

**Housing Authority of the City of Laredo**  
Special Board of Commissioners Meeting & Administrative Office Master Plan Workshop  
LHA Board Room  
2000 San Francisco Ave.  
Laredo, Texas 78040  
Saturday, February 9, 2019  
8:30 A.M.

A-19-S-1

Minutes

February 9, 2019

1. **CALL TO ORDER** Chairman Ceballos called the meeting to order at 8:55 a.m.
2. **PLEDGE OF ALLEGIANCE** Chairman Ceballos led them in the recital of the pledge.

**ROLL CALL AND DECLARATION OF QUORUM** Chairman Ceballos asked Ms. Mata, Interim/Acting Executive Director, to do roll call, so Ms. Mata proceeded with roll call. Chairman Ceballos mentioned that Commissioner Dr. Rodriguez had asked to be excused from attending the meeting.

3. **Commissioners Present**

Jose L. Ceballos, Chairman  
Dr. Sergio D. Garza, Vice-Chairman  
Anita L. Guerra, Commissioner

**Commissioners Absent**

Dr. Marisela Rodriguez, Commissioner

**Staff Present**

Alma Mata, Interim/Acting Executive Director  
Christy Ramos, Administrative Assistant  
Rafael Vidaurri, Director of Housing Management  
Bertha Galvan, Interim Director of Section 8  
Melissa Ortiz, Director of Compliance and Quality Assurance  
Leticia Sosa, Office Clerk  
Jennifer Barrientos, Interim Finance Director  
Juan S. Mendive, Planning & Systems Administrator  
Juan G. Gonzalez, Executive Administrator  
Roberto Peña, Director of IT  
Tomas Martinez, Facilities Specialist  
Alfonso Treviño, Project Specific Manager  
Ricardo De Anda, Attorney

**Others Present**

Rick Solis, Hickey Peña & Architects

#### 4. CITIZENS COMMENTS

This is the opportunity for visitors and guests 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. There will be a 3-minute limitation per speaker. (Texas Attorney General Opinion-JC-0169)

Chairman Ceballos stated that there were none.

#### 5. ACTION ITEMS

- A. Discussion and possible action to award Invitation for Bid No. 181105-1 Integrated Pest Management Program Including On-Call Control Services and authorize the Interim/Acting Executive Director to negotiate and finalize the contract with the recommended bidder(s).

Frank Lopez, Procurement Officer mentioned that they had received two responses, one from J. D. Pest Control and the other one from American Eagle and recommended to go with J. D. Pest Control for the standard services and for the on-call services to be the first vendor and if they would not be able to come to the property for whatever reason, then, they would refer to American Eagle for the on-call services only. Commissioner Ms. Guerra mentioned that there was so much variation. Chairman Ceballos confirmed and asked why the difference in price was. Mr. Lopez mentioned that American Eagle was mostly concerned with their day to day service calls which may be more profitable for them, so that is the reason they kept their rate at that price. Chairman Ceballos asked that he was recommending to award to J. D. Pest Control, but also in the motion to allow American Eagle for on-call control services. Mr. Lopez mentioned that they would like to have the flexibility to call American Eagle in the event that J. D. would not be able to come to the property for whatever reason and said that it would be vital. Vice-Chairman Dr. Garza asked how big J. D. Pest Control is and if he had the number of persons they employ. Mr. Lopez responded that it is a small firm and said that they had done work at Russell Terrace recently, but said he did not have an idea of the number of people they employ. Commissioner Ms. Guerra asked what kind of work they had done in the past. Mr. Lopez responded that they had provided termite spraying at Russell Terrace twice. Both Vice-Chairman Dr. Garza and Commissioner Ms. Guerra asked if it had been successful. Mr. Lopez mentioned that he had asked the Project Manager who said they had done a good job. Chairman Ceballos asked Mr. Lopez if they would like to have just American Eagle when they cannot find a vendor or whether they would like to have other options. Mr. Lopez stated that they would like more options. Chairman Ceballos mentioned that they would let him select somebody else in the event that they would not be available. Mr. Lopez confirmed. Chairman Ceballos mentioned that they would not want him to be locked to American Eagle when he could go to whoever would be available. Mr. Lopez stated that it would be best for the Agency.

**Chairman Ceballos moved to accept the staff recommendation to award to J. D. Pest Control and in the event they cannot respond that they would find another comparable bidder in the event of an emergency.**

**Vice-Chairman Dr. Garza seconded the motion.**



**Motion passed unanimously.**

- B.** Discussion and possible action to award Invitation for Bid No. 181221-2 Replacement Windows at Aldo Tangelo Farm Labor and authorize the Interim/Acting Executive Director to negotiate and finalize the contract with the recommended bidder(s).

Chairman Ceballos moved to table this item because he said that there is additional research that needs to be done on whether they would actually need to do the entire project and said that the particular item had originated through a physical needs assessment and they would need to study the item a little more.

**Chairman Ceballos moved to table item 5B as mentioned above.**

**Commissioner Anita Guerra seconded the motion.**

**Motion passed unanimously.**

- C.** Discussion and possible action to award Request for Proposals RFP No. 190127-3 Russell Terrace Landscaping and Irrigation and authorize the Interim/Acting Executive Director to negotiate and finalize the contract with the recommended proposer(s).

Chairman Ceballos mentioned that there is a correction on the item as he read, the correct number is RFP No. 190124-3 and stated that they had seen the item during the previous BOC meeting and they had left it open because of proposal requirements and there was an additional respondent. Ms. Mata mentioned that as Chairman Ceballos had stated, they had to leave it open due to proposal requirements and said that a bid came in afterwards and it was from Olympian Landscaping Development who proposed for the irrigation and landscaping for a total of 2.4 million. Chairman Ceballos asked if they had a summary of the bids in the packet and said that it would not change because that bid was very high. Ms. Mata said that it was located after the maps and recommended that they continue with Roy's Palms Landscaping for the landscaping services and Jerry Espinoza for the irrigation because they were the lowest bidders. Chairman Ceballos asked if there were any questions. Chairman Ceballos mentioned that there were four bids and asked Mr. Lopez if he had anything to add who said that he did not other than Olympia Landscaping having contacted him two or three times and said that they were focusing on and asking for the construction plans and he informed them that they were in the RFP process, so it would be subject to their proposed plan and said that it might have been why they had included the cost of drawings at \$40,000. Chairman Ceballos mentioned that just the irrigation system was for 85,000 which is very high. Vice-Chairman Dr. Garza asked if it sounded right. Chairman Ceballos said that it was very high, so it would not change, if it would have been close, they could discuss it and added that they were higher on each of the categories.

**Chairman Ceballos moved to continue with Roy's Palms Landscaping and Jerry Espinoza for the irrigation as presented in both the previous and current meetings.**

**Commissioner Ms. Guerra seconded the motion.**

**Motion passed unanimously.**

- D. Discussion and possible action on hiring recommendations by the Executive Director, for any management positions requiring Board consultation. Possible Closed Session pursuant to Texas Government Code, Section 55.074.

Chairman Ceballos asked Ms. Mata which position would be filled. Ms. Mata responded that it was Human Resources Manager. Chairman Ceballos asked if she had a recommendation and also asked if they would like to do it in executive session. It was confirmed to do it in executive session.

**Chairman Ceballos moved to go into executive session.**

**Vice-Chairman Dr. Garza seconded the motion.**

**Motion passed unanimously.**

Chairman Ceballos called into executive session the Attorney Ricardo De Anda, Interim/Acting Executive Director Alma Mata and the Board of Commissioners.

## **6. OBSERVATIONAL SITE AND OFFICE BUILDING TOUR**

The meeting will recess while the Board and staff tour the various offices buildings and overall site at the Colonia Guadalupe development location. No action will be taken during the recess and tour.

## **7. HOUSING PROGRAMS AND ADMINISTRATIVE WORKSPACE AND COMMUNITY SPACE MASTER PLAN WORKSHOP**

- A. Presentation and workshop of the masterplan for the programs and administrative workspaces and tenant/resident/community services spaces and related construction activities.

Chairman Ceballos mentioned that Rick Solis from Able City who are the architects for the projects, was present and asked him if he would like to proceed with the presentation or do the tour first. Mr. Solis responded they would do the presentation first.

Mr. Solis mentioned that they had already shown part of the presentation, but would go over those items one more time to reinforce the ideas and said that they had done a little bit more since the last meeting they had met with staff and stated that they had been measuring the buildings and also the attic with Chairman Ceballos which had been fun and said that they had found some chairs up there which was great; he stated that he would reinforce the project goals and said that they want to create a campus field for the Housing Authority and were trying to find a place for the front door and maximize the current available square footage they have, resolve the parking issues that have come up during the conversations with staff and kind of find shared spaces for Section 8 and Public Housing who are the ones that deal with a large aspect of the public, so they felt through the discussions with staff that it would be important and recommended to make the open areas more inviting for both the community and the residents that live at Colonia Guadalupe and said that the maintenance building is in kind of a bad place because it makes the connection north and south impossible and also said that there is a lot of wasted space in the current



maintenance building because they are just storing stuff. Mr. De Anda asked what was the construction material of the yellow area. Mr. Solis mentioned that some of the old buildings are brick, CMU, concrete, wood, or a mixture of construction types, so they are proposing to extend the parking on the north side and utilize the playground area in front of the current playground. After removing the maintenance building they will be creating a plaza on the south side of the administration building and will propose to move the maintenance building away from there, and will be re-looking at what they had proposed because he said that it is way bigger than what they need.

Mr. Solis mentioned that they had talk to staff and had asked them what their needs are and how much space they need, so in Section 8 he created an area for BiblioTech and defined the shared common areas: the reception, the lobby, restrooms, break rooms, all the areas and the private meeting rooms for interviewing that staff had indicated were required. He also established Public Housing, the Directors offices, staff office, open areas and stated that he was trying to move towards more of an open area concept which was included in the sketches. The administration, finance and the conference center area is about 3,000 square feet as per what they had discussed. He also showed IT and Economic Development areas and mentioned that he labeled the buildings, building four will be the maintenance building which would be totally constructed and will be approximately 20 by 20 ft. in size, a garage essentially. Mr. Solis mentioned that they had looked around and stated that in places like Casa Verde and Carmel Apartments people do not see the maintenance area, it is like part of the complex and it is to store a lawn mower, some tools, a handyman's shop basically. He stated that they had talked about where they would put the back hoe and the excavator which would need to be somewhere else and stated that it would be some of the logistics they would need to talk about further.

Mr. Solis mentioned that the square footage required would be about 17,500 sq. ft. which is a rough estimate of the total programed required space and stated that they had information on the current Administration building and had measured the current Community Center building and also the old Public Housing building, so all those buildings including the Board room would be almost 23,000 sq. ft. which is more space than what is required, so it will give them room to grow and will probably not need to construct a whole lot of new space. They will need to re-design the spaces they currently have and in going through the layouts Mr. Solis named the buildings as follows: The Admin building he will call it the Community Center, old Public Housing and the Board room and said that on the first floor they will try to keep Section 8, Public Housing, Administration and Finance together which will require to gut the space to the columns essentially and come back with new walls because the configuration they currently have is a lot of tiny little spaces and a lot of walls everywhere which makes it hard to utilize those spaces. He stated that he feels like the offices are very big and said that the idea is to move to a more open concept with spaces because they would fit a lot more people in an open office and will create little areas where somebody that would need to have a private conversation would be able to move into those rooms. He stated that they left Section 8 on the first floor and created a large waiting room, so people would come off the east side of the building where they will be creating a plaza in the area of the existing park, so that whoever parks in the parking lot in the north side would be able to walk along the east side of the building and go into the big



waiting room. There will be a large conference room behind the waiting room and they will also put some restrooms and some interview rooms on the south side of the plan and Section 8 will be on the north side of the plan. On the second floor they created some open office areas for Public Housing, Finance and Administration and obviously an office for the Directors and in Public Housing they have a couple of staff offices that were required and the idea is that during the days that Public Housing would have a lot of traffic, they would be in the same building and they would be able to meet the people and take them into the interview rooms. Mr. Solis mentioned that they tried to keep Administration and Finance together and said that they kind of got everyone into one building by making it as tight as possible in order to get everybody to fit and said that they have the extra space, so if they would need more room for growth, they could start moving things around and at least they know that everybody fits.

In reference to the current Community Center Mr. Solis stated that when they went into the attic they discovered that there was a wood structure over three old buildings and said that he did not why it was done instead of just re-roofing them, so the idea would be to tear down what is underneath the roof but keeping the roof and put a conference room, a little prep room and a storage fitting the BiblioTech which would be adjacent to the Administration Building and would also connect to the public plaza in the front and said that they had talked about the wellness belonging center in the aqua blue area which would be an open room with some gym equipment, but they could also be whatever else they would want it to be and it would be kind of a shared space for staff to hang in there or have meetings, kind of a lounge for staff. He also mentioned that they had not really gone into the old Public Housing building and said that they had measured it and know what the square footage is and stated that as far as the goals and timelines they would like to see would be potentially moving IT and CED into that building once it is redone and the idea behind moving IT would be to get everything set up so that the brain of the agency once it is set, it would not have to be moved again, so he said that it was pretty much his presentation and asked if any had any questions.

Vice-Chairman Dr. Garza mentioned that the Belonging Center would be very good for exercising for the employees and said that it is now one of the initiatives the government is taking for wellness for everybody.

Chairman Ceballos asked if they had any plans for the Board room building. Mr. Solis responded that they did not, that they left it open as a flex space in case that they would not want to cramp everybody into the Administration building maybe they could move Finance or somebody else into the building or use it for something else, so it would be kind of open.

Chairman Ceballos mentioned that other components for the purpose of planning and also for the record, he mentioned that they have the police department across the street in a housing unit, so if there is space it would make a lot of sense to give them a space to integrate them into the model instead of that unit that has bedrooms and kitchen and also mentioned that the departments need a lot of storage space and they might need to find a central space which might not be directly in those offices, but will discuss it later and stated



that they have a lot of partners and Family Planning used to be one of the main partners and took that space for many years and they used to have had shared work space so if there is extra space they could design it for residents that might be looking to better themselves to go and actually have a space where they could use a computer or a printer, something similar to what Bulmaro Cruz has, so maybe that would be the space for that building which could be a social enterprise component for the residents, whether it be a café because there are a lot of constituents, a lot of consumers and they would not have to build it now, but dedicate a space for a future social enterprise, and said that in the past they wanted to operate a thrift store and years ago they had mentioned that a bakery would be a good idea, although there is a bakery three blocks away, but it could be an opportunity where they could come to work and do something to help themselves, so that would be high level for Chairman Ceballos and also the parking at a large scale which would be a large expense. Mr. Solis mentioned that he counted about 72 existing parking spaces and with the new layout they are considering about 130 spaces which would be approximately 50 to 60 spaces and the idea is to get the staff parking separate in one area that could be regulated with an arm or a gate which could be a little bit more expensive. Chairman Ceballos mentioned that they could also do it in phases, doing 30 spaces this year and 30 more next year and so on. Mr. Solis confirmed. Chairman Ceballos asked if anybody had any comments and mentioned that they could add more comments during the tour.

Vice-Chairman Dr. Garza mentioned that the restrooms on the second floor are kind of small. Mr. Solis mentioned that they would be looking at making them ADA compliant because currently they are small and are not ADA compliant. Vice-chairman Dr. Garza asked if they would make them a little bit bigger, if it would be more expensive. Mr. Solis mentioned that once they do the renovation, if they would need to make them a little bigger, it would not be a big deal. Chairman Ceballos mentioned that the building is very compressed overall and said that it is a workshop and anybody was welcome to chime in and said that in Section 8 the shared work space was good, but the interview rooms need to be closer to the staff and would probably need more than just two. Vice-Chairman Dr. Garza mentioned that the interview rooms could have window doors. Mr. Solis confirmed and said that they would be able to see that there is someone inside, but it is a private conversation. Chairman Ceballos mentioned that the staff would have to look at the flow of it, but those were his observations for the Section 8 office and in the Administration area the Director will need to have an office and the rest can share space and they will need a private conference room in that area for sure. Ms. Mata mentioned that in reference to the Administrative they had not mentioned it during the pre-planning meetings, but HR will need to be able to secure files and also the counseling part of it. Chairman Ceballos mentioned that the Section 8 filing system needs which is approximately 6 x 12 ft. and stated that they would probably need twice the space and asked if Mrs. Solis had seen it. Mr. Solis asked if it was high density storage system. Chairman Ceballos mentioned that Mr. Solis would need to look at it and would need to find space close to Section 8 and then asked Rafael Vidaurri where they would keep files for Colonia Guadalupe, if it was in filing cabinets. Mr. Vidaurri confirmed that they are using filing cabinets while they transition and are making the move from the old Colonia Guadalupe building to where they are temporarily. Chairman Ceballos asked Mr. Vidaurri if he would see them staying in filing cabinets or will be migrating them to an automated filing system. Mr. Vidaurri mentioned that he would



like to have a retriever type system if it could be integrated into the design and said that what he sees in the plan is excellent and said that Section 8, Public Housing and Colonia Guadalupe staff interact a lot with the public and he would like to make sure that they would be very accessible to the handicap and elderly and in the plan he sees they have Public Housing on the second floor and he wants to make sure that there will be no impediment for people coming in whether they would be using the elevator because they have a large elderly population and would like to make sure that it is taken into consideration in any design.

Commissioner Ms. Guerra asked how many elevators were available. It was mentioned that it is just one elevator. Chairman Ceballos mentioned that it was one of the dilemmas in considering Public Housing which he mentioned is not a big department, only three or four people plus Colonia Guadalupe staff, so they would need to work with it and figure it out because Chairman Ceballos mentioned they could have Colonia Guadalupe at a particular place as a rent collection space and Public Housing pretty much anywhere. Commissioner Ms. Guerra asked if they could move Public Housing to the first floor. Mr. Solis mentioned that they probably could and said that the other idea they had was sharing Bibliotech in the building, but they could potentially put Public Housing in a corner and they would still have a public area in the front. Commissioner Ms. Guerra mentioned that it would be nicer the way Mr. Solis has them together and accessible to the public because otherwise it is more confusing for the clients.

Chairman Ceballos mentioned that everybody present could provide any comments and asked if it would be fine to have the rental office downstairs and Public Housing somewhere else upstairs. Ms. Mata mentioned that she thought that might work better because they way is laid out they have the reception area and the administration office and Public Housing and the project office needs to take rents and they need to have direct access to them versus having them come out and wondering where they take rent. Mr. Vidaurri stated that he did not see a problem with separating Public Housing and the Colonia Guadalupe site; it is just the issue they are suffering and had suffered in the past is that people have trouble finding the main entrance, so it would facilitate to direct people instead of having too much misdirection because they currently have that issue.

Mr. Solis stated that from their standpoint, the way he sees it is that Public Housing on the Colonia Guadalupe site is all the people from the neighborhood that come pay the rent, some are not driving, they are walking over to come pay the rent, so if they would put them somewhere else as long as they tell them where it is and said that the issue of where it is and where it used to be is that the line backs up because there is a lot of people and it gets very crowded on the south side, so they would try to move them to the park site, so if people are there, they could roam around so maybe it is a matter of leaving part of the community center building just for taking payments, so if they would need to go to Public Housing or Section 8 on the general side and would need to pay the rent they would know where to go. Chairman Ceballos mentioned that if they were to pay digitally, they would not have to come in and mentioned maybe give them a discount and asked how many come in to pay. Commissioner Ms. Guerra mentioned that it is very old fashion and that it is understandable because when they do it electronically there is usually a convenience fee which actually



makes it more expensive. Mr. Vidaurri responded that all of them come to pay and said that one of the challenges is the way the building is laid out and the street is very narrow, only approximate 23 ft. wide and the traffic backs up, so relocating the entrance would be a big plus because the widest street is the one on the north side, Gonzalez street. Mr. Solis mentioned that they would be moving everybody to the north side. Chairman Ceballos asked if anybody wanted to add something.

Bertha Galvan, Interim Section 8 Administrator, asked in reference to the conference room, whether it would be big enough to fit 30 people because they conduct briefing sessions every month and they need that space. Chairman Ceballos mentioned that they would have a room for 100 people. Commissioner Ms. Guerra asked if it would be in that same building and also asked in which place they currently hold the briefings and if it was for employees. Ms. Galvan responded that the briefing sessions are held in the conference room in Section 8 Department. Ms. Mata responded that the briefings are for landlords. Mr. Solis asked if they would just need chairs when they meet and said the conference room behind the waiting room would be for that and they will make sure they could fit that many people and stated that there will be plenty of shared large meeting areas and if they would have all the staff coming in from everywhere they would be able to fit them in the large conference room.

Mr. Mendive mentioned that the idea of having those big shared rooms and meeting rooms upstairs is that they would have Public Housing and Section 8 sharing those rooms which is the reason they are at that location as well as the middle room which would be for all the departments, if they would want to have a large meeting there they could use it. Vice-Chairman Dr. Garza mentioned that having those large rooms that would fit 100 people is great, but there has to be some type of reservation because if the Section 8 Director would need it and some other persons would also need it he asked, how they would handle that situation.

Chairman Ceballos mentioned that the other issue would be if it takes them two years to build it and it would not solve the conflict with space because the conference area will take a while. Vice-Chairman Dr. Garza mentioned that they could do something like what they do at TAMIU with the huge ball room they have and they can use a curtain and several people can use it at the same time and the only thing would be the loudness of it, but something like that could work too. Mr. Solis mentioned that for the conference area they would be talking around 3,000 sq. ft. and with a partition they cut it in half and have two 1,500 sq. ft. meeting rooms which would certainly be a possibility to do it that way.

Chairman Ceballos asked if there were any other comments from Public Housing, Section 8, Administration, or Finance before they move on. Vice-Chairman Dr. Garza mentioned that Bertha Galvan wants her space for Section 8. Ms. Galvan mentioned that first they meet with groups of tenants, then individually with each family, individual interviews to collect information from the tenant and if they would do the briefings in another building they would have to be going back and forth, so Vice-Chairman Dr. Garza mentioned that they have to have their own space. Mr. Solis mentioned that the two interview rooms they have would be closer to Section 8 and asked if Public Housing would also use them. Mr. Vidaurri



mentioned that they would not be used the first five days of the month, but that they would schedule them for the rest of the month. Mr. Solis mentioned that they would need to add one more interview room. Commissioner Ms. Guerra asked if three interview rooms would be sufficient and also if there would be room to add more if needed. Ms. Galvan stated that three would be fine. Chairman Ceballos asked Ms. Galvan if they assemble a briefing at the same time when they have tenants coming in for individual interviews. Ms. Galvan confirmed that they do the briefing and the interview the same day, at the same time. Chairman Ceballos asked if tenants wait until they are called. Ms. Galvan confirmed. Mr. Solis mentioned that they would need to make sure that the briefing room is big enough.

Vice-Chairman Dr. Garza asked where IT department would be located. Mr. Solis stated that they had talked about relocating them from the Community Center building to the Old Public housing building and stated that the idea is to get them all located in that old Public Housing building and then all the infrastructure could run from that point and remain there forever. Commissioner Ms. Guerra asked how big staff is in the IT department. Mr. Peña responded it was just himself and his assistant. Mr. Solis mentioned that during the meetings with the different departments Mr. Peña had stated there were two persons in that department, but might be three in the future, and also in some other departments they might have additional staff in the future, so Mr. Solis stated that he will be planning for that as they move forward. Commissioner Ms. Guerra asked where they would have the IT department. Vice-Chairman Dr. Garza asked if they will re-design all the building or only part of it. Mr. Solis responded that in talking about phasing they would start with the old Public Housing building because it is empty and they would want to demo, basically gut it as much as they can and then re-proportion the spaces for the offices that are required and also IT department. Commissioner Ms. Guerra mentioned that IT and Bibliotech would be a natural connection, but wondered if it would be too far from the public. Mr. Solis mentioned that they had thought of putting BiblioTech in that same building, but it would be too far from the parking and said that the beauty of technology is that you do not have to be in the same place. Commissioner Ms. Guerra mentioned that it would be fine because they could do a lot of things remotely.

Mr. Vidaurri mentioned that one of the things he would like to be considered in the design would be in reference to where they would park the fleet vehicles because he mentioned that currently they are kind of stacked up and having to track somebody in order to move another vehicle, so he can move his truck; therefore, they would be able to have vehicles properly parked and not having to have people move vehicles. Commissioner Ms. Guerra asked where they would put the fleet, if it would be in the parking area. Chairman Ceballos mentioned that they have another community center and another office that is not being used and stated that he had brought it up during one of the previous planning meetings which is the elderly section and said that it was probably not the best place, but they could do it if they would have the street cut from Meadow and then the Capital Fund department could work out of there and they could remove the majority of the trucks and would report there and stated that he did not know how the logistic would work to manage it, but the only fix would be to remove them from the campus because it looks like a shop and they will still have to segregate in this campus and said that they have other options because Carlos Richter has its own big warehouse which is very visible too, but the most private place



for the trucks would be the Meadow Acres elderly section; the problem would be not having them arrive through the residential side, but more thru Meadow, so that would be one solution and it would take care of approx. 8 to 10 of those vehicles. Ms. Barrientos mentioned that maybe they could fence the area around the maintenance shop for administration vehicles because right now the parking is like an open concept, so maybe they could store the administration vehicles because there is a lot of break ins. Chairman Ceballos asked if it would be a segregated staff parking. Mr. Solis confirmed and said it is segregated, that it is not fenced, but they cannot drive thru it and stated that they currently show the new maintenance in the southeast corner of the property where the existing parking lot is located. Ms. Barrientos asked if it would be fenced. Mr. Solis stated that it could and that it has a fence already. Commissioner Ms. Guerra mentioned that it would be better because of the break ins they mentioned and she thought it is a security issue and added that she did not like the segregated parking because she said that in other places the staff has so much parking and said that in downtown people complain that they cannot find parking to get to the services they need and in her opinion they are not thinking about the people that need to go in to get the services. Chairman Ceballos mentioned an example downtown behind the Hamilton Hotel where there are eight staff parking spaces and the rest of it they will not make it public, so there are about 20 spaces that the public does not use, so he mentioned that the way they will manage it would be to build only as many as needed for staff and said that it shows 51 spaces on the staff side, but if they would only need twenty, they will just build twenty. Ms. Mata mentioned that they have about 46 or 47 people working out of this campus including CFP and without them it would be about 37 and said that there are about 40 people working in this location which would be 40 vehicles and currently there are only 25 parking spaces and does not fit the staff because they have only 10 parking spaces assigned to staff and the rest have to find parking somewhere else. Chairman Ceballos mentioned that they would be coming in and obstructing the whole front door.

Mr. Solis mentioned that the goal is for them to come into the parking and see the front entrance and the park in the same area and everything else will be an open area so that if they would be walking from IT to the Administration building it would be a nice walk and said that when they were measuring the building, in order to go to the Community Center or the IT area, they could not walk right to the area because the maintenance building is in between and said that there is also the beautiful park which is behind IT and the Community Center and the area is empty letely desegregated from the campus. Chairman Ceballos mentioned that the key would be not to overbuild the staff parking, otherwise, they would have empty staff parking spaces and said that hopefully staff would respect the parking spaces and Mr. Solis mentioned they would try to make the area more walkable for both for the staff and the public. Ms. Barrientos asked how many handicapped parking spaces would be available for staff and for the public. Mr. Solis mentioned that it is required by code that if they have around 125 spaces, they would need about six handicapped parking spaces spread throughout. Commissioner Ms. Guerra asked if that would be including staff. Mr. Solis confirmed. Mr. Peña mentioned that there is a variety of pedestrian entrances scattered everywhere. Commissioner Ms. Guerra stated that it is confusing for the public. Chairman Ceballos mentioned that he had some comments because he personally does not like fencing and Mr. Solis mentioned that the old public housing building area would have



no public entrance and said that architecturally Mr. Solis would have to point people to the front door as opposed and it would have to be a design that tells people with a sign where the main office would be located. Mr. Solis mentioned that they could do it with directional signage like in the TAMIU campus or the hospital where there are signs saying emergency or like at the College with signs directing people to the Fine Arts building, so it would be very simple if they are going to do the investment to make it a campus and then if people would want to walk to the plaza between the Administration Building to the area where they would be getting rid of the maintenance building, that would be what they should do and they will be able to find their way around it because there will be openings and signs to direct people, so the idea would be to have it open to activate the spaces that are not being used. Chairman Ceballos asked if he would keep the fencing on the other parking lot and asked if it would serve a purpose. Mr. Solis responded that not really, he would say no, just like all the chain-link fencing he would like to get rid of and mentioned that what they have seen in studies and articles he has read, it is amazing that when they create spaces, people will take care of it because the people, the community that would live there would have a sense of pride and feel like it is their place and they do not want anyone coming in and messing with it, so he said there will be some things happening, but for the most part, there is a sense of pride that people would take care of it. Vice-Chairman Dr. Garza mentioned that it is so true because there are several parks by the outlets and they are very nicely kept. Commissioner Ms. Guerra mentioned that she likes that there will be a lot of trees and asked if there would be benches. Mr. Solis confirmed and said that there would be lots of benches. Vice-Chairman Dr. Garza asked what type of trees they will have. Mr. Solis stated that it would be oaks, elms and whatever grows big. Commissioner Ms. Guerra stated that pecans would be good. Mr. Solis mentioned that they would also have some outdoor seating areas in case staff would want to have their lunch there, they would certainly be able to do it.

Chairman Ceballos asked if there were any other comments before they would go to the other building. Ms. Melissa Ortiz asked about the Compliance Department. Chairman Ceballos asked Mr. Solis where he had the Compliance Department, if it was in the Administration. Mr. Solis responded that it would probably be with Administration. Chairman Ceballos mentioned that they had talked about the Compliance Department recently and having Compliance including Quality Control outside, that right now it is internalized, but there are some reasons why it would benefit them to have them outside because right now they have Compliance in Section 8 and Quality Control in Public Housing, so they would move them out of those operational spaces so that there would be separation and it is something that will have to be determined and it might change Mr. Solis flow on creating the particular space that would be Quality Control and not imbedded into the other departments, so it is a decision that has not been made, but it is an operational decision. Mr. Solis mentioned that they have the room to be flexible. Chairman Ceballos mentioned that Finance is fine.

Robert Peña requested that every work space would be labeled with a number, so that instead of office numbers they would have work space numbers which will make it easier for them to track where the assets and the location are to identify work tickets by the person performing the work. Mr. Peña also requested a few extra exterior cameras and stated that



he did not know if it was the right time for the request, but he said particularly for covering the parking areas. Ms. Barrientos asked about lighting. Mr. Solis mentioned that if they would create those spaces, they would have to be well lit. Mr. Peña mentioned that sometimes staff works late. Mr. Solis mentioned that safety is always a priority, so they will make sure that as they design it, it would be nice and lit so that staff would feel safe.

Chairman Ceballos asked if it would be fine for the Board to continue meeting at the same Board Room Building and stated that he has been saying that to him it would not matter where they would meet as long as it is comfortable because the previous office was ridiculously very uncomfortable and not really professional. Commissioner Ms. Guerra mentioned that she liked the location and that she had never been to another location. Vice-Chairman Dr. Garza stated that he liked the location too. Chairman Ceballos mentioned that they could consider storing everything away in the Conference Center area and set up when they meet because they would not meet every week, so that they would not have a dedicated space that is just used once a month. Mr. Solis mentioned that if they could only make the column in the middle go away. Chairman Ceballos mentioned that Mr. Solis is the Architect. Mr. Solis stated that the column is solid concrete and they could probably figure out something and added that the place was nice and that they had really done a good job. Ms. Mata mentioned that if ever they would need a larger space they would have the conference area upstairs available. Chairman Ceballos as if they were fine with the space not being used. Vice-President Dr. Garza mentioned that LISD and UISD have Board rooms that are used only for their Board meetings. Chairman Ceballos stated that they agree to continue using the Board room area specifically for the Board meetings.

Ms. Barrientos asked Mr. Solis in reference to BiblioTech. Mr. Solis stated that will keep the Community Center area to be sort of the big public place where they put the BiblioTech, Conference Room and the Belonging Center. Ms. Mata asked if there was only one restroom. Mr. Solis mentioned that they have the large restroom block in the middle which they put it just as a sketch, but will need to re-look at it because the need more than that. Chairman Ceballos mentioned about a unisex restroom, that they would have women and men restrooms and will need that unisex restroom for anyone who wants privacy. Ms. Mata mentioned that when they revise it to let her know how many stalls they would have because the will need restrooms for the conference room and then Bibliotech might need at least one unisex restroom. Mr. Solis mentioned that it was just a draft they had prepared and that they will make sure they will have enough fixtures as required.

Commissioner Ms. Guerra asked if they could have the PD Substation in that area too, maybe in the Belonging Center area and asked if the area had already been pre-designed. Mr. Solis mentioned that they have room to move things around. Ms. Mata wondered if PD would need the Conference Room area by the Board Room, but then stated that it would be needed when they hold the Board meetings. Robert Peña mentioned that PD would require their own entrance because they would come in at all hours, two or three in the morning. Mr. Solis mentioned that they would have to look at the logistics in reference to the PD Substation. Chairman Ceballos made observations in reference to the dedication of the hall way having a lot of space and would prefer it back all the way in on either the south or the north to have more space because as it is they will not be able to bring all the staff



in, so that it would also allow them to use it for community events. Mr. Solis stated that he understood and would look at it. Chairman Ceballos asked if anybody had any questions or comments before they would tour the facilities and asked Mr. Solis if the staff had seen the draft. Mr. Solis responded that they had not and that he would be taking into consideration all the comments and recommendations, review the plans and then will set a time to meet with everybody the following week. Chairman Ceballos mentioned that actually Finance has a lot of files too and then asked Mr. Mendive for his comments.

Mr. Mendive mentioned that he liked what he saw in the plans and going back to the parking he stated that he agreed that they should not fence it off and would like to make them feel they are part of the Agency and does not want to separate themselves from the community and on the administrative space he said that the open concept works and that he likes the individual finance and administrative offices because it makes the place look nice and that the open spaces work and he likes that individual Administrative and Finance offices have doors and are still kind of divided.

The Board of Commissioners, the Attorney, staff and persons attending the meeting proceeded with a tour of the facilities at 10:55 a. m. and returned to the Board and proceeded with the meeting at 11:28 a.m.

- B. Discussion and possible action related to the housing programs and administrative workspace and community services master plan and construction activities, including allocation financial resources for the work activities.

Chairman Ceballos mentioned that it seem pretty obvious that they still had a lot of planning work to do, they would need to present the layouts to the staff and get feedback and at some point they should present it to the residents for their feedback as well and mentioned that his general observations he still thinks that there is a disconnect with BiblioTech, he thinks that they will have a tough job and that generally there is a consensus about the Community Economic Development and the IT area they had agreed and said that they should study the space of the conference and community center and one other building and asked if they had agreed on the front door where Mr. Solis was presenting it and stated that they did not have to make a decision at that moment and said that the only thing he would like the Board to act on would be to let them start cutting down and do some required testing in the building so they would be able to know if there is any hazardous material and also parking which they know is already a problem, so those two things are what he would like the Board to consider to allow staff to proceed with gutting down and the testing required and maybe not the full parking lot which he thinks is expensive and it might not be exactly what they might need, but at least adding some parking so that staff would stop parking on the street and the residents would have that space, so at least that would get them moving and then continue to study the space requirements.

Mr. Solis stated that he agreed and that just by walking through the Community Center they would need to do some testing and it needs to be done right away, same thing with the old Public Housing building which he said they could start demoing it and as far as the parking lot he said that they have some rough ideas as far as the cost and they could certainly scale



it back as Chairman Ceballos had recommended and depending on whatever the Board would decide to do. Chairman Ceballos asked Mr. Peña if he would play the video of the attic space so that the Board would have a sense of what there is up there for information purposes and then again about the front door, if they were generally in agreement which Mr. Solis presented it, on the north side. Commissioner Ms. Guerra mentioned that she agreed because it would be good for the elderly and the handicapped.

Chairman Ceballos stated that they had three different buildings and that the good thing was that they did not have any beams inside the structure and asked if Mr. Solis had any idea how much space they had ceiling height, if it was approximately 20 ft. ceiling height. Mr. Solis confirmed and stated that they could get a really nice conference center. Chairman Ceballos mentioned that they could have full staff meetings. Mr. Solis mentioned that there were no interior columns at all, that it was a free span and it would be very flexible to do whatever they would need to do. Chairman Ceballos asked if there were any pests at all and stated that the air condition units were there in the 60's and then stated that they would entertain a motion for Mr. Solis to continue planning and testing and to allow staff to initiate the demo of the building and asked Mr. Solis if he was at the point of having it designed for retrofit yet. Mr. Solis responded that not for that building, that he would say it would be a few weeks away. Vice Chairman Ceballos stated that it was for the old Colonia Guadalupe building and also to initiate part of the parking and asked if anybody had any questions or comments. Commissioner Ms. Guerra stated that she would be interested in having a training

#### **8. EXECUTIVE CLOSED SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE**

The Board of Commissioners for the Housing Authority of the City of Laredo reserve the right to adjourn into Executive Closed 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, including 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).

**The Board of Commissioners entered in executive session at 9:05 a.m.**

**The Board of Commissioners reconvened from executive session at 9:50 a.m.**

Chairman Ceballos asked Ms. Mata if she had a recommendation in reference to Item 9D. Ms. Mata responded that they were recommending to hire Albeza Gonzalez for the HR manager position. Chairman Ceballos mentioned that the salary would be set according to the salary scale. Ms. Mata confirmed

**Chairman Ceballos moved to accept the recommendation.**

**Vice-Chairman Dr. Garza seconded the motion.**

**Motion passed unanimously.**

## 9. ACTION ON ANY CLOSED SESSION ITEM

Chairman Ceballos mentioned that Item 9N related to discussion and possible action to administrative and departmental staff performance, annual evaluations, and organizational structure changes that were discussed and moved to amend the organizational chart to reclassify the current administrative HR position and urged the Interim/Acting Executive Director to fill that position as soon as possible.

## 10. ADJOURNMENT

Chairman Ceballos moved to adjourn the meeting

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

Meeting adjourned at 11:40 a.m.



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Jose L. Ceballos, Board Chairman



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Alma D. Mata, Interim/Acting Executive Director