

MINUTES
ABILENE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING

July 16, 2015

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **July 16, 2015 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: Vanessa Faz and David Mukire.

Staff members present were: Gene Reed, Chief Executive Officer; Paul Falade, Chief Financial Officer; Tana Kauffman, Housing and Community Development Director; Amy Pugh, Public Housing Manager; Ellen Gutierrez, Housing Choice Voucher Manager; and Tonya Torres, Compliance and Procurement Coordinator. Guests Included: Mark Zachary, Abilene Housing Authority Attorney; and Alyssa Ware and Jed Davis, Parkridge Place Apartments.

CALL TO ORDER

James Batiste called the meeting to order at 9:32 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 May 21, 2015 and June 23, 2015.

AYES: Commissioners Batiste, Faz and Mukire

NAYS: None

The motion carried.

4.0 Review Financial and Other Reports by Consent

Commissioner Faz made a motion to accept all 4.0 Agenda Items as presented.

Commissioner Mukire seconded the motion.

AYES: Commissioner Batiste, Faz and Mukire

NAYS: None

The motion carried.

5.0 Review and Adopt Agenda Items

- 5.1 HCV Interim rent adjustments based on tenant income- Ms. Ellen Gutierrez, HCV Manager explained the difference between an interim increase and decrease. When a participant has a decrease to their income the interim is done immediately and takes effect the following month on the first day. If it is an increase the change is not to be made until the annual recertification. Ms. Gutierrez then explained that due to current lease up this request would allow for the interim change to take effect at the time of the change in income. Mr. Gene Reed, CEO, then explained the average HAP and that interim changes help to control the HAP. Commissioner Faz made a motion to approve Resolution 15-7. Commissioner Mukire seconded the motion
AYES: Commissioners Batiste, Faz, and Mukire
NAYS: None
The motion carried.
- 5.2 Updated Utility Allowance schedule- Ms. Ellen Gutierrez, HCV Manager gave a description of the utility allowance. She explained that if there is a 10% increase or decrease to the allowance there has to be an update made. Commissioner Faz made a motion to approve Resolution 15-8. Commissioner Mukire seconded the motion.
AYES: Commissioners Batiste, Faz and Mukire
NAYS: None
The motion carried.
- 5.3 Continuing term of David Mukire as Board Commissioner- It was noted that Commissioner Mukire has moved from public housing and Mr. Mark Zachary, AHA Attorney, provided an overview of the provisions in the Texas Local Government Code regarding the status of a Resident Commissioner who moves from public housing during his or her term. Mr. Zachary explained that according to the Texas Local Government Code, a majority of the remaining Commissioners need to decide whether to allow Commissioner Mukire to serve the remaining portion of his term or request that a new Commissioner be appointed to serve as Resident Commissioner. The Board noted that Commissioner Mukire's term is set to expire in November of this year. After this discussion, Commissioner Faz made a motion for David Mukire to continue as Commissioner for the remainder of his term. Commissioner Batiste seconded the motion.
AYES: Commissioners Batiste and Faz
NAYS: None
ABSTAIN: Commissioner Mukire
The motion carried.

- 5.4** Approval and authorization for HACA Public Facility Corporation to take various actions regarding 2121 N. 6th Street, L.P. (the “Partnership”) and regarding the financing, construction, development and operation of the Prairie Garden Apartment project (the “Project”), including, but not limited to entering into and/or approving the following: loans for the Project, leveraging tax credits related to the Project, loan agreements, partnership agreements, the admission of a new partner in the Partnership, capital contributions to be made to the Partnership, development agreements, right of first refusal agreements, social service agreements, social service plans, capital contribution certificates, admission of a new member of the general partner of the Partnership, amending and restating the company agreement of the general partner of the Partnership, ground lease agreements and construction contracts- Ms. Tana Kauffman, Housing and Community Development Director, provided a description of Resolution 15-9 explaining that this authorizes HACA to make decisions regarding the Prairie Gardens project. Mr. Mark Zachary, AHA Attorney, explained that this Resolution authorizes Mr. Gene Reed to take the many steps that are referenced in the Resolution. Commissioner Faz made a motion to approve Resolution 15-9. Commissioner Mukire seconded the motion.
AYES: Commissioners Batiste, Faz and Mukire
NAYS: None
The motion carried.

- 5.5** Appointment, Confirmation and Ratification of members to the Board of Directors of HACA Public Facility Corporation- Mr. Mark Zachary, AHA Attorney, provided an explanation of Resolution 15-10. Commissioner Faz made a motion to approve Resolution 15-10. Commissioner Mukire seconded the motion.
AYES: Commissioners Batiste, Faz and Mukire
NAYS: None
The motion carried.

6.0 CEO and Other Staff Reports

6.1 CEO Report

6.1.1


- New Office Building Search- Ms. Tana Kauffman, Housing and Community Development Director, provided a brief update on the status of the office building search. Mr. Gene Reed, CEO, explained the main factors that are most important for the new office space.
- New City Manager- Mr. Gene Reed, CEO, informed the board of a recent visit to the city for an introduction with the new City Manager, which included Mr. Reed, Ms. Kauffman and Mr. Falade.
- AHA Resource Fair- Mr. Gene Reed, CEO, explained that Ms. Lacey Lacaze, FSS Coordinator recently held the first Resource Fair that the AHA has ever hosted and that it was a successful event.
- Investment Report- Mr. Paul Falade, CFO, provided an update and status of the Investment Report.

6.1.2 Legal Report- None

7.0 Executive Session – None.

8.0 Reconvene – None.

9.0 Adjournment – Commissioner Faz made a motion to adjourn at 10:01 am.

X 

David Mukire, Secretary

X 

James Batiste, Board Chair