

**MINUTES of the
ALACHUA COUNTY HOUSING AUTHORITY
BOARD OF DIRECTORS MEETING
held on August 4, 2021 @ 5:00PM
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; Alternate Commissioner Christy McBee via Go To Meeting; Executive Director Ken Armstrong; Chief Financial Officer Kori Allen; Director of Operations Ron Hall; HCV Director Amanda Nazaro. Staff Rodney Davis; **Absent:** Commissioner Latonya Porter; Alt Tenant Commissioner (pending appointment). **Public:** None

1. Call to Order and Introductions 5:00PM

Chairperson Packer opened meeting and asked for introductions.

Chairperson Packer asked that the financials be moved to the beginning of the agenda to allow for CFO Allen to leave the meeting early due to prior engagement. Further, that he would hold off on the approval of the agenda until after the financial report. He asked if all agreed and they said yes by voice approval.

a. Financial Reports

Resolution #08042021C – Kori Allen, CFO,

Discussion: CFO Allen presented the April and May financials. She gave general comments on the repayment of the Sunshine Inn including that she created a second account to better track the funds. She gave a brief update on the repayment agreement between ACHA and the Alachua County Coalition for the Homeless and Hungry. They have their final payment to make, ACHA has a few more to them. She also noted the final payment on the 2018 CFP and that we are ready to close that grant out. She then called for questions.

Approval: Vice Chairperson Martin-Back MOTION to approve, Tenant Commissioner Vaughn 2nd. Chairperson Packer calls for a roll call vote. Financials accepted unanimously.

2. Approval of this Agenda


Resolution #08042021A – Vice Chairperson Martin-Back MOTION to approve the agenda as adjusted. **Tenant Commissioner Vaughn 2nd.** Agenda accepted unanimously.

3. Public Comments

None as noted below

4. Approval of Minutes

Resolution #08042021B – Tenant Commissioner Vaughn MOTION to accept the General Meeting Minutes of May 26, 2021. **Vice Chairperson Martin-Back 2nd.** Roll Call Vote taken. Minutes accepted unanimously.



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Point of Order was called by Vice Chairperson Martin-Back as Public Comments was skipped. Chairperson Packer called for Public Comments. There was no public present and no comments provided.

5. Financial Reports – Moved to 1. a. above

6. Old Business

None

7. New Business

a. Approval of ACHA Disposal - Resolution #08042021D

Discussion: ED Armstrong gave a summary of the items on the disposal list including that the list included items to be disposed of differently including ladder racks and hutches. He noted that there was a total of 39 items on the disposal list. DOO Hall noted that we were going to still do the scrap metal bid for the items like the stoves and refrigerators, but that we were going to try and sell the hutches and ladder racks through Marketplace as the public bid. He noted further that we would not be setting up a Facebook account to sell them as it was a nightmare in terms of public records request; we would not be doing any social media at this time. CFO Allen noted the possibility of using EBAY. Commissioner Blount asked if anyone getting the scrap metal ever recaptured the gas from the refrigerators or heavy metals from the microwaves. DOO Hall noted that we sell the items as is and that scrapers either part them out or take them to the scrap yard for money. Commissioner Blount noted the scale of scrap put out by housing authorities as a whole and the potential for gasses to be released collectively. DOO Hall will follow up with the Maintenance Department.

Approval: Vice Chairperson Martin-Back Motion to accept the disposal and Commissioner Blount 2nd. Roll call vote was taken; motion passed unanimously.

b. Approval of TAR Write Offs - Resolution #08042021E

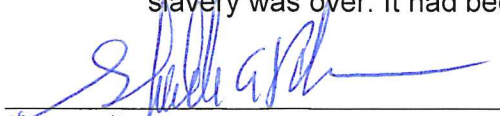
Discussion: ED Armstrong noted what the TAR write offs were and noted that we were asking for approval to write off \$7,152.11. He noted that the figure was a combination of uncollected rents and charges for repairs. Commissioner Blount asked about one listed as do not write off. ED Armstrong noted that that account was under court litigation. There were a couple brief comments on the eviction moratorium being extended.


Approval: Vice Chairperson Martin-Back Motion to accept the TAR Write Offs and Commissioner Blount 2nd. Roll call vote was taken; motion passed unanimously.

c. Approval of Personnel Policy Update - Resolution #08042021F

Discussion: Chairperson Packer noted the need for an update to the Personnel Policy and turned the discussion over to Commissioner Blount to discuss the history of Juneteenth and the reason why we are making it a holiday for all staff. Commissioner Blount gave a brief history of Juneteenth and how it came about along with the importance of making it a holiday for our staff.

In June of 1865, a Union General and his detachment went into Texas to inform people that slavery was over. It had been over since January of 1863. Many slave owners traveled to


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Texas with their slave people because they heard they could keep them working. Washington interceded. Commissioner Blount went on further to explain the steps involved in the emancipation. Juneteenth has been celebrated in black communities since then. Chairperson Packer explained further that Juneteenth was now a Federal Holiday and included in all the other holidays with benefits. With the approval, ACHA staff will have this holiday added. Tenant Commissioner Vaughn asked if we celebrated all federal holidays. ED Armstrong said no and explained how we are not a federal agency and had our own set of holidays approved by the Board. It was noted further that the holiday is considered a benefit to the employee. Commissioner Blount asked if we were a taxing board. ED Armstrong said yes and noted we could do Imminent Domain.

Approval: Commissioner Vaughn Motion to accept the update to the personnel policy adopting the new federal holiday Juneteenth on June 19th and Commissioner Blount 2nd. Roll call vote was taken; motion passed 4 to 1.

There was further discussion on how the matter came to the Board. It was noted that the holiday became a federal holiday this year and we wanted to add it to our approved holidays. Members present talked about their experience with Juneteenth.

d. Approval of Demolition of 17 Units in Merrillwood - Resolution #08042021G

Discussion: ED Armstrong explained that we already approved this last year, but noted that as he read it, it needed to be approved twice. The second approval being after approval by the mayor and residents council.

Approval: Vice Chairperson Martin-Back Motion to approve the demolition of 17 Public Housing units on the south end of the Merrillwood Development as well as to enter into a 55-year ground lease to construct a 40 low-income senior unit development and Commissioner Blount 2nd. Roll call vote was taken; motion passed unanimously.

Continued Discussion: Commissioner Blount asked where we were in terms of approvals and permits pulled. ED Armstrong noted that we were waiting on the approval from the SAC (Special Applications Center) office in Chicago for the Demolition Approval. He noted that we hit a snag with the PNA (Physical Needs Assessment) related to the TDC (Total Development Cost) to make the approval. He noted that we needed to get a 57.14% TDC to get approval. We are redoing the PNA; looking at pictures and the needs of the units that are over 50 years old. Without the TDC we would otherwise do Effective and Efficient which is pretty much guaranteed; replacing units with a better product. Commissioner Blount asked what the name of the category we are assuming at this point. ED Armstrong noted that we are currently using Obsolescence. What we are saying is that it is going to cost at least 57.14% of the TDC to rehabilitate the units. ED Armstrong noted that if we go in the direction of Effective and Efficient, we lose 12 tenant protection vouchers and we would have to use our own Section 8 Vouchers. He noted that this has already been planned for should we need to go in that direction. Tenant Commissioner Vaughn asked about the current and future construction materials. ED Armstrong provided some information and noted the preliminary plans on the table available for review. Additional comments related to construction materials, fire walls and meeting updated code requirements. ED Armstrong noted that he would be doing a full presentation, hopefully next month. He went over the


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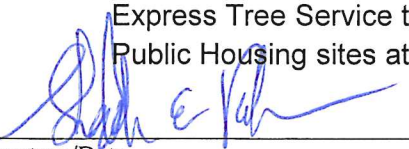
preliminary plans for the Board to review. Further discussion ensued on the costs associated with wood and not leaving the Housing Authority in debt. Tax credits need get done right. Commissioner Blount asked for more clarification on the Effective and Efficient category. ED Armstrong explained how it changes the voucher situation. He also talked more about the SAC office and the process to get the approval. ED Armstrong talked a little about the tax credits and development fees that ACHA will receive from the project.


e. Approval of ACHA Tree Cutting Contract - Resolution #08042021H

Discussion: Director of Operations Hall provided a discussion on the procurement for the tree cutting contract. He explained that the contract covered tree removal and trimming as well as maintenance of the shrubbery around the units. DOO Hall noted that the work would put the authority in a position to assist the maintenance staff in dealing with these issues as well as prepare the agency for future REAC inspections. He noted that we have a lot of overgrown and penetrating vegetation. DOO Hall noted that we sent the procurement request out to 20 to 30 people and had 8 responses. Five agencies provided quotes, one quote was 24-hours past the deadline and two agencies stated they could not provide a quote at this time. There were two summary charts provided to the Board for review. DOO Hall went over the charts with the Board pointing out the high numbers provided by a couple agencies and the missing documentation of another. He explained how the quotes were compared to the Independent Cost Estimate. DOO Hall noted that the low bidder had adjusted his quote down by \$10,000.00 based on flagging he observed upon revisiting the sites the day before the quote was due. Since this was brought up after the bid opening, DOO Hall researched the issue in the HUD procurement guidelines. Per the guidelines, he had Hoyer's provide documentation clearing showing where he made the change as part of his original work write up paperwork. A site visit with pictures taken also verified the issue. Further, he noted that the change still kept him as low bidder. DOO Hall noted that the verification process was successful. DOO Hall noted that the bid is divided out per neighborhood. He asked for approval of the procurement and to go with Hoyer's Express in the amount of \$79,499.99.

Alternate Commissioner McBee noted that she did not have the documentation for this request. ED Armstrong noted that it was not sent out with the original paperwork as we were waiting on the final based on the changes requested by Hoyer's. Vice Chairperson Martin-Back noted that the area estimated costs from Hoyer's was significantly lower than the others. She wanted to know if their price was reasonable? DOO Hall explained that he confirmed the price with Hoyer's. Further, that some of the people did not actually go out but used the pictures to form their quotes. Vice Chairperson Martin-Back asked where the \$10,000.00 was added in. DOO Hall noted that it went back into the line item for Rocky Point as that is where the change was made. Chair Packer asked if Hoyer's Express was the best price and if DOO Hall was recommending them and the eight locations noted. DOO said yes.

Approval: Vice Chairperson Martin-Back Motion to approve the low bid from Hoyer's Express Tree Service to cut down dead, damaged trees as well as intruding trees on all Public Housing sites at a cost of \$79,499.99 and Commissioner Vaughn 2nd. DOO Hall


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noted that with the approval of this contract, we would be able to use the same contractor should additional tree work come about due to a hurricane or other as they would already be under contract. Roll call vote was taken; motion passed unanimously. Commissioner Blount noted his surprise at the range in pricing in the estimates. DOO Hall gave a brief explanation including that some agencies may not have visited the site or have higher overhead costs. Additionally, given one contractor gave the same price for several location leads to the thinking that they may have a minimum per site cost.

8. Secretary's Report

ED Armstrong started the report by talking about being transparent and that he has carte blanche in his position when it comes to settling law suits under a certain amount. He noted that we have a company called the Public Housing Justice Association that filed a lawsuit against several housing authorities in Florida. ED Armstrong explained that they requested various pieces of information through the Florida Public Records law. He noted that DOO Hall is the Public Records Custodian and does a good job of getting the information and sending it out. Ed Armstrong noted that one particular request was for technical work and we did not feel we have the ability to do it at that time. PHJA filed suit for us not providing the requested information. He talked about how we turned the suit over to our attorney's and insurance to get their take on it. Upon advice from both was to settle. ACHA was to pay half at \$7,500.00 and Insurance was to pay half. It was noted that the cost to fight it would have been between \$35,000.00 and \$40,000.00 with still a chance to lose the case. ED Armstrong noted that it has been turned over to PHADA and FAHRO as well as the insurance carrier. ED Armstrong noted again that on advice of council we settle it and its over. Vice Chairperson Martin-Back asked if this was the same agency that has made requests for email communications in the past. Ed Armstrong said yes and also noted that they asked for all of his emails and contract. This information was provided. DOO Hall provided additional information on the payment by the insurance and ACHA.

a. Capital Fund Report:

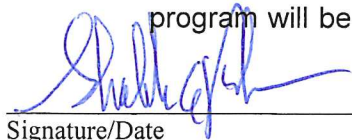
Discussion: ED Armstrong noted that we got a Safety and Security Grant. We were denied two years ago as a finalist as we got beat out in a lottery, but have been contacted recently as congress has made the money available and we were the next inline. We are to get \$154,000.00. He noted that we will be using the grant to get cameras, doors, locks and fencing.

b. Public Housing Occupancy Report:

Discussion: ED Armstrong noted that public housing only had three vacancies and was running at 98% occupancy.

c. Section 8 HCV Report: Amanda Nazaro, HCV Director,

Discussion: HCV Director Nazaro gave an update on the voucher program and the amount of vouchers that were out on the street and available. She noted that her plan was to issue ten more vouchers in the near future. Nazaro noted that she is holding a couple vouchers for the Merrillwood Development. She also noted that the Mainstream program was almost filled up with all the vouchers that could be released are. Nazaro things that the Mainstream program will be at 100% in the next sixty days. HUD VASH has five new families coming in


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with an average of four a week. She noted that there were 42 vouchers on the street and 111 available. All other programs going great. Nazaro told the Board about her new hire Britney Gaddy as an HQS inspector. She passed her HQS exam in the first few weeks of hire. DOO Hall noted that Britney is a Section 3 hire from our Public Housing program. Commissioner Blount asked if under HUD VASH was the VA not sending them (referrals) fast enough? Nazaro noted that they are now; they started having more meetings and increased communication with the supervisors. She noted that it may have been due to COVID. A belated birthday was offered to Nazaro.

d. ACHA Development Project:

Discussion: None

9. Commissioners Comments

Tenant Commissioner Vaughn: None

Commissioner Blount: Noted he was ready for a nap

Vice Chairperson Martin-Back: None

Chairperson Packer: Noted his wife will be having surgery and asked to keep her in our minds.

Alt Commissioner McBee: None

Commissioner Porter: Absent

STAFF: DOO Hall noted apologized for the interruptions as it was hard to hear and he had a head cold. Further he noted progress on the Linton Oaks job and offered to the Board members that he could show them/give them a tour.

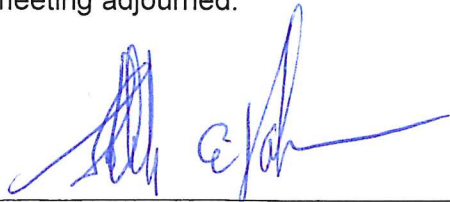
PUBLIC: None present


10. Future Scheduling:

Chairperson Packer noted the next Board meeting is scheduled for September 1.

11. Adjournment of the Meeting:

Chairperson Packer asks that all those in favor of adjourning raise your hand or say I. All agreed, meeting adjourned.



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