

State of Texas  
County of Tarrant  
City of Grapevine

The Board of Commissioners of the Grapevine Housing Authority held a public hearing and then met in Regular Session on this the 21st day of November 2019 in the Conference Room of the Grapevine Housing Authority, 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
Jane Everett	Executive Director

### **CITIZENS COMMENTS**

#### **Item #1**

No Citizen comments.

### **REGULAR MEETING – CALL TO ORDER**

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

#### **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 November 13, 2019.

##### **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 US Inspection Group conducted the annual inspection of the Grapevine Housing Authority; the score was 96.20.

The Executive Director reported to the Board the foundation of the office is continuing to shift. Olshan Foundation made warranty repairs in March and Nov 2019.

##### **D. Minutes from the Resident Advisory Meetings held October 18, 2019**

The minutes from the October 18, 2019, Resident Advisory Board meeting were presented to the Board.

##### **E. Quarterly Investment Report for Quarter 3 2019.**

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

NEW BUSINESS

Item #3 - Consideration of the minutes from the September 26, 2019 meeting and take any necessary action.

The Board was provided the minutes from the September 26, 2019 meeting for approval.

Commissioner McHugh moved and Commissioner Rhodes-Cantu seconded to accept the September 26, 2019 minutes as presented.

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

Motion passed

Item #4 - Acknowledgement and approval of Resolution No. 19-16, the contract the Executive Director entered into with US Inspection Group.

The Board was presented with the contract the Executive Director executed with the US Inspection Group to perform the annual physical inspections for the next two years.

Commissioner Rice moved and Commissioner Anderson seconded to acknowledge and approve the contract the Executive Director executed with the US Inspection Group.

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

Motion passed

Item #5 - Acknowledgement and approval of Resolution No. 19-17, the contract the Executive Director entered into with Paragon Roofing.

The Board was presented with the second contract the Executive Director executed with Paragon Roofing to finish replacing the roofs on six buildings on Worth St.

Commissioner Rice moved and Commissioner Rhodes-Cantu seconded to acknowledge and approve the contract the Executive Director executed with Paragon Roofing.

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

Motion passed

Item # 6 - Consideration and approval of Resolution No. 19-18 to accept the 2020 Operating budget.

The Board was presented with the proposed 2020 Operating Budget

Commissioner McHugh moved and Commissioner Rhodes-Cantu seconded to approve the proposed 2020 Operating Budget.

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

Motion passed

Item # 7 - Consideration and approval of Resolution No. 19-19, to authorize the Executive Director to enter into an agreement with Craftsmen Unlimited to correct a drainage issue at the housing office.

The Board was presented with three proposals on how to correct the drainage issue at the office. After careful analysis, the Executive Director recommended the proposal from Craftsmen Unlimited.

Commissioner McHugh moved and Commissioner Rhodes-Cantu seconded to authorize the Executive Director to enter into a contract with Craftsmen Unlimited.

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

Motion passed

Item # 8 - Consideration and acceptance of the August and September 2019 monthly financial statements and take any necessary action.

The Board was presented with an electronic copy of the August and September 2019 financial statements.

Commissioner Rice moved and Commissioner McHugh seconded to accept the August and September 2019 financial statements.

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

Motion passed

Item # 9 - Report by the Ex Officio member of the Senior Citizens Advisory Board on the October 1, 2019 meeting.

Commissioner Rhodes-Cantu updated the Board on the Senior Citizens Advisory Board meeting that was held October 1, 2019. Starting in 2020 the meetings will be held quarterly.

No action taken

ADJOURNMENT

Commissioner Rice moved and Commissioner McHugh seconded that the meeting be adjourned.

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

Motion passed. Meeting adjourned at 5:19 p.m.

PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE GRAPEVINE HOUSING AUTHORITY  
ON THE 23rd DAY OF JANUARY 2020.

APPROVED:



Linda Troeger, Chair

ATTEST:



Jane Everett

Executive Director