

# HOUSING AUTHORITY OF THE CITY OF LAREDO

Regular Board of Commissioners Meeting  
2000 San Francisco Avenue  
Administration Building Conference Room 1<sup>st</sup> Floor  
Laredo, Texas 78040

Friday, December 11, 2015 @ 11:15 A. M.

**A-15-R-5**

**MINUTES**

**December 11, 2015**

1. **CALL TO ORDER** Chairman Bruni called the meeting to order at 11:15 a. m.
2. **ROLL CALL AND DECLARATION OF QUORUM** Roll call and declaration of quorum by Laura Llanes, Secretary.

**Commissioners Present**

Raymond A. Bruni, Chairman  
Robert Simpson-Vice-President  
Joe Aranda-Commissioner  
Martha Castro-Commissioner

**Commissioners Absent**

John R. Solis-Commissioner

**Staff Present**

Laura Llanes, Executive Director  
Luis Calderon-Interim Assistant Director  
Bulmaro Cruz-Public Housing Director  
John Gloria, Purchase Agent  
Elizabeth Martinez-Section 8 Administrator  
Melissa Ortiz-Director of Finance  
Jose Collazo-Resident Initiative Coordinator  
Christy Ramos-Administration Secretary  
Mary De La Rosa-Administrative Assistant

**3. CITIZENS COMMENTS**

This is the opportunity for visitors and guest to address the Board of Commissioners on any issue. The Board may not discuss any presented issue, nor may any action be taken on any issues at this time. (Texas Attorney General Opinion-JC-0169)

4. **Consent Agenda: (All times in the Consent Agenda may be approved with a single motion. A Commissioner may request any item to be withdrawn from the Consent Agenda to be considered individually).**
  - A. Approval of minutes for meeting on 10/28/2015.
  - B. Approval to write-off non-collectable accounts in the amount of \$17,692.85 for vacated units from April 1, 2015 thru September 30, 2015.
  - C. Adopt the new Utility Allowance Schedules for the Housing Authority Section 8 Housing Choice Voucher Program effective March 1, 2016 and adopt Resolution No. 15-R-15.
  - D. Approval of the 2016 Section 8 Housing Choice Voucher Program Payment Standards using the Small Area FMR's, and adopt Resolution No. 15-R-16.
  - E. Approval amending the Public Housing Lease (Community Service Requirement) effective and implemented December 1, 2015 and adopt Resolution No. 15-R-17.

- F. Approval to adopt the 2015-2019 PHA 5-Year Plan to become effective April 1, 2016 and adopt Resolution No. 15-R-18.
- G. Approval of the Housing Authority of the City of Laredo's Operating budget amendment #1 for FY 2015-2016 and adopt Resolution No. 15-R-19.
- H. Approval to discontinue 24 CFR 85.36, Procurement and to approve implementation of 2 CFR 200.317-300.326, Procurement Standards and adopt Resolution No. 15-R-20.
- I. Approval to authorize issuance of a Request for Proposals for Project Based Vouchers for an existing property for seniors and new construction development for families and another for seniors.

Commissioner Aranda inquired in the consent agenda item 4G, what the amendment was for.

Melissa Ortiz, Director of Finance stated a position had been added for the Economic Self-Sufficiency Coordinator which had been eliminated in error for years. Also some budget adjustments for the developments. The majority of the monies that were moved were from AMP's 1, 2, 3 and 5 to the Senior Home for improvements, one being electrical upgrading. The senior home doesn't have enough income to make some of the repairs.

Commissioner Aranda made a motion to approve the agenda items A-I as presided.  
Vice-Chairman Simpson seconded the motion.  
Motion approved.

Commissioner Simpson made a motion to move up action item 5D.  
Commissioner Castro seconded the motion.  
Motion approved.

## 5. ACTION ITEM

### A. Discussion and possible action to approve the roofing contract for Asherton Housing Project.

John Gloria, Purchase Agent informed an advertisement had been placed to have the roofing at the Asherton, Texas Housing Project. There were five bids submitted. The one with the lowest bid was V. L. Garza with the amount of \$97,404.75. This included the labor and materials as per specifications.

Commissioner Aranda made a motion to approve the agenda item.  
Vice-President Simpson seconded the motion.  
Motion was approved.

### B. Discussion and possible action to approve the HVAC (Heating, Ventilation, Air Conditioning) Project for AMP 5 Meadow Acres and South Laredo and AMP 4 Meadow Elderly.

John Gloria, Purchase Agent informed the Capital Fund Program has funds to install HVAC for AMP 5 (Meadow and South Laredo) and AMP 4 (Meadow Elderly). The agency posted a Public Notice requesting proposals for the HVAC developments. There were (5) contractors who picked up the bid packets. The total proposed price for the project would be \$663,491.56. ALCE submitted an incomplete; missing duck work prices. John Gloria recommended Mora Air Conditioning for submitting the lowest bid at \$66,491.56.

Commissioner Aranda made a motion to approve the agenda item.  
Chairman Bruni seconded the motion.  
Motion was approved.

### C. Discussion and possible action to amend the Section 8 Administrative Plan to revise Section III (B) Local Preferences and adopt Resolution No. 15-R-21.

Laura Llanes reported the Hamilton Hotel would soon be displacing some of the seniors at the Hamilton Hotel. If the PBV is chosen it would easily increase the rents and increase the amount of the vouchers. Laura Llanes informed she would favor utilizing the regular voucher giving priority to the displacements, then that voucher

would be theirs and if the rents were increased too much they can take the voucher with them. With the Project Based Voucher if the rents increase too high they have to fend for themselves and figure it out.

Commissioner Aranda asked how many vouchers does the agency assist the senior at Hamilton Hotel.

Laura Llanes replied there are (29) vouchers and (100) received subsidy rental assistance from the city with the HOME Program. This program will be losing approximately 83% of their funding. She mentioned there is an item to be passed for an RFP for seniors and those will be Public Based Vouchers.

Commissioner Aranda asked if the item was for Rio Grande Plaza or for Hamilton Hotel.

Laura Llanes replied there are two different things but may be changed. She stated this was officially brought by Councilmen Roque Vela. She stated there were going to be (50) veterans that were going to be displaced but currently there fewer than (20) residing there.

Commissioner Aranda made a motion to approve as presented and amend to include the Hamilton Hotel individuals to be affected so the housing authority and to be at the discretion of the Section 8 Administrative Coordinator.

Vice-Chairman Simpson seconded the motion.

Motion was approved.

**D. Discussion and possible action to approve the donation of a portable classroom building owned by the Laredo Housing Authority to (Volunteers Serving the Need), a local non-profit corporation that serves the needs of veterans.**

Ms. Gigi Ramos, founder of the veteran's project informed they serve 550 veterans who served the war during the Korea, Vietnam and Cambodia wars. They serve non-food items with-out any assistance from federal, state, city, County or United Way funding. She mentioned they have received permission from the city, Tex-Mex and have the contract to move the building. She stated this building would be utilized to serve the veterans and their surviving spouses so that they will not be exposed to the elements. The veterans arrive at 6:30 in the morning to receive their fruits and vegetables and have to stand or sit outside waiting for their supplies. On those days approximately 160 clients are served. This building would serve to have them not wait outside during the cold or hot days. They would really appreciate obtaining this building help our local veterans. All the non-food items would also be stored in the building.

Commissioner Aranda made a motion to approve the agenda item.

Vice-Chairman Simpson seconded the motion.

Motion approved.

Ms. Gigi Ramos and our local veterans thanked the board for their donation.

**6. EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE**

- A.** Discussion of real estate acquisition and disposition for affordable housing all current and prospective assets may be discussed. As authorized by the Texas Government Code Sections 551.072 (deliberations about real property).
- B.** The Board of Commissioners of the Housing Authority of the City of Laredo reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code Sections 551.071 (consultation with attorneys), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations,) 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.086 (economic development).

1. Evaluation and Amendment to Executive Director's contract.

**Commissioner Simpson made a motion to enter into Executive Session.  
Commissioner Aranda seconded the motion.  
Motion was approved.  
Executive Session commenced at 11:34 a.m.**

**The board reconvened from Executive Session at 11:52 a.m.**

**Chairman Bruni replied there was no action taken.**

**Vice-President Simpson made a motion to approve the addendum to the Executive Director's employment contract as agreed in the Executive Session and any budget amendments needed to abide by said addendum.  
Commissioner Aranda seconded the motion.  
Motion was approved.**

## **7. ITEMS OF COMMUNITY INTEREST**

(Note: These items may include expressions of thanks, congratulations, or condolence; information regarding holiday schedules; honorary recognitions of city officials, employees, or other citizens; reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by a city official or city employee; and announcements involving imminent threats to the public health and safety of the city. No specific items will be listed under this section, and no discussion or action will take place.) **We cordially invited the Board of Commissioners to the Laredo Housing Authority Luncheon which will take place on Friday, December 18, 2015 at the Ramada Inn.**

8. **ADJOURNMENT** Commissioner Aranda made a motion to adjourn.  
Vice-Chairman Simpson seconded the motion.  
Motion was approved.  
Meeting adjourned at 11:53 a. m.

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**RAYMOND A. BRUNI  
BOARD CHAIRMAN**

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**LAURA LLANES  
EXECUTIVE DIRECTOR/SECRETARY**