

**Minutes of the Regular Meeting  
of the Board of Commissioners of the  
Housing Authority of the City of New Braunfels, Texas  
held on September 19, 2018**

On Wednesday, September 19, 2018, the Board of Commissioners met in regular session at the regular meeting place at the time of 5:30 pm in the Administrative Building located at Laurel Plaza Apartments, 300 Laurel Lane in New Braunfels. Chairperson Jewell called the meeting to order and upon roll call the following members were in attendance: Chairperson Jewell, Vice-Chairperson Samples, Commissioners Pfeuffer, Willis and Major. 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 meetings were reviewed and motion was made to correct the spelling of Commissioner Pfueffer's name in the June minutes and to approve the minutes by Vice-Chairperson Samples and seconded by Commissioner Pfeuffer. All members voted in favor upon roll call.

The next item was the Resolution Number 422 to write off the collection rental losses for this fiscal year as attached. After review and discussion motion was made to approve the collection losses report by Commissioner Willis and seconded by Commissioner Pfeuffer. All members voted in favor upon roll call.

**Resolution Number 422  
Resolution to Write-Off Collection Losses  
for the Fiscal Year Ending September 30, 2018**

**See attached Collection Losses Report for a total of \$6,142.00 in losses itemized.**

**WHEREAS, the Board of Commissioners is required to write-off any un-collected rent charges to residents in the Low-Rent Public Housing Program, Laurel Plaza and Villa Serena,**

**BE IT THEREFORE RESOLVED for the FYE 09/30/2018 that the attached list of losses totaling \$6,142 shall be written off.**

The next item on the agenda was the Resolution 423 to approve the submission of the annual SEMAP data to HUD after September 30, 2018 for the year ending on that date. This is an annual submission which results in the grade for the Section 8 Voucher Program. Motion was made by Commissioner Pfeuffer and seconded by Commissioner Willis and upon roll call all members voted in favor.

**Resolution Number 423**  
**Resolution Authorizing the Submission of the Annual**  
**SEMAP**  
**Section Eight Management Assessment Program**  
**Report for the Fiscal Year Ending**  
**September 30, 2018**

**WHEREAS, the Board of Commissioners is required to approve the annual SEMAP report for submission to HUD at the end of each fiscal year and to authorize the submission of said report,**

**BE IT THEREFORE RESOLVED that the Board of Commissioners of the Housing Authority of the City of New Braunfels, Texas does herein approved the FYE 09/30/2018 SEMAP submission to HUD and authorizes Nadine N. Mardock, Executive Director, to sign and submit these documents to HUD for review and approval by HUD and to sign any necessary paperwork associated with this submission on behalf of the agency.**

The next item on the agenda was the review and approval of the Resolution 424 approving the 2019 Low-Rent Budget Performance Funding System Calculation and Submission. This is the certification claiming the operating subsidy for 2019 after it has been reviewed and certified to be correct. Motion was made by Commissioner Pfeuffer to approved this submission and seconded by Vice-Chairperson Samples. Upon roll call all members were in favor.

**RESOLUTION NUMBER 424**  
**RESOLUTION APPROVING THE 2019 LOW-RENT BUDGET**  
**PERFORMANCE FUNDING SYSTEM CALCULATION AND SUBMISSION**

Resolution Approving the Low-Rent Budget for the Fiscal Years Ending September 20, 2019 and Authorizing the Submission of the Annual Performance Funding System (PFS) Computation and Authorizing Nadine N. Mardock, Executive Director, to submit and sign for the Board of Commissioners.

WHEREAS, annually the New Braunfels Housing Authority is eligible for operating subsidy for Laurel Plaza and Villa Serena Apartments as determined by the Department of Housing and Urban Development (HUD), and

WHEREAS, in accordance with the PFS regulations the Executive Director, Nadine N. Mardock, submits a new Low-Rent budget to the Board of Commissioners for review and approval estimating expenses and revenue for the upcoming year,

WHEREAS, subsequently, the Board of Commissioners of the New Braunfels Housing Authority is required to also submit the computation for the Performance Funding System (PFS)

to the Department of Housing and Urban Development (HUD) reflecting certain data which is required by HUD,

BE IT THEREFORE RESOLVED with this resolution that the Board of Commissioners approved the Low-Rent budget for the FYE 09/30/2019 on June 21, 2018 and herein authorizes Nadine N. Mardock to sign this document and submit it and the computation for the PFS subsidy calculation for the calendar year of 2019.

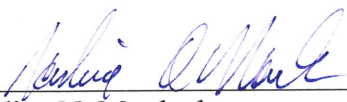
The Executive Director's report was next. She had attached the financials for Voucher and Low Rent for the most recent completed month. The 2017 audit was also handed out to the members. It had no findings. The Voucher Program funding and current situation was discussed and the director stated that she had applied for Set-Aside funding as she had been instructed to do by HUD. She also handed-out the new 2019 Fair Market Rents. These were discussed as well as the increasing contract rents in the New Braunfels and the effect of this on the Voucher funding which is not connected to the Fair Market Rent but to the amount spent which is controlled by HUD. A proposal to install a new emergency alarm system at Laurel Plaza was discussed and more information will be gathered in regards to other solutions and to make repairs to the existing system. These must be working for the REAC inspection in 2019.

Citizen's Input:

Chairperson Jewell discussed the meeting with developers David Richardson and Mike Tolley and the subsequent opinion memo from Caroline Hulett, attorney for NBHA, regarding NBHA working outside the city limits and forming a Public Finance Corporation. (PFC). Chairperson Jewell also read and passed around a letter to him from Kay Scott, the President of New Braunfels Community Resources, Inc. (NBCR) in regards to a meeting he had with Mrs. Scott and Nadine Mardock in August. Also discussed was advertising for a new executive director and various ways to recruit and the composition of the job description all of which Mrs. Mardock stated she would work on for the board.

There being no further business to come before the Board of Commissioners the meeting was adjourned.

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Chairperson Jewell

  
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Nadine N. Mardock

## Rent Losses FYE 9/30/18 - Low Rent

Rent Owed	Move Out Date	Unit No	Last Name
\$869.00	1/28/2018	416	Adams
\$506.00	4/4/2018	102	Green
\$123.00	12/7/2017	417	Glasco
\$91.00	7/3/2018	306	Velez
\$78.00	5/31/2018	409	Pratt-Scott
\$36.00	4/10/2018	109	Lussier
<b>\$1,703.00</b>	<b>Totals - Laurel Plaza Only</b>		

Rent Owed	Move Out Date	Unit No	Last Name
\$1,980.00	5/31/2018	111M	Krusen
\$1,374.00	5/2/2018	110M	Merino
\$450.00	3/7/2018	105M	Ranft
\$334.00	11/9/2017	123M	Saldana
\$245.00	4/19/2018	115M	Wrather
\$31.00	5/31/2018	111R	Herbert
\$25.00	10/25/2017	107W	Krell
<b>\$4,439.00</b>	<b>Totals - Villa Serena Only</b>		

Rent Owed	Move Out Date	Project Name
\$1,703.00	10/1-9/30	Laurel Plaza
\$4,439.00	10/1-9/30	Villa Serena
<b>\$6,142.00</b>	<b>Total Low rent</b>	