

**Minutes of the Regular Meeting
of the Board of Commissioners of the
Housing Authority of the City of New Braunfels, Texas
held on March 15, 2018**

On Thursday, March 15, 2018 the Board of Commissioners met in regular session at the regular meeting place at the time of 9:30 am in the administrative building located at Laurel Plaza Apartments, 300 Laurel Lane in New Braunfels. Secretary Mardock called the meeting to order and upon roll call the following members were in attendance: Commissioners Samples, Commissioner Jewell and Commissioner Major. Absent were Commissioners Pfueffer and Willis. Also in attendance was Nadine N. Mardock, executive director and secretary to the Board. There being a quorum in attendance the following business could be transacted.

The minutes from the last meeting were reviewed and motion was made to approve the minutes by Commissioner Samples and seconded by Commissioner Major. All members voted in favor upon roll call.

Next was the election of officers for the 2018 calendar year. Mrs. Mardock briefed the Board of Commissioners in regards to the fact that the two officers would be responsible for signing on the bank accounts and other necessary documents for the New Braunfels Housing Authority and that typically NBHA prints checks twice a month in the administration building. All accounts require two signatures.

After discussion the floor was opened for nominations for chairperson and vice-chairperson. Motion was made by Commissioner Major that Jeff Jewell be chairperson and Sharon Samples be vice-chairperson. This motion was seconded by Commissioner Samples. There were no other nominations and no further discussion. The floor was closed to nominations and upon roll call all members voted in favor.

The next item was the review and approval of Resolution Number 419: Resolution Approving the Revised Utility Allowance Charts for 2019.

**RESOLUTION NUMBER 419
RESOLUTION APPROVING 2017 UTILITY ALLOWANCE CHARTS**

WHEREAS, HUD requires that Public Housing Authorities (PHA) credit program participants a reasonable energy conservative amount for monthly utility expenses which is then deducted from the amount paid by the participant towards monthly contract rent, and

WHEREAS, annually the PHA is required to review the local costs of utilities for the programs it operates to ensure that they accurately reflect the market costs of utilities in the PHA jurisdiction,

BE IT THEREFORE RESOLVED by the Board of Commissioners of the Housing Authority of the City of New Braunfels that the attached charts be adopted and put into effect for the PHA programs.

Mrs. Mardock briefed the Board of Commissioners on the function of the utility allowance charts and the fact that the Board of Commissioners must review these charts annually to determine if the charts require updating. She stated that the charts are prepared in-house by Annette Luedke and must only be revised if costs have increased over 10% since the previous review. She stated the current figures had not changed in the past twelve months and were adjusted in 2017 to the latest rates. Commissioner Jewell and Commissioner Samples talked about the accuracy and Commissioner Samples stated that the charts were accurate based on her experience with them as a resident at Laurel Plaza.

After review and discussion motion was made to approve the charts as submitted with no changes by Commissioner Jewell and seconded by Commissioner Samples. Upon roll call all members voted in favor.

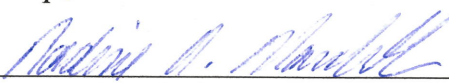
The next item on the agenda was the report by the executive director on the programs showing the voucher participants and expenditures for this fiscal year, low-rent, which is Laurel Plaza and Villa Serena, rent collections for the same time period and the capital improvements to date. These items were discussed as well as the various programs and how they function and their current status. Chairperson Jewell and Commissioner Major talked about development, tax credits and other ideas and it was agreed that Mrs. Mardock would budget a Request for Proposals (RFP) for the next fiscal year beginning October 01, 2018 to obtain information about what options the Board of Commissioners have available to develop additional housing units in New Braunfels.

Also discussed was the plan Mrs. Mardock proposed for the next year whereby she would retire on June 01, 2019 stating that she would like to take the Board of Commissioners through one year of meetings to familiarize them with the annual routine matters which require board attention starting with this meeting and then the June meeting for the capital program resolution and smoking ban resolution, September will be year end write offs and a new budget for the October 1st fiscal year, January is election of officers and Payment Standard review. Possibly advertising with the Texas Housing Association (THA) in March to facilitate the recruitment of a new executive director from another PHA with development experience. She stated that the PHA is due for a Real Estate Assessment Center (REAC) inspection next year and how important it was to pass this inspection. These matters were discussed all present seemed to concur with this plan.

There was no citizen's input and motion was then made by Commissioner Samples to adjourn the meeting and seconded by Chairperson Jewell. Upon roll call all voted in favor.



Chairperson Jewell



Secretary Mardock

June 21, 2018

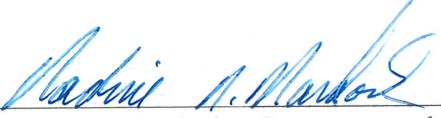
Minutes of March 15, 2018
Housing Authority of the City of New Braunfels, Texas
Board of Commissioners Meeting

ADDENDUM

Commissioner Jeff Jewell was elected Chairperson of the Board of Commissioners of the New Braunfels Housing Authority and Resident Commissioner Sharon Samples was elected Vice-Chairperson of the New Braunfels Housing Authority both of whom will now sign for the agency as so required on official documents and on the bank accounts and Certificates of Deposit for the New Braunfels Housing Authority as required by NBHA policies. Those bank accounts being: Account Numbers 36008575 for the Section 8 Account and 33006393 general account for the Housing Authority. The bank for the Housing Authority is at First Commercial Bank.

Previous Chairperson Lucille Garcia and Vice-Chairperson Kay Scott will no longer sign on these accounts upon activation of the new Chairperson Jewell and Vice-Chairperson Samples.

I herein witness and attest that this Addendum is true and correct.



Nadine N. Mardock - Secretary to the Board of Commissioners

March 26, 2018

Utility Allowance Charts

February 28, 2018

Utility allowance charts for the New Braunfels Housing Authority are reviewed and revised, as required, according to HUD 24 CFR 982.517.

Utility Rates were collected from the following utility companies:

NBU

Electric

Water

Sewer

CENTERPOINT

Gas

GUADALUPE GAS CO.

Bottled Gas

After reviewing the rates, it was found that the utility allowance charts do not require a revision for 2018 as the difference was less than 10%, as stated in 24 CFR 982.517.

(c) Revisions of utility allowance schedule. (1) A PHA must review its schedule of utility allowances each year, and must revise its allowance for a utility category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. The PHA must maintain information supporting its annual review of utility allowances and any revisions made in its utility allowance schedule.

The utility allowance charts were adjusted in 2017 and were approved by the HUD San Antonio Field Office during a remote review of the Section Eight Management Assessment Program (SEMAP) Certification conducted in October 2017.

Annette Luedke
Compliance Officer
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Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

See Public Reporting Statement and Instructions on back

| Locality | | Unit Type | | | | | Date (mm/dd/yyyy) |
|---|-------------------|---------------------------|------|------|------|------|-------------------|
| Housing Authority of the City of New Braunfels, Texas | | Low Rent | | | | | 03/15/2018 |
| Utility or Service | | Monthly Dollar Allowances | | | | | |
| | | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR |
| Heating | a. Natural Gas | | | 31 | 34 | 36 | |
| | b. Bottle Gas | | | | | | |
| | c. Oil / Electric | 11 | 12 | | | | |
| | d. Coal / Other | | | | | | |
| Cooking | a. Natural Gas | | | 8 | 10 | 12 | |
| | b. Bottle Gas | | | | | | |
| | c. Oil / Electric | 8 | 9 | | | | |
| | d. Coal / Other | | | | | | |
| Other Electric | | | 13 | 17 | 22 | 26 | 29 |
| Air Conditioning | | | 17 | 19 | 25 | 32 | 39 |
| Water Heating | a. Natural Gas | | | 15 | 18 | 20 | |
| | b. Bottle Gas | | | | | | |
| | c. Oil / Electric | | | | | | |
| | d. Coal / Other | | | | | | |
| Water | | | 21 | 24 | 25 | | |
| Sewer | | | 32 | 38 | 40 | | |
| Trash Collection | | | 13 | 13 | 13 | | |
| Range/Microwave | | | | | | | |
| Refrigerator | | | | | | | |
| Other – specify | | 49 | 57 | 167 | 195 | 214 | |

Actual Family Allowances To be used by the family to compute allowance.

Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

| Utility or Service | per month cost |
|--------------------|----------------|
| Heating | \$ |
| Cooking | |
| Other Electric | |
| Air Conditioning | |
| Water Heating | |
| Water | |
| Sewer | |
| Trash Collection | |
| Range/Microwave | |
| Refrigerator | |
| Other | |
| Total | \$ |

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

See Public Reporting Statement and Instructions on back

| Locality | | Unit Type | | | | | Date (mm/dd/yyyy) |
|---|-------------------|---------------------------|------|------|------|------|-------------------|
| Housing Authority of the City of New Braunfels, Texas | | Voucher | | | | | 03/15/2018 |
| Utility or Service | | Monthly Dollar Allowances | | | | | |
| | | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR |
| Heating | a. Natural Gas | 25 | 27 | 31 | 34 | 36 | 40 |
| | b. Bottle Gas | 54 | 65 | 81 | 95 | 108 | 124 |
| | c. Oil / Electric | 11 | 12 | 15 | 17 | 20 | 22 |
| | d. Coal / Other | | | | | | |
| Cooking | a. Natural Gas | 5 | 7 | 8 | 10 | 12 | 14 |
| | b. Bottle Gas | 14 | 18 | 22 | 27 | 32 | 38 |
| | c. Oil / Electric | 8 | 9 | 10 | 13 | 15 | 18 |
| | d. Coal / Other | | | | | | |
| Other Electric | | 13 | 17 | 22 | 26 | 29 | 32 |
| Air Conditioning | | 17 | 19 | 25 | 32 | 39 | 49 |
| Water Heating | a. Natural Gas | 10 | 13 | 15 | 18 | 20 | 24 |
| | b. Bottle Gas | 27 | 35 | 41 | 49 | 54 | 65 |
| | c. Oil / Electric | 17 | 21 | 25 | 30 | 35 | 39 |
| | d. Coal / Other | | | | | | |
| Water | | 17 | 19 | 21 | 24 | 25 | 26 |
| Sewer | | 26 | 28 | 32 | 38 | 40 | 42 |
| Trash Collection | | 13 | 13 | 13 | 13 | 13 | 13 |
| Range/Microwave | | 3 | 3 | 3 | 3 | 3 | 3 |
| Refrigerator | | 4 | 4 | 4 | 4 | 4 | 4 |
| Other – specify | | 23 | 24 | 27 | 31 | 33 | 34 |

| Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented. | | Utility or Service | per month cost |
|---|--|--------------------|----------------|
| Name of Family Address of Unit Number of Bedrooms | | Heating | \$ |
| | | Cooking | |
| | | Other Electric | |
| | | Air Conditioning | |
| | | Water Heating | |
| | | Water | |
| | | Sewer | |
| | | Trash Collection | |
| | | Range/Microwave | |
| | | Refrigerator | |
| | | Other | |
| | | Total | \$ |

VOUCHER AND PUBLIC HOUSING RENT STATISTICS 2017

| PROGRAM: | AVERAGE TENANT PAYMENT |
|--------------------------------------|--------------------------------|
| Laurel Plaza (Elderly/Disabled) | \$255 (\$60 more than Voucher) |
| Voucher Program (Zero and One BDRM) | \$195 |
| | |
| Villa Serena (Families) | \$320 (\$48 more than Voucher) |
| Voucher Program (Two and Three BDRM) | \$272 |

| 2017 Fair Market Rents: | 2018 Fair Market Rents: | | |
|----------------------------------|--------------------------------|--------|-----|
| Voucher Program Uses 100% of FMR | 100% | 90% | |
| 0 BDRM = \$623 | 0 BDRM = \$649 | \$584 | -39 |
| 1 BDRM = \$768 | 1 BDRM = \$801 | \$721 | -47 |
| 2 BDRM = \$964 | 2 BDRM = \$1,001 | \$901 | -63 |
| 3 BDRM = \$1,273 | 3 BDRM = \$1,321 | \$1189 | -84 |

| | | |
|--------------------------------|----------|------------------|
| Zero BDRM Reduction for 2018 | = | \$4,680 |
| One BDRM Reduction for 2018 | = | \$104,340 |
| Two BDRM Reduction for 2018 | = | \$45,360 |
| Three BDRM Reduction for 2018 | = | \$8,064 |
| Total Reduction in 2018 | = | \$162,444 |

This reduction could assist 21 more households. It would restore the program's numbers and administrative fees. All other tools with which to control these number have been put into place and applied over the past two years. We have reduced the allowed bedroom sizes to the minimum size and applied pro-active interview techniques to reported household incomes.