

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
May 6, 2021
10:00 a.m.**

MINUTES

The Regular Meeting was conducted via Zoom on the above date.

<https://us02web.zoom.us/j/2496318264?pwd=TmVYWWEVRM3JRK1pPMHdhNmVDWtNvQT09>

I. CALL TO ORDER

Chair Robbye Meyer called the meeting to order at 11:49 a.m.

ROLL CALL / CONFIRMATION OF QUORUM

Roll Call of Commissioners: Chair Robbye Meyer; Vice Chair John Hernandez; Commissioner Ann Denton; Commissioner Eddie Karam; Commissioner Wilmer Roberts. CEO/Executive Director Patrick Howard certified the quorum.

Guest: Cliff Blount with Naman, Howell, Smith & Lee PLLC

Staff in Attendance: CEO/Executive Director Patrick Howard; Director of Real Estate Development Robert Onion; Asset Manager Keith Hoffpauir; Sr. Administrative Assistant Debbie Honeycutt; Director of Voucher Programs and Homeless Initiatives Christina Montes; Director of Finance Subra Narayanaier; Housing Managers Gabrielle Jones and Carlos Guzman, Beth Billman and Dan Ahiers AmeriCorps Volunteers.

II. CONSENT AGENDA

- A. Approval of the Minutes from the March 23, 2021 Special Meeting
- B. Approval of the Minutes from the March 25, 2021 Regular Meeting
- C. Approval of the Minutes from the April 8, 2021 Special Meeting
- D. Approval of the Minutes from the April 15, 2021 Special Meeting

Commissioner Ann Denton made a **motion** to approve Item II.A., II.B., II.C., and II.D. Vice Chair John Hernandez seconded the motion, which **passed** unanimously.

III. PUBLIC FORUM / CITIZEN COMMUNICATION.

There was no citizen communication.

IV. ACTION ITEM

A. Resolution No. HATC-2021-04	To <u>Approve</u> Execution of all documentation necessary to apply to the Federal Home Loan bank for financing to pay a portion of the cost of development and construction of Manor Town Apartments Phase Two and other matters in connection herewith
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Ms. Denton made a **motion** to approve Item IV.A. Resolution No. HATC-2021-04. Vice Chair Hernandez seconded the motion, which **passed** unanimously.

V. CEO / EXECUTIVE DIRECTOR's REPORT

A. Voucher Programs/ Homeless Initiatives - *Christina Montes*

Christina Montes provided an update to the Board about the various programs HCV, Homeless Initiatives, and Special Purpose Vouchers.

- As of March 31, 2021, the occupancy rate for the HCV Program was at 93.51%.
- 25 tenants have left the program since February due to ending their own participation or tenant not recertifying.
- Ramping up the leasing process specifically in the Special Purpose Vouchers Program with 26 participates that are looking, 14 offers were sent out on Monday.

B. Affordable Housing Programs - *Gabrielle Wright & Carlos Guzman*

Gabrielle Jones and Carlos Guzman provided the Board with a status update of the Affordable Housing Program.

- The vacancy rate for the properties is currently at 88.82%, with 14 market renters, 29 zero income renters.

C. Finance & Administration - *Subra Narayanaier*

Subra Narayanaier presented the Board with the March 2021 Monthly Finance Report.

- Staff will be sending out a budget packet next week.

D. Real Estate Development - *Robert Onion/ Keith Hoffpauir*

Keith Hoffpauir provided the Board with a status update on Eastern Oaks, Manor Town Phase II, SEA RAD Oaks and Travis County Facilities Corporation.

- Rehab of Eastern Oaks is 55% complete. Draw #4 was submitted on April 15, 2021.
- Manor Town Phase II final plans are complete.
- SEA RAD Oaks had a couple of tenant files that had some issues that have now been rectified.
- Travis County Facilities Corporation currently has one project under Construction. It is a multifamily community known as Tech Ridge Apartment Homes located at IH-35 & Tech Ridge Blvd., Austin, TX.

E. HATC Foundation – *Patrick Howard*

- The Transportation Empowerment Fund (TEF) awarded the HATC Foundation \$25,000 in grant funding to assist its families with transportation needs.
- Patrick Howard introduced Beth Billman and Dan Ahiers AmeriCorps Volunteers to the Board.

VI. BOARD COMMITTEE REPORTS

A. Real Estate Development Committee – The Real Estate Committee report was presented during the SHFC Board meeting.

B. Governance Committee – Did meet

C. HR Committee – Consultant recommendations were presented to HATC staff April 16, 2021. John Hernandez attended the meeting and Ann Denton attended via Zoom. There was an inquiry about the report being released and after seeking the advice of an Attorney the report could only be released by a Public Information Request.

VII. NEW / UNFINISHED BUSINESS

A. Discussion and consideration regarding Board of Commissioners issues and concerns.

There were none at that time.

VIII. EXECUTIVE SESSION

- The Board of Commissioners may consider any item posted on the Agenda in Executive Session if there are issues that require consideration, and the Board of Commissioners announce that the item will be considered during such time in accordance with one or more of the following:
 - Texas Government Code Annotated 551.071, Consulting with Attorney
 - Texas Government Code Annotated 551.072, Real Property
 - Texas Government Code Annotated 551.074, Personnel Matters
 - Texas Government Code Annotated 551.076, Security
 - Texas Government Code Annotated 551.087, Economic Development Negotiations

Ms. Denton made a **motion** to adjourn to Executive Session Texas Government Code 551.074, Personnel Matters. Vice Chair Hernandez seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 12:15 p.m.

The Board reconvened at 12:34 p.m.

Roll Call of Commissioners: Chair Robbye Meyer; Vice Chair John Hernandez Commissioner Ann Denton; Commissioner Eddie Karam; Commissioner Wilmer Roberts. CEO/Executive Director Patrick Howard certified the quorum.

IX. ADJOURNMENT

Mr. Karam made a **motion** to adjourn the Board meeting. Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 12:35 p.m.

Respectfully submitted and approved,



Patrick Howard, CEO/Executive Director