

REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF SAVANNAH
February 11, 2025

The Board of Commissioners of the Housing Authority of Savannah met in regular session at the office of the Housing Authority of Savannah, 1407 Wheaton Street – Building A Board Room beginning at 12:15 p.m. on Tuesday, January 14, 2025. Chairwoman Dr. M. Ann Levett called the meeting to order and upon roll call those present and absent were as follows:

Present: Dr. M. Ann Levett, Chairwoman
 Edward Gresham, Vice Chairman
 Darrel Daise
 Michael Holland
 Happi Peavey-Guzman

Absent: Sophia Perry

Also present were Executive Director Evette Hester, Director of Finance Robert Faircloth, Interim Director of Assisted Housing Programs Sandy Glicker, Director of Human Resources Shannell Hardwick, Director of Real Estate Development Rafaella Nutini, Management Analyst Tammy Brawner, ROSS Service Coordinator Brenda Pollen, and Resident Advisor Deborah Bulloch. Attorney Dana Braun of Ellis, Painter, Ratterree, & Adams LLP, and Attorney Bill Broker of Georgia Legal Services were also in attendance.

The Chairwoman opened the meeting with a moment of silence.

APPROVAL OF CONSENT AGENDA

The Consent Agenda included the minutes of the January 14, 2025 regular meeting; Resident Services Report; Property Management Report; Assisted Housing Programs Report; Real Estate Development Report; and Financial Report. Commissioner Holland made a motion to approve the consent agenda. Commissioner Daise seconded the motion and it passed unanimously.

AMENDMENT OF ARCHITECTURAL AND ENGINEERING CONTRACT

On October 11, 2022, the Board of Commissioners awarded contracts with the Architecture & Engineering (A&E) firms Raymond Engineering and Lott Naugle. In an indefinite-delivery contract structure, A&E services were expected to be provided on an as-needed basis, for at least one year, with an option of four additional annual renewals, for a total maximum contractual term of five years. Director of Real Estate Development Rafaella Nutini notified the Commissioners that the engagement with both companies has been extensive, with their participation in design, preparation of construction documents, and administration of modernization projects at HAS-managed sites.

Acknowledging upcoming projects and the necessary engagement with specialized A&E firms, staff is requesting an amendment to the contracts with the Architecture & Engineering firms with the purpose of authorizing disbursements to each not-to-exceed \$500,000. After some discussion, Commissioner Peavey-Guzman made a motion, seconded by Commissioner Daise, to adopt Board Resolution No. 02-25-01 authorizing the contract amendments. The motion carried unanimously, and the resolution immediately follows these minutes.

ADOPTION OF REVISED PROCUREMENT POLICY

Director of Finance Robert Faircloth stated the need to include policy language specifically for dispositions of real property in the Housing Authority's Procurement Policy. Mr. Faircloth indicated that the current policy has been updated to include a new **Section 21: DISPOSITION OF SURPLUS PROPERTY—REAL PROPERTY**.

Commissioner Gresham made a motion, seconded by Commissioner Holland, to adopt Board Resolution No. 02-25-02, approving the revision to the current Procurement Policy. The motion passed unanimously, and the resolution follows these minutes.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Evette Hester provided a report to the Commissioners. Report highlights included:


- Scott Turner confirmed as the new Secretary for the U.S. Department of Housing and Urban Development and that various industry groups are meeting with him
- Briefing of personnel matters and some formatting changes to the Board material

- National Association of Housing and Redevelopment Officials Washington Conference in March
- Community and State Historic Preservation Office updates on Yamacraw Village
- HAS is researching application of a Choice Neighborhoods grant
- Upcoming revisions expected for the Public Housing Admissions and Continued Occupancy Policy and the Housing Choice Voucher Administrative Plan

EXECUTIVE SESSION

At 12:55 p.m., Commissioner Daise made a motion, seconded by Commissioner Gresham, to enter Executive Session to discuss litigation. The affidavit of Chairwoman Dr. M. Ann Levett, the presiding officer, is attached to these minutes and made a part hereof. At 1:19 p.m., the Board of Commissioners returned to open session.

There being no further business, the Chairwoman adjourned the meeting at 1:19 p.m.



Secretary

ATTEST:



Chairwoman

Approval Date: March 18, 2025

RESOLUTION NO. 02-25-01

**RESOLUTION OF THE HOUSING AUTHORITY OF SAVANNAH BOARD OF COMMISSIONERS
AMENDING ARCHITECTURAL & ENGINEERING CONTRACT**

WHEREAS, on October 11, 2022, the Board of Commissioners of the Housing Authority of Savannah ("Agency") authorized the Agency to enter contracts with two Architecture and Engineering firms;

WHEREAS, on October 24, 2022, the Agency entered contracts with Raymond Engineering – Georgia, Inc., and Lott Naugle Architects, Inc., with the purpose of obtaining architecture and engineering services on an as needed basis;

WHEREAS, values were not included in the contracts executed in 2022;

WHEREAS, a maximum of four annual renewals are permitted under the contracts, and the Agency has exercised its renewal option in the second and third years, and plans to extend the contracts for two more years;

WHEREAS, the values of the contracts are therefore anticipated to be not less than \$250,000 and not more than \$500,000 each;


NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Commissioners of the Housing Authority of Savannah as follows:

The Board of Commissioners does hereby (i) approve and ratify the combined contractual value for Architecture and Engineering services not to exceed \$1,000,000 and (ii) authorize and direct the Secretary of the Board/Executive Director of HAS to execute and deliver any other consents, documents and instruments as necessary or desirable in order to amend the existing contracts.

This resolution shall be in full force and effect from and upon its adoption.

ADOPTED by the Board of Commissioners this 11th day of February, 2025.

HOUSING AUTHORITY OF SAVANNAH

By: 
Dr. M. Ann Levett, Chairwoman

ATTEST:


Evette Hester, Secretary

RESOLUTION NO. 02-25-02

**RESOLUTION OF THE HOUSING AUTHORITY OF SAVANNAH BOARD OF COMMISSIONERS
ADOPTING PROCUREMENT POLICY**

WHEREAS, the Housing Authority of Savannah (HAS) Board of Commissioners adopted the HAS Procurement Policy on November 12, 2019, with a revision adopted on November 14, 2023; and

WHEREAS, HAS seeks the inclusion of new policy language specifically for dispositions of real property, under a new Section 21: DISPOSITION OF SURPLUS PROPERTY-REAL PROPERTY; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Savannah hereby adopts the *Procurement Policy* which follows as an Exhibit to this resolution;

This resolution shall be in full force and effect from and upon its adoption.

ADOPTED by the Board of Commissioners this 11th day of February, 2025.

HOUSING AUTHORITY OF SAVANNAH

By: 
Dr. M. Ann Levett, Chairwoman

ATTEST:


Evette Hester, Secretary

STATE OF GEORGIA)
COUNTY OF CHATHAM)

AFFIDAVIT

PERSONALLY appeared before the undersigned attesting officer, duly authorized to administer oaths, Dr. M. Ann Levett, who after being duly sworn, deposes, and on oath states the following:

(1) I was the presiding officer of a duly noticed meeting of the Housing Authority of Savannah held on February 11, 2025.

(2) That it is my understanding that O.C.G.A. §50-14-4(b) provides as follows:


When any meeting of an agency is closed to the public pursuant to subsection (a) of this Code section, the chairperson or other person presiding over such meeting shall execute and file with the official minutes of the meeting a notarized affidavit stating under oath that the subject matter of the meeting or the closed portion thereof was devoted to matters within the exceptions provided by law and identifying the specific relevant exception.

(3) A portion of the meeting held on February 11, 2025 was closed in order to consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or any officer or employee or in which the agency or any officer or employee may be directly involved; provided, however, the meeting may not be closed for advice or consultation on whether to close a meeting; and, as authorized pursuant to O.C.G.A. §50-14-2(1).

(4) No unrelated matters were mentioned or attempted to be offered for discussion during the closed portion of the meeting.

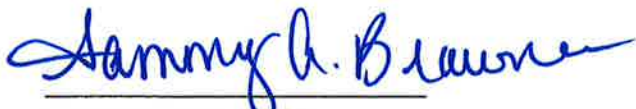
(5) This affidavit is being executed for the purpose of complying with the mandate of
O.C.G.A. §50-14-4(b) that such an affidavit be executed.

This 18th day of March, 2025



Dr. M. Ann Levett, Chairwoman
Housing Authority of Savannah

Sworn to and subscribed before me
This 18th day of March, 2025.



Tammy A. Brawner
Notary Public

Tammy A. Brawner NOTARY PUBLIC Chatham County State of Georgia My Comm. Expires March 3, 2028
