

MINUTES
ABILENE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING

April 21, 2016

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **April 21, 2016 at 9:30 a.m.**, in the Conference Room located at 534 Cypress Street, Abilene, Texas. Board Chair James Batiste was present and presided. Other Commissioners present were: David Mukire and Gwendolyn Blount.

Staff members present were: Gene Reed, Chief Executive Officer; Paul Falade, Chief Financial Officer; Tana Kauffman, Housing & Community Development Director; Amy Pugh, Public Housing Manager; Ellen Gutierrez, HCV Manager; Tonya Torres, Compliance & Procurement Coordinator; and Kenja Smith, Internal Monitor Manager. Guests Included: Mark Zachary, Abilene Housing Authority Attorney; Elizabeth Hatch, McMahon Surovik Suttle, PC; David Boring, Independent Auditor; and Alyssa Ware and Jed Davis, Parkridge Place Apartments.

CALL TO ORDER
James Batiste called the meeting to order at 9:36 a.m.

- 1.0 Call to Order**
- 2.0 Hear comments from Public/Residents- None**
- 3.0 Review and Adopt Minutes of the previous meeting(s)**
Commissioner Mukire made a motion to accept the minutes from March 17, 2016 and April 1, 2016. Commissioner Blount seconded the motion.
AYES: Commissioners Batiste, Blount and Mukire
NAYS: None
The motion carried.
- 4.0 Review Financial and Other Reports by Consent-** Commissioner Mukire made a motion to accept items 4.1 through 4.5. Commissioner Blount seconded the motion.
AYES: Commissioners Batiste, Blount and Mukire
NAYS: None
The motion carried.
- 5.0 Review and Adopt Agenda Items**
 - 5.1 Office Building Search, Contract and/ or Purchase-** Mr. Gene Reed, CEO explained that no discussion is required under item 5.1 at this time.

- 5.2 Abilene Housing Authority Audit- Mr. Gene Reed, CEO introduced David Boring who is the independent auditor for the AHA. Mr. Boring explained that the audit report was still in a draft stage, but indicated that he could review the audit with the Board at this time and then went on to provide information in detail to the Board concerning the audit and the audit report. Mr. Boring explained that there are no issues to report at this time and that the final audit should be available for the board in May. Mr. Boring closed stating that the Abilene Housing Authority is doing well.
- 5.3 Update to Parkridge Apartments March Financial Agenda- Ms. Tana Kauffman, Housing & Community Development Director, provided an explanation as to why the Parkridge Financial Agenda for March was brought back to the board. Mr. Paul Falade, CFO explained that in last month's report, the net income listed under the year to date and the month of February were listed as the same. Mr. Gene Reed, CEO explained that the year to date was corrected and resubmitted. Commissioner Mukire made a motion to approve the amended Parkridge February Financial report. Commissioner Blount seconded the motion.
AYES: Commissioners Batiste, Mukire and Blount
NAYS: None
The motion carried.
- 5.4 Housing Choice Voucher Payment Standards Change- Ms. Ellen Gutierrez, HCV Manager explained that HUD publishes payment standards each year and that at the current 90% rate, AHA participants are having some issues with finding housing based on the amount the AHA is allotted to pay based upon this rate. Ms. Gutierrez requested that the board approve a change in the rate to 100% to help with lease up efforts. Commissioner Mukire made a motion to approve Resolution 16-5. Commissioner Blount seconded the motion.
AYES: Commissioners Batiste, Mukire and Blount
NAYS: None
The motion carried.
- 5.5 Legal Services Contract with McMahon Surovik Suttle, P.C. and Coats Rose Yale Ryman & Lee, P.C. - Ms. Tonya Torres, Procurement & Compliance Coordinator, explained that after solicitation of legal counsel for both general counsel and real estate and trial through the Abilene Housing Authority's procurement procedures that McMahon Surovik Suttle, P.C. and Coats Rose Yale Ryman & Lee P.C. were the recommended firms. Resolution 16-6 was then presented to the Board for consideration. Commissioner Mukire made a motion to approve Resolution 16-6. Commissioner Blount seconded the motion.
AYES: Commissioners Batiste, Mukire and Blount
NAYS: None
The motion carried.

5.6 Procurement for Public Housing Landscape Structures for the Riviera Apartments- Mr. Gene Reed, CEO, explained that based on the requirements of Capital Funds spending, the AHA has selected several projects to complete. Ms. Tonya Torres, Procurement & Compliance Coordinator, then explained that one of the projects for approval will be an upgrade to the Riviera playground. Ms. Torres provided a description of the items that would be included in the upgrade including new playground equipment and an upgrade to a turf surface on the playground. Ms. Torres also provided a proposal from Exerplay, Inc. to provide this equipment and surfacing and explained that this proposal was obtained through the Abilene Housing Authority's procurement procedures. Resolution 16-7 was then presented to the Board for consideration. Commissioner Blount made a motion to approve Resolution 16-7. Commissioner Mukire seconded the motion.

AYES: Commissioners Batiste, Mukire and Blount

NAYS: None

The motion carried.

5.7 Procurement for New Windows at the Vogel Apartments- Ms. Tonya Torres, Procurement & Compliance Coordinator, explained that this item was also on the list for Capital funds. Ms. Torres explained the benefits of new windows at the Vogel apartments and requested that the board approve the purchase and installation of new windows at the Vogel apartments. Ms. Torres then provided a proposal from Collier Construction Company to provide new windows (including installation) at the Vogel apartments and explained that this proposal was obtained through the Abilene Housing Authority's procurement procedures. Resolution 16-8 was then presented to the Board for consideration. Commissioner Blount made a motion to approve Resolution 16-8. Commissioner Mukire seconded the motion.

AYES: Commissioners Batiste, Mukire and Blount

NAYS: None

The motion carried.

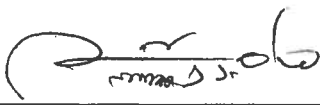
5.8 Investment Report- Mr. Paul Falade, CFO, provided information on the Investment report as of March 2016. Mr. Falade provided an explanation on the change in interest rate as referenced in the report.

6.0 CEO and Other Staff Reports- None

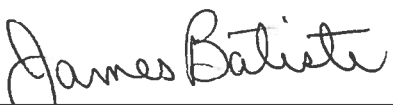
7.0 Executive Session – None

8.0 Reconvene – None

9.0 Adjournment – Commissioner Mukire made a motion to adjourn at 10:39 a.m.

X 

David Mukire, Secretary

X 

James Batiste, Board Chair