

State of Texas
County of Tarrant
City of Grapevine

The Board of Commissioners of the Grapevine Housing Authority met in Executive and Regular Sessions on this the 25th day of January 2024, in the Conference Room of the Grapevine Housing Authority, 131 Starr Place, with the following members present to wit:

Bonnie McHugh	Vice Chair/ Finance
Bruce Woodward	Commissioner
Ron Moxom	Resident Commissioner

Absent:	Linda Troeger	Chair
	Teri Rhodes-Cantu	Commissioner

Constituting a quorum, with the following also present:

Duff O'Dell	City Council Liaison
Jane Everett	Executive Director

REGULAR MEETING

Vice-Chair McHugh called the regular meeting to order at 4:00 p.m.

Item #1 - EXECUTIVE MEETING

Vice-Chair McHugh announced the Board of Commissioners would recess to the Grapevine Housing Authority conference room to conduct a closed session regarding:

Consultation with and legal advice regarding pending investigation (Galutza v. Grapevine Housing Authority case number TWCCRD #2200853-HU), pursuant to Section 551.071, Texas Government Code.

The Board of Commissioners recessed to the Housing Authority Conference Room and began the closed session at 4:00 p.m. The closed session ended at 4:14 p.m.

NO ACTION TAKEN

Item #2 - Citizen Comments

No Citizen comments submitted.

Item # 3 - Report of the Executive Director (Informational Only)

A. Rent Delinquency and Information Sheet

The 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 25, 2024.

B. Capital Funds Report and Work in Progress

The Executive Director reported to the Board on the current Capital Funds and corresponding projects.

C. Report of Public Housing Activity and Issues

The Executive Director provided an update to the Board on the completion of the replacement water line on Texas Street.

There is a water leak on Worth Street that the staff has been trying to locate.

D. Update from the Resident Advisory meetings held on January 19, 2024

Emily Chavez Program Director, from Valiant Hearts was the speaker.

Susanna Alonso and Aide Ferrer won BINGO and Carol Miller won the \$20 Wal-Mart gift card donated by the Bereans. During the meeting the residents enjoyed coffee, tea and Krispy Kreme donuts.

City Council Member Duff O'Dell volunteered to speak with the Grapevine Rotary Club about a donation to help feed the residents at the RAB meetings.

E. Quarterly Investment Report for Quarter 4 2023

The Executive Director presented the Board with the Quarterly Investment Portfolio Report for Quarter 4 2023.

NEW BUSINESS

Item #4 - Consideration of the minutes from the December 28, 2023, meeting and take any necessary action.

The Board was provided the minutes from the December 28, 2023, meeting for approval.

Commissioner Moxom moved and Commissioner Woodward seconded to accept December 28, 2023, minutes as presented.

Ayes: McHugh, Woodward and Moxom
Nays: None
Absent: Troeger and Rhodes-Cantu
Motion passed: 3 – 0

Item #5 - Consideration and approval of Resolution No. 24-01 approving the balance on the uncollectable accounts to be a Write-off to Collection Losses

The Board was presented with the uncollectible account receivable balance spreadsheet of \$325.00 for 2023.

Commissioner Woodward moved and Commissioner Moxom seconded to approve Resolution No. 24 – 01 authorizing the Executive Director to direct Allen Cornell, CPA to write off the 2023 accounts receivable owing of \$325.00

Ayes: McHugh, Woodward and Moxom
Nays: None
Absent: Troeger and Rhodes-Cantu
Motion passed: 3 – 0

Item #6 - Consideration and approval of Resolution No. 24-02 to authorize the Executive Director to enter into a contract with Covar Construction.

The Executive Director presented to the Board the plans to update the front and back entrances of 303 and 305 Worth Street to improve the ADA accessible features. It was recommended to approve a contract with Covar Construction, the lowest bid of \$16,900.

Commissioner Woodward moved and Commissioner Moxom seconded to approve Resolution No. 24-02 to approve the Executive Director to enter into a contract with Covar Construction to modify 303 and 305 Worth Street entrances to make them better ADA accessible.

Ayes: McHugh, Woodward and Moxom
Nays: None
Absent: Troeger and Rhodes-Cantu
Motion passed: 3 – 0

Item #7 - Consideration and approval of Resolution No. 24-03 approving signers on all Grapevine Housing Authority banking and investment accounts.

The Executive Director explained the signers on the bank accounts have not been updated in several years. It was proposed the following individuals be approved as signers: Linda Troeger, Chair; Bonnie McHugh, Vice Chair; and Bruce Woodward, Financial Officer; and Jane Everett, Executive Director.

Commissioner Moxom moved and Commissioner Woodward seconded to approve the signers on Grapevine Housing Authority banking and investment accounts: : Linda Troeger, Chair; Bonnie McHugh, Vice Chair; and Bruce Woodward, Financial Officer; and Jane Everett, Executive Director.

Ayes: McHugh, Woodward and Moxom
Nays: None
Absent: Troeger and Rhodes-Cantu
Motion passed: 3 – 0

Item #8 - Consideration and acceptance of the November and December 2023, monthly financial statements and take necessary action.

The Executive Director presented the Board with an electronic copy of the November 2023 financial statements for their review. The December financial statements were not ready for review and approval.

Commissioner Woodward moved and Commissioner Moxom seconded to approve the November 2023 financial statements.

Ayes: McHugh, Woodward and Moxom
Nays: None
Absent: Troeger and Rhodes-Cantu
Motion passed: 3 – 0

Item #9 - Report by the Ex Officio member of the Senior Citizens Advisory Board on the January 09, 2024 meeting.

No update was given. No action was taken.

ADJOURNMENT

Commissioner Woodward moved and Commissioner Moxom seconded that the meeting be adjourned.

Ayes: McHugh, Woodward and Moxom
Nays: None
Absent: Troeger and Rhodes-Cantu
Motion passed: 3 – 0

Meeting adjourned at 4:25 p.m

PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE GRAPEVINE HOUSING AUTHORITY
ON THE 29th DAY OF MARCH 2024.

APPROVED:



Linda Troeger, Chair

ATTEST:



Jane Everett

Executive Director