

HOUSING AUTHORITY OF THE CITY OF LAREDO

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

Wednesday, March 11, 2015 @ 12:00 Noon

A-15-R-2

MINUTES

March 11, 2015

1. **CALL TO ORDER:** Raymond A. Bruni, Board Chairman called the meeting to order at 12:00 Noon.
2. **ROLL CALL AND DECLARATION OF QUORUM:** Roll call and declaration of quorum by Mrs. Llanes, Executive Director/Secretary.

Commissioners Present

Raymond A. Bruni, Board Chairman
Hector J. Noyola, Vice-Chairman

Martha Castro, Commissioner
Robert Simpson, Commissioner

Commissioners Absent

Joe Aranda, Commissioners

Staff Present

Mrs. Llanes, Executive Director, Secretary
Luis Calderon, Interim Director Assistant
Jose Collazo, Resident Services Coordinator
Bulmaro Cruz, Housing Director
Mary De La Rosa, Executive Secretary
Melissa Ortiz, Director of Finance
Alfonso Treviño, Capital Modernization Coordinator

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). No citizen's comments at this time.

4. **CONSENT AGENDA:** (All items 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 A Commissioner may request any item to be withdrawn from the Consent Agenda to be considered individually).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. Approve minutes for Board of Commissioners meeting on January 8, 2015.
- B. Approve to write-off-of un-collected accounts in the amount of \$8,216.28 for vacated units from October 31, 2014 thru March 31, 2015.
- C. Approve the Capital Fund Program Amendment to the Consolidated Annual Contributions Contract for Fiscal Year 2015 and adopt Resolution No. 15-R-2.
- D. Adopt the updated Utility Allowance Schedules for the Section 8 Housing Choice Voucher Program effective March 1, 2015 and adopt Resolution No. 15-R-3.
- E. Adopt the updated Utility Allowance Schedules for the Public Housing Program effective May 1, 2015 and adopt Resolution No. 15-R-4.
- F. Approve 2015 Section 8 Housing Choice Voucher Program Payment Standard Amounts using the Small Area FMR's and adopt Resolution No. 15-R-5.

Vice-Chairman Noyola made a motion to approve item A-F for the Consent Agenda.
Commissioner Simpson seconded the motion.
Motion passed.

5. ACTION ITEMS:

A. Discussion and possible action to accept the Audited Financial Statements for Fiscal Year Ended March 31, 2014 and approve Resolution No. 15-R-6.

Commissioner Simpson inquired if the one finding had been addressed.

Mrs. Llanes, Executive Director stated the finding had been addressed by Luis, Calderon, who oversees human resources issues. The employees had been verbally counseled, reprimanded and would receive more training in the area affected.

Vice-Chairman Noyola made a motion to approve the item.
Commissioner Simpson seconded the motion.
Motion passed.

B. Discussion and possible action to approve the Operating Budgets for Fiscal Year Ending March 31, 2016, for the Housing Authority of the City of Laredo's Central Office Cost Center, Asset Management Projects 1-6, Farm Labor Project, and the Section 8 Housing Choice Voucher Program and adopt Resolution No. 15-R-7.

Mrs. Llanes, Executive Director informed she requested to include in the budget the part-time temporary maintenance workers since the agency is currently working with homeless veterans. This will help the veterans integrate into society by offering them a simple maintenance part-time temporary until the Texas Workforce can help them find a job.

Vice-Chairman Noyola asked how many positions were being allocated.

Mrs. Llanes, Executive Director stated (14) positions. She stated Tim Charnetsky is currently a veteran who works painting and assists in other maintenance tasks. The agency will have their REAC inspections in June, so he is currently also helping in those tasks.

Commissioner Simpson made a motion to approve the item.
Vice-Chairman Noyola seconded the motion.
Motion passed.

C. Discussion and possible action to amend the Admissions and Continued Occupancy Policy (ACOP) Section 6(b) (2) Preferences to be effective immediately and approve Resolution No. 15-R-8.

Mrs. Llanes, Executive Director mentioned she had been reached by Sister Rosemary from Adult Protective Services stating she currently had a case where a 67 year old elderly woman who was living with her children in her household was being mistreated and her funds were being misused. Since then she has been removed from her home and is living at Casa Misericordia. She stated that Sister Rosemary was very aggravated by the situation. Laura Llanes informed she would take the suggestion to the board for their approval so that the agency can set aside vouchers for this kind of cases.

Vice-President Noyola asked if these victims are U. S. citizens.

Mrs. Llanes replied yes, they are required to be U. S. citizens.

Vice-Chairman Noyola made a motion to approve the item.
Commissioner Simpson seconded the motion.
Motion passed.

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.

Chairman Bruni replied he would like for the board to wait on this item. He plans to speak to the Laredo Police Dept. into looking for the substation to be moved into the portable classroom building and the units they occupy become units available for housing future tenants.

Mrs. Llanes, Executive Director informed the board that building was used by the Webb County Head Start Program to house the children attending the head start. She discovered only 1 to 2 % of the children from the Colonia Guadalupe were being served and the remaining filling it with children from the surrounding areas. She mentioned the housing project has 272 families living at Colonia Guadalupe who could benefit from their service. The program was not paying any rent and decided to relocate to another area. Since then the building has been empty.

Mrs. Llanes, Executive Director realized that Gigi Ramos who runs the Volunteers Serving the Need is always struggling to house the different items that the veterans are in need. She also runs a café for the veterans and sells clothing, bedding, and shoes at a fairly discount rate. She is in dire need of more space to house some of the materials she requires to have available for the veterans. So this was the intentions she had in having the portable building being donated to Ms. Ramos but could appreciate the idea Chairman Bruni had in regards to having those two units being used for housing purposes.

Chairman Bruni stated if the board approves the donation of the building to Ms. Ramos she would have to incur all the costs of moving the building including having liability insurance in case of an accident.

Mrs. Llanes did speak with Ms. Ramos and was informed she currently has a million dollar liability insurance. The struggle she currently has is where to locate the portable building. One option would be the old Tex Mex Credit Union location with the county since there is a lot of bureaucracy with the city as to approving a location.

Mrs. Llanes, Executive Director informed the board would not have to issue an RFP since the portable building is listed as an asset under the COCC account and after discussing it with the attorney and consultant the board may wave this since it is de-federalized monies.

Vice-Chairman Noyola asked if there will be a time limit to have the property removed.

Mrs. Llanes, Executive Director will speak to her on a later date regarding the time issue. Mrs. Llanes stated Ms. Ramos is currently acquiring the property adjacent to her current location.

Commissioner Simpson made a motion to table the item.
Vice-Chairman Noyola seconded the motion.
Motion passed.

E. Discussion and possible action to authorize the transfer of Fiscal Year ending March 31, 2015 PILOT funds to the Laredo Housing Development Corporation in accordance with the PILOT agreement entered into with the City of Laredo.

Melissa Ortiz, Director of Finance informed the board the agency has transferred these monies since the agreement with the City of Laredo to have PILOT monies transferred to the Corporation accounts for affordable housing. This year the amount of the transfer would be approximately \$245,000.00. Over the course of three years the average amounts of the transfers have been \$237,000.00.

Mrs. Llanes stated these monies were previously distributed to the different entities instead of just to the city. She mentioned the agency and Texas Housing Association researched so that 50 % of the housing authorities had it waived and would keep the funds or leave it with the federal government. The agency finally arrived at an agreement with the City of Laredo that the Laredo Housing Authority would keep the funds and place the funds in the PFC's for Affordable Housing Development.

Commissioner Simpson made a motion to approve the item.
Vice-Chairman Noyola seconded the motion.
Motion passed.

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).

Vice-Chairman Noyola made a motion to enter into Executive Session.

Commissioner Castro seconded the motion.

Motion passed.

Executive Session commenced at 12:20 P.M.

The Board of Commissioners reconvened from Executive Session at 12:52 P.M.

Board Chairman Bruni replied there was no action taken.

7. Discussion and possible action to approve an amendment to the Memorandum of Understanding between the Housing Authority and Brownstone Affordable Housing and to amend the agreement with Apolonio Flores as Consultant/Advisor to develop an affordable housing development at the site now owned and additional land to be acquired by the Laredo Housing Opportunities Corporation at the Laredo Airport area.

Commissioner Simpson made a motion to table the item until further review from the attorney.

Vice-Chairman Noyola seconded the motion.

Motion passed.

8. Discussion and possible action to approve a three year extension to the Professional Services Contract with Apolonio Flores (Flores Residential, L. C.).

Commissioner Simpson made a motion to approve a (1) year extension for Professional Services Contract to Apolonio Flores, (Flores Residential, L. C.) subject to attorney approval.

Vice-Chairman Noyola seconded the motion.

Motion passed.

9. Discussion and possible action to approve the Laredo Housing Opportunities Corporation to acquire real estate adjacent to Blocks 26 and 27, Subdivision Plat of Laredo Airport, currently owned by the Laredo Housing Opportunities Corporation to be used for development of new affordable housing and authorize the Board of Commissioners Chairman and the Executive Director to negotiate and enter into agreements to acquire the real estate and work with the Housing Authority's Consultant (Apolonio Flores) and Developer (Brownstone Affordable Housing) in the acquisition of the land and to develop affordable housing on the site.

Commissioner Simpson made a motion to approve the item.

Vice-Chairman Noyola seconded the motion.

Motion passed.

10. Discussion and possible action to authorize the Laredo Housing Development to develop new apartments at a site owned by the Housing Authority that is bounded by South Arkansas Avenue, Ireland Street, and South New York Avenue, and to:

- a. transfer title to the land from the Housing Authority to the Laredo Housing Development Corporation.
- b. obtain financing for the new development.
- c. approve an agreement with Apolonio Flores to serve as Consultant/Advisor to the Housing authority and other entities created to act on behalf of the Housing Authority for the new development.
- d. authorize the Board of Commissioners Chairman and the Executive Director to take all actions necessary for the development of the new apartments.

Commissioner Simpson made a motion to approve the item.

Vice-Chairman Noyola seconded the motion.

Motion approved.

11. Discussion and possible action to authorize the Board of Commissioners Chairman and the Executive Director to work with the City of Laredo for the possible acquisition of the Hamilton Apartments, and approval of an agreement with Apolonio Flores to serve as Consultant/Advisor for this possible acquisition.

Commissioner Simpson made a motion to table until Tax Credit Attorney review.
Vice-Chairman Noyola seconded the item.
Motion passed.

12. Discussion and possible action to authorize the Executive Director to continue work for submission of an application to the U. S. Department of Housing and Urban Development (HUD) for demolition/disposition of Russell Terrace, an existing 200 unit Public Housing Development, with the relocation of 138 units to the proposed Casa Verde Apartments to be income and rent restricted under the Low Income Housing Tax Credits (LIHTC) Program of which 38 will be Public Housing units, and:

- a. approve an amendment to the Memorandum of Understanding between the Housing Authority and the Brownstone Affordable Housing to develop an affordable housing development at Russell Terrace site after demolition using 4% LIHTC and other financing.
- b. approve an agreement with Apolonio Flores as Consultant/Advisor to the Housing Authority for the demolition/disposition of Russell Terrace and to develop an affordable housing development at Russell Terrace site after demolition using 4% LIHTC and other financing.

Commissioner Simpson made a motion to approve the item subject to attorney approval.
Vice-Chairman Noyola seconded the motion.
Motion passed.

13. Discussion and possible action to approve the Board of Commissioners Chairman and the Executive Director to approve the possible sale of a portion or all of Colonia Guadalupe and to engage Apolonio Flores to serve as Consultant/Advisor for this possible sale, obtaining required HUD approvals, and assisting with other necessary actions.

Commissioner Simpson made a motion to table the item.
Vice-Chairman Noyola seconded the motion.
Motion passed.


14. 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.)

Mrs. Llanes, Executive Director and Chairman Bruni wished to express their gratitude to Commissioner Martha Castro for serving the Board of Commissioners for four years.

15. ADJOURNMENT: Vice-Chairman Noyola made a motion to adjourn.
Commissioner Castro seconded the motion.
Motion passed.
Meeting adjourned at 12:59 P.M.


RAYMOND A. BRUNI, BOARD CHAIRMAN


MRS. LLANES, EXECUTIVE DIRECTOR