

State of Texas
County of Tarrant
City of Grapevine

The Board of Commissioners of the Grapevine Housing Authority met in Regular Session on this the 25th day of January 2018 in the Conference Room of the Grapevine Housing Authority, with the following members present to wit:

Linda Troeger	Chair
Teri Rhodes-Cantu	Commissioner
Ethel Anderson	Resident Commissioner

Constituting a quorum, with the following also present:

Jane Everett	Interim Executive Director
Duff O'Dell	City Council Liaison

CITIZENS COMMENTS

No Citizen comments.

REGULAR MEETING – CALL TO ORDER

Chairman Troeger called the meeting to order at 4:31 p.m.

Item #1 Report of the Executive Director (Informational Only)

- A. Rent Delinquency and Information Sheet
The Interim Executive Director reported to the Board on the rent delinquencies, number of empty units, work orders and statistical information for the waiting list for Public Housing through January 22, 2018.
- B. Capital Funds Report and Work in Progress
The Executive Director reported to the Board on the current Capital Funds and corresponding projects.
- C. Quarterly Investment Report for December 31, 2017
The Board was presented with the December 31, 2017 investment balances.
- D. Report of Public Housing Activity and Issues
The Interim Executive Director reported to the Board recent activity and administrative updates since their last Board meeting.
- E. Minutes from the Resident Advisory Meetings held January 19, 2018
The Board was provided the minutes from the January 19, 2018 Resident Advisory Board meeting.

NEW BUSINESS

Item #2 - Consideration of the minutes from the December 21, 2017 meeting and take any necessary action.

The Board was provided the minutes from the December 21, 2017 meeting for approval.

Commissioner Rhodes-Cantu moved and Commissioner Anderson seconded to accept the November 9, 2017 minutes as presented.

Ayes: Troeger, Rhodes-Cantu & Anderson
Nays: None
Absent: None

Motion passed.

Item #3 - Consideration and approval of Resolution 2018-01, to accept a contract to replace 11 hot water heaters and take any necessary action.

The Board was presented with Resolution No 18-01 to allow the Interim Executive Director to enter into a contract to replace aging hot water heaters on Starr Place and Starnes. On December 6, 2017 a bid request was emailed to the three companies below. The results of those bids are as followed:

	Per Unit
Longhorn Plumbing Services	\$1,150.00
C. Pearson Plumbing Inc.	\$1,650.00
Berkeys'	\$1,495.00

Commissioner Rhodes-Cantu asked if GHA had ever worked with Longhorn Plumbing before. The Executive Director replied Longhorn Plumbing installed hot water heaters in 2017 and GHA was happy with the work.

Commissioner Rhodes-Cantu moved and Commissioner Anderson seconded to approve Resolution 18-01 to allow the Interim Executive Director to enter into a contract with Longhorn Plumbing Services as the lowest bid.

Ayes: Troeger, Rhodes-Cantu & Anderson
Nays: None
Absent: None

Motion passed

Item #4 – Consideration and approval to update the Record Retention procedures.

Executive Direction discussed with the Board the proposed changes to the Record Retention policy regarding Housing Choice Voucher Program. Since the changes are needed to the policy and not the procedure, no action could be taken.

No action taken

Item #5 - Consideration and acceptance of the October and November 2017 monthly financial statements and take any necessary action.

The Board was provided electronic financial statements for the months of October and November 2017.

Commissioner Anderson moved and Commissioner Rhodes-Cantu seconded to accept the monthly financial statements for October and November 2017.

Ayes: Troeger, Rhodes-Cantu & Anderson
Nays: None
Absent: None

ADJOURNMENT

Commissioner Anderson moved and Commissioner Rhodes-Cantu seconded that the meeting be adjourned.

Ayes: Troeger, Rhodes-Cantu & Anderson
Nays: None
Absent: None

Motion passed. Meeting adjourned at 4:49 p.m.

PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE GRAPEVINE HOUSING AUTHORITY ON THE 22 DAY OF MARCH 2018.

APPROVED:



Linda Troeger, Chair

ATTEST:



Jane Everett,
Executive Director