

**THE HOUSING AUTHORITY OF THE CITY OF AUSTIN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

JANUARY 14, 2020

SUMMARY OF MINUTES

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) BOARD OF COMMISSIONERS REGULAR BOARD MEETING PUBLIC MEETING NOTICE WAS POSTED FOR 12:00 P.M. ON TUESDAY, JANUARY 14, 2020, AND WAS HELD AT THE HACA CENTRAL OFFICE, 1124 S. IH 35, AUSTIN, TX

CALL TO ORDER, ROLL CALL, CERTIFICATION OF QUORUM

The Board of Commissioners Regular Board Meeting of the Housing Authority of the City of Austin, of January 14, 2020, was called to order by Carl S. Richie, Jr., HACA Chairperson, at 12:26 p.m. The meeting was held at the HACA Central Office, 1124 S. IH 35, Austin, TX

Roll call certified a quorum was present.

MEMBERS PRESENT:

Carl S. Richie, Jr., Chairperson
Charles Bailey, Vice-Chairperson
Dr. Tyra Duncan-Hall, 2nd Vice-Chairperson
Mary Apostolou, Commissioner

MEMBER(S) ABSENT:

Edwina Carrington, Commissioner

ALSO IN ATTENDANCE:

Bill Walter, Coats Rose
Wilson Stoker, Cokinos, Bosien & Young

STAFF PRESENT:

Michael Gerber, Nidia Hiroms, Ron Kowal, Suzanne Schwertner, and Sylvia Blanco

CITIZENS COMMUNICATION – None.

CITYWIDE ADVISORY BOARD (CWAB)

The Citywide Advisory Board Update will be given at the February Board Meeting.

EMPLOYEE OF THE QUARTER

The Employee of the Quarter will be presented at the February Board Meeting.

CONSENT AGENDA

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS:

ITEM 1: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on December 19, 2019

Commissioner Apostolou moved the Approval of the Board Minutes Summary for the Board Meeting held on December 19, 2019. 2nd Vice-Chairperson Duncan-Hall seconded the motion. The motion Passed (4-Ayes and 0-Nays).

ACTION ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS

ITEM 2: Update on AAHC's acquisition and development programs

An update on AAHC's regarding progress with AAHC's acquisition and development programs will be provided at the February 20th Board Meeting.

ITEM 3: Presentation, Discussion, and Possible Action regarding Resolution No. 02632 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Governmental Note (Ventura at Parmer Lane), Series 2020 (the "Note") and to take such other actions necessary or convenient to facilitate the development of the Ventura at Parmer Lane Apartments

Austin Affordable Housing Corporation was presented with an opportunity to partner with Dominion on a tract of land located at 8407 East Parmer Lane, Austin, Texas 78753. The project (Ventura at Parmer Lane) will consist of 216 family apartment units serving residents at or below 60% Area Median Income. The Board has seen this project two times before: May 2019 for the

Bond Inducement Resolution and the Tax Credit Application Resolution, and October 2019 for the public meeting. The two closest current projects AAHC owns are Bridge at Cameron and Oaks on North Plaza both to the west of the subject property.

The development will use a mix of 4% tax credits and bonds to finance the construction with a total project cost of approximately \$59,000,000. The planned development will consist of 48 one bedroom/one bath units, 84 two bedroom/two bath units and 84 three bedroom/two bath units. As with all AAHC properties, all units will be marketed to HACA's Housing Choice Voucher families.

HACA, through its Public Facility Corporation, will issue tax-exempt bonds in an amount not to exceed \$34,000,000. In the January 30, 2019 HACA Board Work Session, the Board set out affordability goals for future acquisitions and developments for AAHC. By serving families with incomes at 60% and below Area Median Income, Ventura at Parmer Lane meets these targeted affordability goals.

Unit Breakdown:

48 1-bedroom/1-bath 703 sq ft

84 2-bedroom/2-bath 1,063-1,042 sq ft

84 3-bedroom/2-bath 1,219-1,240 sq ft

Board approval allows Austin Affordable PFC, Inc. to issue Multifamily Housing Governmental Note (Ventura at Parmer Lane), Series 2020 (the "Note") and to take such other actions necessary or convenient to facilitate the development of the Ventura at Parmer Lane Apartments.

2nd Vice-Chairperson Duncan-Hall moved to approve Resolution No. 02632 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Governmental Note (Ventura at Parmer Lane), Series 2020 and to take such other actions necessary or convenient to facilitate the development of the Ventura at Parmer Lane Apartments in an amount not to exceed \$34,000,000. **Commissioner Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

ITEM 4: Presentation, Discussion and Possible Action Regarding Resolution No. 02633: Approval of Award of Contract for Janitorial and Porter Services

The Housing Authority of the City of Austin utilizes the services of contractors to perform janitorial to ensure community rooms are cleaned, presentable, and ready for resident programs. Porter services in HACA's administration building provides all day janitorial services, ensuring a cleaner building at all times. The scope of this contract includes after-hour services at five of our properties' community rooms and day porter services at the main administration office.

An Invitation for Bid was issued for Janitorial and Porter Services on November 21, 2019 with a due date of December 20, 2019. It was advertised in the Austin America Statesman on Sunday, November 24 and December 1, 2019. The Invitation for Bid was also posted on HACA's website and the Housing Agency Marketplace, an online bidding website that HACA is a member of. Twenty-nine (29) proposals were, emailed, downloaded, or picked up and four (4) responses were received. Responses were publicly opened, read, recorded, and witnessed by Tina Benson and bid official Nora Morales.

Staff recommended awarding the contract to M&R's Elite Janitorial Solutions, LLC was deemed the most responsive and responsible bid.

Commissioner Apostolou moved to Approve Resolution No. 02633: Approval of Award of Contract for Janitorial and Porter Services to M&R's Elite Janitorial Solutions, LLC in an amount not to exceed \$147,792.00. **Vice-Chairperson Bailey** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

ITEM 5: Update on HACA's Rental Assistance Demonstration Program

An update on HACA's Rental Assistance Demonstration Program, ongoing construction and rehabilitation of units in HACA's public housing portfolio, and implications for residents and the broader community will be provided at the February 20th Board Meeting.

THE BOARD DID NOT RECESS INTO EXECUTIVE SESSION.

REPORTS


The Board accepts the following reports from the President:

- The Board Members requested a 30 minute overview on development financing be presented at a future Board Meeting.
- Mr. Gerber announced that elections will take place at the February 20th Board Meeting for board positions for all entities.
- Commissioner Duncan-Hall suggested that a scholarship for staff education be formed in Mary Gonzales-Limas' name.

ADJOURN

Commissioner Apostolou moved to adjourn the meeting. **2nd Vice-Chairperson Duncan-Hall** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

The meeting adjourned at 1:20 p.m.



Michael G. Gerber, Secretary



Carl S. Richie, Jr., Chairperson