had not brought the total to a price over the Independent Cost Estimate (ICE) or the other bids. DOO Hall noted that the change orders encompassed things like supply chain issues, sheet rock for mold abatement and reshaping the closet doors due to inconsistency throughout the units as discovered in phase one. He referenced a sheet that was handed out noting each change order with a total of \$137,040.00. Commission Vice-Chairperson Martin-Back requested clarification on the quantity of changes being 6 or 4. DOO Hall noted that it was actually 6. He also noted there was a deductive change order from phase one that was taken out of the retainage in the amount of \$9,900.00 not listed on the sheet. He noted the total contract to date stands at \$746,537.25. Commissioner Blount asked for clarification on the resolution that covers the closet doors. DOO Hall noted that it was the \$52,900.00 Resolution. Further clarification was requested on the change being for work that was already done and needing to be redone. DOO Hall noted that the problems stemmed from the original construction. Further, they were built to sizes that were not typical causing the need to make the changes now and provided examples and noted that without the changes, then there would be a need for custom doors. Tenant Commissioner Vaughn asked what was happening with the doors being removed. DOO Hall noted that they are removed as part of the demolition and put in the dumpster for disposal. He noted further that it was up to the contractor as what to do with them, but generally they go to the dump. Further discussion from Commissioner Blount about cutting a door down to size; DOO Hall noting that this takes the structure out of the



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door. Commission Vice -Chairperson Martin-Back asked if during the reshaping was consideration taken to make them ADA compliant. DOO Hall stated that the same space was used and that these were closet doors, mostly upstairs and that these were not ADA accessible units. Commission Vice-Chairperson Martin-Back moved to approve the resolution with Commissioner Porter seconding. Motion was approved by all through a roll call vote.

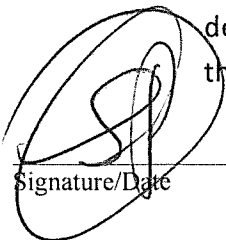
d. Approval of P. H. Auto Purchase Resolution #05042022G:

DOO Hall updated the Board on the prior approval for a public housing vehicle and the attempts at trying to purchase one. He stated how it has been very difficult to get one, especially off the State contract. DOO Hall noted that it was unsuccessful to purchase and was requesting a new approval. He is requesting approval to purchase a new vehicle for the public housing department and trade in the Chevrolet Cruise as part of it. DOO Hall noted that it was not time to purchase now, but by getting the approval he would not have to wait for another Board meeting. He can order as soon as the system pops up for ordering. Commission Vice-Chairperson Martin-Back moved to approve the resolution with Commissioner Blount seconding. DOO Hall asked the Board if they were in agreement with the language of the resolution and read out the items: State Contract Purchase, not to exceed \$30,000, hybrid and trade in Chevrolet Cruise. He noted that this put us in line with what HUD was expecting in terms of being more frugal with our vehicles. Motion was approved by all through a roll call vote.

Commissioner Porter asked Chairperson Packer if items B and C were covered together as she felt that we skipped over item C. Clarification was provided by all that the resolutions were covered and approved separately.

e. Approval of Travel to NAHRO in San Diego Resolution#05042022H:

Commission Chair Packer opened the discussion summarizing the trip to San Diego and noting the need that as leadership he needs to go a few days earlier. Commission Vice-Chairperson Martin-Back asked what we were approving. Commission Chair Packer noted that we had twenty grand available but costs had not been determined yet as it is in early September. He noted that he had no exact figure at the moment for the training and asked if we should table it until the next meeting. Commission Vice-Chairperson Martin-Back said yes. Commissioner Porter also noted that she has a request to go as well and that CFO Allen had something to add to it. Tenant Commissioner Vaughn stated that he would not be attending. Commissioner Blount stated that due to changing departments at work, he would not be attending. Commission Chair Packer summarized that Commissioner Porter and himself would be attending. Commission Chair Packer



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recognized CFO Allen who noted that due to COVID and a prior cancelled trip, there was a \$300 credit with Delta Airlines for Commission Chair Packer and Commissioner Vaughn. She noted that there was a utilization date of 2023. Commissioner Blount asked if the credits were specific to the person or if the agency could give them to someone else. CFO Allen stated that she was not sure. Others spoke saying they are specific to the person. ED Armstrong said he had an estimate on the price as being between \$2,100 and \$2,300 which includes the conference, planes, hotel and per diem per person. Commission Vice-Chairperson Martin-Back moved approval of the resolution for up to \$2,300 per person with up to three people to go with Commissioner Blount seconding. Motion was approved by all through a role call vote.

8. Secretary's Report

a. Capital Fund Report:

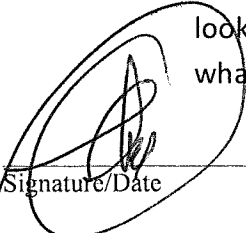
DOO Hall noted that we've covered the two biggest items coming from the Capital Fund through the Linton Oaks rehabilitation and the Roofing Contract. Otherwise, it is the normal items that we are doing to improve our units such as refrigerators. Commission Vice-Chairperson Martin-Back requested a balance of the Capital Fund at this time. CFO Allen noted that it was around \$600,000. ED Armstrong stated that the 2022 Capital Fund should be available in the next quarter and should be around another 7 to 8 hundred thousand dollars. CFO Allen provided a few more estimated numbers and noted that we are changing our process to take more out of Operations than Capital Fund for items like appliances.


b. Public Housing Occupancy Report:

ED Armstrong gave a summary including that we have 4 vacancies. He stated that the Public Housing Department is doing a great job at leasing up with a 98.47% occupancy rate for the year. He hopes to be at 3 vacancies and get the 98% for the high performer status. Commissioner Blount asked if we were still having swift amounts of moveouts as we've had in the past. ED Armstrong stated that it was kind of slowing down now but that June, July and August were normally high move out months. Ed Armstrong noted that we now have our make ready contract and are full staffed.

c. Section 8 HCV Report:

Director of Voucher Programs (DVP) Nazaro gave a summary of the 397 section 8 vouchers with 387 successfully leased up and 16 on the street. Further, issuing 15 vouchers to the Merrillwood residents during the week of the 16th. She has contacted all of the families and scheduled them for the week of the 16th to receive a voucher and start looking. The HCV staff have been reaching out to every landlord on the program to see what vacancies they have and landlords not on the program. They are trying very hard to


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do outreach and using landlord admin fees to help cover costs. She has two team members working hard on this reaching out to current landlords and new landlords.


DVP Nazaro noted that the Mainstream program is moving along with 198 vouchers with 185 leased up and 19 on the street. She also just submitted an application for 30 more additional vouchers and applied for more admin fees. She stated the fees can be used for another position as the department is growing or used as now for liaison work. There will be a landlord event coming up on May 20th in partnership with the VA. Notification of the appreciation event is going out to landlords.

DVP Nazaro noted that in HUD-VASH she had 533 vouchers with 380 leased up and 40 vouchers on the street. There are a lot of open vouchers but 12 families have leased up in the last 30 days. DVP Nazaro noted that she had 6 portable vouchers absorbed.

DVP Nazaro noted that the TBRA program is running strong and there is an opportunity with the county, in partnership with Family Promise, as they have offered \$200,000 to be used over the course of two years to house an estimated 10 families. Similar to the TBRA program, it's temporary assistance with goals for two years of assistance for ten families. The goal would be to partner with Family Promise who will refer the families for assistance with the county providing the funding. Like a self-sufficiency program, after two years, if successful, DVP Nazaro will come to the Board with a resolution to do a policy change to grandfather them in based on the success of the program to stay on housing if needed. That way after two years they will not be just cut off. If they were to complete the goals for the self-sufficiency component, then after two years with the successful completion of the program they would grandfather them in to the Section 8 program. That would be the goal and a policy change would be brought in the future. She has further meetings with Family Promise and will need to do a MOA. The county is fully on board to support. Commissioner Blount asked if the 5 TBRA participants have moved upward. DVP Nazaro stated unfortunately not due to significant program violations. She provided examples of the lease violations and why a couple did not lease back up due to being over income. She is reaching out to additional agencies such as the COCC and St Francis House. Nazaro noted that the program will end soon and there will still be families that need assistance. Commission Vice-Chairperson Martin-Back noted that the program was to encourage self-sufficiency but we are asking to grandfather them in is being counter intuitive. Nazaro noted that the goal could be to secure an education. The goal may be met, but not yet the income associated with the ability to be self-sufficient. Everyone's goals will be different. She went on further to explain that the referrals would be to the most



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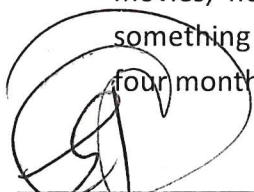
vulnerable families. She was not sure on how the referrals will be made and that there would need to be further discussion. The parameters of the program have not yet been set. Commissioner Blount noted his desire that the guidelines be set before the next election. DVP Nazaro noted that the guidelines will be developed in house. She noted that she will be working with Family Promise to create realistic goals.

Not part of agenda

Staff Davis noted to the Chair that online there were a couple people asking questions and that CFO Allen was fielding the questions. He stated that one of the questions was if the vouchers being mentioned were the same vouchers being given to Merrillwood. He noted that CFO Allen responded that they would be getting regular housing vouchers and that she was talking about the TBRA program right now which is not related to Merrillwood. Commission Chair Packer thanked staff Davis for reading off the information. DVP Nazaro said that she would be happy to answer any of the questions and that the Merrillwood families being relocated would be receiving Section 8 vouchers which is indefinite assistance. The TBRA program is a state funded program not at all associated with Section 8. Commission Chair Packer noted that there is only allowed for public comment during the public comment period. Commissioner Blount asked if there was a motion on the floor. Commission Chair Packer stated no. Commissioner Blount stated further that the County Commission allows for public comment on each motion. Commission Chair Packer recognized a guest in the room that appeared to want to ask a question and asked what his question was. He stated that he preferred not to be out of order. He thanked the Chair and expressed his appreciation for the opportunity to speak.

9. ACHA Development Project:

ED Armstrong gave an update on the Merrillwood Development by letting the Board know that the \$200,000 loan from the City of Alachua announced at the last Board meeting would now be considered a gift. Noting that it will help bridge the debt service gap that will be on the property. ED Armstrong talked about efforts in setting up a partnership with the University of Florida to have their students come in and help the seniors with blood pressure and vital signs. He says they currently work at the Arbours at Timberwood and it has been very successful. He stated further that he is working with other organizations to have nurses come out at least once or twice a week in an effort to consult. Further, he is looking into exercise programs including yoga and having a nutritionist come in to help the tenants with meal planning. ED Armstrong said he has worked with the co-developer to put in a pickleball court and walking trail. Other options are game nights, movies, housekeeping and lawn service. He noted that we were working hard to develop something the Board and agency would be proud of. Construction is slated for the next three to four months; September or October at the latest. It will be a state-of-the-art facility that offers a



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lot of services that our seniors could live in for the rest of their lives. ED Armstrong said he'd keep the Board informed; just waiting on the Project Based Vouchers to be approved. He wants the entire Board to be involved in the ground breaking.

ED Armstrong added that he wanted to bring up the audit. He noted that the auditor couldn't say enough about how good CFO Allen was doing. ED Armstrong said the audit was free of findings but may have some management letters that he'll bring to the Board. He gave further acknowledgement to the work that the finance department does.

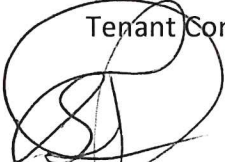
Commissioner Blount asked about the UF students coming in to help the seniors out and if they were Health Science students. ED Armstrong answered yes and that they were the same students working at Tumbling Creek. They are just getting back into it after COVID. They help identify the needs of the residents whether medical or nutrition. Commissioner Blount asked about the exercises classes and if there was any holdup on finding people to hold those classes. He knows people that could come in. ED Armstrong informed the Board that as part of the tax credit scenario, we have to provide these programs. The dollars will come out of the actual Merrillwood budget.

Commissioner Porter asked a two-part question; for the development project, what is the age range for the seniors? ED Armstrong said 62 and over. When you say project based, does that mean the vouchers are attached to the project, does that mean the building? ED Armstrong said yes, they are attached to that building for 15 years initially and 20 years now with the new NOFA. Commissioner Porter asked further if that was different form the Section 8 vouchers verses the VASH vouchers. What's the difference? ED Armstrong explained the difference. She also asked if there was a waiting list, how does it work? ED Armstrong answered yes and that there will be a waiting list and that Amanda will set it all up and it will be advertised out. DVP Nazaro spoke up and explained the vouchers further.

10. Commissioners Comments:

Commission Chair Packer noted that he represented NAHRO and the housing authority at Community Housing and Redevelopment Association virtually. He stated that it was exciting in learning different ways to do things. He has lots of papers to handout at the next meeting. He noted how interesting it is on how different countries do things including how they open their meetings with a recognition to an Indian nation.

Tenant Commissioner Vaughn talked with Commission Chair Packer about Indian nations.



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Commissioner Porter had no comments.

Commissioner Blount noted that on May 12th at Santa Fe High School at 6:30 will be essay awards for children that wrote essays for the global project connected to the equal justice initiative, a committee chaired by County Commissioner Chestnut, Alachua County Community Remembrance Project. There will be a soul collection ceremony in Micanopy on Saturday May 20th at 10:00am at the community center. On May 14th from 11:00am to 3:00pm at the 4th avenue food park will be Ukes for Ukraine. He has fliers to hand out.

Commission Vice-Chairperson Martin-Back stated that the City Commission did raise the landlord fee to \$155.00, did away with self-inspection being required and are bringing inspections back in house. They will be discontinuing their contract with CAP. The County Commission is meeting on May 24th to look at the rental ordinance. She noted the importance of attending these meetings. Commission Vice-Chairperson Martin-Back noted that she spoke at the Commission meeting and stated how the Housing Authority already does an inspection and questioned the need to have another. She provided them documentation and is hoping to get the Authority exempt. It was noted that the County Commission is trying to align themselves with the City Commission. They want to put it into effect in October. Further discussion ensued by several including that the inspections were related to energy efficiency including R-30 insulation and HVAC units with a higher seer rating.

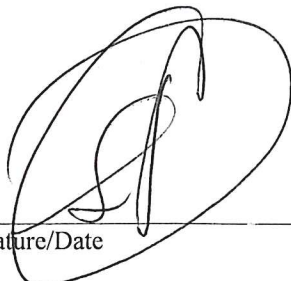
11. Future Scheduling

Next Board of Directors General Meeting is on June 1, 2022 at 5:00pm at 703 NE 1st Street Gainesville Fl. 32601

12. Adjournment

Commission Chair Packer called for all in favor of adjournment to raise their hand. All motioned approval. Meeting adjourned.

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