

**Housing Authority of the City of Laredo**  
Regular Board of Commissioners Meeting  
LHA Board Room  
2000 San Francisco Ave.  
Laredo, Texas 78040  
Saturday, March 9, 2019  
9:00 A. M.

**A-19-R-3**

**Minutes**

**March 9, 2019**

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1. **CALL TO ORDER** Chairman Ceballos called the meeting to order at 9:00 a.m. and thanked everybody that was 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** Chairman Ceballos asked Alma Mata, Interim/Acting Executive Director, to do roll call, so Ms. Mata proceeded with roll call.

**Commissioners Present**

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

**Commissioners Absent**

**Staff Present**

Alma D. Mata, Interim/Acting Executive Director  
Christy Ramos, Administrative Assistant  
Griselda Resendez, Property Manager  
Monica Rivera, Property Manager  
Jessica Martinez, Program Coordinator  
Esmeralda Martinez, Property Manager  
Bulmaro Cruz, Project Specific Manager  
Eduardo Palacios, Project Specific Manager  
Jennifer Barrientos, Interim Finance Director  
Leticia Sosa, Office Clerk  
Alfonso Trevino, Jr., Project Specific Manager  
Rosie Ortiz, Property Manager  
Bertha A. Galvan, Interim Director of Section 8  
Alina Rios, Property Manager  
Francisco Lopez, Procurement Officer  
Valeria Cabello, Project Specific Manager  
Melissa Ortiz, Director of Compliance and Quality Assurance  
Roberto Peña, Director of IT  
Juan G. Gonzalez, Executive Administrator

Albeza Gonzalez, Human Resources Manager  
Victor Reyes, III, Project Specific Manager  
Ricardo De Anda, Attorney

**Others Present**

Rosa Lilia Rios, Central Resident Council President

**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 no comments

**5. DISCLOSURE OF CONFLICTS OF INTEREST**

Chairman Ceballos stated that they added this agenda item at the recommendation of Attorney Poneck in order to make sure that any staff or Commissioner who might have a conflict or potential conflict with any of the items on the agenda would have the opportunity to disclose it before they go to the meeting. Vice-Chairman Dr. Garza asked if it would be before the meeting starts or the agenda item. Chairman Ceballos stated that it would be at this item and stated that this is the first time they do it, so It will be a standard item as recommended by Mr. Poneck and it will allow Commissioners and staff to announce any conflict and said that they had been doing it during the agenda items and they will still need to abstain if they have an item that affects them or when they feel there is a potential of conflict.

**6. APPROVAL OF MINUTES**

A. Approval of Minutes for Board of Commissioners meeting of January 25, 2019.

**Chairman Ceballos moved to approve the minutes as presented.**

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

**Motion passed unanimously.**

**7. PRESENTATION BY RESIDENT COUNCIL**

Rosie Rios, Central Resident Council President, mentioned that they were still working on the Resident Council elections and stated that they will be working on it for the next 15 days and then for the Central Resident Council in April. Chairman Ceballos informed Ms. Rios that the planning for the BiblioTech at Lozano is still going on and stated that Councilwoman Ms. Vielma is assisting in getting it done and is also working on the design, so hopefully, they will get together with the Lozano Resident Council within the next two weeks to share the final proposed design and then they will come back to the Board for the budget approval and added that Councilwoman Ms. Vielma will dedicate some funds and if she is able to get funds she

would like to remodel the playground area. In regards to the building, Chairman Ceballos stated that they will try to work their best with the interior of the building in order to save some money; they had previously thought of adding to the building, but it will not be necessary. Ms. Rios mentioned that they consider the park to be in a dangerous area due to heavy traffic on both streets and said that there had been accidents that have damaged the fence, so they would like to have the park moved from that area. Chairman Ceballos mentioned that they plan to move the park, but it has to do with the cost and stated that they want to be able to see the BiblioTech sign when coming from the north on Springfield because currently they are not able to see the building, so Jessica Martinez will contact the Resident Council so that they would meet and look over the proposed design and once they are in agreement, it will go back to the Board. Ms. Rios stated that they already have the new Resident Council at Lozano. Chairman Ceballos thanked Ms. Rios for her presentation.

## **8. Presentations (No Action to be taken)**

### **A. Executive Director's Report**

Chairman Ceballos asked Ms. Mata to provide the highlights for both the Executive Director Report and Consultant Mary Gaona's Report. Ms. Mata stated that they continue with the staff trainings which are scheduled for the next couple months and stated that they hired some temporary part-time staff to assist in the Russell Terrace project so that they can meet the deadlines and mentioned that they continue to have some vacant positions and will probably make some recommendations at the next Board meeting. Chairman Ceballos asked Ms. Mata if it would be possible to place the training schedule on the website for the staff to be able to find it and asked if the trainings are open to any staff. Ms. Mata stated that currently the way they are handling it is defining who needs to attend the training mandatory and once they know how many spaces are available they open it to the rest of the staff.

Juan Mendive, Planning and Systems Administrator, presented to the Board and stated that he is creating a training schedule, a training calendar which he has shared with all the directors through their e-mails and mentioned that he will be working with the new HR Manager Albeza Gonzalez who is at the meeting, so he will be working with her to create a newsletter and said that he has also asked Valeria Cabello to assist with the newsletter for the employees and will be including the training calendar in the newsletter and they will be updating the training calendar every month so staff can see what the trainings are and said that some of the trainings are specialized and said that on March 5 they had a training for the maintenance workers so they reached out to the Department Director who provided them a list, but it was in the calendar for everyone to see it, for the employees to see it and mentioned that he likes Chairman Ceballos' idea to put the training calendar on the website and stated that Mr. Peña is working on an employee portal, so they will also include the training calendar there.

Ms. Mata mentioned that in Public Housing the PIC Score is at 100% and stated that if they look at the summary of work orders open they will notice that there are two that are pretty high and said that she already reached out to those properties which are Russell Terrace with 71% of work orders pending and are down to 9, they were a little bit behind when the report came out, so they are down to 9 work orders that are open and the other is Farm Labor with 95 % of those

pending and stated that they had turn over with the Manager there and are hiring for that position and Ms. Martinez, the person that is filling there, is at 4 pending, so she was able to close the work orders they had pending there as well.

Ms. Mata stated that in Section 8 the PIC Score is 99.9%, SEMAP Lease Up is at 94% and the HAP expenditure is at 98% and mentioned that the waiting list opened on the 22 of February and they are currently updating the list, so they will see the numbers updated at the next Board meeting. Chairman Ceballos asked Ms. Galvan how many applicants they had. Bertha Galvan, Interim Director of Section 8, stated that they had approximately 700 applicants for Section 8. Chairman Ceballos asked if it was on one day. Ms. Galvan responded that it was in one day, morning and afternoon. Vice-Chairman Dr. Garza asked how the waiting list works if he was #20 on the list, if he would still be #20. Ms. Galvan mentioned that they already processed the applicants, currently they have zero and said that they called 135 people for the appointment, so they will meet with the applicants that applied on February 22, 2019 to be on the waiting list.

Chairman Ceballos mentioned that when people are invited to come into the waiting list, if four persons go in and apply, it will be in sequence by date and time and then they will have preferences, so if a person is homeless the person gets one point, if the person is a veteran, the person gets a point and the person goes up on the list, so after they have those 700 persons on the list and they are ready to admit people, the persons will get a letter saying they can come into the program and then they get a voucher which can be taken to a Section 8 landlord for the person to be housed.

Vice-Chairman Dr. Garza asked as an example if he was a veteran and would apply, will he automatically have one point in the waiting list and will have the extra point and asked if there was a way to know in the computer system that says a particular person is a veteran or if Mr. Garza is #1 because he is a veteran. Chairman Ceballos mentioned that they will have to tell him and also said that the system will not automatically do it; they would have to actually open the person's file and it will show the preferences. Vice-Chairman Dr. Garza asked if the file would be coded. Chairman Ceballos confirmed and mentioned that they will get a point and what the point means is that a person has one point, another person has two points, and other persons do not have any points, so when they run the list it will show all those people with preference points at the top who will be next in line to get housed and said that those are very important questions because they should never be at zero on the waiting list because that would be misrepresenting the need and stated that there are rates of response when they put people on the list, out of the 700 people maybe 500 will ultimately be housed because others do not respond or do not need the help anymore, so they need to always keep capturing a list and added that Vice-Chairman Dr. Garza's questions are very valid because they have 700 this year and if they do not open the list again, they will get to zero which should not happen, they should always have 500 plus, so that they are never short of issuing because they have the other part of the program and stated that they lose approximately 10 people off the program every month, so every month they have to be ready to move in 10 new people, otherwise, the leasing rates suffer, so he mentioned that he was just trying to make the point that sometimes the most obvious things are not as obvious, but it is true.

## B. Consultation report on finance matters related to Independent Audit FYE 2018.

Ms. Mata mentioned that in reference to the quality control section, the Board at their last meeting, requested them to provide some percentages on the findings, so they prepared some percentages on what was reviewed, the calculation errors, the top five errors that they found and they are separated by amps so that they can see where the issues were. Chairman Ceballos asked who had conducted the reviews. Ms. Mata responded that it was Melissa Ortiz and Melinda Gavilanes.

Chairman Ceballos mentioned that they will look into it in executive session and they will probably move into directing staff to create a separate compliance department that is not part of the program and asked Melissa Ortiz to provide information in that regard. Ms. Ortiz mentioned that those were the top errors they found and said that they returned the files which were returned back with the corrections and they, basically, saw consistency with the errors throughout the developments and she stated that what shocked her the most was that inspections were not in the file or that the privacy act was not signed by either one or more of the family members or it was not in the file at all and said that they also found that they were not conducting the EIV reviews in the file. Chairman Ceballos asked Ms. Ortiz to explain what it meant. Ms. Ortiz mentioned that it pertains to the income verification, so if they would print it, it will give an overall view of what their household income is, they will place all the family members and it will give a report as to what their wages are and where they work. Chairman Ceballos asked for the purpose of it. Ms. Ortiz stated that it would be to calculate their rent accordingly. Chairman Ceballos stated that it was to catch fraud. Ms. Ortiz confirmed.

Commissioner Ms. Guerra mentioned that there is so much variance, that two of them did a good job and the other ones are very high and also said that some had perfect score. Ms. Ortiz mentioned that Senior Home did very well. Chairman Ceballos asked what was happening there and what the difference was. Ms. Ortiz mentioned that they are seniors and their income is usually Social Security. Chairman Ceballos stated that there are less changes. Ms. Ortiz confirmed and said that their income is kind of fixed. Chairman Ceballos stated that there is less of a chance to miss something. Ms. Ortiz confirmed. Commissioner Ms. Guerra mentioned that Asherton did very well too. Chairman Ceballos asked how many units are leased. Ms. Ortiz stated that it was approximately 25 units, and said that they audited 5% across the Board.

Chairman Ceballos stated that they would talk more about it because it is part of the discussion they will have in executive session and they will look at a way to do more of those reviews regularly and mentioned that he knew it is part of Ms. Ortiz job, so he said it will be a good thing going forward. Ms. Ortiz mentioned that they presented the files to the managers and they returned them back much more improved and stated that there was turn over and that at Colonia Guadalupe was the more shocking because there was turn over there and now they have somebody that is fixed. Chairman Ceballos stated that the next part would be to create a process so that it does not happen. Ms. Ortiz mentioned that in Guadalupe for the most part it was the Assistant Manager that was certifying the files on the ones they found and said that the lady is no longer with the Agency. Vice-Chairman Dr. Garza mentioned that they could have some sort of a checklist. Ms. Ortiz mentioned that they had contacted Nelrod and they will be getting a new format which they will start implementing in April because there are a lot of forms

that are not needed and it is just more work for them and they do not need more work, so they will, basically, shred everything and start from scratch with new forms and stated that there were a lot of forms with no titles, so it was hard for them to know exactly what the form was for and whether it belonged in the file. Vice-Chairman Dr. Garza stated that they could not just shred anything. Ms. Ortiz mentioned that it would be the old forms that they do not need to use.

Chairman Ceballos recommended Ms. Mata to look into considering creating an incentive for those employees that are performing well, so that there is a positive end and stated that now that they are looking into it, it is obvious that it is going to improve and he thinks the managers present would understand why it needs to improve and said that those are internal reviews that really do not have an impact, but the audit will eventually start and at that point those reviews are more, on the record, for the agency, so he said that it would be a good idea to come up with a way to incentivize good performance for the Managers. Commissioner Ms. Guerra mentioned that she likes the idea that it will be uniform in case a Manager would need to move to another facility they would be familiar. Chairman Ceballos mentioned that during the budget they would be discussing creating equity between the Case Managers in Section 8 and the Housing Managers in Public Housing so that they could actually cross them when somebody is better at it because currently they do not have the fluidity and the certification process is very similar because they are looking at the same stuff. Ms. Ortiz mentioned that they will be updating to create more of a dashboard across the board. Chairman Ceballos asked if Ms. Ortiz will do it every month. Ms. Ortiz responded that it would be hard to do it every month. Chairman Ceballos asked if she could do samples randomly. Ms. Ortiz confirmed. Chairman Ceballos mentioned that they could come up with a random sampling process. Ms. Ortiz stated that they will be looking at Section 8 and then will come back to Public Housing, so they will get both programs reviewed.

Chairman Ceballos stated that he would like the Board to take care of the updates on the projects, the apartments and the Tiny Home Project. Ms. Mata mentioned that the three projects they have are the Bernal, Sunrise Courts and Russell Terrace and said that with the Balcones they had already conducted the mold remediation the Board authorized at the last meeting and it has been cleared with certification; they had a clearance certification. In reference to the Bernal Sunrise Court they are still in the process and are looking for quotes and are hoping to materialize it the following week and stated that the goal is to have at least something they can tour for the April 24 Summit.

Chairman Ceballos asked to have images shown on the Bernal Sunrise Courts for the media that was present and stated that most people had already heard the information before and mentioned that the property used to be an old bar that was a nuisance which was demolished, abated and had some hazardous stuff, so they are building three homes in the Inner City at Tilden and Price, one of them is 280 sq. ft., another one is 400 sq. ft. and the larger one which has two bedrooms is approximately 598 sq. ft. and it will be an exciting project and mentioned that the person in charge is Alfonso Treviño and the task is to build it at a cost that could be replicated which could be considered costly for the Agency because they invested in the property that required demo, but the point is to show people that you can build minimally and you can live comfortably and be able to build for a little less than you would if you were buying

outside the loop, so in the Inner City they already have utilities, so it should be cheaper to build and the goal is to get to the April 24 date so that they can invite community members to tour during that Summit Leadership and it will be interesting to do more of that and stated that if they look at the design, it has a loft and should be a neat space, so it will be an exciting project and mentioned that the lot is a pretty big lot, over 6,000 sq. ft. on a corner and stated that those will be Housing Authority owned units that will be rented at a fixed rate and there will be a committee that will select former homeless and they decided that at least one unit will go to a veteran, to an elderly and to a family which will probably be the best, so it will be a nice development.

Chairman Ceballos mentioned that they are not proposing it for every city lot, but if they would take the two bedroom house and put it in a city lot and if they could build it for \$85 or \$90 per sq. ft. then they start making it attractive to build in the Inner City and their goal is to stay below \$75 sq. ft. for the Tiny Home which will put it at approximately \$21,000.00.

Ms. Mata provided a brief update on Russell Terrace Revitalization Project and stated that they are currently at 37% complete and mentioned that they made some changes in order to better coordinate the project so they will be able to meet the deadline with TDHCA & BBVA and stated that they are on schedule to meet the deadline. Vice-Chairman asked for the completion percentage. Ms. Mata responded it was 37%.

## **9. PRESENTATION OF FINANCIAL STATEMENTS FOR THE ENDING JANUARY 31, 2019**

Jennifer Barrientos, Interim Finance Director, presented to the Board and talked about the Revenue and Expenditures Report and mentioned that they have multiple AMP locations that are at profit and some that are at loss and reported the revenues and expenses, also including Section 8 and Farm Labor and said that currently it is unaudited financials, but are working on doing some corrections while in the process of the end of the year and they are looking at all the accounts, so the information is subject to change due to corrections they are making to the books. Ms. Barrientos mentioned that COCC shows they have a loss which is due to legal, audit, office and advertising expenses which are higher than what was budgeted for. Vice-Chairman Dr. Garza asked for the reason. Ms. Barrientos mentioned that it was due to more legal fees. Vice-Chairman asked about the other expenses. Ms. Barrientos stated that it was the audit that was completed for 2018 and they are still getting charges for the audit. Chairman Ceballos proposed for Ms. Mata to review it because some of the legal costs are not probably in that fiscal year and might have been paid during that fiscal year, but might have been for prior work.

Ms. Barrientos mentioned that there is loss at Russell Terrace which is due to tenant services not budgeted originally, so she will have to come back unless the Board would approve to budget the tenant services because it was not included before, but now with the BiblioTech and the residents still in the conversion from Public Housing to Section 8 going on, it was recommended by the Board to keep the tenant services and would need to bring it back with a budget amendment. Ms. Barrientos stated that they also have maintenance and administration salaries that have increased; therefore, there is a difference which has to do with the construction, so they will view the maintenance salaries to make sure they are classified correctly and if they would have to change it, they will do it.

In reference to AMP 6 Ms. Barrientos mentioned that the water and sewer rates went up a lot by the City who is trying to allocate a new water systems, so the rates are higher and stated that the rest of the AMPs are good, Farm Labor, Senior Home, Meadow Acres, and Carlos Richter.

Ms. Barrientos mentioned that Section 8 is negative and stated that the audit expense increased for 2018 due to the auditors spending a lot of time in Section 8, also the office and insurance expense increased. Chairman Ceballos asked how much the auditor expense had gone up from the contract amount. Ms. Barrientos stated that she had requested a final bill because they had proposed \$84,000, so she will check and bring that information. Chairman Ceballos mentioned that it is one of the few times Ms. Barrientos is presenting and said that some of the items that are drawing them into the red or into the negative are actually budget amendments and recommended that she would ask for a budget amendment to increase the budget so it does not reflect as a loss because it is not accurate, so Chairman Ceballos asked Ms. Barrientos to bring budget amendments next month for legal and for audit and at that point they will increase the budget and that will be a different story because, otherwise, Ms. Barrientos is booking an expense where the budget did not account for it, so it needs to be done through a budget amendment.

In reference to Farm Labor Ms. Barrientos mentioned that it was where they had the legal case which is already closed, so that was one of the higher expenses for the budget.

Chairman Ceballos asked if there were any questions from Ms. Mata on the financial statements. Ms. Mata mentioned that they will have a clearer view the following month once they finalize with the closing of the year and stated that Ms. Gaona who is the Consultant has been working with them and they are pretty much up to date and they are just working on the last couple months for the year, so the next month Board meeting presentation of the financials should be a lot more clearer and accurate. Chairman Ceballos stated that he wants to make sure they are clear because the Board is not going to approve financial statements that are in the red and stated that he used to tell the same to prior Directors that unless it is really the case, so they will need to say what caused the expense in an amendment to the budget because in many cases it is either something that should have come out of reserves and recommended Ms. Mata to review to catch those issues so that they do not present statements in the red unless it is truly a deficit and mentioned that Asherton has always given that because it does not generate a lot of cash, but they have the option to go to budget reserves, so that they always keep it in the black. Ms. Barrientos confirmed.

Mr. Juan Mendive mentioned that Chairman Ceballos had stated that the Board would not approve financial statements in the red and asked whether it would be for annual or monthly statements. Chairman Ceballos stated that it is for the monthly statements and mentioned that if they see that they are potentially going into the red they should bring it back as a budget amendment which would be a better solution either to use Capital Fund for an outlay or amend the budget because they anticipate an increase and it needs to be on budget and also mentioned that the other challenge is that they under budgeted for staff and they have an increase in staff and it is better to do a budget amendment which will allow not having to



present something in the deficit. Mr. Mendive stated that as he had promised, he is developing the dashboard, so they will see some financials on the dashboard by next meeting and mentioned that if they would like to see something specific on the dashboard to just let him know. Chairman Ceballos mentioned that it would be nice to see the prior year. Mr. Mendive mentioned that he wants to do a comparison so that they could see trends and look at previous months or quarters. Chairman Ceballos mentioned that in reference to Russell, they would have to present it as budget amendment to carry the additional staff and recommended billing it to the construction account if there are funds in the construction account. Mr. Mendive thanked Chairman Ceballos for the clarification and Chairman Ceballos thanked Ms. Barrientos for her presentation.

## **10. ACTION ITEMS**

- A. Discussion and possible action to approve the write-off of non-collectible amounts for vacated Public Housing, Russell Terrace, Meadow Elderly and Farm Labor units from October 1, 2018 through March 1, 2019, as recommended by staff.

Ms. Barrientos presented to the Board and mentioned that they are bringing the write-offs for the vacant units that have balances for an amount of \$18,655.91 and said that it is a high amount due to South Laredo and Farm Labor, the court case they had from Farm Labor which left a balance, so that is why they see a \$9,000 write off balance. Attorney Mr. De Anda stated that the money is in the Registry of the Court and she should not have that amount. Chairman Ceballos asked Attorney De Anda if he would like to expand on that issue. Mr. De Anda stated that they have an eviction case involving a resident. Ms. Barrientos stated that it was a case from Farm Labor and the case with the Registry of the Court is for AMP 3 that still continues and said that the particular case went through a grievance panel and is with the Registry of the Court and she mentioned that she was told that if they ever present a grievance panel they would allow for an amount to be charged. Attorney De Anda asked which case she was talking about, if it was from Farm Labor, Ms. Barrientos confirmed. Attorney De Anda mentioned that he would need to discuss that specific case with Ms. Barrientos. Ms. Barrientos confirmed and asked if they could approve it for now and if it would be a lower amount, then she will bring it back for legal approval, for now they will keep it at \$9,000, so Ms. Barrientos is requesting for the write-off amount of \$18,655.91 which includes the RAD property which is at Russell Terrace, but they will bring it back also for the Facilities Corporation meeting and it is for \$686.24. Vice-Chairman Dr. Garza asked if they could look at Ana Maria Lozano which has a -.81. Commissioner Ms. Guerra asked if they owed the tenant. Ms. Rosie Ortiz, Manager for Carlos Richter and Ana Maria Lozano, mentioned that it is a credit, the \$1.81 they were referring was for a resident, Ms. Ana Porras, who moved out, so the \$1.81 was left pending.

**Chairman Ceballos moved to approve Item 10A as presented and as recommended by staff with the note that the Farm Labor item be cleared by legal.**

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

**Motion passed unanimously.**

Chairman Ceballos mentioned that they will take a recess for approximately 5 minutes.

**Vice-Chairman Dr. Garza moved to recess.**  
**Commissioner Ms. Guerra seconded the motion.**  
**Motion passed unanimously.**

**The Board reconvened from recess at 9:56 a.m.**

- B. Discussion and possible action to award Request for Proposals No. 180611-1 "Tenant Management System," and authorize the Interim/Acting Executive Director to negotiate and finalize the contract with the recommended proposer(s) in reference to the agency program operating system.

Robert Peña, IT Director, presented to the Board and stated that he would talk about the RFP they have for a Tenant Management System and asked why they would consider replacing the existing system and said that they have a few reasons, but the most pressing item is that the cost keeps going up and there is no increase in value while the cost goes higher. He mentioned that they started at \$30,000 a year in 2007 and in 2018 they paid almost \$57,000 for the same software with very little change, so price is going up and they are not getting much of an improvement in the quality and they can see that every year they have been going up an average of 5.9% which comes out to about \$2,400 every year and they keep getting charged more, sometimes a little bit more each year and sometimes a little bit less, so they just keep charging more for the same product and as a result they decided to go on with an RFP through procurement and see if they can get a better solution.

They went through with the RFP and got three responses: Lindsey Software Systems, Tenmast Software and a company called Yardi. T they considered the three proposals and said that the implementations costs are pretty standard, but when they start looking at the annual cost, year two and year three they think Yardi might be too out of price, Tenmast might seems to be ok, and Lindsey for some reason is just very low, but as they start looking at the core functionality they get a better idea as to which has a more complete system, which one will provide what they exactly are looking for and said that one of the key things that stood out when evaluating them was the fact that Yardi has budgeting and forecasting tools which is something that the other softwares either had something similar, but not as powerful or nothing at all, so they went ahead and evaluated them further and considering that they wanted something they could offer to the public, a portal that would improve customer service, something that would allow for a better interaction with the residents and the one vendor that seemed to be just perfect is Yardi because they have everything, take payments, get work orders, schedule meetings, complete tenant certifications, all up to the point where the tenants all they just had to do is to come in and sign instead of coming in and sitting in for an hour for interviewing, they can just submit their documents online and it will save them a lot of trouble, so they had three people score the RFP's and Yardi is the one that came in highest with an average score of 89, Tenmast came in close at 84 and Lindsey at 73, so they see why Lindsey was priced so low, it just does not have the functionality they are looking for, so as a result they chose Yardi and said that by using their voyagers software which is a core software and the RentCAFE suite of public portals, they can put together a package that will better serve not only the agency's needs and allow

workers to work efficiently but also to better service the residents and the community at large.

Mr. Peña mentioned that they also checked on their clients and they found Yardi had a list of clients that use it and said that Yardi is a pretty large company that has a lot of business all over the world and he showed them that just in Texas the Housing Authority for the Cities of Corpus Christi, El Paso, Brownsville, San Antonio, and Dallas are using Yardi and also locally the Dorel Apartments which is over 400 units and also a little place called Casa Verde Apartment that is also using Yardi. Mr. Peña mentioned that he went ahead and compared the portfolio software they currently have with Emphasys to what was proposed by Yardi and they see that the prices are not as high as it looks when they compare the core software; both softwares have them and the Farm Labor Management software is a third party, but with Yardi it is built in and also mentioned the resident portal which allows payments on line, ach payments and work orders is offered by Yardi and with Emphasys it is just barely getting into the game.

Vice-Chairman Dr. Garza mentioned that it throws him off that Emphasys was included in the comparison and makes it seem like they also applied and he knows that they did not. Mr. Peña stated that he did not want to say that Emphasys does not have it, because they are just barely starting, so it was included just for comparison purposes because they just barely started building up the software. Chairman Ceballos asked if Emphasys did not respond. Mr. Peña stated that they did not respond and he did not go looking for them and had not talked to them and said that they advertised publicly and they did not get a response; it was just from the three vendors.

Chairman Ceballos asked who was in the committee. Mr. Peña responded that it was himself, Melissa Ortiz and Melinda Gavilanes, who is also in Quality Assurance, and stated that the ladies accompanied him to Corpus the previous Thursday when they visited and they met with the Executive Director and the Chief Financial Officer of Corpus Christ Housing Authority who were gracious enough to host them, to give them an overview of the system and ideas how Yardi has helped them and mentioned that they had tremendous success and tremendous public response and stated that they only do the waiting list online now and they have public computers where people can walk in, sit down and sign up for the waiting list, so now they have over 10,000 people on the list without having staff to go sit down and take time answering phone calls.

Commissioner Dr. Rodriguez mentioned that she liked the presentation and said that the software looks amazing and asked Mr. Peña if the software is compatible to whatever network or their system internally because sometimes they get the software and the compatibility is not there. Mr. Peña responded that it is on the cloud, all of it is online and all they have to do is have internet connection and a web browser whether it be fire fox, chrome or internet explorer, they can access it from the office, from the house, even if they are on a trip and they need to approve a purchase or just need to keep an eye on the financials and they could log in and said that it is part of Forts Clouds 100 companies, which is one of the best clouds companies, an internationally recognized organization, that has data centers all throughout the world anywhere from Dubai to Sidney to Hong Kong, so they

have data all over. Chairman Ceballos mentioned that obviously Mr. Peña put a lot of time into the presentation which is appreciated because it is amazing and thanked him for his efforts and asked him to speak about the transition and how long it would take.

Mr. Pena presented them with a typical implementation schedule which they can see is based over six months and essentially they will start with analyzing their operation and workflow; on the third month they will give them a sample of the data and they will start doing like an initial run on how it is going to look like and in about four months they will do a second run that would be the lead up into the final run which will be at about six months. In the meantime, they will be undergoing training and designing the workflow and will still have to continue to use Emphasis in the meantime, so there will not be any double entry nor concurrent work at all. Chairman Ceballos recommended Mr. Peña to make sure it is on the record. Mr. Peña mentioned that they do not like to do that and what they will do is that at the very end, once they have all the analysis, workload set up and everything that they do is in there, they will do one last integration of the data, will load it up and that is when they will go live and after that the operation ends once they post for the first month's rent and they will be able to submit 58's to HUD.

Vice-Chairman Dr. Garza asked how people friendly the system would be. Mr. Peña mentioned that the system is user friendly, that they had attended online demos and they also had seen the software firsthand and said that it is pretty easy and that one of the nicest things about it is that if they would be looking at a purchase order, they scan the invoice and it becomes an attachment; they scan the check that was issued and it becomes an attachment and if they click on the check it will show the check was used to pay this particular invoice which is part of a particular purchase order and if they would drill down even further it will show that the amount came from the GL account, so they would be able to go from the check all the way to the GL account and if they will drill down they will be able to see every stage of the process, where it came from, where it went, who pulled it out, they could see the original documents, the receiving documents and stated that everything is saved. He also mentioned that one of the nicest things about Yardi is that it would be one of the first steps in trying to move towards the paperless environment.

Chairman Ceballos asked if Jennifer Barrientos had been involved in the process. Mr. Peña responded that she was able to attend the demos, but unfortunately, she was not able to make the trip to Corpus, but she sent one of her bookkeepers, so there was representation from her department. Chairman Ceballos asked Ms. Barrientos if she felt good about the potential change. Ms. Barrientos confirmed and stated that the only thing is that Yardi does not have payroll which currently is the same thing with Emphasys; they are using a third party and she said that when they went to the presentations it was one of the talks she had with one of the vendors to see what they would do with payroll if they would source it out or keep it in house and said that she called the current vendor, Vista HMRS who said it just needs to be compatible with the system if they would want to continue using it. Ms.

Barrientos and Mr. Peña stated that it is compatible with Yardi. Ms. Barrientos mentioned that they could also do the outsourcing. Mr. Peña stated that they could do that and Ms. Barrientos stated that there is a cost to it, but depending on the Board approving it, they would get more different softwares to look at and see what would be better for the Agency. Chairman Ceballos asked if HR was part of it. Mr. Peña responded that HR is part of Vista HMRS software that Ms. Barrientos was discussing and said that one of the things he was looking towards and it will probably come up in a subsequent Board meeting is that they also have a plan in the works to streamline the payroll system which will include biometric timeclocks and a very strong integration between the timeclocks and the software, so that way a lot of the work that is taking place to prepare the payroll will be eliminated; it is going to be streamlined and about the only thing they will have to do will be to generate a CSB file from Yardi, they would upload it and move into something else. Commissioner Ms. Guerra mentioned that it would be wonderful that they will have the biometric element.

Mr. Peña stated that they will try to come back in April with another item to present to the Board. Chairman Ceballos mentioned that they could talk about it and would love to see it in April and also stated that they have the new HR director. Mr. Peña stated that they all will love it, especially Finance will love it. Chairman Ceballos stated that they could work to bring back the recommendation on the change for payroll and HR. Mr. Peña mentioned that is it something they are looking forward to. Commissioner Ms. Guerra asked Mr. Peña if the total on the quote he received from Yardi included the implementation. Mr. Peña confirmed and stated that the quote they see in the price tabulation, \$121K-\$130K, is the total amount which is for the first year, the licensing cost plus the cost for implementation and said that every subsequent year the price is fixed over five years; it is not going to be like with Emphasys; it is not going to go up every year and stated that it is a little bit on the high side, but when they look at the things that come with it, if they really looking to improve the workflow and customer service, Mr. Peña stated that he firmly believes it will be the way to go, which is where they want to be.

Vice-Chairman Dr. Garza mentioned that it would not increase in five years and asked if he had done any research or asked Corpus Christi if after those five years it would go up again and said he was not sure if it was something they would share with him. Mr. Peña stated that he had not asked that question and said that he believes Corpus has been using Yardi for about over five years and said that they went 100% RAD. Chairman Ceballos asked if Corpus is happy with Yardi. Mr. Peña responded that Corpus loves it and that the Executive Director had told him that he did not leave Emphasys for Yardi, but went running from Emphasys to Yardi and also mentioned that they recently absorbed a neighboring Housing Authority and the landlords that have houses there also have houses in Corpus and they use the Yardi system, the landlord portal in Corpus, and they keep calling and asking when they would implement it for their units in the other Housing Authority because they find it very functional. Chairman Ceballos asked if they have e-mails connected to landlords which he said is one of the big gaps they have in the Section 8 Program. Mr. Peña stated that he would have to get back to them in reference to that and said that he believes they do because a lot of the communication is handled by e-mail.

Vice-Chairman Dr. Garza asked Melissa Ortiz, whom he said has worked in Finance in the past, for her opinion about Yardi. Ms. Ortiz responded that she really likes the system which allows them to get year to day budgets and month to day budgets with one click and at the end of the month if they close the month it is going to generate reports to each department director or whoever they want access to it and the trial balance summaries are automated and can be set up to the department heads, whoever wants them or needs them, they would be able see the budget already on there and they can incorporate it because currently they do not have that option, so it will generate on demand reports with actual numbers so that way they will know exactly where they are. Mr. Peña mentioned that they would be able to include it in the dashboard because every user that logs in has a dashboard and it will show their budgets and where they stand as far as expenditures and balances. Ms. Ortiz stated that with Procurement it would allow to put in allocations, an option they currently do not have, so they would be able to allocate to the particular fund and department, they do not have to wait until accounts payables generates the allocation.

Commissioner Ms. Guerra stated that she had a question regarding the tenants and made reference to their comment that in Corpus they have computers set aside. Mr. Peña mentioned that in Corpus they have public basic computers set aside like a kiosk, sort of the one they have on the first floor at the administration building, where they can go to the internet and start the application process because not everybody has internet services at home and not everybody has access to a computer, so not only would they be able to put computers in the lobby, but with BiblioTech they could offer the service to anybody in the vicinity of those locations. Commissioner Ms. Guerra mentioned that it would be great especially for the elderly and if there would be a tech from BiblioTech that would be able to assist them because she said it would be intimidating, so she asked if there could be somebody that could help them, like a Tech. Mr. Peña stated that the nicest things about it is that it services online and can go as far as outreach and set some on a tablet, so if they would like to sign up, they could go to the Colonias to accept applications, so they would use a tablet that has internet and they would be able to do it online, so Mr. Peña stated that it would be one option.

Vice-Chairman Dr. Garza asked Mr. Peña how it would benefit HR. Mr. Peña stated that they would be using a different software with Yardi; it would be Vista. Chairman Ceballos recommended for them to study the different users and see what HR programs they have been using that would be best for Yardi so that they would not make a mistake. Mr. Peña stated that the feedback they had been getting is that they would be using a different software which would be additional cost, but they could continue doing payroll in house. Chairman Ceballos thanked Mr. Peña for his presentation.

**Commissioner Dr. Rodriguez moved to approve Item 10B as recommended by staff.**

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

**Motion passed unanimously.**

- C. Discussion and possible action to amend the Public Housing Admissions and Continued Occupancy Policy, Appendix H: Grievance Procedures and adopt Resolution No. 19-R-4, as recommended by staff.

Chairman Ceballos mentioned that it would be a minor change to eliminate the option for a hearing panel and changing it to an impartial person selected by the PHA and they could select the person at a later date, but it is removing the hearing panel language from the entire policy and asked Ms. Mata if she had any additional updates. Ms. Mata responded that it was the only update for the policy, removing the option for a hearing panel.

**Commissioner Ms. Guerra moved to approve Item 10C.**

**Chairman Ceballos stated that Attorney Poneck was not recommending, but affirming that it is the proper change.**

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

**Motion passed unanimously.**

- D. Discussion and possible action related to the establishment of a tenant incentive program for the purpose of addressing Russell Terrace redevelopment and relocation needs.

Ms. Mata mentioned that they were bringing the item to the Board in order to help them address the need for relocation at Russell Terrace while they continue with the construction and said that initially the project was going through a domino effect where they would reconstruct and then move tenants that would be relocated within the property into those units to create way for the construction to continue and stated that it is just an incentive program they are asking to establish in the need they have to relocate tenants to complete the project, so they would have the ability to incentivize them to move.

Chairman Ceballos stated that he and Vice-Chairman Dr. Garza had a meeting with BBVA over, basically, trying to assure them that the project would be completed as agreed without any further extensions and stated that in visiting the site it appears they are on plan to meet the demolition deadline which is the end of June, however, they have to build about 48 units to be able to hit the target for completion of the project and stated that they do not think they would need to incentivize, but if they would have the need they would like for staff to have it already approved and they would probably have to come back next month with the specific amounts and stated that he and Vice-Chairman Dr. Garza had agreed that it would be good to have it and if they would need to vacate a unit to get ahead or 10 units, that those tenants be approached with a one-time or a multiple month financial incentive whether it would be waiver of the rent, whether it would be one time, so they consulted with legal staff, Rod Salomon, who is a RAD expert and Mr. Poneck who has been in Russell Terrace and advised that it is allowed, it is permissible and is part of the relocation program as long as they do not change anything on the relocation plan and said that he did not have a number and asked if anybody had a number to recommend and asked Ms. Mata if she had any recommendation on the amount. Chairman Ceballos mentioned that at first he thought that they could waive three to six months of rent, but the amounts changed, so he recommended that even if they would have to come back to give them all time to come back with a specific number, even if it would be \$1,000 and they will have to book it in the budget so that they would actually have the money set aside in the construction budget because currently the relocation amount does not include it.

Ms. Mata stated that the relocation amount does not include it and said that they reviewed what the tenant portion of the payment is at Russell Terrace and said that the average amount that tenants pay is about \$320.00. Vice-Chairman Dr. Garza asked where they were relocating the tenants because he remembered the big issue with him was the fact that LISD would be losing ADA and would have lost 10 million dollars if they would have knocked down the entire project and closed down one campus, so it is very important for them because now their numbers are suffering and stated whether they could relocate them within the LISD area. Chairman Ceballos stated that they could set those perimeters, that they provide for relocation within the Inner City or the LISD district, so basically they will not lose that student and stated that it could be included in the motion and said that if they would do ten units, it would be \$10,000 and then stated that there is a lot of Management staff in the meeting and asked if anybody would move for \$1,000 to another Public Housing site, if it was not attractive enough or if anybody would like to comment on it and then asked Alina Rios directly if it would be a good amount to offer \$1,000 to a tenant to move from Russell Terrace to Guadalupe and whether anybody felt the amount to be too much or too little. Ms. Rios mentioned that it was a good amount. Chairman Ceballos stated that they could authorize 10 spots within LISD district in the event that the staff needs it, they do not have to come back and mentioned that they could debate or discuss it, however they would want to do it and asked Mr. Gonzalez for his comments.

Mr. Gonzalez, Executive Administrator, stated that \$1,000 for each tenant would be a good amount to offer the tenants who he thinks are just waiting for an opportunity and also seeing what is happening with Russell Terrace, so he thinks that \$1,000 would be a great amount to offer to the tenants and said that, hopefully, they would not need it, but in case they would be pressured for time they should start giving that amount, so \$1000 should be good. Chairman Ceballos mentioned that it would only be for allowing them to continue with the demolition on time and not for anything else. Mr. Gonzalez confirmed.

Ms. Barrientos mentioned that she wanted clarification if the \$1,000 would be to move to the other property, but they would have the right to go back. Chairman Ceballos confirmed and said that the relocation plan would not allow them to change it, but if they choose to stay when moved to Colonia Guadalupe because they have a vacancy they would have to do it in writing. Commissioner Ms. Guerra mentioned that it needs to be clear whether they would like to return or if they decide they like it, so that they are not afraid they are stuck somewhere. Ms. Mata mentioned that the RAD Relocation Plan requires that they be allowed to come back, but they need to state it when they initiate the relocation process and mentioned that they have a form that allows them to select the relocation options whether it would be to move to a different Housing property or to take a Section 8 voucher or if they would want to return, so they accept to relocate with the option to return to the property.

Chairman Ceballos mentioned that Ms. Resendez who is the Manager at Russell Terrace is present at the meeting and that he should actually talk to her, so Ms. Resendez mentioned that they are pending to move the families and said that the majority are elderly and they have issues with moving because they do not have relatives or someone to help them pack



their personal items, so if they offer the voucher for Section 8, it would have to be a contract for 12 months and it is going to be temporary, so when they are ready to come back she wondered if it would affect them to break the lease with the landlord or Section 8 because she wants to make the transfer easy for them due to the construction. Chairman Ceballos stated that the requirement with Section 8 is regulatory and would have to have an initial one year lease, but the landlord can waive it, so if they would find landlords willing to provide it in writing to waive that part of the lease and also mentioned that they could work on a legal document that can be added to the lease releasing that particular requirement. Ms. Resendez mentioned that it would be wonderful and said that she would like to have a meeting with the residents so that the residents would understand the priority to make the demolition and reconstruct the whole project.

Chairman Ceballos thanked Ms. Resendez and mentioned that she has done a great job and wants to commend Ms. Resendez and stated that he was concerned about the demolition time period which still is going to be very tight and stated that Ms. Resendez has worked ahead and a whole team of other people and thanked them for their work and helping push Russell Terrace which has been a long trying project.

Chairman Ceballos asked Ms. Mata if ten spots would be enough. Ms. Mata confirmed and mentioned that their goal is not to use them and said that she thinks they would be able to do without them, but they would have the flexibility in the event they would be reaching the end of the project and they would need to do it she would like to have that flexibility to do it and incentivize the tenant.

**Commissioner Dr. Rodriguez moved to establish the Tenant Incentive Program for the purpose of addressing Russell Terrace redevelopment and relocation needs within LISD perimeter in the amount of no more than \$1,000 with the stipulation that the clients be able to return.**

**Chairman Ceballos seconded the motion.**

**Motion passed unanimously.**

- E. Discussion and possible action to award project construction labor trades and materials for the Los Balcones Apartments project.

Chairman Ceballos asked Ms. Mata if they had any recommendations. Ms. Mata responded that they did not have, that they had placed both items 10E and 10F on the agenda in case they had something that the Board needed to approve, but they do not have anything.

- F. Discussion and possible action to award project construction labor trades and materials for the Bernal Sunrise Court project.

No action taken on this item as stated above by Ms. Mata in the previous item, 10E.

- G. Discussion and possible action related to Russell Terrace Revitalization project and its progress, existing contracts and contractors, potential award of contracts, and all other

actions necessary to expedite construction and or relocation efforts as permitted by existing contracts and procurements.

Chairman Ceballos asked if there was any action on the item or if they needed to discuss it. Ms. Mata mentioned that they need to discuss it. Chairman Ceballos mentioned that they will take Item 10G to executive session

- H. Discussion and possible action related to the filling of management positions, as recommended by the Interim/Acting Executive Director.

Chairman Ceballos asked Ms. Mata if she had any recommendations. Ms. Mata responded that she did not, so Chairman Ceballos stated that they will not take item 10H into executive session.

Chairman Ceballos moved to take Item 10G and Items 11A & 11B into executive session and then they will come back and do Item 10I.

- I. Discussion and possible action related to the review and approval of the Operating Budgets for fiscal year period ending March 31, 2020, and revision of the organizational chart, for the Housing Authority of the City of Laredo and adopt Resolution No. 19-R-4.

Chairman Ceballos stated that they will not take Item 10I in executive session. They will go into executive session and then they will come back to continue with Item 10I.

Chairman Ceballos mentioned that they have the Budget presentation to do, but at this time Commissioner Dr. Rodriguez needed to be excused from the meeting, so Chairman Ceballos thanked Commissioner Dr. Rodriguez for joining the meeting.

Ms. Barrientos mentioned that she was bringing the Budget for April 1, 2019 through March 31, 2020 to the Board and stated that the Revenue and Expenses presented is the projected net cash flow and it is not a balanced budget COCC which is due to the salaries that are programmed in the COCC level and said that for now the AMPS are balanced. Chairman Ceballos mentioned that, for the record, they are on Item 10G Discussion and possible action related to the review and approval of the Operating Budgets for fiscal year period ending March 31, 2020, and revision of the organizational chart, for the Housing Authority of the City of Laredo and adopt Resolution No. 19-R-4. Ms. Barrientos asked if she could make a clarification, the item is 10I and is resolution 19-R-5 and said that for the budget all the AMPs are not including the wish list items that are presented in the packet and said that she did not include them so that they could go over them because they had asked for a listing of the vehicles since the majority of the AMPS want a new vehicle in their property, so they can find the vehicle listing of all LHA Agency in the last two pages of the legal size packet. Ms. Barrientos mentioned that for AMP 1 they are requesting lighting around the project, landscaping, a F-250 Super Duty Diesel Truck with goose neck, golf cart, riding lawn mower, wall heaters, rangers, refrigerators, storage doors, water heaters and the storage rooms roofing.

Chairman Ceballos stated that they might not have enough time to cover the budget and mentioned that he has not really studied about the vehicles and said that it is not going to be in the annual budget, so they could entertain it as an amendment and asked Ms. Barrientos when she needed to submit the budget. Ms. Barrientos responded that it would be by April 1st. Chairman Ceballos asked if there was room to do somethings in the budget. Ms. Barrientos responded that there is room to add items in the budget except for Section 8 and Senior Home.

Chairman Ceballos stated that everyone wants a vehicle, which is a big expense and it would be eight vehicles and asked Ms. Barrientos where she was going to book them, if she would use project reserves. Ms. Barrientos responded that it will not be project reserves because they have enough revenue minus the expenses, so some can afford it and still be positive in the cash flow, but some other requests like the F-250 would be up to the Board if they would want to accept it or go to the F-150. Vice-Chairman Dr. Garza asked if it has to be Ford. Ms. Barrientos stated that they could search around. Chairman Ceballos stated that they cannot brand the purchase; they could speck it and say Ford, Chevy or whatever, but they cannot just say Ford. Vice-Chairman Dr. Garza stated that it was his concern. Ms. Barrientos stated that one of the things maintenance really want is to make sure is that it would have a lift and towing capacity and a lot of the vehicles they get sometimes they do not come with that, it would be an extra fee. Vice-Chairman Dr. Garza mentioned that they do not come with it. Chairman Ceballos asked if they had looked closely at the request and said that they need time to do that. Commissioner Ms. Guerra mentioned that if they need to get eight vehicles in one year, she wondered if they could stagger them two by two unless they have not gotten a vehicle in a long time. Ms. Barrientos mentioned that those requests were in their wish list for the budget process and that the Managers were putting it in the wish list. Vice-Chairman Dr. Garza mentioned that on the list they have a 1987 GMC dump truck, so he questioned why it was that particular year and brand. Ms. Mata mentioned that the list Vice-Chairman Dr. Garza was making reference is the inventory.

Chairman Ceballos mentioned that they did not have a budget workshop at the previous meeting and they tried to have one, but were not able to and they actually postponed it, so they could all work through it and carve out what they do not need to submit for the HUD budget, work through that and get through some of it within the next couple weeks. Ms. Barrientos mentioned that what they could propose is to submit the budget as it is without the wish list items and then going up to the COCC to make the recommendation on how they want to charge it and change it so that it could be balanced.

Chairman Ceballos asked Mr. Mendive if he had been involved or if he had been part of the process. Mr. Mendive responded that he had somewhat been involved and that when they submitted the wish items, at that particular time he asked Ms. Barrientos to set up a meeting with all the Directors to see what their budgets were and mentioned that Mr. Vidaurri, the Director of Housing Management at the time, had participated and they looked at the wish list and made some changes and removed somethings from the wish list at that time and they realized that there was enough money in the reserves to pay for some stuff, so he mentioned that there was some minimal involvement and stated that

something he had mentioned was that he wants to improve the budget process. Chairman Ceballos asked Mr. Mendive if he was comfortable with approving everything else except the trucks because it would be a big ticket they would be looking at approximately \$200K or \$300K in vehicles and then asked Ms. Mata if she had an opportunity to review the wish list. Ms. Mata responded that she had not and stated that she is comfortable approving the budget as it is without the wish list and then bringing it back to the Board for an amendment, so that they would have enough time to review it and asked if they could go quickly through some of the items which are items they bring every year like the gas stoves and refrigerators which she would be fine, but is not comfortable with recommending approving the purchase of vehicles or equipment.

Chairman Ceballos stated that he thought they would have time to go through each development and if somebody could keep track what they will leave out and mentioned that Ms. Mata could lead them in that effort and select what will be carved out and said that they will start by looking at the operating budget for Colonia Guadalupe. Chairman Ceballos stated that he had questions with COCC and would want time for that and stated that he plans to end the meeting by 12:30 p.m., so they have about 35 more minutes and stated that he wanted to see what the comfort level would be with the capital outlay because it is a big number and the rest seems like routine and asked Mr. Gonzalez if he needed to say something.

Mr. Gonzalez mentioned in reference to the vehicles that he visited all the AMPs and stated that they really need the vehicles because the vehicles are all outdated and said that it is time to get new vehicles. He stated that it is a large amount, but he could justify that they really need them and said that they have small ranges with the lift and the reason for the lift is to carry the refrigerators and stoves. Chairman Ceballos asked if it was the Ford Ranger that was brought back from the Boys Club. Mr. Gonzalez stated that the one Chairman Ceballos refers to is at Carlos Richter. Chairman Ceballos stated that the particular truck is a special one and not to let go of it. Mr. Gonzalez stated, for the record, that they do need the vehicles. Chairman Ceballos asked if Mr. Gonzalez had a chance to look at the equipment, the tractors they had talked about with staff at a previous meeting and if he had reviewed what was being requested. Mr. Gonzalez stated that he was about to do it and stated that, as a matter of fact, they need the tractors as well because currently they have two tractors down, out of service. Chairman Ceballos mentioned that his concern is that they have different kinds of tractors and said that they should keep the same line and uniform, so nobody would have a better tractor than the other unless is justified and stated it was not an issue for the Board, but for the Managers and the maintenance foremen because some do not have access to them and they should be able to share with each other. Mr. Gonzalez stated that it was going to change as well.

Chairman Ceballos mentioned that maybe they will pull the tractors out, but if they have an emergency, they should go ahead and buy what they need for an emergency. Vice-Chairman Dr. Garza asked in reference to the vehicles if they could go for bids because he thinks somebody might be able to give them a good price. Ms. Mata stated that it is exactly what they do, that they put it up for bids. Commissioner Ms. Guerra asked what would happen to the old ones, if they would put them in auction. Ms. Mata responded that they

would normally auction them. Chairman Ceballos stated in reference to the auction, for everybody present at the meeting and for whoever is new, that no employee can buy LHA property and said that it had to do with HR disclosure and to throw it to HR department that nobody can benefit even if it would be trash or looks like trash, they cannot do it, so for it to be on the disclosure side for everybody. Chairman Ceballos thanked Mr. Gonzalez and mentioned that he could look into it for the next weeks and bring it back.

Chairman Ceballos asked if they needed to pull out something else and asked if anybody was taking notes. Ms. Mata stated that they need to pull out both vehicles, the golf cart and the lawn mower.

Chairman Ceballos asked to look at Russell Terrace and asked what they would pull out and mentioned that they did not have trucks and asked if they needed trucks and also about the appliances, if they were buying stainless steel and wondered if it was an error. Ms. Mata mentioned that it was for Russell Terrace and said that the appliances there are different than what they are using at other amps. Commissioner Ms. Guerra mentioned that she liked the handicapped playground.

Chairman Ceballos mentioned that they would take a slight recess for about five minutes; the time being 12:00 noon.

Ms. Mata mentioned that they could pull out the last two items, the football soccer posts and the canopy for the playground because they are working on the BiblioTech design, so they do not need to put it there yet because it is going to change. Chairman Ceballos mentioned that it was the handicapped accessible playground and Ms. Mata mentioned that the football soccer too. Commissioner Ms. Guerra asked if it was the last three items. Ms. Mata confirmed. Chairman Ceballos mentioned, for the record, that it is for Russell Terrace budget, the ranges and range hoods, but not necessary stainless steel, or refrigerators, whatever the unit requires based on prior appliances.

Chairman Ceballos asked about AMP 3, Carlos Richter. Ms. Mata mentioned that they could remove the truck and the tractor.

Chairman Ceballos asked in reference to Senior Citizens and Meadow. Ms. Mata stated that it was just for Senior Citizens. Chairman Ceballos asked about the generator and if they needed a new one. Ms. Barrientos mentioned they cashed in some of it from Capital Fund because they have the telephone system in Capital Fund and they could do an amendment to change it in case they need to buy something else they could use Capital Fund Money. Vice-Chairman Dr. Garza asked how it would affect the telephone system and if she was sacrificing that system. Ms. Mata mentioned that they upgraded the telephone system by switching the type of system they will be using. Chairman Ceballos mentioned that it was one of Roberto Peña's successes and they congratulated him.

Monica Rivera who is the Manager at Senior Citizens mentioned that the generator is so outdated and the radiator is actually leaking and there is no replacement on the radiator anymore and said that the generator is hardly used, but when it is in use it is only 50% and

it is only in case of emergency, so when they turn it on it does not supply the elevator, so she stated what was the use of the generator. Chairman Ceballos mentioned that on an emergency they are not supposed to use the elevator and asked Bulmaro Cruz for his comments who stated that the generator is only for the emergency lighting when the power goes off. Chairman Ceballos stated that the estimate is \$65,000 and asked Mr. Cruz if they should buy something at that price. Mr. Cruz responded that he believes so and mentioned that he had a proposal from approximately five or seven years ago because he tried to do it before, but it was not approved. Chairman Ceballos asked if the proposal was more or less expensive. Mr. Cruz stated that the radiator by itself was around \$25K - \$30K, but the installation is the expensive part of it. Monica Rivera mentioned that it is something they need.

Chairman Ceballos mentioned that he notices they have items for the lobby and mentioned that he will invite the Board to make a trip to Senior Citizens in the next couple weeks to take a look at it and said that they had done it before and also that he would like to get one of the architects to help them and stated that he notices that the elderly community are used to the same thing, but some of the furniture there is not really elderly friendly, so maybe not an architect but a designer that focuses on or an interior designer that could lay out some furniture for them and recommended to consult with the tenants because the chairs they have are not comfortable. Ms. Rivera mentioned that the chairs are hardwood and are not comfortable for the elderly, so Chairman Ceballos mentioned that he would like them to come back with an interior layout and furniture recommendations.

Chairman Ceballos stated that he knows the reason for the backup boiler, so he knows they need it. Ms. Rivera mentioned that they need it too because they are actually having problems with some of the seventh floor units with the hot water; residents say that the water does not balance when they turn it on which Ms. Rivera thinks is an issue with the second boiler missing and stated that she tried Arellano's Plumbing who went in and checked it and also De Hoyos, but neither one was able to solve the problem, so she said that it might be why they need the second boiler. Vice-Chairman Dr. Garza asked Ms. Rivera if she was happy with Arellano's Plumbing. Ms. Rivera responded that she was very happy and said that they had worked a couple times and they had done good work.

Ms. Mata asked if they could pull out the mini splits for the hallways and if Ms. Rivera could explain what the 100 units are because the mini splits for the halls they have them as a CFP item. Ms. Rivera mentioned that the mini splits for the 100 units is because most of their units do not have a/c. Ms. Mata mentioned that it was the reason she was asking for the 100 units. Ms. Rivera mentioned that they have the heaters, so when it is cold they use the heaters, but maintenance has a lot of problems coming in and said that she does not know how they do it, but it takes them up to two hours to turn the heater on and she does not know whether they need to flush the lines and has no idea what they actually do, but they do have a lot of problems and there are a lot of units and they have to be going back and forth. Vice-Chairman suggested that next time she would ask what exactly they are doing that is taking them so long. Ms. Rivera confirmed. Chairman Ceballos stated that what Ms. Rivera was asking is to a/c every unit and mentioned that they have the price for

the mini split, but they will also have to consider the electrical cost to handle it. Ms. Mata mentioned that it was already planned through the five-year plan with the CFP process, so they already have money allocated for that.

Chairman Ceballos mentioned that he does not think he has met Ms. Rivera before, maybe he has seen Ms. Rivera, but has not seen her in the planning process and said that she really needs to be part of it because she is providing some very valuable insight to that property. Ms. Rivera stated that if she gets invited, she will participate. Chairman Ceballos mentioned that she was being invited and said that when they do the Capital Fund he would like for her to be present because her property is very unique and added that they are familiar with the other sites, but this one is very unique and he would like for her to be part of it and also be part of the interior design and to make sure that the tenants are all involved because they will not be buying furniture they would not like. Ms. Rivera confirmed and stated that the tenants input is very important. Chairman Ceballos stated that everybody needed to be involved. Vice-Chairman Dr. Garza recommended that they would select the furniture and then have the residents vote on it. Ms. Rivera confirmed. Chairman Ceballos confirmed and asked if they had funding to handle it because he said that it is the site that does not have any net income and it would either be from reserves which they have or it would be from Capital Fund. Ms. Barrientos confirmed.

Chairman Ceballos asked Ms. Rivera if they have an emergency on the water heater and also asked if they have a backup. Ms. Rivera responded that they do not, so Chairman Ceballos stated that it is an emergency because they do not have a backup and recommended them to do it like the last time that they procured it and then brought it back to the Board for approval as an emergency item and added that they should not wait too long. Ms. Rivera mentioned that De Hoyos Air Conditioning installed the one they currently have and had recommended to bring the second one within a year for back up and said that it has already been a while, months since they bought the one they have. Chairman Ceballos asked Ms. Rivera what exactly was needed out of their list. Ms. Rivera responded that what concerned her the most is the generator. Chairman Ceballos asked if the generator is working. Ms. Rivera responded that it works, but Mr. Chapa had mentioned the day before that he turned it on and it did not turn on because they test it every Monday to check the diesel level.

Chairman Ceballos mentioned that if they establish that it does not work she can take action as an emergency safety she could act without the Board being part of it and said that they could also make it part of the motion on this item and said that Ms. Rivera could investigate the following week and if it would be a safety issue, she could buy whatever she needed if it is a safety issue and then asked for Mr. De Anda's advice in regards to being a safety issue then Ms. Rivera could procure and do whatever she needs to do. Mr. De Anda confirmed that Ms. Rivera could do it in regards to the item they had just cited. Chairman Ceballos mentioned that it was in reference to the generator and stated that they need to make sure they go through it and also to make sure that it is worth \$65K before they buy the generator and said that they will make it part of the motion.

In reference to AMP 5 Ms. Mata stated if they could remove the remodeling of the boys and girls restroom, the lawn mower, the tractor, the truck and the restroom in the back office, so that they could re-evaluate them. Mr. Ceballos asked about the restroom in the back office. Ms. Barrientos stated that they want a restroom in the office in the area where the managers are. Chairman Ceballos asked if it would be a private restroom and also if they have staff restrooms in the sites and said that Lozano has a private one. Ms. Mata mentioned that it might be the only one, so Chairman Ceballos stated that it might be a legitimate request and asked Ms. Mata if she would look into it. Ms. Mata confirmed and added that the rest is fine.

Chairman Ceballos asked about Meadow Acres. Ms. Mata mentioned that the perimeter fencing was brought up to her attention that they have a safety issue there; there is no fencing in the office and they would have to look at it again to see what they decide to do there. Chairman Ceballos recommended to do it this year.

Chairman Ceballos asked if anybody had looked at the wish lists before bringing them to the Board. Ms. Barrientos stated that she had incorporated all of them so the Board could be aware what they are asking before approving. Chairman Ceballos mentioned that he would want a recommendation from the staff first before bringing it to the Board because it really needs to be validated by the administration staff and then asked about the next project.

Ms. Mata mentioned that she is fine with AMP 6. Chairman Ceballos asked if they could explain about the landscaping and the water system. Ms. Mata mentioned that they have some money already allocated through Capital Fund for work to be done at Asherton to take care of the ponding that happens there. Chairman Ceballos asked why water system, if they need a water system. Ms. Barrientos mentioned that she thinks they want irrigation, a sprinkler system. Chairman Ceballos mentioned that they will pull out landscaping and the water system and will discuss it and asked Ms. Mata to come back with a recommendation and stated that Mr. Juan Gonzalez needs to get involved and should have been involved in the presentation.

In reference to Farm Labor Chairman Ceballos asked who had generated the list. Ms. Barrientos mentioned that some of it was from previous budget because during that time they had the employee turnover at Farm Labor, so they added what they usually request every year and said that she talked to the current Manager to send her a wish list, but they did not send it. Vice-Chairman Dr. Garza asked to explain the request for 24 lavatory cabinets. Ms. Barrientos responded that the previous year they had requested them because they needed to be replaced and said that they would request to use Reserves. Chairman Ceballos asked how they would know if it would be needed and also asked who the Manager at Farm Labor was. Ms. Mata responded that Esmeralda Martinez was placed there when they had turn over at that property.

Ms. Esmeralda Martinez mentioned that she was barely placed at that property, approximately two weeks ago. Chairman Ceballos stated that she had not even had a chance to do a census of what she needs. Chairman Ceballos asked if Ms. Martinez knows



of anything that might be needed that would be an emergency. Ms. Martinez responded that she did not. Chairman Ceballos stated that they will remove everything until they come back.

Ms. Barrientos mentioned that they have Section 8. Chairman Ceballos stated that before Ms. Barrientos keeps going he asked if everybody that works in Public Housing Management had seen the list and if anybody had any input on what they had already covered, whether they would want to add, delete or change, it would be the time to do it because they would vote on it.

Alina Rios stated that she noticed that on hers she had added 24/7 security for Colonia Guadalupe and stated that they really need security because in the past two weeks they had six to seven break-ins and wondered whether they had heard in the news that an assumed light provider came in to offer services and assaulted an elderly tenant and the elderly, unfortunately, passed away, so she said that they really need the security. Chairman Ceballos asked if he or she passed away because of the incident. Ms. Rios confirmed and said that the tenant got assaulted because the guy went into the unit and assaulted the tenant who passed away because of the injuries and said that it was around the first weeks in February and it was in Colonia Guadalupe in one of the units by Park, so everyone was passing by; it was around 1:30 p. m. in the afternoon during the week when it happened. Mr. De Anda mentioned that it certainly qualifies as an emergency. Chairman Ceballos stated that it is Capital outlay.

Commissioner Ms. Guerra stated that she thought they had security already, that they had a contract. Chairman Ceballos mentioned that he would like to cover it, but is not part of the Capital outlay, it would be on the security allocation, so he asked if there was anything else on Capital outlay, on equipment. Ms. Rios responded that she did not think so. Chairman Ceballos asked how she had come up with those numbers. Ms. Rios stated that she had worked along with Martin Rodriguez on the equipment for what was needed for the Colonia. Vice-Chairman Dr. Garza asked if she had an idea where she would place the security. Ms. Rios responded that she does not have a location for them, that they would be patrolling around the project the majority of the day. Vice-Chairman Dr. Garza asked if someone could work on it with Ms. Rios. Commissioner Ms. Guerra mentioned that she would like to see it as an agenda item on the next Board meeting because she said that it was very important. Chairman Ceballos stated that they would get to it on the agenda because it is on the budget, but said that he wants to finish this part first.

Ms. Rosie Ortiz mentioned that she had come to work at Colonia Guadalupe for a couple months as an Acting Manager and stated that one of the things that she had brought attention to the Executive Director was that they needed to have a little bit more enforcement with the police department. Chairman Ceballos asked Ms. Ortiz if she was going to speak about the Capital outlay or about security and stated that they would get to security, but for now he wanted to finish with the Capital outlay. Ms. Rios mentioned that on the rest of the equipment she and Martin Rodriguez had sat together and worked on it and it was all that was needed for Colonia Guadalupe

Chairman Ceballos asked Ms. Griselda Resendez, Manager of Russell Terrace, about the wish list for that project, if it was fine. Ms. Resendez responded that the list was made before she had knowledge about the appliances that would be implemented in the units and stated that she has ideas to improve the football soccer for the children and also thinks about handicap people. She mentioned that she has other ideas because the canopy in the playground is necessary, especially during summer when the weather is very hot in Laredo because they need to look at not only the things they need but also what the residents need and the three items coming up in the monthly meetings once in a while, so she thinks it is very important to implement it, otherwise, do something so that the children can spend a good time because they need to understand that they are families with low income who do not have the opportunity to go on vacations or to have safe places which would be the reason she wants to bring those things to the project.

Chairman Ceballos stated that it seems to him that there is a lot of staff work that is pending with the items, a lot of discussion that they need to have before it reaches the Board and mentioned that he really thinks they should not even act on any of the Capital outlays without them certifying the Board that they had consultation with the staff and then Chairman Ceballos asked Ms. Barrientos to please not bring the items back without them going through the staff because they are going through the exercise and some of the staff are not even updated on the numbers, so he mentioned to Ms. Barrientos and Ms. Mata that need to make sure they look at it before the items come to the Board because it is very difficult; even if it would be a workshop they cannot be agreeing, staff has to already agreed before it reaches the Board and said that on any emergencies the can handle, to go ahead and proceed.

Commissioner Ms. Guerra suggested that next time all the Managers be present and be accountable and not say that they never saw the numbers, that way they know they have to be present and justify. Vice-Chairman Dr. Garza mentioned that Managers should have already been made aware of the numbers for the meeting and said that he concurs with Ms. Resendez in regards to her needs that she is correct. Chairman Ceballos mentioned that he agrees with both and also with Ms. Resendez, but said that the issue is where she is not informed because some of it will be handled by the BiblioTech build out and they have not sat with her to discuss and her concerns could have already been taken care of when they were renovating and they have not talked to her to inform her. Commissioner Ms. Guerra mentioned that she would not hold them accountable if they were not informed, so Chairman Ceballos stated that they were not ready to present and they will not take action because there needs to be discussion.

Ms. Resendez also stated that they do not need the floor polish because they are going to have ceramic tile in the new units. Chairman Ceballos asked who had generated the list. Ms. Resendez responded that she did, but she turned it in to Finance before she made some decisions and they do not make the corrections because of the transformation of Russell Terrace she did not think they were going to present it, until now that she sees it at the meeting. Chairman Ceballos mentioned that they might still need it for the Community Center and said that they will not be voting on it at the meeting, but they still have the budget and then asked if they had any more questions. Vice-Chairman Dr. Garza

and Commissioner Ms. Guerra stated that they wanted to hear Ms. Ortiz in reference to the security issue.

Ms. Ortiz stated that in reference to the security concerns at Colonia Guadalupe she wanted to mention that she also had an incident while she worked in Colonia Guadalupe acting as a Manager temporarily and stated that they are security issues because they have a lot of drug addicts on Park Street and said that they need to have more security or be a little more closer to the Police Department and maybe have a full Police Substation so that they can be patrolling the area and said that she personally saw people that live across on Park Street and said that the guys are terrible and stated that there are kids that are coming from school, and the guys were literally undressing outside and the kids walking from school are watching, so maybe they could talk to the Mayor to have them removed from the area.

Chairman Ceballos mentioned that he had been asking about the security contract and the security process for years and the different directors have been unable to set up that system, so it will get done in the near future and said that they have a security contract that they just re-awarded recently and also said that he had been pushing for overnight security, but he does not know if it has been done, but if it has been done, it certainly has not had an impact and said that they have some sort of agreement with the Police Department that nobody has really been able to explain; there is an arrangement where officers patrol and they reimburse the Police Department, so they need to look and develop a security system which is under Melissa Ortiz's department who needs to come back and present through the Director and come back with a security plan that includes looking at some overnight and some random and said that he has been asking for years about it and somehow they renewed another contract, but the only people he sees are the ones at Senior Citizens Home and said that in fairness to the community, they will handle peaks of those emergencies and mentioned that there used to be a full blown security staff; they had security staff at every project, but he thinks that they do not need that and would caution them to react to do that because the expectation of the resident should be the same in the project as outside the project because there are some tenants that want that presence which is an expensive presence and you cannot control the next emergency and what is happening is that they are having some peaks of issues and they should react to them, so a quick reaction should be to request that there would be increased security immediately in Colonia Guadalupe to address it, but they need to have a plan which he said he has been asking for the plan for a while.

Ms. Rosie Ortiz mentioned that she had talked to several sergeants with the Police Department, not only for Colonia Guadalupe, but also for Ana Maria Lozano and they recommended that maybe the Executive Director could go and talk to the Chief of Police and reach to an agreement, taking a copy of the contracts specifying what is allowed and what is not allowed on the contracts so that they can enforce it, but if they do not show them what needs to be done, it is very difficult for them. Ms. Ortiz mentioned that they also need to have parking signs allowing the Police Department because every single time she has tried to have somebody pull out cars because they are junk cars with expired license, they tell her they cannot go in because it is a private entity, but if they show the

police that there is a parking sign that you have a wreck, then they can go in and do the job, but if they are not allowed because it is a private entity they cannot go in, so Ms. Ortiz mentioned that she brought it to the attention of Mr. Vidaurri and even talked to Ms. Gaona that maybe they could talk to the Police Department and try to enforce the regulations.

Chairman Ceballos mentioned that they had those programs before and said that he does not know where the institutional knowledge had gone because they had the authority and had done that before; they had private tow trucks to enforce before, but does not know where all that experience has gone and said that it needs to come back to the Board at the next meeting with a plan as opposed to deliberating for 30 minutes in a discussion. Commissioner Ms. Guerra asked when they see as the peak period for it to be presence. Ms. Ortiz mentioned that as per her experience, people that would want to do something it would be after 5 p.m. when everybody is gone and she was talking in reference to administration because they see that there is nobody and mentioned that they had a problem at Ana Maria Lozano because they do Loterias and things that they are not supposed to be doing and if they think we are a private entity the police won't go in unless they are being called because it escalates to an altercation or fights, then they will go in, but in the meantime nobody goes and that Ms. Ortiz stated that is the reason she wanted to do something.

Chairman Ceballos mentioned that he feels frustrated because they had those discussions before and suggested to have a night rover and a day supervisor and made a lot of suggestions which have not been acted on and stated that they can do many things; they could have a supervisor working during the day and another one working at night, they had three police officers working and said that they had all kinds of programs before and stated that he noticed the amount that was budgeted is \$146K for security salaries and security benefits. Commissioner Ms. Guerra asked if that was contractual or if it was personnel. Chairman Ceballos responded that it was both, \$77K in contracts which is being paid out of Russell Terrace and AMP 1 has \$24K budgeted and said that there is a glitch because they are covering more in Russell Terrace than they are at Colonia Guadalupe, they have \$146K under contract, so he said that there is sufficient money to do something with that department and it probably needs a little bit more. Commissioner Ms. Guerra asked who was overseeing the contracts. Chairman Ceballos stated that it was ultimately the Director. Ms. Mata stated that the reason they see that amount under Russell Terrace is because the contract they currently have covers Russell Terrace because of the construction going on. Ms. Barrientos mentioned that the rest is allocated to Senior Home for the emergency calls.

Chairman Ceballos asked about the Police Department reimbursement. Commissioner Ms. Guerra asked how much it was. Ms. Barrientos mentioned that it is in the COCC. Ms. Mata mentioned that they are not reimbursing the Police Department. Ms. Barrientos stated that it is not the Police Department, but the employees, that it is a reimbursement to the officer. Chairman Ceballos asked if it was to use the cars. Ms. Barrientos mentioned that they have one vehicle. Chairman Ceballos asked if they had the agreement with the Police Department. Ms. Mata mentioned that she understands there is an agreement with the

Police Department that she needs to review. Vice-Chairman Dr. Garza asked, out of curiosity, if there was a police officer during the day and mentioned that they should have a police officer in the back during the meeting. Commissioner Ms. Guerra mentioned that they usually have security. Vice-Chairman Dr. Garza asked if they have a police officer for the meeting. Ms. Mata stated that they had somebody scheduled to come in for the meeting, but they called in that they could not make it. Commissioner Ms. Guerra mentioned that they need to make sure they do not get paid for what they did not do. Chairman Ceballos asked if they did not send a replacement. Ms. Mata stated that they did not have anybody else. Ms. Barrientos mentioned that they needed to have a Security Supervisor budgeted in since the last budget, but there has not been a hire for security. Commissioner Ms. Guerra mentioned that she was wondering about it because she knows that they had done that. Ms. Barrientos mentioned that they have not hired anyone. Chairman Ceballos asked Ms. Melissa Ortiz if she had worked on it. Ms. Ortiz responded that she had not, that it is the first she had heard about it, but she said she would work on it. Chairman Ceballos asked if it was under the org chart. It was confirmed that it is in the org chart. Commissioner Ms. Guerra asked if they could have the org chart included in the packet every meeting so that they can see it because she said that they used to have the tablet, but they never got the online system.

Chairman Ceballos mentioned in reference to the police officer, that there should be a process to replace the person even if it is from another company because it is not optional, they should have somebody because it is a public meeting and mentioned to Ms. Barrientos that they will have a budget amendment on security, on both. Ms. Barrientos confirmed.

Chairman Ceballos asked Ms. Barrientos to run them through the COCC that has a deficit. Ms. Barrientos stated that it has a deficit with the revenues and said that a lot of it is due to administration salaries because there are positions that were created and increases that are recommended and also they had not removed the Quality Control and put it into COCC from Section 8 because she said that they had it in Section 8; therefore, they went 50% in COCC for two positions and stated that they used the proposed rates, so those are salary increases they see currently in the budget. Ms. Mata mentioned that they had the creation of the two administrative positions which were the Executive Administrator and the Compliance and Systems Administrator and then they added the Chief Accountant as well. Ms. Mata also stated that they were also accounting for a difference in the Human Resources Manager position. Chairman Ceballos asked if they were over \$117K. Ms. Barrientos confirmed.

Chairman Ceballos then asked about the Section 8 excess. Ms. Barrientos responded that it was \$69K after they removed the two Quality Control positions from there, then she corrected that it was \$66K. Chairman Ceballos asked if she had a sheet that shows just the COCC salaries. Ms. Barrientos confirmed. Chairman Ceballos asked about the COCC amounts and asked why not book them in the actual projects. Ms. Barrientos asked specifically for which ones. Chairman Ceballos mentioned that they have Project Specific Managers and asked if those were Public Housing Managers. Ms. Barrientos responded that it was for Managers they have at the Russell Terrace construction. Ms. Mata stated

that it was basically for the Community and Economic Development. Ms. Barrientos confirmed. Chairman Ceballos asked if it was not in Capital Fund. Ms. Mata responded that not all of it is in Capital Fund. Chairman Ceballos mentioned that they have five Project Specific Managers that are not in Capital Fund. Ms. Mata confirmed. Chairman Ceballos asked if they have funds available in Capital fund to transfer and stated that what they are saying is that those positions are seasonal at Russell Terrace, so they can book them into the construction at Russell Terrace. Ms. Mata confirmed and stated that those positions were booked there at Russell Terrace.

Chairman Ceballos asked if the receptionist position was just created. Ms. Barrientos responded that it was part of the organizational chart. Ms. Mata stated that it was a clerk position and added that the office clerk position they do not see it current; they see it proposed and stated that it was created in mid-December and Ms. Mata mentioned that they see the Administrative Assistant position which is being added because previously they had the HR/Assistant. Chairman Ceballos mentioned that the particular position will be vacant, so they actually have \$35K available. Chairman Ceballos mentioned that they need to get balanced and asked somebody to do the math deducting 35K from 117K. Ms. Mata mentioned that they cannot remove the \$35K for the Administrative Assistant unless they are going to remove the Administrative Assistant position from the organizational chart. Chairman Ceballos mentioned that it was the Administrative Assistant/HR and now they have a full HR position, so they can eliminate it. It was mentioned that the difference is \$82K. Chairman Ceballos mentioned that he had asked to include a Chief Accountant for someone with fundamental accounting background in that department and asked if they are keeping all the other staff. Ms. Barrientos confirmed. Chairman Ceballos recommended that two Project Specific Managers be budgeted under the Russell Terrace Construction Project beginning with the lower tier managers and doing so should get them balanced.

Chairman Ceballos mentioned that they do not have a line for payroll savings, so they do not anticipate payroll savings and recommended them to track that because they will have. Commissioner Ms. Guerra asked if when somebody retires they go back to the base salary depending who they hire because it is how the County does it in order to always have a fund reserve. Chairman Ceballos mentioned that there is a grade scale and they should track the payroll savings because there is a substantial amount, like Ms. Mata's position has been vacant for approximately three months and asked if there were any questions on the ones that are being removed and stated that he has a feeling it is going to come back because of some of the discussion they had regarding Compliance and Quality Control, but in order to balance to submit the budget, one way to do it would be to essentially book two Project Specific Managers and eliminating the Administrative Assistant position and asked Ms. Mata if she agreed that she does not need the Administrative Assistant. Ms. Mata responded that they used to have that position, but if the HR position would be taking over those duties.

Chairman Ceballos stated that Ms. Mata should keep in mind that now they also have an Executive Administrator and a Planning and System Administrator that were not there for the last several Executive Directors and stated that he thinks they already hired the

Executive Office enough, so he stated that they will determine which positions, but it will have to be two Project Specific Manager positions and the Administrative Assistant which will get them there. Ms. Barrientos confirmed. Vice-Chairman Dr. Garza mentioned that if they were talking about the two Project Coordinators at the two lowest ranges. Ms. Mata mentioned that they are not the two lowest. Ms. Barrientos mentioned that those are probably the two highest. Ms. Mata mentioned in reference to the Project Specific Managers that some are associated with Inner City and some are for Bernal.

Chairman Ceballos asked to go to Capital Fund so they would understand who is funded there and mentioned that they only have two Capital Fund Managers and stated that he thought they had more than that and mentioned that they have temporary labors and also that he sees that they are also carrying all of the Economic Development Director under COCC and asked why not Capital Fund which traditionally has been a Capital Fund expense which they can cost allocate some of it if they need to and the administrative load they switched over to COCC instead of Capital Fund and mentioned that they have two Project Specific Managers there and one is vacant and said that he does not know their function, he knows them, but does not know who is who. Ms. Barrientos mentioned that she had just showed it to him and wondered whether he wanted to see the names. Chairman Ceballos responded that he did not and stated that if somebody is performing in Capital Fund like the Director of the Economic Development at least half their time is CFP and should be charged to CFP. Chairman Ceballos asked how many Project Managers they have in CFP. Ms. Mata responded that they have two, so Chairman Ceballos stated that the adjustment will only be to allocate the Director of Economic Development and said that actually in fairness it would be the entire amount. Ms. Mata mentioned that it will be that and the Administrative Assistant. Chairman Ceballos mentioned that although they already converted Russell Terrace to RAD, it is still within the Capital Fund function for the Director, so they will cost allocate for the Director of the Community Development and stated that it was change # 2 and the other was the two positions and asked if there was anything else in the red. Ms. Barrientos responded that there was not.

Chairman Ceballos asked Ms. Mata if they were deleting any positions anywhere else. Ms. Mata responded that they were not. Ms. Barrientos stated that it was just the three listed at the bottom.

Chairman Ceballos requested to go to the Income Statement. Ms. Barrientos stated that for AMP 1 they have Revenues of \$1,413,827 and for the Expenses they have \$1,190,927.89, so about \$222,000 and said that they will come back with the capitalized items. For Russell Terrace they have \$825,000 in Revenues and \$792,210 in Expenses with Cash of \$32,789.60 and said that they are also increasing the water for the landscaping they are going to have, so she raised it to \$250,000 because she does not know when they will complete the whole landscaping, so it should run about that much, if not they will bring an amendment later on. Chairman Ceballos asked if it was partly occupied and asked what the occupancy she was given. Ms. Barrientos mentioned that the current one they have is for March, so they calculated for the year and stated that they should be better once the tenants lease after the remodeling, so it should increase and the Revenues will also increase with the Section 8 HAP payments too.

Ms. Barrientos mentioned that for Meadow Elderly which is a RAD property the Revenue they have is \$212,050 and that is including the dwelling rental and the Section 8 HAP payments they will be getting because of the RAD property. In regards to Expenses they have \$101,800 leaving Cash of \$110,250 and asked whether they would want her to add maintenance and said that for the administrative salaries, there is really no one right now, Ms. Resendez is going to collect the rent. Ms. Mata mentioned that those are 30 units at Meadow Elderly and Ms. Resendez has absorbed the workload for those 30 units in the meantime because they do not have any staff full time at the project. Chairman Ceballos asked if they are going to keep it that way. Ms. Mata confirmed and stated that until they lease up at Russell Terrace.

AMP 3 Carlos Richter and Ana Maria Lozano they have Revenues of \$1,245,356 and Operating Expenses of \$1,063,252 with a net Cash Flow of \$182,104

At Senior Home they have Revenues of \$643,863 and Ms. Barrientos mentioned that the Revenue did go low because of the 30 units that were part of it before and now it is just the 100 units at Senior Home and Operating Expenses of \$589,384.89 with a Net Cash Flow of \$54,478.11. Chairman Ceballos mentioned that they have cash there to pay more for security cost or in Capital because usually they do not see that cash in that property. Ms. Barrientos confirmed.

AMP 5 Meadow Acres and South Laredo have \$813,072 for Revenues and Operating Expenses of \$757,915 with a Net Cash Flow of \$55,000

AMP 6 - Asherton has \$132,767 in Revenues and in Expenses \$129,500. Chairman Ceballos asked who manages Asherton. Ms. Barrientos mentioned that Denise Guzman is the Assistant Property Manager and stated that they also have someone in maintenance there and said that the Revenue will probably go up and more Cash Flow, but they need to lease up because they have vacant units.

Ms. Barrientos stated that for Farm Labor with the transfer for capital improvements for \$6,775 they will have a Revenue of \$184,129 and Expenses of \$169,903 with a Cash Flow of \$8,157 which Chairman Ceballos mentioned is very tight.

In Section 8 they have an estimated Revenue of \$9.4M which could change with the funding they will be getting, but they will find out until July what the actual budget authority will be and said that she talked to HUD and they sent her what they have forecasted so that was what she added for the HAP adm fee depending on what they will be getting. Chairman Ceballos mentioned that she has some availability of funds so maybe she could charge half of the Counselor position. Ms. Barrientos stated that it is the Licensed Counselor. Chairman Ceballos confirmed.

Chairman Ceballos asked if there were any questions or comments and asked directly to Vice-Chairman Dr. Garza who stated that he is not happy with it and with all due respect he stated that everybody works hard and the reason is because of some budgets discussed in previous meetings. Chairman Ceballos mentioned that there needs to be a lot more



internal discussion before bringing it to the Board. Chairman Ceballos mentioned that they have the adjustments to approve the budget and they will bring back the Capital Outlay and the security at the next meeting.

Chairman Ceballos moved to approve the budget with the following edits: To eliminate the Administrative Assistant position, to cost allocate the Director of Economic Development to Capital Fund, to allocate up to two Project Specific Managers as needed to balance to the Russel Terrace construction and that half of the cost of the Licensed Professional Counselor be paid by Section 8 Operating Revenue. Commissioner Ms. Guerra asked if they could receive a copy of the revised budget once it is done which Chairman Ceballos stated that he would add it to his motion and also added that the Security and the Capital Outlay be presented as a plan to the Board at the next Board meeting.

Vice-Chairman Dr. Garza seconded the motion.

Chairman Ceballos asked if there were any more comments and stated that the point had been made that staff needs to really work through the items internally and set time for it so that they are not rushing through it and also that the other point is that Public Housing Managers staff need to be involved and added this to his motion.

Motion passed unanimously.

Attorney Mr. De Anda asked if they would authorize the emergency purchase of the generator for AMP 4.

Chairman Ceballos moved to authorize that in the event of an emergency, if it is determined that any emergency equipment needs to be purchased that the Executive Director move ahead to resolve that emergency and make the procurement as needed. Vice-Chairman Dr. Garza asked if the staff would need to do it, that they inform the Board or Chairman Ceballos about such emergency purchases and stated that he wanted it included in the motion; therefore, Chairman Ceballos mentioned that he will include in his motion that at any time it occurs that they notify the Board officially so that it will be recorded and also to bring it back as an official action item.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

Chairman Ceballos moved that in the organizational chart the Compliance Department be an entirely separate department, possibly located in a different office if need be and not internalized into any Housing program and that the admissions office be a separate office complemented with at least two people and that there would be redundancy in the checks and balance and that those changes be presented to the Board in the next meeting with revisions to the org chart.

Vice-Chairman Dr. Garza seconded the motion.

Chairman Ceballos asked if there was any additional discussion.

Commissioner Ms. Guerra asked about the HR functions. Chairman Ceballos mentioned that the HR function is part of the directive in executive session to address and stated that all the organizational chart changes need to be made.

Motion passed unanimously.

## **11. 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).

**Chairman Ceballos stated that his motion is to take item 10G and items 11A & 11B into executive session and then come back and do 10I and for the record he read items 11A & B.**

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

**Motion passed unanimously.**

Chairman Ceballos stated that the HR Director Albeza Gonzalez, Juan Mendive and Juan Gonzalez will join them in executive session.

**The Board went into executive session at 10:30 a.m.**

**The Board reconvened from executive session at 11:40 a.m.**

Chairman Ceballos mentioned that there was no action taken in executive session.

A. Consultation with attorney regarding Section 8 Housing Program matters.

**Chairman Ceballos moved to authorize the Executive Director to act as directed in executive session.**

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

**Motion passed unanimously.**

B. Discussion and possible action related to the Executive Director search, recruitment and employment.

**Vice-Chairman Dr. Garza moved to form a committee for the search of the Executive Director and stated that he would like to appoint Chairman Ceballos and Commissioner Ms. Guerra to review all the candidates.**

**Commissioner Dr. Rodriguez seconded the motion.**

**Motion passed unanimously.**

Commissioner Dr. Rodriguez asked if they needed to state any specific on Item 10G.

## **12. ACTION ON ANY CLOSED ITEM**

In regards to Item 10G Chairman Ceballos made the following motion.

Chairman Ceballos moved to authorize the Executive Director to a level of \$50,000 this one time to expedite the Russell Terrace construction from \$15,000 to \$ \$50,000 to allow them to move ahead with any contracts that are within that level.  
Commissioner Dr. Rodriguez seconded the motion.  
Motion passed unanimously.

Chairman Ceballos mentioned that they will go back to item 10I.

### 13. ADJOURNMENT


Vice-Chairman Dr. Garza moved to adjourn.  
Commissioner Ms. Guerra seconded the motion.  
Motion passed unanimously.

Meeting adjourned at 1:06 p.m.



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Jose L. Ceballos, Board Chairman



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Alma D. Mata, Interim/Acting Executive Director

**Laredo Housing Facilities Corporation**  
Regular  
Board of Directors Meeting  
LHA Board Room  
2000 San Francisco  
Laredo, Texas 78040  
Friday, February 22, 2019  
2:15 p.m.

**A-19-R-2**

**Minutes**

**February 22, 2019**

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1. **CALL TO ORDER** President Dr. Garza called the meeting to order at 5:05 p.m.

President Dr. Garza stated he would dispense Items 2 and 3.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL AND DECLARATION OF QUORUM**

**Directors Present**

Dr. Sergio D. Garza, President  
Jose L. Ceballos, Director  
Anita Guerra, Director  
Alma D. Mata, Secretary

**Directors Absent**

Dr. Marisela Rodriguez, Director

4. **ACTION ITEMS**

- A. Discussion and possible action to award Request for Proposals RFP No. 190127-2 "Inner City Revival Initiative" Project Construction Labor Trades and Materials and authorize the Interim/Acting Executive Director to negotiate and finalize the contract with the recommended proposer(s) in reference to Bernal Sunrise Court.

Director Ceballos asked Ms. Mata to mention the amount. Ms. Mata stated that the amount is under \$15,000. Director Ceballos mentioned that Ms. Mata has the ability to contract.

President Dr. Garza mentioned that there is no action taken.

- B. Discussion and possible action to award RFP No. 190203-1 Russell Terrace Rehabilitation Project, which includes 24 units to be renovated.

President Dr. Garza stated that as it was discussed earlier in the LHA Board meeting, Item K. Ms. Mata stated that they will go back and negotiate to make sure all firms have a fair opportunity to submit. Director Ceballos asked Attorney De Anda if they needed to restate the item or if they could just refer to the Laredo Housing Authority minutes. Attorney De

Anda mentioned that they could restate the item. President Dr. Garza asked if he could just go back as said earlier in the regular Board meeting and the item. Attorney De Anda confirmed, so Director Ceballos stated that it was actually on all the items.

**Director Ceballos moved that for items A through G the action be reflected as stated in the Laredo Housing Authority minutes. President Dr. Garza mentioned that for Item C the amount would be from \$48,600 to \$86,400 and on Item D the amount should read \$28,479.91 awarded to Zarsky. Director Ceballos mentioned that he would amend to reflect the correct numbers which should appear also in the Housing Authority minutes, so Director Ceballos restated his motion as for all the items to refer back to the Laredo Housing Authority minutes as effective action for each item with the corrected amounts that President Dr. Garza stated. Attorney De Anda asked which items. Director Ceballos stated Items 4A through G.**

**Director Ms. Guerra seconded the motion.**

**Motion passed unanimously.**

- C. Discussion and possible action to approve Change Order Amendment in the estimated amount of \$48,600 in reference to IFB 180413-2 and related contract with Romo Contractors, LLC, Shingle Roof Removal & Replacement at the Lozano Public Housing Development.
- D. Discussion and possible action to award Quote for Small Purchase (QSP) for Materials associated with IFB No. 180413-2, Shingle Roof Removal and Replacement at Lozano Public Housing Development, to the lowest responsible bidder.
- E. Discussion and possible action to establish a Homeownership Down Payment Assistance Program for the purposes of addressing Russell Terrace redevelopment and relocation needs.
- F. Discussion and possible action to approve and ratify the Resident Participation Program Agreement entered into with Public Housing Developments and RAD Properties Resident Council Organizations.
- G. Discussion and possible action related to Russell Terrace Revitalization project progress, existing contracts and contractors, and actions to expedite construction and or relocation efforts.

## **5. 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).

## **6. ACTION ON ANY CLOSED ITEM**

**7. ADJOURNMENT**

**Director Ceballos moved to adjourn the meeting.  
Director Ms. Guerra seconded the motion.  
Motion passed unanimously.**

**Meeting adjourned at 5:09 p.m.**

  
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Dr. Sergio D. Garza, President

  
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Alma D. Mata, Secretary

**Laredo Housing Facilities Corporation**  
Regular  
Board of Directors Meeting  
LHA Board Room  
2000 San Francisco  
Laredo, Texas 78040  
Friday, January 25, 2019  
10:00 a.m.

**A-19-R-1**

**Minutes**

**January 25, 2019**

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1. **CALL TO ORDER** President Dr. Garza called the meeting to order at 1:00 p.m.

President Dr. Garza stated he would dispense Items 2 and 3.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL AND DECLARATION OF QUORUM**

**Directors Present**

Dr. Sergio D. Garza, President  
Jose L. Ceballos, Director  
Anita Guerra, Director  
Alma D. Mata, Secretary

**Directors Absent**

Dr. Marisela Rodriguez, Director  
Marcela Alvarez, Director

4. **APPROVAL OF MINUTES**

- A. Approval of Minutes for Board of Directors meeting on September 14, 2018.  
B. Approval of Minutes for Board of Directors meeting on December 20, 2018.

**Director Ceballos moved to approve minutes as presented.**

**Director Ms. Guerra seconded the motion.**

**Motion passed unanimously.**

5. **ACTION ITEMS**

- A. Discussion and possible action to approve the use or transfer of ownership of obsolete kitchen cabinets and otherwise being disposed from the Russell Terrace Development owned by the Laredo Housing Facilities Corporation to a non-profit organization, Volunteers Serving the Need, for the public purpose of serving Veterans in the community and housing authority tenants in need.

**Director Jose Ceballos moved to reflect action taken during the Housing Authority meeting favoring the action.**

**Director Ms. Guerra seconded the motion.**

**Motion passed unanimously.**

- B. Discussion and possible action to award the Landscaping Services for the Russell Terrace Revitalization Project and authorize the Interim/Acting Executive Director to negotiate and/or contract with the recommended firm.

**Director Ceballos moved to reflect the same action taken during the Housing Authority meeting.**

**Director Ms. Guerra seconded the motion.**

**Motion passed unanimously.**

- C. Discussion and possible action to award the installation of Irrigation System for the Russell Terrace Revitalization Project and authorize the Interim/Acting Executive Director to negotiate and/or contract with the recommended firm.

**Director Ceballos moved to approve as reflected during the Laredo Housing Board meeting.**

**Director Ms. Guerra seconded the motion.**

**Motion passed unanimously.**

- D. Discussion and possible action to ratify the Hickey Pena Architects contract No. LHA2017 1218 02-2-PH1, Work authorization 1G-Bernal Sunrise Court in the amount of \$15,800.

**Director Ceballos moved to approve as presented and reflected in the Laredo Housing Board meeting minutes.**

**Director Ms. Guerra seconded the motion.**

**Motion passed unanimously.**

- E. Discussion and possible action to award Concrete, Framing, Plumbing, Electrical, HVAC and Roofing, and Building Materials work at Bernal Sunrise Courts to the lowest qualified bidders, as recommended by staff.

**Director Ceballos moved to approve RG Plumbing to do the work as recommended by staff and as reflected in the Laredo Housing Board of Commissioners meeting.**

**Director Ms. Guerra seconded the motion.**

**Motion passed unanimously.**

**6. 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).

**6. ACTION ON ANY CLOSED ITEM**

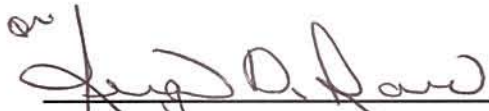
**7. ADJOURNMENT**

**Director Ms. Guerra moved to adjourn the meeting.**

**Director Jose Ceballos seconded the motion.**

**Motion passed unanimously.**

**Meeting adjourned at 1:03 p.m.**

  
Dr. Sergio D. Garza, President

  
Alma D. Mata, Secretary

**Laredo Housing Facilities Corporation**  
Regular  
Board of Directors Meeting  
LHA Board Room  
2000 San Francisco Ave.  
Laredo, Texas 78040  
Saturday, March 9, 2019  
9:00 AM

A-19-R-3

Minutes

March 9, 2019

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1. **CALL TO ORDER** President Dr. Garza called the meeting to order at 1:07 p.m.

President Dr. Garza stated that he would dispense Items 2, 3, and 4.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL AND DECLARATION OF QUORUM**

**Directors Present**

Dr. Sergio D. Garza, President  
Jose L. Ceballos, Director  
Anita Guerra, Director  
Alma D. Mata, Secretary

**Directors Absent**

Dr. Marisela Rodriguez, Director

4. **DISCLOSURE OF CONFLICTS OF INTEREST**

5. **APPROVAL OF MINUTES**

- A. Approval of Minutes for Board of Directors meeting on January 25, 2019.

**Director Ceballos moved to approve minutes.**  
**President Dr. Garza seconded the motion.**  
**Motion passed unanimously.**

6. **ACTION ITEMS**

- A. Discussion and possible action to approve the write-off of non-collectible amounts for vacated Russell Terrace and Meadow Elderly units from October 1, 2018 through March 1, 2019, as recommended by staff.

**President Dr. Garza moved to act on Items 6A, 6B, 6C & 6D in accordance to actions taken in the Laredo Housing Authority Regular Board of Commissioners meeting held earlier on Saturday, March 9, 2019.**

**Director Ceballos seconded the motion.  
Motion passed unanimously.**

- B. Discussion and possible action to award construction labor and materials for the Bernal Sunrise Court project.
- C. Discussion and possible action to related to the establishment of a tenant incentive program for the purpose of addressing Russell Terrace redevelopment and relocation needs.
- D. Discussion and possible action related to Russell Terrace Revitalization project and its progress, existing contracts and contractors, potential award of contracts, and all other actions necessary to expedite construction and relocation efforts as permitted by existing contracts and procurement.

**7. 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).

**8. ACTION ON ANY CLOSED ITEM**

**9. ADJOURNMENT**

**Director Jose Ceballos moved to adjourn the meeting.  
Director Anita Guerra seconded the motion.  
Motion passed unanimously.**

**Meeting adjourned at 1:08 p.m.**

  
Dr. Sergio D. Garza, President

  
Alma D. Mata Secretary