

State of Texas  
County of Tarrant  
City of Grapevine

In accordance with the Orders of the Office of the Governor of the State of Texas, the Board of Commissioners of the Grapevine Housing Authority meeting was held by telephone. All Commissioners attended by telephone.

Members of the public were invited to participate by telephone by a number posted on the agenda.

The Board of Commissioners of the Grapevine Housing Authority met in Regular Session on this the 23rd day of April 2020 by telephone, with the following members present to wit:

Linda Troeger	Chair
Bonnie McHugh	Vice-Chair
Karen Rice	Finance Officer
Ethel Anderson	Resident Commissioner
Teri Rhodes-Cantu	Commissioner

Constituting a quorum, with the following also present:

Duff O'Dell	City Council Liaison
Greg Jordan	CFO City of Grapevine
Jane Everett	Executive Director

#### CALL TO ORDER

Chairperson Troeger called the meeting to order at 4:30 p.m.

#### Item #1. Citizen Comments

Beginning at 3:00 p.m. on April 22, citizens were able to submit a citizen appearance request form on the City's website. Requests were received through 3:00 p.m. on April 23.

No requests were received prior to the meeting. Chairperson Troeger allowed anyone on the phone to speak. There were no citizens on the phone.

#### Item #2. 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 April 20, 2020. The Executive Director updated the Board that 833 waiting list confirmation letters were mailed in February and 243 letters were returned by March 20, 2020. The remaining 502 letters will be mailed when COVID-19 stay-at-home orders are lifted.

##### B. Capital Funds Report and Work in Progress

The Executive Director reported to the Board on the current Capital Funds and corresponding projects. The 2017 Capital Fund money has been fully spent and now closed. The 2018 Capital Fund money has \$3,330.70 remaining. And the Grapevine Housing Authority has been allocated \$158,140 for 2020 but has not yet been received.

##### C. Report of Public Housing Activity and Issues

The water distribution system newly installed water line is complete. There were 2 change orders for \$6,378 bringing the total cost of the water line \$104,952.

The Executive Director provided a COVID-19 update. White's Chapel United Methodist Church has been delivering groceries and hot meals to our residents. HUD has issued several waivers, but they put a burden on the smaller housing authorities.

D. Quarterly Investment Report for Quarter 1 2020

The Executive Director presented the Quarterly Investment Report to the Board of Commissioners.

NEW BUSINESS

Item #3 - Consideration of the minutes from the February 27, 2020 meeting and take any necessary action.

The Board was provided the minutes from the February 27, 2020 meeting for approval.

Commissioner Rice moved and Commissioner Anderson seconded to accept the February 27, 2020 minutes as presented.

Ayes: Troeger, McHugh, Rice, Anderson & Rhodes-Cantu  
Nays: None

Motion passed

Item #4 – Consideration and approval of Resolution No. 20-03 to authorize the executive director to enter into a contract with Allen Cornell, CPA, fee accountant

The Board was presented with the engagement letter from Allen Cornell, CPA for the fiscal year 2020 for their review and approval.

Commissioner Rice moved and Commissioner McHugh seconded to approve Resolution No. 20-03 to authorize the Executive Director to enter into a contract with Allen Cornell, CPA for fiscal year 2020.

Ayes: Troeger, McHugh, Rice, Anderson & Rhodes-Cantu  
Nays: None

Motion passed

Item #5 - Consideration and approval of Resolution No 20-04 to update the By-Laws of the Grapevine Housing Authority regarding how often meetings are held.

The Board was presented with the Grapevine Housing Authority's By-Laws. There was a discussion regarding concerns regarding changing the requirement for the Board to meet quarterly. The Board would like to revisit the topic at the next meeting.

Commissioner Rhodes-Cantu moved and Commissioner McHugh seconded to approve Resolution 20-04 to update the By-Laws of the Grapevine Housing Authority regarding how often meetings are held.

Ayes: Rhodes-Cantu  
Nays: Troeger, McHugh, Rice, & Anderson

Motion did not pass

Item #6 - Consideration and acceptance of the December 2019, January and February 2020 monthly financial statements and take necessary action.

The Board was presented with electronic copies of the December 2019, January and February 2020 monthly financial statements.

Commissioner Rice moved and Commissioner McHugh seconded to accept the December 2019, January and February 2020 monthly financial statements.

Ayes: Troeger, McHugh, Rice, Anderson & Rhodes-Cantu  
Nays: None

Motion passed

ADJOURNMENT

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

Ayes: Troeger, McHugh, Rice, Anderson & Rhodes-Cantu  
Nays: None

Motion passed. Meeting adjourned at 5:03 p.m.

PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE GRAPEVINE HOUSING AUTHORITY  
ON THE 28TH DAY OF MAY 2020.

APPROVED:

  
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Linda Troeger, Chair

ATTEST:

  
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Jane Everett

Executive Director