

Housing Authority of the City of Laredo
Regular Board of Commissioners Meeting
LHA Board Room
2000 San Francisco Ave.
Laredo, Texas 78040
Friday, November 22, 2019
1:30 P.M.

A-19-R-10

Minutes

November 22, 2019

1. **CALL TO ORDER** Chairman Ceballos called the meeting to order at 1:35 p.m. and thanked everyone present for attending the meeting.
2. **PLEDGE OF ALLEGIANCE** Chairman Ceballos led them in the recital of the pledge.
3. **ROLL CALL AND DECLARATION OF QUORUM** Ms. Alma Mata, Executive Director, proceeded with roll call and stated that there was a quorum.

Commissioners Present

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

Commissioners Absent

Dr. Marisela Rodríguez, Commissioner
Gloria Ann Freeman, Commissioner

Staff Present

Alma D. Mata, Executive Director
Maria De Lourdes Hernandez, Procurement Officer
Bulmaro Cruz, Project Specific Manager
Victor Reyes, III, Project Specific Manager
Rosie Ortiz, Project Manager
Diana Cruz, HR Manager
Denise Guzman, Project Manager
Juan S. Mendive, Planning and Systems Administrator
Monica Rivera, Project Manager
Daniel Colina, Accountant
Alina Rios, Project Manager
Alfonso F. Herrera, Facilities Specialist
Martin Chaires, Project Specific Manager
Alexis Chaires, Project Specific Manager
Jennifer Barrientos, Director of Finance
Maria T. Delgado, Project Manager
Sara Vicharelli, Interim Director for Housing Management
Jessica Martinez, Director of Community Development
Leticia Sosa, Office Clerk
Melissa Ortiz, Director of Section 8
Christy Ramos, Administrative Assistant

Griselda Resendez, Project Manager
Esmeralda Martinez, Project Manager
Robert Peña, IT Director
Doug Poneck, Attorney
Ricardo De Anda, Attorney
Mary Gaona, Consultant

Others Present

Rosie Rios, Central Resident Council President
Rene Hernandez

4. CHAIRMAN'S COMMENTS

Chairman Ceballos stated that there were no comments

5. 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 the time. There will be a 3-minute limitation per speaker. (Texas Attorney General Opinion-JC-0169)

There were no comments

6. DISCLOSURE OF CONFLICTS OF INTEREST FOR BOARD OF COMMISSIONERS AND STAFF

Chairman Ceballos stated that there was none.

7. APPROVAL OF MINUTES

- A. Approval of Minutes for Board of Commissioners meeting on October 11, 2019
- B. Approval of Minutes for Special Board of Commissioners meeting on October 21, 2019

**Chairman Ceballos moved to approve the minutes as presented in Items 7A and 7B.
Vice-Chairman Dr. Sergio Garza seconded the motion.
Motion passed unanimously.**

8. PRESENTATION BY CENTRAL RESIDENT COUNCIL

Rosie Rios, Central Resident Council President, stated that they have been supervising that everything works fine at the Kids Café and informed that Jessica Martinez has been in contact with them and that they are looking forward for the remodeling that will be taking place.

Chairman Ceballos informed that they will be working on the 5-year plan and if they had not had a meeting in that regard, they will be having one soon because it will be presented in

December as they do every year. Ms. Rios stated that they already had a meeting. Chairman Ceballos stated that they need to make sure they include their requests, so that they will consider it for approval in December. Ms. Rios mentioned that they had already been in contact with the Project Managers and also that they had met with Jessica Martinez who already has their information.

Chairman Ceballos informed Ms. Martinez that they have had meetings with Central Resident Council and stated that he would recommend that everybody would be in agreement on their requests for the Capital Fund Grant. Ms. Martinez mentioned that they had the initial meeting with the Resident Council and stated that there were some items for CFP that were presented to Ms. Mata, our Executive Director, and stated that once all the final decisions are made she will go back and present the items that were approved and the decisions that were made on the improvements that were presented. Chairman Ceballos recommended to invite at least two members of each Council to be present.

9. PRESENTATION (No Action to be take on these items)

10. STANDING REPORTS AND PRESENTATIONS (No Action to be taken on these items)

A. Executive Director's Report

Ms. Mata mentioned that they continue with staff development and will let them know what the vacant positions are. Ms. Mata mentioned that they currently do not have any vacancies at Casa Verde and they do have vacancies at the River Bank Village Apartments.

Chairman Ceballos asked if they could go back to the vacant positions and stated that he wanted to impress on Ms. Cruz, the HR Director, that they do not have a single veteran employed by the Agency and wondered whether it had changed and mentioned that he would like for them to initiate a program where they could recruit some veterans or to get the word out because for an Agency of over 100 employees, it would be good and fair and stated that they had tried before to make some outreach and mentioned that he would make it in the form of a motion coming back from executive session because it is very unusual for it to be over 100 employees and not have a single veteran working for LHA.

Diana Cruz stated that they attended the Veterans Career Fair on October 7, 2019 which was sponsored by the Falcon National Bank and the following week on November 13, 2019 they also had Career Day at Laredo College and informed that she has received some applications and stated that with due process of confidentiality she showed Ms. Mata, based on the qualifications and said that they screened the applications, but she needs to make sure that there is some experience related to the positions that they will hire. An example she shared with staff was that they encourage them to apply, but in the case of a bus driver position, everybody can apply because pretty much everybody has a driver's license, but then they do the screening and they look at the qualifications

to see if they have the CDL or a Class B because they want to make sure they hire the appropriate staff that has experience and the qualifications.

Chairman Ceballos mentioned that the City had an initiative to recruit veterans and they modified LHA policy to match that policy and they also studied what TAMIU was doing and mentioned that they understand that they have to qualify for the job. Chairman Ceballos mentioned that one of the issues was if they had to give an interview to the veteran and mentioned that the veteran advocates asked that they be interviewed because in paper they do not sometimes do as well for variety reasons, so they took care of the policy and they probably need to revisit that and he asked that they would do outreach and if they feel that they are not best suited for the job, it would be fine, Chairman Ceballos mentioned that he wants to make sure they are reaching out. Ms. Cruz mentioned that they had interviews last Friday and stated that there was a veteran that was interviewed and added that they will be looking into it.

Ms. Mata continued with the Executive Director's Report and mentioned that at the River Bank Village Apartments they have 10 vacancies and they will be following up on it to ensure they get filled up.

Chairman Ceballos mentioned that the City adopted new rates for water in the city including commercial and residential properties and mentioned that he understands the two properties have master meters and some of the consequences of raising rates is that the commercial and industrial sector is going to possibly impact the Agency and they do not know how because they have not received the first bill and stated that Jennifer Barrientos or Mario Jasso will probably be asked to work on it and requested for Ms. Barrientos to get the information and to go to Ms. Mata and also include Mario Jasso and said that in essence there is a multiplier when they reach a certain bracket and you are already a commercial meter and those residential properties are going to be treated that way, so if they have a sole master meter, they will see more of an impact because it is more for industrial and the item will probably come back, so if it is not significant they need not do anything, but if it will impact the operations; then, they will probably need to visit with the City and the Council members to discuss amending that ordinance.

Chairman Ceballos mentioned that the reason he had learned about it was that a Section 8 landlord had called him because of the apartments they realized it is going on so, they will increase the Section 8 rents because if it costs \$45 a month more because of the commercial meter, they will pass it on to Section 8, so Ms. Ortiz needs to be aware because if it is true Ms. Ortiz will have to request to increase rents, so if they determine that it is high, they will get together with the apartment owners to see how they can strategize on how to best respond to it and stated that it was unintended; that the increase was not really meant for the residents, but more for the industrial sector to sustain the infrastructure expense mostly outside the loop as he understands. Commissioner Ms. Guerra mentioned that the only thing is that it affects residents because a lot of them live in apartments, all of Section 8 residents. Chairman Ceballos mentioned that Councilman Bal.ii at one of the meetings had discussed that they never

intended it to be affecting the residents that way, so Chairman Ceballos mentioned that it will impact the two properties and Senior Citizens Home.

Commissioner Ms. Guerra asked if they can add the previous month's count for BiblioTech and social media, so that they can see if there is growth or if it is stagnant and said that hopefully there was growth. Ms. Mata mentioned that it has been growing steadily and they will definitely include it.

Ms. Mata mentioned that it was not included in the packet, but wanted to inform that the RAD Conversions, there are two conversions there, A and B, and after the conversion they will have a completion review that needs to be submitted and mentioned that they received extensions for both closing dates and stated that the Russell Terrace A which are 162 units which are being remodeled or reconstructed was extended through March 30, 2020 to allow for the project to be completed and Russell Terrace B, the remaining 38 units, was extended for January 30, 2020 to allow for the completion of the permanent loan at Casa Verde, so that they can report accurate numbers to RAD. Chairman Ceballos asked if it was provided to the Commissioners in writing. Ms. Mata mentioned that they did not have it in the packet, but it will be provided to them. Chairman Ceballos requested that it be e-mailed to the Board.

Ms. Mata mentioned that, additionally, in a previous meeting they had informed that they had applied for 50 additional mainstream vouchers for Section 8 which will be used to serve non-elderly with disabilities and stated that they received the award for 50 vouchers in Budget Authority for \$312,276, so they will be working through that in the next couple months to start that program and she also mentioned that she wanted to report back on the Senior Home generator and stated that they had visited with them earlier in the Summer when it first came to the Board and began the follow up again last month and said that they are in the process of reviewing the proposal they received from an electrician who went to visit to evaluate the replacement, so they should be bringing it back as well. Ms. Mata also informed that another effort they have been tasked is the beautification of all the developments and stated that they will see an item following in the agenda regarding allocating some funds and mentioned that the staff at the amp level has identified the area they want to beautify and make that investment.

Chairman Ceballos mentioned that in terms of the beautification and based on the meeting they had a few weeks ago, it was for management to proceed with the beautification without necessarily coming back to the Board and stated that they can create the accounts and get the approval, but they needed to have started beautifying as of their meeting three weeks ago which was the directive he gave to get started, so if they have not started they should get started because they have already lost close to a month and they have not addressed the areas and his point is that they understand that they have to create an account which is fine, but they cannot be losing 30 days in beautification and if some have already identified the areas and need to spend a few hundred dollars to beautify, so as far as the Board is concerned, it has been approved.

Chairman Ceballos asked for information on lease up. Ms. Mata mentioned that for the Section 8 Program they are working to leasing up as much as they can by December 1, 2019 because it directly relates to the scoring with SEMAP and stated that they are also working on increasing their Family Self Sufficiency participants to ensure meeting the threshold they need to continue being a high performer. Chairman Ceballos asked for information on lease up for Public Housing, if there is anything striking. Ms. Mata mentioned that they continue to report the same way in the past and said that they have some vacancies they are working through and informed that they appointed Ms. Sara Vicharelli as Interim Director for that department and will be bringing staff to assist with the leasing to take the leasing part off her work.

Chairman Ceballos asked about Asherton, if they were still struggling. Ms. Vicharelli and Ms. Guzman, Property Manager in Asherton, presented to the Board. Ms. Guzman mentioned that in Asherton they had just been notified that the water deposit moved up from \$50.00 to \$200.00, so she had two people decline due to the deposits; they liked the apartments, but they just had a little bit of trouble coming up with the money and informed that they have five more people in the waiting list and said that she has an interview on Monday, the following week. Chairman Ceballos asked if it would make sense for them about supporting the residents that are interested in leasing and if it would make sense financially to invest by covering the deposit and then rent from us because they are leaving to go live somewhere else. Ms. Guzman mentioned that they are staying with a family member they are living with and said that in one particular case a lady was completely honest stating that, unfortunately, she had a bill of over \$300 and they still wanted her to pay the deposit.

Chairman Ceballos mentioned that what is happening is that Asherton is that they run their own water supply; it is a locally utility and they had to make improvement and they went and got a bond and they have to pay the bond back and in that bond they obligated themselves to increase rates, so now in order to sustain they are raising rates. Ms. Guzman mentioned that it is a minimum of \$100.00 per month regardless of the gallons and every 3,000 gallons it goes up in increments she believes of \$25.00. Commissioner Ms. Guerra stated that she does not think is sustainable for the residents. Chairman Ceballos mentioned that each tenant pays their utility bill. Ms. Guzman confirmed and said that they do with the utility allowance for those who qualify, but even then, they might use it for water or light. Chairman Ceballos asked if Attorney De Anda wanted to make a comment. Mr. De Anda asked who got the bond. Chairman Ceballos responded that it was the utilities, the City of Asherton. Mr. De Anda stated that it is not just Housing, but the whole city. Chairman Ceballos and Ms. Guzman confirmed that it was the whole city. Ms. Guzman mentioned that before it used to be \$50 and then it went up to \$200.00 in October.

Chairman Ceballos mentioned that they cannot take action on that item and asked if there was an item in which they would be able to take action because they would not want to lose the tenant if they could absorb the \$50 and gain a tenant. Ms. Guzman mentioned that one potential renter had asked if she could make a one \$50 deposit and then a \$125 deposit, and another \$125 deposit, but she did not know whether it was

feasible. Chairman Ceballos asked what the deposit would be to begin with. Ms. Guzman responded that for a three-bedroom it would be \$250 and for four-bedroom it would be \$300. Chairman Ceballos mentioned that they would also need to go pay a water deposit. Ms. Guzman confirmed and added that the electricity deposit as well. Chairman Ceballos asked how much the water deposit was. Ms. Guzman responded that it is \$200.

Ms. De Anda mentioned that they could consider it in Item 12F, so Chairman Ceballos mentioned that they will bring it back.

Chairman Ceballos asked if it would help to assist the tenants with utilities and the deposit in order to lease up. Ms. Guzman confirmed. Chairman Ceballos mentioned that they would waive the deposit for six months while they pay the city deposit, if it would be good enough. Ms. Vicharelli mentioned that the deposit is actually only once. Ms. Mata mentioned that they would wait six months to collect the deposit. Chairman Ceballos confirmed and said that they would only have to come up with \$200 to take care of the city deposit. Ms. Guzman mentioned that it would be a feasible idea even three months, but six months would be very generous. Chairman Ceballos mentioned that they will consider that when they go to that item.

Chairman Ceballos asked about Farm Labor and also how many units they have there. They responded that there are 45 units at Farm Labor and Chairman Ceballos congratulated them.

B. Unaudited Financials for the month of October 2019

Jennifer Barrientos presented to the Board and stated that they have a profit on all the programs; from COCC, Section 8, Farm Labor and the amps as of October, 2019 and presented them with the highlights for revenues and expenditures and stated that they went from 42% to 70% which at this point of the fiscal year she said they are good. She stated that they have salary benefits for all the Agency for \$391,793 which will change in November with the new hires. In reference to the PFC's which are the Facilities, Development and Opportunities she stated that Facilities is the Russell Terrace construction, Opportunities is River Bank and Casa Verde and the Housing Development is the O'kane Apartments.

Chairman Ceballos mentioned that they were told they had not received any cash flow from River Bank and Casa Verde from Net Income year around and asked if it was correct. Ms. Barrientos mentioned that for cash flow from them they have received a check. Chairman Ceballos asked if it was from Net Income Distribution. Ms. Barrientos confirmed and stated that it was the waterfall distribution. Chairman Ceballos stated that they were told they had not received it. Ms. Mata stated that they have not received a waterfall distribution from River Bank. Ms. Barrientos mentioned they had just received it from River Bank. Chairman Ceballos asked Ms. Barrientos to verify because he had been told and the Attorney as well that they had not received it and it is important because they have been tracking what they and the current partner in the

deal are supposed to get. Ms. Barrientos mentioned that the waterfall one and the one Chairman Ceballos is talking about will be until next year after they convert to the permanent loan; then, they will start sending it to them and to the partner. Chairman Ceballos asked Ms. Barrientos to look at both properties and inform the Board what the distribution is and to also check that the distribution for the partner is accurate since third parties are cutting checks and he wants to make sure. Ms. Barrientos mentioned that she will check the percentage is correct.

Ms. Barrientos mentioned that they have the 2016 Capital Fund Grant with a total of \$1,337,114 and they spent \$767,511; for 2017 it is \$1,386,045 and they spent \$284,515; for 2018 it is \$1,691,481 and they spent \$241,787 as of October and stated that the 2016 is the one that is going to be closing soon in April, 2020, but they are already working on expending all of them. Chairman Ceballos asked what was left in all the structures. Ms. Barrientos mentioned that she would have to go back and check the work items. Ms. Mata mentioned that the electrical upgrade at Colonia Guadalupe takes up the majority of it. Chairman Ceballos asked until what date they had. Ms. Mata responded that they have until April of 2020 and said that it is an item they also have in the 2017 grant as well and they are getting together to see how they are going to make the expenditure.

Commissioner Guerra asked how long the expenditure would take and also if they could get an extension. Ms. Mata mentioned that they cannot get an extension to expend the funds, but they can purchase the materials with the first half of the grant and then use the 2017 grant for labor cost which was their plan to buy all the material for the electrical upgrade. Chairman Ceballos mentioned that it needs to be looked in more detail for sure and stated that if they do an amendment, they will have to do an environmental clearance and said they will have to work through it because the electrical is problematic and they have six months to finish that grant, so they are going to have to find to approve some other items, reallocate and come back in December for the approval. Commissioner Ms. Guerra asked if they have to do the modification before the meeting. Chairman Ceballos stated that they need to bring it back to the Board and stated that if the work had been cleared by the City it would just mean they would appropriate more funds and they would bring back an amendment, but if there is no work item where they can put a significant amount of money; then, they have a problem.

Ms. Barrientos stated that they will look extensively at 2016 and 2017 to see how they can swap and do a budget amendment to see if they can complete it fast in four months. Commissioner Ms. Guerra asked if they can bring back information in detail, technically and administratively as to the dates on what they will be doing in the field; a more detailed timeline of the work tasks and accomplishments. Ms. Barrientos mentioned that she will get together with Jessica Martinez and will then present the information.

C. Status on FY 2018-2019 Audit

Jennifer Barrientos presented to the Board and stated that they completed submitting all the documentation they requested when they come to review their financials and they have started on a draft of the financial statement which they should be getting

sometime next week and stated that they are doing great on the timeline and they want to finish by early December. Chairman Ceballos asked if they were in order and will not be getting an e-mail. Ms. Mata mentioned that they are not expecting an e-mail and are actually expecting to submit that day or early next week so that they would be able to schedule a meeting with the Board for whoever is interested in meeting to review it, they could do it individually with each of the Commissioners before they go into the final report. Ms. Barrientos mentioned that she had spoken with Mr. Gonzalez the day before who stated that they were better off than they were last year. Chairman Ceballos congratulated them.

D. Status on Community Safety and Security (Peace Officer) Program

Ms. Mata mentioned that they provided an attachment with statistical information which is coming from the Police Department and stated that in regards to the officers assigned to the properties, they have not received any high level reports or emergencies that have happened while they have been on duty, but are still collecting statistical information from them on calls that have been received of each one of the properties. Chairman Ceballos asked if it was only for October. Ms. Mata confirmed that it was only for the month of October.

Ms. Mata mentioned that Colonia Guadalupe had the highest being that is the largest property; it had 103 calls and stated that a lot of those calls are EMS calls or traffic violations that happened in the property. They do have two properties that had assaults reported and will be doing follow up on those reports, visit with the families and if they have a report number they will request those reports as well. Commissioner Ms. Guerra asked what they refer to as other in the report. Ms. Mata responded that other includes runaways. Chairman Ceballos asked if they could also include those categories because they are a lot. Ms. Mata responded that they will provide those in detail. Commissioner Ms. Guerra asked for what month the report was and asked if they could add it in. Ms. Mata responded that the month was at the front of the report, but they will add it in every page. Commissioner Ms. Guerra asked if they could also include previous months so that they could see the difference or do one report for the current month and one including several months if possible. Ms. Mata mentioned that they have all the information and they will just reconcile it.

Vice-Chairman Dr. Garza asked about domestic disturbance, if it was about people coming in from outside in the Colonias or if it was a combination of both. Ms. Mata mentioned that it could be a combination of both and said that they have report numbers and some are specific to an address and would pull those and see what the disturbance was so that they can follow up internally. Commissioner Ms. Guerra also asked to include the number of units in each property because it makes it seem like a lot, but they have so many other residents.

Vice-Chairman Dr. Garza asked if they were to have a domestic disturbance at a particular amp and at a particular place every time that it becomes a habit, what would happen to those tenants. Ms. Mata mentioned that it is the part they will begin

implementing, actually pulling the reports from the Police Department and following up with the tenants and she mentioned one that she noticed is a constant where someone visiting that property is causing the disturbance and they will have to follow up with the them because it is a visitor that is causing disturbing the peace in the property, so it would be just addressing it with the tenant regarding those specific visitors they have.

Commissioner Ms. Guerra asked if Housing could specifically take action on something like that. Ms. Mata responded that if they have complaints from other neighboring residents. Commissioner Ms. Guerra asked if the Police would need to come in or if they could consider is part of the rental agreement. Chairman Ceballos asked Attorney De Anda if he could speak about the lease. Mr. De Anda stated that they are licensed Peace Officers along with being employees, so if there is a felony or a misdemeanor that occurs in their presence they are authorized to take action. Chairman Ceballos mentioned that the lease says something about peaceful enjoyment of the residents and their neighbors. Mr. De Anda mentioned that it also covers the invitees and friends in the property that causes a disturbance. Chairman Ceballos stated that it does not have to be an arrest as long as it is documented that there was a disturbance.

Mr. De Anda mentioned that the idea was to have Peace Officers authorized to take action both for the purposes of liability and also for the safety of everybody involved. Chairman Ceballos mentioned that pretty soon they will have a meeting with all the Managers and the Officers together so they can meet them and talk to them as to what is happening and when they are showing up and also to have some communication directly which will probably be done within the next couple of weeks. Ms. Mata mentioned that they are coordinating the schedules with the Police Officers and said that they had one initial meeting, but it was just with Colonia Guadalupe, but they will have meetings with the rest of the amps. Commissioner Ms. Guerra asked if they could also participate at some resident's events. Chairman Ceballos mentioned that it would be something positive and that it is part of the program.

E. Status and progress of ongoing construction projects

Chairman Ceballos stated that he would really like to have highlights on this item. Ms. Mata mentioned that the Russell Terrace Revitalization Project for 162 units, they are at 82% complete and are on target to meet the internal deadline of January 31, 2020 and mentioned that they had some issues arise regarding utilities and damages to some utility meters and are working on those as they speak to get them corrected and get the units delivered timely. Ms. Mata informed that they started the rehabilitation of the 24 units that is also part of the Russell Terrace Revitalization Plan and are at 19% complete; they already gutted everything, are taking down walls, and have started working on the plumbing as well, so they are also on target. Ms. Mata mentioned that at Russell Terrace they also began the demolition of what used to be the old carpentry shop and the maintenance shop as well which is in an effort to complete the BiblioTech which will be built in that location.

At the Bernal Sunrise Court Ms. Mata informed that they had a change in management in that project and stated that they have assigned a different project manager and they have seen some improvements in the delivery for that property and they are approximately two weeks away from delivery and all that is pending is the landscaping; they were able to pour the concrete that was needed for the sidewalk.

In reference to Los Balcones Apartments Ms. Mata mentioned that it is at 26% and mentioned that they will see an item following regarding awarding some work for the Architect so that they can proceed with that project which has a deadline of April of 2020, so they are making a push to focus some of their efforts there and they will be using some of the staff for contractors to assist in the push for the completion of the project.

Chairman Ceballos stated that he wanted to thank everybody working on all the construction projects and particularly on Russell Terrace for the work they have done and mentioned that they are in the final stretch and knows that it has been a very demanding project and very stressful for all of them in the team; it is the final 90 days and it is going to be a hard push and he thinks they can get there and said that they have the new utility issue that surfaced which can be very problematic and stated that they have to be very tactful on how they overcome and address it because it is something that can get into the public eye very quickly and obviously there were damages to fire meters and other things and added that they budgeted for some of that and obviously it is not a fiscal issue, but a public relations issue.

Chairman Ceballos stated that the first thing is to thank them because they worked early mornings, late evenings, Saturdays and Sundays, so on behalf of the Board, Chairman Ceballos thanked them for what they are doing and pushing the project through which he knows has been very difficult and they are very tired administratively and construction wise and it has taken a toll on all of them, but they are almost there and after they are done everybody is going to feel the relief, up and down the organization, so he wanted to personally thank them on behalf of the Board and for them to know that they are appreciated in their efforts.

11. CONSENT AGENDA: Resolutions

All of the items may be acted upon by one motion. No separate discussion or action of the items is necessary unless desired by a Commissioner.

Chairman Ceballos mentioned that the items in the consent agenda are included in the packets and will give some minutes for them to review and see if there is any they would want to be pulled out and stated that it would be voted on in bulk and mentioned that since the construction crew is present, he referred to Item C and stated that there is a reason why they used Sherwin Williams; they had learned in the last couple weeks why they had used Sherwin Williams; they recently did not use Sherwin Williams in one of the projects as a test and it did not work out, so that it is the reason they picked Sherwin Williams and stated that sometimes they do not do a proposal, they do bids, so sometimes it is better to do a proposal because they

can qualify them based on the quality of the product and they are able to do that without mentioning any other company.

Chairman Ceballos asked Commissioners if they were ready to consider the Consent Agenda Items. Commissioners confirmed.

Chairman Ceballos moved to approve items 11A, 11B, 11C, 11D & 11E in the Consent Agenda. Commissioner Ms. Guerra seconded the motion.

Motion passed unanimously.

- A. Authorizing Executive Director to renew lease agreement with Webb County for the Magic Corner Head Start Center located at the South Laredo development.
- B. Ratifying the issuance of a letter of support to Serving Children and Adults in Need, Inc. (SCAN) for the submission of the Sexual Assault Services and Information (SASI) Program grant to provide prevention, intervention, and treatment services to youth, adults, and families being served by LHA.
- C. Ratifying the purchase of paint materials from Sherwin Williams for the Russell Terrace Revitalization Project in the amount of \$40,030.60.
- D. Ratifying the extension of Qualified Professional Technical Consultants (professional services) contracts for an additional year, including Civil Engineering Consultants and Terracon.
- E. Authorizing the public posting and sale of surplus construction material from the Russell Terrace Revitalization Project and Capital Fund Program, including but not limited to insulation and windows.

12. ACTION ITEM

- A. Discussion and possible action to award RFP No. LHA2019-1005 ADA Sidewalk at the Russell Terrace Revitalization Project and authorize the Executive Director to finalize negotiations and contract(s) with selected firm(s).

Maria Hernandez, Procurement Officer presented to the Board and recommended to hire ALC Construction to do the ADA sidewalks for the reason that they would provide a larger crew and it will expedite the work as is needed. Chairman Ceballos asked if they have the tabulation for pricing or cost and whether they have the price per square foot or linear foot. Ms. Mata responded that the price from Romo Construction is \$67,250, for ALC is \$69,300 and for Quantum is \$75,980. Chairman Ceballos asked if it was a request for proposal and if they have a qualitative component and asked about the ranking points because they are not going with the lowest bidder and stated that the reason he wanted to go through it was because they will be getting questions because they are selecting the second lowest bidder. Commissioner Ms. Guerra asked what the difference was between Romo and ALC.

Chairman Ceballos asked Mr. Mendive for the persons in the committee. Mr. Mendive stated that he was not part of the committee. Ms. Hernandez mentioned that it was Jessica Martinez, Bulmaro Cruz, Sara Vicharelli, Bertha Galvan and Marcos Salazar. Chairman Ceballos asked what Marcos Salazar do. Ms. Hernandez responded that Mr. Salazar is assistant to Mr. Peña in IT Department. Mr. Mendive mentioned that he would correct himself because he had mentioned there were 50 points for the cost, but it was for another proposal he helped score and that on this one it is actually 20 points for the cost, so it is 80 points for all the qualitative. Vice-Chairman Dr. Garza and Commissioner Ms. Guerra asked what is the maximum points they can get. Mr. Mendive mentioned that on the qualitative, the maximum would 80 points and 20 points based on the quantitative cost. Vice-Chairman Dr. Garza mentioned that Romo has 101.20. Ms. Hernandez mentioned that it is because they are Section. 3 and will get 12 extra points. Mr. Mendive apologize for that information not being on the score sheet. Chairman Ceballos asked if it was a bonus and stated that they need to change the way they present the information, that all of it needs to be on one sheet. Mr. Mendive confirmed.

Chairman Ceballos mentioned that he is fine with the recommendation; that it was just the matter that they will be questioned because Romo is an existing contractor and stated that he wanted to hear from Victor Reyes to see if he was comfortable with the recommendation. Victor Reyes asked to clarify if it was ALC, Daniel Alvarado. Ms. Hernandez confirmed and Mr. Reyes mentioned that he was in agreement and that it was Mr. Alvarado who had done the sidewalks for Colonia Guadalupe and stated that Mr. Alvarado came through very quickly, has the manpower and is in very good relations with the City. Chairman Ceballos mentioned that 80% of it is qualitative and it allows them to have those kinds of preferences. Mr. Reyes confirmed. Chairman Ceballos stated that it was fine with him.

Commissioner Ms. Guerra mentioned that it does not match, unless less points is more and said that it was confusing based on their recommendation. Chairman Ceballos stated that he agreed with Commissioner Ms. Guerra that if it was qualitative they should have gotten more points, so how come they are not the highest and asked Ms. Hernandez if she could explain it. Commissioner Ms. Guerra mentioned that they are not the cheapest and they do not seem to be the highest scoring in terms of qualitative. Chairman Ceballos mentioned that if there was another reason why they want them, they would have received a higher score.

Ms. Hernandez mentioned that the reason they were recommending ALC is because they will provide larger group for the service and they will get ADA ramps sooner. Vice-Chairman Dr. Garza asked why they were not given more points. Chairman Ceballos asked if they have the categories of the qualitative and asked if they would read them. Ms. Hernandez confirmed. Chairman Ceballos mentioned that they have two people that are not qualified to evaluate construction and stated that they have Bertha Galvan and maybe not even Ms. Vicharelli and wondered if she had background in construction and stated that three of the five persons in the committee are not construction folks

and stated that they do not want to do that in a committee and mentioned that he is stating it in open record, but it is true and that could be why they are ending up with points that do not make the correct score.

Mr. Mendive asked if they would want him to read the categories. Commissioner Ms. Guerra recommended just to make the committee smaller and to make sure the committee matches the needed expertise for evaluation. Chairman Ceballos stated that he would like to take the item into executive session and asked Attorney Poneck if it would be appropriate. Mr. Poneck mentioned it would if they wanted to discuss the legal options they could do it, but if they want to consider one company is better than the other, it would be procurement issue and it would not be appropriate.

Commissioner Ms. Guerra asked if from now on if they could include the committee members, qualitative points and the points score. Chairman Ceballos asked the staff to go back and read the policy to see if they can supersede the recommendation and if they can conform to it because he understands that they probably think Romo is too busy doing what they have, but the committee members do not even know that; Chairman Ceballos stated that he knows it because he is involved, so he wants them to review what the policy allows them to do as the Board and he thinks they can probably change the recommendation because their point is a very good point; they are justifying why they should go with ALC Construction, but the points which are 80% qualitative are not saying that and it is what he is struggling with; the part on how they can overcome that and agrees that probably the other gentleman has done it faster and has more crew, and says that Romo Contractor is not even the second highest ranking. Attorney Poneck stated they are faced with the same problem; that the people from the other proposals who had a higher score will naturally have the same questions, so they have to have an objective

Chairman Ceballos stated that he will make a motion to go with the highest scoring proponent and mentioned that he did not want to overtake the committee that scored it and the staff is changing the recommendation and he would not like to do it and mentioned to Mr. Reyes that they will have to go with someone that seems to be busy. Mr. Reyes stated that he was called, but unfortunately he was not available, but if he would have been there he would probably had break it down to the reason for the recommendation and would have chosen the one that is being recommended, but stated that it is up to the Board. Commissioner Ms. Guerra asked if they could redo it. Chairman Ceballos stated that he did not really want to do it after all that whole discussion they already had and mentioned that the lesson for the people that manage the process is that they qualitated it and they did not use the one that was most available.

Mr. Mendive mentioned that before the information Ms. Hernandez provided and before the points Vice-Chairman Dr. Garza mentioned, it was in fact ALC the second highest with 90 points and Romo had 89.20 points and with the 20 points they added they got the 101 points. Chairman Ceballos stated that he will honor as per the Chart they presented as official record and stand by it because they cannot take away points

from them because they already tabulated it. Commissioner Ms. Guerra stated that if they would decide to hire that company they should have given them the extra points and asked what those extra points were for. Mr. Mendive stated the extra points were for Section 3 because they are hiring low income residents. Chairman Ceballos stated that all the companies are very good and mentioned he is glad Commissioner Ms. Guerra asked for the clarification because he thought that due to qualitative they could choose someone else, but the points are not there.

Mr. Mendive mentioned that what Commissioner Guerra suggested is very good, so he will add the committee members and the score and said that they need to do a better job of forming the committees and they will be more strategic. Chairman Ceballos mentioned that they need to get it done because they meet every week on Mondays and it takes 20 minutes to hold the committee meeting after the meeting and they would have had all the construction folks input they would need and thinks it was an oversight. Mr. Mendive asked when the bids were received. Ms. Hernandez responded that they were received on Tuesday. Chairman Ceballos asked where they had the committee meeting. Ms. Hernandez responded that they had it in Section 8. Chairman Ceballos stated that they should have had it in Russell Terrace.

Chairman Ceballos moved to award the contract to the highest ranking proposer which is Romo Contractors.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

Commissioner Ms. Guerra recommended for them to keep in close contact with Romo, so hopefully they will be able to handle the expanded responsibility. Ms. Mata stated that they are comfortable with Romo doing the work, it is just that the other firm has a larger manpower to be assigned to it, but they will have a takeoff meeting with Romo to ensure they have a set delivery. Chairman Ceballos mentioned that they should have made sure that it was handled right because it is too hard to try to figure it at the Board meeting and that it should have been addressed at the committee meeting level.

- B.** Discussion and possible action to award RFP No. LHA2019-1029-1 Retail Electric Service Provider and authorize the Executive Director to finalize negotiations and contract with selected firm.

Ms. Hernandez recommended to keep the contract with Reliant Energy for a 5-year contract based on the lower rate. Chairman Ceballos asked Ms. Hernandez to take them through the rates. Ms. Hernandez stated that Reliant Energy scored 98.40, Real Energy Solutions Entrust Energy 93.80, Laredo Electric Consultant Summer Energy 83.60. Chairman Ceballos asked if Ms. Hernandez had the rates. Ms. Hernandez mentioned that for Reli Ms. Mata mentioned that there was no tabulation for it, but Reliant Energy 5-year contract is .4661, Summer Energy .4698 and Entrust submitted the proposal with the highest number for four years at .5299, so Reliant Energy has the best rate under a five-year contract.

Chairman Ceballos asked Ms. Mata the terms of the proposed agreements. Ms. Mata Responded that Reliant is a five-year term, for Summer Energy is a five-year term, for Entrust is a four-year term and stated that the current rate they are paying is .5045. Chairman Ceballos asked if it is an expired agreement. Ms. Hernandez mentioned that it expires November 30, 2019. Chairman Ceballos asked who the contract is with. Ms. Hernandez responded that it was with Direct Energy. Commissioner Ms. Guerra asked if there are no increases within the five years. Ms. Mata responded that it locks the rate. Commissioner Ms. Guerra asked for Entrust rate. Ms. Mata responded it is .5299. Chairman Ceballos asked if Entrust was the last one or the second one.

Ms. Mata asked Ms. Hernandez to inform the Board who was part of the committee. Ms. Hernandez responded that it was Jessica Martinez, Juan Mendive, Sara Vicharelli, Melissa Ortiz and Diana Cruz. Chairman Ceballos recommended Ms. Barrientos to please format the presentations so that they get all the information in a snapshot and asked if it was solicited or if proposals were received without solicitation. Ms. Hernandez responded that it was an RFP. Chairman Ceballos asked if they had to solicit them and if they had sent an e-mail and invited them. Ms. Hernandez confirmed. Ms. Mata asked Ms. Hernandez if she had reached out to them personally. Ms. Hernandez confirmed. Chairman Ceballos asked how Ms. Hernandez picked those who solicited it. Ms. Hernandez responded that they had received interest since July from people calling and she gathered all that information and said that they also placed an ad in the newspaper. Chairman Ceballos asked how many she thought were interested or thinking about responding. Ms. Hernandez stated that it was about six companies.

Chairman Ceballos stated that he got a call from a Consultant that was interested in helping the Housing Authority find the lowest rates and said that it was not what they were soliciting and after the Consultant learned that he informed Chairman Ceballos about it. Ms. Hernandez asked if it was a person named Delgado. Chairman Ceballos stated it was David Cardwell and mentioned that Mr. Cardwell does not sell energy; he is a Consultant that helps you find and they broker energy, so he represents a brokerage firm. Chairman Ceballos stated that if they had started earlier, his services might have been useful to find better rates, but it was already ongoing.

Chairman Ceballos asked what would happen if they do not renew, if the rate would go up. Ms. Hernandez responded that it will. Chairman Ceballos mentioned that in the calendar activity for Ms. Barrientos and Ms. Mata, they need to have it on their annuals, though it will be five years from now.

Commissioner Ms. Guerra mentioned that she would also like to see on a snapshot with information as to when it opened, when it closed, the date of the committee meeting, the committee members with their titles. Ms. Hernandez responded that they will do it. Chairman Ceballos agreed and asked for additional feedback. There was none.

Chairman Ceballos moved to approve Item 12B as recommended by staff and also as the highest ranking Reliant Energy at a rate of .4661 for a term of five years beginning December 1, 2019.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

- C.** Discussion and possible action related to allocating up to one month of operating housing assistance disbursement capital for the Section 8 Housing Choice Voucher Program, from agency or subsidiary corporation funds, to be replenished upon HUD subsidy is received by the agency.

Ms. Barrientos presented to the Board who stated it has to do with payments to landlords and residents that receive the utility voucher and mentioned that HUD deposits the funds every first business day of the month and it does not clear the banking institution until the following day, so that is when they are able to create the direct deposits for the landlords and print out the check for the residents, so they are recommending to use funds from another program and replenish it when they receive it to pay it back to the program so that they can make the payment on the first of the month. Chairman Ceballos asked if it has always been this way or if something happened and they ran out of cash flow. Ms. Barrientos responded that HUD changed probably two years ago, they used to deposit before the first, so they had the money in the bank account and could pay it on the first, but they changed and now the deposit it made on the first business day. Chairman Ceballos as which non-profit she was asking. Ms. Barrientos responded that she was recommending Laredo Housing Development Corporation and it would just be going back and forth depositing, so that they can have the money, so the landlords and resident can have it on the first. Chairman Ceballos mentioned for the record that they will be reimbursing the money within 10 days. Ms. Barrientos mentioned that it would be within the first five business days of the month.

Chairman Ceballos moved to approve Item 12C as recommended by staff to utilize the Housing Development Corporation funds or assets to cash flow the Section 8 Housing Choice Voucher Program and to reimburse it once HUD funds are received by the Agency within 10 days of reimbursement.

Commissioner Anita Guerra seconded the motion.

Motion passed unanimously.

- D.** Discussion and possible action to authorize the Executive Director to waive the minimum Housing Choice Voucher (HCV) waiting list threshold of 100 and extend the Housing Voucher expiration term beyond 120 days, as deemed necessary through the end of December 2019 to maximize budget utilization and unit leasing.

Melissa Ortiz presented to the Board and mentioned that this is to help the Section 8 Department with the leasing efforts and currently they have a minimum threshold of 100 applicants on the waiting list and mentioned that they are going very quickly with the waiting list and at the same time they are trying to lease up so they will go below that by December of this year so that they can increase their utilization and also to be

able to extend the voucher beyond 120 days and stated that currently they have one or two that need additional 30 days so it would help them to keep them searching for a unit and not fall out of the waiting list and grab somebody else, so that is the reason they are bringing the item to the Board.

Chairman Ceballos moved to approve Item 12D as recommended by Melissa Ortiz, Section 8 Administrator, and asked Ms. Ortiz to keep a separate file of those who have received those extension and be readily available for record keeping.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

- E. Discussion and possible action to approve the Housing Authority of the City of Laredo Housing Choice Voucher Program Operating Budget Amendment for FY 2019-2020 and Adopt Resolution No. 19-R-16.**

Ms. Barrientos presented to the Board and mentioned that currently in the budget the legal expense, staffing training, audit and office expenses are over budget from what they started the year and would like to make a recommendation to maybe lower the legal fees of the lawyers and stated that they also made adjustments to the current budget to where they over budgeted the item and made modifications to go ahead and cover the additional expenses and said that the difference of the expenses are \$109,500 and they reduced \$19,500 from other current expenses, so they are requesting up to \$90,000 in reserves. Chairman Ceballos asked if they were balancing off this year. Ms. Barrientos responded that they are balancing and also using reserves. Chairman asked how much they have in reserves. Ms. Barrientos responded that they have about \$300,000. Chairman Ceballos asked how much she would be using from reserves.

Ms. Barrientos responded that they estimated for the remaining of the year based on their current expenditures which can be lowered and she will have to bring back a budget amendment which can be lower than the \$90,000, but it is up to \$90,000. Chairman Ceballos asked if she needed to the amendment already or if she was just doing it for the record. Ms. Barrientos confirmed. Chairman Ceballos stated that there are somethings she is cost allocating to Section 8 and asked if they have to allocate audit services and stated that he is just trying to preserve some of the Section 8 reserves. Ms. Barrientos stated that they can put it in the COCC.

Chairman Ceballos mentioned that offices expenses went up and asked what those were. Ms. Barrientos mentioned that those are monthly expenses they have and stated that she knows they have been changing around on the structure of the Department so she mentioned it is like buying additional equipment they might need for the upgrade or relocation. Chairman Ceballos asked if they always cover for Section 8 Department. Ms. Barrientos stated that COCC does not, that it is their own department. Chairman Ceballos mentioned that once they start hitting the reserves it will deplete quickly so he asked if they can look to see if there are other ways to absorb it elsewhere and bring

it back. Ms. Barrientos responded that it would be fine and they will bring it back the next Board meeting.

Chairman Ceballos stated that he had no problem with the legal expense if it belongs there, but for the other things there may be other ways to absorb them. Ms. Barrientos mentioned they will bring the item back the next Board meeting. Chairman Ceballos thanked Ms. Barrientos for presenting the amendment because sometimes it is not done and he thinks it is good because it clears the budget.

No action was taken on this item.

- F. Discussion and possible action to allocate AMP current year operating budget or reserve funds for limited property beautification efforts, and provide for any AMP budget amendments for current fiscal year.

Chairman Ceballos mentioned that if they would drive around some of the properties they will notice that they need tender loving care around the streets and stated that when meeting with the Amp Managers about a month ago they talked about finding spaces they could care for like to have a flower bed, an attractive reception in particular area which he expected to get started after that meeting and it may have not been started so he asked Ms. Barrientos to bring the item so that they could create a line item and mentioned that they could support \$2,500 - \$3,000 per site base on their net income.

Commissioner Ms. Guerra stated that she thinks is a good idea and said that actually people have commented to her that they remember there used to be a lot of trees and now it is not as beautiful as it used to be. Chairman Ceballos stated that they really need to put more trees along IH-35 on the right of way side and they could get permission from the City because it will dress up that strip a little more. Commissioner Ms. Guerra asked if they can also do something on the Clark side because that street is kind of a boulevard. Chairman Ceballos stated that it would be an amount that is fair for each of the sites and stated that Senior Home is very well taken care of for the most part, but there are other sites that probably need a little bit more and asked if it had been worked out with the Managers. Ms. Barrientos responded that they did a beautification plan and some do need more like \$5,000; therefore, they are asking about a limit to it so that they can go ahead because there are different sizes of the beautification; one might say 1,000 sq. ft. and another might say 3,000 sq. ft. so they cannot have the same pricing on the amount to spend which is the reason they are bringing it for the Board recommendation.

Chairman Ceballos mentioned that Colonia Guadalupe needs more than \$2,500, so if they create a line item which they can do very quickly and said that Colonia Guadalupe could be \$10,000 and stated that Russel Terrace is taken care. Ms. Barrientos mentioned that it could be between \$2,000 - \$10,000 considering Colonia Guadalupe to be the highest. Chairman Ceballos mentioned that every project will have a line item and they could do it up to a certain amount. Chairman Ceballos asked Ms. Vicharelli for

her input and if they could manage up to \$10,000. Ms. Vicharelli stated that she was fine with \$10,000 for Colonia Guadalupe and go down for the other projects and not to exceed \$10,000.

Chairman Ceballos mentioned that Meadow Acres Elderly has planter that has been ignored for years and it really needs to be spruced up and added that South Laredo has a small area and they probably will not to spend too much there and in Farm Labor they need to really look at the sprinkler set up because he remembers it being fully sprinkled and they need somebody to fix it. Chairman Ceballos mentioned that Russell Terrace is taken care of because they have a lot of construction money, Springfield needs some money and in reference to Carlos Richter he stated that sometimes they forget about the street there.

Ms. Vicharelli stated that for Senior Home Monica Rivera had suggested barbecue pit for the canopy and wonders if they can do it for beautification which would help. Chairman Ceballos stated that it depends on the cost and said that they could also use Capital Funds. Ms. Vicharelli stated that they also wanted a bed of flowers for gardening for the elderly. Monica Rivera mentioned that they already have an area at the Senior Home, so it would be an addition. Chairman Ceballos recommended to make sure they get an Architect. Ms. Rivera confirmed. Ms. Vicharelli asked that they will also include Senior Home as well.

Chairman Ceballos asked if they wanted to do it by amp and if they would want them to bring a budget for what they will be doing this year. Ms. Mata mentioned that she would recommend to get a budget for each one with specific details as to what beautification project is going to take at each one so that they can allocate the appropriate amount. Commissioner Ms. Guerra asked if they would wait for the next meeting. Chairman Ceballos mentioned that he does not want it holding anymore and that it is a good time to do it. Commissioner Ms. Guerra requested if amps could provide a breakdown of their action plan as to what they plan to spend and if they made any little progress to provide pictures if they have. Chairman Ceballos mentioned that Commissioner Guerra would also like for them to consider the area around the Board room building and asked Alina Rios to take note of it. Ms. Barrientos mentioned that they will bring back any budget amendments if they go over and come back with the ratification.

Chairman Ceballos that on this item they will take the Asherton issue in reference to defer the LHA deposit for six months so that prospective tenants can go pay the City deposit. Commissioner Ms. Guerra asked if they can do three months or if they should do six months. Chairman Ceballos mentioned that they should do six months because they might be coming back for an extension and asked the Property Managers present if that made sense. Ms. Mata agreed. Mr. Mendive asked how it would work, if it would be delayed for six months, but they will still have to pay it. Chairman Ceballos responded that they would still have to pay it at six months; it is just giving them six months to pay it. Mr. Mendive mentioned that he would just subsidize it because they are not getting a lot of tenants moving in anyway. Chairman Ceballos asked if he would

prefer to waive it, but what if there would be damages. Mr. Mendive stated that even for damages the amount is not sufficient. Ms. Mata mentioned that the deposit will mean some responsibility to the tenant to maintain the property. Commissioner Ms. Guerra asked if they could prorate it. Chairman Ceballos asked if they would waive it if tenants make payments on time for a year. Mr. Mendive mentioned it would be fine. Ms. Vicharelli mentioned that she did not think it would be a good idea to waive the deposit, especially because there have some tenants are not paying; they are giving them a voucher and now they will give them the deposit. Chairman Ceballos asked what they think would be the best scenario. Ms. Vicharelli mentioned that she is comfortable with Asherton because they need those numbers to move and they need people to get in. Chairman Ceballos mentioned that it was only for Asherton. Mr. Mendive confirmed that it was only for Asherton because there is no movement there. Chairman Ceballos asked Ms. Vicharelli if she would support to do a waiver in Asherton until they lease up. Ms. Vicharelli responded that she would and stated that for six months is good. Chairman Ceballos stated that Mr. Mendive is recommending a waiver. Mr. Mendive asked if it would be for anyone that comes in within six months will get a full waiver and stated that he would recommend to cap it for six months, but do a full waiver or at least half of it. Chairman Ceballos stated that it was a deferral for six months. Ms. Vicharelli mentioned she was thinking about giving them six months to pay. Ms. Mata mentioned that she is comfortable with the six-month deferment, but thinks that they should still collect the deposit from them at the completion of six months. Commissioner Ms. Guerra stated that she does not think they will be able to pay after the six months. Ms. Denise Guzman asked what would happen to other people they moved in and paid their deposit. Chairman Ceballos mentioned that they appreciate she brought it up.

Chairman Ceballos moved to appropriate or designate a budget line item for beautification up to \$10,000 per Amp, possibly more in Colonia Guadalupe and staff will bring it back if it is more and the second part of the motion is that they defer the LHA \$200 deposit for six months in order to provide some relief to prospective tenants that are considering moving into a low leasing property.

Vice-Chairman Dr. Garza seconded the motion.

Ms. Barrientos mentioned that the secure deposit varies depending on the bedroom size of the property it would be \$250 - \$300. Chairman Ceballos added in the motion to include whatever the deposit is for the unit.

Chairman Ceballos moved to approve Item 12F as discussed above.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

- G.** Discussion and possible action related to approval of Work Authorizations under professional services contract no. LHA2016_1218_02-2-HP1 issued to Able City, (formally Hickey Peña Architects).

Ms. Mata mentioned that there is a proposal in the packet and it is for the renovation of Los Balcones Apartments and stated that as she mentioned during the Executive Director's Report they are making an effort to push that project for completion by April and it is being brought to the Board to inform and take action on it and stated that they have a contract with Able City for professional services, but based on the amount of the work authorization she is presenting it to the Board for approval; it is for \$17,910. Chairman Ceballos mentioned that they are reviewing the other authorizations and he thinks this one is fine and that they need more help and said that Fund 79 Laredo Housing Development Corporation probably does not pay for the kind of things they would like them to do in terms of planning or documents and construction drawings, so he stated he is fine with it and he knows as well as Ms. Barrientos knows that they have several work authorizations and they can have a general consulting authorization, so it is just making sure they are not duplicating and doing that full review carefully and stated that he does not think they are going to do a general consulting anymore because they got too many authorizations that Chairman Ceballos thinks they might even be confused.

Ms. Mata stated that they already identified a couple items that they have to take back for them and mentioned that regarding this project they do not have anything that has been authorized, so she is comfortable recommending it. Chairman Ceballos stated that they do a great job.

Commissioner Ms. Guerra asked if the exclusions were fine. Chairman Ceballos mentioned that the exclusions are fine, that those are things they will not cover like any engineering and stated that it was more to scan the building and do an as built drawings because it is an existing building and in the last couple months what they are facing is that they actually will have to tear down the second building frame and it is going to take them to do construction drawings, so it is going to probably be modified a little and said that they were going to do drawings, but as built drawings and they can still do them even if they do not tear it down, but what they will do now is construction drawings to build the mechanic.

Commissioner Ms. Guerra asked if they will need to demolish it completely. Chairman Ceballos mentioned that it will be done in sections, but at the end of the day, the framing will be pretty much replaced in the back building not the front building and mentioned that the back building has four units. Chairman Ceballos also mentioned that it does not have to, but it is going to be done because there is too much moisture in that framing, so they are not going to keep it.

Chairman Ceballos mentioned that he wants to make sure the Board understands that \$17,950 will be more because they are going to ask them to do more.

Vice-Chairman Dr. Garza moved to approve Item 12G as discussed.

Chairman Ceballos seconded the motion.

Motion passed unanimously.

- H. Discussion and possible action to amend the agency organizational structure/chart, and any pertinent job positions and salaries. This item may be discussed in Executive Session, pursuant to Texas Government Code Section 551.074 (personnel matters).
- I. Discussion and possible action related to Executive Director scheduled informal evaluation, as stipulated in contract agreement. This item may be discussed in Executive Session, pursuant to Texas Government Code Section 551.074 (personnel matters).

Chairman Ceballos mentioned that they will take item 12H & 12I into executive session.

Attorney Poneck suggested to do the non-profits before going to executive session and to recess the meeting.

**Chairman Ceballos moved to recess the meeting as the Housing Authority at 3:09 p.m. Commissioner Ms. Guerra seconded the motion.
Motion passed unanimously.**

**Chairman Ceballos moved to reconvene at 3:13 p.m. as the Laredo Housing Authority meeting to entertain two items in the agenda in executive session.
Vice-Chairman Dr. Garza seconded the motion.
Motion passed unanimously.**

**Chairman Ceballos moved to go into executive session at 3:14 p.m. with items 12H & 12I.
Vice-Chairman Dr. Garza seconded the motion.
Motion passed unanimously.**

Chairman Ceballos stated that the Commissioners were going into executive session and mentioned that they may call staff, the Attorneys, Executive Director and some of the Directors will be called to executive session.

Mr. Mendive stated that he wanted to inform that Ms. Vicharelli was not in the sidewalk committee. Chairman Ceballos asked if they were given her name. Mr. Mendive stated that they had given her name for the committee on the sidewalks and he just wanted to make sure it was clear.

13. 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 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).

Commissioners went into executive session at 3:14 p.m.

Commissioners reconvened from executive session at 5:40 p.m.

14. ACTION ON ANY CLOSED ITEM

Chairman Ceballos stated that as it relates to Item 12H he would move to do the following changes to the organizational chart:

1. To structurally move the Planning and Systems Administrator position directly under the Executive Director.
2. To change the Office Clerk position to an Administrative Assistant Position in the same position of the organizational chart and stated that he was looking at the last approved organizational chart.
Commissioner Ms. Guerra asked if Chairman Ceballos wanted to move the HR position because it has not been changed. Chairman Ceballos confirmed.
3. To correct the Administrative Assistant HR position to make it the Human Resources Manager title and to make sure they update the job description reflecting the role of the Planning and Systems Administrator and increased responsibilities and it should be reflected in both the role and responsibilities and salary and the role of the Administrative Assistant also and mentioned that they have some job descriptions to make those reflected in the change.

Chairman Ceballos stated that in the same action, the Administrative Assistant be filled within 30 days.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

In relation to Item 12I Chairman Ceballos mentioned that there was no action taken.

15. ADJOURNMENT

Chairman Ceballos moved to adjourn.

Commissioner Ms. Guerra seconded the motion.

Motion passed unanimously.

Meeting adjourned at 5:44 p.m.



Jose L. Ceballos, Chairman



Alma D. Mata, Executive Director