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# ALACHUA COUNTY HOUSING AUTHORITY

## BOARD OF DIRECTORS MEETING MINUTES Regular Meeting held April 2<sup>nd</sup>, 2025 @ 5:00PM

Held at ACHA Administrative Office located at 703 NE 1<sup>st</sup> Street, Gainesville, FL 32601

**Present:** Chairperson Sheldon Packer; Vice Chairperson Debra Martin-Back (via video chat); Commissioner Kali Blount; Commissioner Tyrone Johnson (via video chat); Tenant Commissioner Nicole Graham (via video chat); Alternate Tenant Commissioner Angela Robinson; Executive Director Amanda Nazaro; Chief Financial Officer Kori Allen; Director of Operations Ron Hall; Director of Maintenance Robert Cortes; Director of Voucher Programs Cody Pierce; Staff Rodney Davis, Luke Liberty, and Catherine Hanner **Absent:** Director of Public Housing Ebony Harrington **Public:** Sierra Kelley

### 1. Call to Order and Introductions at 5:00 PM

### 2. Approval of this Agenda: Resolution #04022025A

Chairperson Packer calls for any discussion.

Commissioner Blount **MOVES** to approve the agenda as is. Vice Chairperson Martin-Back 2<sup>nd</sup>. Roll Call Vote taken, and agenda was accepted unanimously.

### 3. Public Comments - None

### 4. Approval of Minutes: Resolution #04022025B

Chairperson Packer asks if there are any corrections or comments. Commissioner Blount **MOVES** to accept March 5<sup>th</sup>, 2025 General Meeting Minutes. Vice Chairperson Martin-Back 2<sup>nd</sup>. Roll Call Vote taken, March 5<sup>th</sup>, 2025 General Meeting Minutes accepted unanimously.

### 5. Financial Reports

#### a. Approval of January 2025 Financial Statements Resolution #04022025C, Presented by Kori Allen, CFO

Mrs. Allen states that the January 2025 financial statements will be the first month that the board will no longer see program 90 (TBRA) separated out. This has now been lumped in with the general fund, and any activity will be seen under 25 01. Mrs. Allen states that the 2023 CFP grant is now closed out and the only open CFP grant is currently the 2024 grant. Mrs. Allen states that once the budget with the county comes in for the Sunrise Inn (SRO), which will be soon, this will be added to the SRO income statement.

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Signature/Date

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Signature/Date

**Chairperson Packer** asks if there are any further questions or comments. **Vice Chairperson Martin-Back MOVES** to approve January 2025 Financials. **Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. January 2025 Financials accepted unanimously.

b. **Approval of SRO Admin Reserves for General Uses Resolution #04022025D, Presented by Kori Allen**

**Mrs. Allen** states that in the past, ACHA has used some of its SRO admin funds to cover other program admin funds. Mrs. Allen states that recently ACHA used \$718 to help fund a holiday meal at the SRO as well as to furnish the SRO Property Management Office. Mrs. Allen states that ACHA is asking for permission for the use of the funds for those previous purchases, as well as for future use in 2025, up to the amount of \$5,000. Mrs. Allen states that ACHA has already written HUD to get permission to do this, and permission was granted.

**Chairperson Packer** asks if there are any further questions or comments. **Commissioner Blount MOVES** to approve SRO Admin Reserves for General Uses, as per HUD guidance. **Vice Chairperson Martin-Back 2<sup>nd</sup>**. Roll Call Vote taken. Approval of SRO Admin Reserves for General Uses, as per HUD guidance, was accepted unanimously.

6. **Old Business:**

a. **Safety and Security Grant Discussion, Presented by Amanda Nazaro, Executive Director**

**Mrs. Nazaro** states that she was hoping to apply for the Safety and Security Grant, however, unfortunately this is a one-time grant and we received the grant back in 2017. Mrs. Nazaro states that she still made the request to local agencies for crime statistics and will supply the information to the board once it is received and reviewed.

7. **New Business:**

a. **Approval of General Labor Contract Resolution #04022025E, Presented by Ron Hall, Director of Operations**

**Mr. Hall** states that ACHA decided to lump everything into one general labor contract rather than the previous unit turn contract, and added a lot of categories to the pricing list to make things more uniform and straight forward. Mr. Hall states that cleaning will now be separated out into a separate contract. Mr. Hall states that under this procurement, ACHA received 5 responses and is requesting approval on 3 of those bids. Having multiple contractors under contract will mean that Public Housing is able to maintain high occupancy rates with fast turn overs. **Mrs. Nazaro** states that the resolution reads “we will approve Hernandez Home Services, McDonough Construction Services, and the Works Maintenance as the winners of the 2025 General Labor Contract for the term of one year with four additional one-year extension periods.”

**Commissioner Blount** asks if every unit turnover includes a cleaning, to which **Mr. Hall** states that yes it does. Mr. Hall states that ACHA took the cleaning portion out of this contract and made it a separate contract because not all contractors do cleaning services and not all units require more than just a simple cleaning. **Mrs. Nazaro** states that the three contractors chosen have been working with ACHA for some time now and work well with our agency, however, this contract will put them all on the same contract cycle.

**Commissioner Blount** asks if the contractors will quote a price for the unit or how will it work. **Mr. Hall** and **Mr. Cortes** state that there is a charge list for each item making things uniform and consist across the board for all contractors. **Commissioner Blount** asks about the area that is labelled "Maintenance/Repair Items on an "as needed basis"" and asked what it is our maintenance department will be doing if we have all these contractors for general labor and cleaning. **Mr. Cortes** states that maintenance is to help maintain the units when they are occupied, therefore their main focus is on work orders and property control. **Mrs. Nazaro** states ACHA also just hired a new HVAC tech. ACHA also recently cancelled their lawn maintenance contract so ACHA's maintenance team will be taking back over on doing the yards for all the public housing units, both in town and out of town. **Mrs. Nazaro** states that the maintenance department is currently in charge of maintaining all the public housing units, the NSP units, the Sunshine Inn units, and the Sunrise Inn (SRO) units.

**Chairperson Packer** asks if there are any questions or comments. **Commissioner Blount MOVES** to approve the General Labor Contract as written in the resolution. **Tenant Commissioner Graham 2<sup>nd</sup>**. Roll Call Vote taken. Approval of the General Labor Contract as written in the resolution was accepted, with **Commissioner Johnson** voting present.

b. **Approval of Unit Cleaning Contract Resolution #04022025F, Presented by Ron Hall, Director of Operations**

**Mr. Hall** states as with the previous general labor contract, this contract is for a one-year period with up to four additional one-year extension periods. **Mr. Hall** states that ACHA received six bid responses, and is requesting approval of all 6 on a rotating basis. **Mr. Hall** states this will allow for faster turn around and if any one contractor is under performing, they can be let go. **Mr. Hall** states that this is for all Public Housing properties and location areas. **Mr. Hall** states that two of the six are actually residents, which gives ACHA Section 3 opportunities.

**Commissioner Blount** asks what IDIQ is and if it was something we came up with. **Mr. Hall** states that no, Indefinite Delivery Indefinite Quantity contracts or IDIQ contracts are a HUD standard and taught at the procurement trainings. This allows for there to be no minimum or maximum number of jobs guaranteed to the contractor.

**Chairperson Packer** asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve Unit Cleaning Contract as written in the resolution. **Tenant Commissioner Graham 2<sup>nd</sup>**. Roll Call Vote taken. Approval Unit Cleaning Contract as written in the resolution was accepted, with **Commissioner Johnson** voting present.

c. **Approval of Disposition and Demolition of Two PH Units: Resolution #04022025G, Presented by Ron Hall, Director of Operations**

**Mr. Hall** states that there are two units in the Merrillwood neighborhood that need significant work. This work comes to an amount that exceeds what makes sense to invest in these properties as these units will likely be removed in the coming years to make way for Merrillwood Apartments Phase II. ACHA is asking for permission to go ahead and tear down these units now rather than to leave them in disrepair or spend money repairing them to tear them down. **Commissioner Blount** asks what will happen to the area that these units currently sit on, to which **Mr. Hall** states that it will become a grass lot until which time the work of Merrillwood Phase II begins. **Commissioner Blount** asks about the current utilities running out there, to which **Mr. Hall** states

that the gas meter and gas line will move back to the trunk line, the water will move back to the meter, and the power back to the pole.

**Chairperson Packer** asks if there are any questions or comments. **Tenant Commissioner Graham MOVES** to approve Disposition and Demolition of Two PH Units. **Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. Approval of Disposition and Demolition and Two PH Units was accepted unanimously.

d. **Approval of ACHA April Disposal of Assets: Resolution #0422025H, Presented by Robert Cortes, Director of Maintenance**

In the month of April, ACHA is asking to dispose of five refrigerators, seven stoves, one on the counter microwave, and one dishwasher.

**Chairperson Packer** asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve April Disposal of Assets. **Tenant Commissioner Graham 2<sup>nd</sup>**. Roll Call Vote taken. Approval of April Disposal of Assets was accepted unanimously.

e. **Approval of Maintenance Vehicle Purchase: Resolution #04022025I, Presented by Robert Cortes, Director of Maintenance**

**Mr. Cortes** states that ACHA is asking to purchase six new vehicles; two new trucks and four new work vans. Mr. Cortes states that ACHA currently has one vehicle down at a cost of \$6,000 to repair. Mr. Cortes states that ACHA intends to trade back in the current vehicles to retain some of the value towards the purchase of the new vehicles. Mr. Cortes states that the board was provided with some examples of the vehicles that ACHA is currently looking to purchase. Mr. Cortes states that the cost of the vehicles does not include anything that is required to be added to the vehicles, and states that ACHA is requesting up to \$350k for the purchase of all six vehicles and required add-ons. Mr. Cortes says that ACHA is not stuck on any specific brand, more so on what they can get most affordably while also the quickest, which means there could be some change in pricing. Mr. Cortes states that if there are any significant increase in price, ACHA will come back to the board.

**Commissioner Blount** asks if these vehicles will be gas or electric. **Mr. Hall** states that they will be gas vehicles as they will need to be able to have the power to tow the trailers and equipment as well as the fact that the public housing units are scattered sites, makes charging maintenance vehicles between jobs difficult.

**Vice Chairperson Martin-Back** asks what amount is exactly being asked for, to which **Mrs. Nazaro** states that the resolution is for "2 full size trucks and 4 medium roof cargo vans for a total of \$350,000 or less."

**Mr. Hall** states that we are looking at 2 contracts, the vehicle contract which is a national procurement contract, as well as the State of Florida contract. **Vice Chairperson Martin-Back** asks about the trade in of the current vehicles, to which **Mr. Cortes** states that it will be applied to the purchase of the new vehicles. **Vice Chairperson Martin-Back** suggests looking at other options like selling the vehicles outright to make more on them than we would trading them in directly or potentially something like Carvana to see if they would pay more for the vehicles. **Mr. Hall** said that selling them outright was minimally beneficial when it came to the trailers, but is willing to see what is most advantageous. **Chairperson Packer** states for the record, that if Ford

vehicles are chosen, he will be voting present rather than yes. **Mrs. Nazaro** states that the resolution mentions an up to amount for the purchase and the vehicle styles, but does not speak to brand as that is up to change depending on availability. **Commissioner Blount** mentions that we will soon be seeing an increase in pricing due to tariffs, and so ACHA needs to be conscious of that and potentially reevaluate its option of potentially leasing rather than buying if the prices were to increase too significantly.

**Chairperson Packer** asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve Maintenance Vehicle Purchase, with the caveat that ACHA look at the difference in trading in versus outright selling of the current vehicles, as well as that the board would reevaluate the purchase as a whole if there were a sudden price shock. **Tenant Commissioner Graham 2<sup>nd</sup>**. Roll Call Vote taken. Approval of Maintenance Vehicle Purchase, with the caveat that ACHA look at the difference in trading in versus outright selling of the current vehicles, as well as that the board would reevaluate the purchase as a whole if there were a sudden price shock, was accepted unanimously.

## 8. Secretary's Report

### a. Capital Fund Report Presented by Amanda Nazaro, Executive Director and Ron Hall, Director of Operations

**Mrs. Nazaro** starts with a secretary's report. Mrs. Nazaro starts by mentioning the VA surge event that happened the week prior that Cody Pierce, Luke Liberty, and herself attended. Mrs. Nazaro states this could potentially become a semi-annual event. **Mr. Pierce** states that this event hosted 27 landlords and 36 veterans and ACHA/GHA were able to pre-inspect 30 units before the event. Mr. Pierce states that the numbers on lease ups are still not in yet, however Merrillwood received 6 applications, with 3 tenants being approved. **Mrs. Nazaro** states it was a good turnout and that the landlords feedback included that ACHA/GHA host a similar event for all section 8 tenants, not just veterans. However, at this time we are not currently issuing vouchers so the only non-veterans we have are our movers looking for new units.

**Mrs. Nazaro** talks about GHA events that happened last month, including the training center ribbon cutting. Mrs. Nazaro states that GHA has been kind enough to invite ACHA to the table on these opportunities and want to extend the resources to our clients as well. Mrs. Nazaro states that she attended a meeting with Santa Fe College to see how we can partner to help in family self-sufficiency. Mrs. Nazaro talks about the opportunities and resources that are going to be available to our clients through this training center, and how they will all be in house as a one stop shop, so that clients are passed back and forth from agency to agency, referral to referral.

**Mrs. Nazaro** moves on to the Scottish and Budget Inn Projects with the county. Mrs. Nazaro states that the County is still working on the new names. Last week, many of the team went and did a site to see what the potential is and what ACHA will be working with once the renovations are complete. Mrs. Nazaro states that Ms. Heather Cook will be running these properties along with the Sunrise Inn (SRO) that she is currently managing. This site will host 80 units and will be rolling out hopefully September to October of this year. Until construction begins, there is on site security that is monitoring the property.

**Chairperson Packer** states that we should make sure that we are doing a landlord follow up after events such as the surge to make sure we are building relationships with these landlords and build a procedure for the future events.

**Mr. Ron Hall, DO**, moves on to the capital fund report. Mr. Hall states that ACHA is currently working out of the 2024 CFP funds. Mr. Hall mentions the previously approved roofing contract and states that ACHA is needing to add \$33,900 to the contract for wood working and the addition of 3 more units to this contract. Mr. Hall states that the next big project that will come out of the 2024 CFP will be a major tree removal project. Mr. Hall states that ACHA would like to do some tree removal and property line clean up prior to storm season to avoid any potential damage. This project includes plans to get rid of any trees that are over units, as well as clean up and push back the growth to the property lines in areas such as Archer, Newberry, and Alachua where overgrowth is abundant. Mr. Hall states that this project will also likely require an arborist to come out and check the trees to make sure they can be removed and to let ACHA know how many/what needs to be put back in their place.

**b. Public Housing Occupancy Report: Presented by Amanda Nazaro, Executive Director**

For the month of April, ACHA has 20 HUD-Approved Vacancies and 2 non-HUD Approved Vacancies for an occupancy rate for April at 99.16%. Currently the year's occupancy rate is 98.95%.

**c. Housing Choice Voucher Program Report: Presented by Cody Pierce, Director of Voucher Programs**

HCV Program has 407 total vouchers, with 434 leased, 0 issued and none available. Mainstream Program has 208 total vouchers, with 215 leased, 0 issued and none available. HUD-VASH has 533 total vouchers with 398 leased, 32 issued, and 103 available vouchers. ACHA is fully leased up on Tenant Protection, Partners in Hope, TBRA, and Foster Youth Initiative Program. One of the Partners in Hope families graduated this month, so that program is now at 6 out of 6 housed. AHCA has 17 HCV Port-Ins and no HUDVASH Port-Ins.

**Mr. Pierce** states that ACHA is steadily working on leasing up Merrillwood. Mr. Pierce also states the VA is currently going on a freeze when it comes to referrals, and all referrals will now require pre-screening. He states that the VA will continue to work with us to fill the remaining veteran spots at Merrillwood. The lack of referrals could result in a continued lack of usage of VASH vouchers and HUD may reallocate those available vouchers to local areas that are either out of VASH vouchers or does not have them.

**9. Commissioner's Comments/Public Comments**

**Chairperson Packer:** Things are changing, and we don't know how it will affect things. We must learn to be nimbler and find new funding sources.

**Vice Chairperson Martin-Back:** Keep following our travels online.

**Commissioner Johnson:** None.

**Commissioner Blount:** Commissioner Blount asked what information is getting to ACHA in regards to government/HUD changes. **Mrs. Nazaro** states that one of the biggest things is that they are currently redoing their website and you can't find many of the things that we need such as forms and resources for answers to questions. They are working on updating forms that are expired. In addition, the field offices are slowly shrinking and we are currently down 2 staff members at the Jacksonville Field Office. However, currently it appears that the Jacksonville Field Office will be sticking around and are definitely working as they have been more involved than in the past sending emails and data requests and oversight. Mrs. Nazaro mentions a 6-month appropriation of funds that was pushed through in March.

Commissioner Blount invites everyone to Cypress and Grove on Friday the 18<sup>th</sup>, 2025 at 7pm.

**Tenant Commissioner Nicole Graham:** None.

**Alternate Tenant Commissioner Angela Robinson:** None.

**10. Future Scheduling:**

Next ACHA Board of Directors meeting is Wednesday, May 7th, 2025, at 5:00PM, at ACHA.

**11. Adjournment of the Meeting:**

**Chairperson Packer** asks for motion to adjourn. Adjournment at 6:25 pm.