

Laredo Housing Facilities Corporation  
Regular  
Board of Directors Meeting



LHA Board Room  
2000 San Francisco Ave.  
Laredo, Texas 78040

Friday, April 22, 2022  
12:00 p.m.

**Laredo Housing Facilities Corporation**

Regular Board of Directors Meeting

Zoom Video Link:

<https://us02web.zoom.us/j/89661296487?pwd=WENmOy83ZW5Sc3dTS0V1ZEpCU01gdz09>

Call in Number: 1-346-248-7799

Webinar ID: 896 6129 6487

LHA Board Room

2000 San Francisco Ave.

Laredo, Texas 78040

Friday, April 22, 2022

12:00 P.M.

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**Board of Directors**

Dr. Sergio D. Garza, President  
Gloria Ann Freeman, Director  
Anita L. Guerra, Director

Dr. Marisela Rodríguez Tijerina, Director  
Jose L. Ceballos, Director

***The Board of Commissioners will convene for a Board meeting for discussion on the following matters (NOTE: A quorum of the Board will be physically present at this location, but up to two other Commissioners may attend by videoconferencing, as permitted by Tex. Gov't Code Section 551.127)***

**A-22-R-1**

**Agenda**

**April 22, 2022**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL AND DECLARATION OF QUORUM**
- 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 the time. There will be a 3-minute limitation per speaker. (Texas Attorney General Opinion-JC-0169)

**5. APPROVAL OF MINUTES**

- A.** Approval of Minutes for Board of Directors meeting on August 27, 2021.

**6. CONSENT AGENDA**

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

- A. Consideration to approve the writing-off of non-collectable amounts for vacated Public Housing, Russell Terrace, Meadow Elderly and Farm Labor units from October 1, 2021 through March 31, 2022, as recommended by staff.

**7. ACTION ITEM**

- A. Discussion and possible action to award RFQ #2022-0317-1 Architectural & Engineering Services, authorize the Executive Director to finalize negotiations and contract(s) with selected firm(s), designate any specific priority projects to awarded firm(s), and specify any particular terms.
- B. Discussion and possible action to approve the operating policies, budgets, and rent schedules for Los Balcones Apartments and Bernal Sunrise Courts.

**8. ADJOURNMENT**



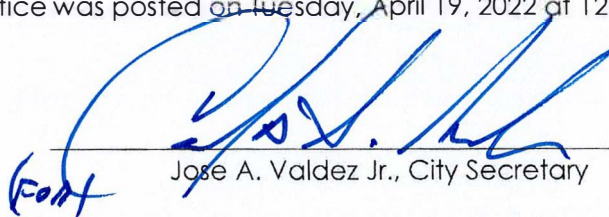
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Mary Galina, Secretary

The Housing Authority of the City of Laredo is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal access to communications will be provided to those who provide notice to the Executive Director at (956) 722-4521 at least 48 hours in advance. This meeting site is accessible to disabled persons. Disabled parking is provided in the north parking lot adjacent to the Administration Building, and disabled building access is located at the main entrance.

**CERTIFICATON**

This notice was posted at the Municipal Government Offices, 1110 Houston Street, Laredo, Texas, at a place convenient and readily ADA/accessible to the public at all times. Said notice was posted on Tuesday, April 19, 2022 at 12:00 p.m.



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Jose A. Valdez Jr., City Secretary

**Laredo Housing Facilities Corporation**

Regular Board of Directors Meeting

Zoom Video Link:

<https://us08web.zoom.us/j/84400118092>

Call in Number: 1-346-248-7799

Webinar ID: 844 0011 8092

LHA Board Room

2000 San Francisco Ave.

Laredo, Texas 78040

Friday, August 27, 2021

3:00 P.M.

**Board of Directors**

Dr. Sergio D. Garza, President  
Gloria Ann Freeman, Director  
Anita L. Guerra, Director

Dr. Marisela Rodriguez Tijerina, Director  
Jose L. Ceballos, Director

**NOTE: Due to the recent COVID-19 health concerns, this meeting will be held in-person with telephonic/video conferencing options. The public may join in-person, via conference call number, or via weblink provided above.**

**A-21-R-02**

**Minutes**

**August 27, 2021**

**1. CALL TO ORDER** President Dr. Garza called the meeting to order at 5:21 p.m.

President Dr. Garza stated that 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  
Dr. Marisela Rodriguez Tijerina, Director  
Anita Guerra, Director  
Gloria Ann Freeman, Director  
Mary Gaona, Secretary

**Directors Absent**

**4. CITIZENS COMMENTS**

This is the opportunity for visitors and guests to address the Board of Directors on any issue. The Board may not discuss any presented issue, nor may any action be taken on any issues at the time. There will be a 3-minute limitation per speaker. (Texas Attorney General Opinion-JC-0169)

President Dr. Garza stated that there were no comments.

## 5. APPROVAL OF MINUTES

- A. Approval of Minutes for Board of Directors meeting on June 25, 2021.

**Director Jose L. Ceballos moved to approve minutes for Board of Directors meeting on June 25, 2021.**

**Director Ms. Freeman seconded the motion.**

**Motion passed unanimously.**

## 6. CONSENT AGENDA: RESOLUTIONS

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

- A.** Consideration to authorize the Executive Director to extend the contract with Securitas Security Services USA, Inc. for an additional year, as allowable by Contract No. LHA 2019-0801-1, effective September 25, 2021 through September 24, 2022. This represents the third year of the contract maximum permissible of 5 years.
- B.** Consideration to authorize the Executive Director to extend the contract with Civil Engineering Consultants (CEC) for an additional year, as allowable by Contract No. 180423-4(A), effective October 27, 2021 through October 26, 2022. This represents the fourth year of the contract maximum permissible of 5 years.
- C.** Discussion and possible action to create and fund an agency-wide emergency response team (LHA ERT) that would designate leadership, team members, structure, leadership, resources and effectuate a timely response to agency-determined emergencies – such as boil water notice, power outage, natural disaster, public health-related crisis or similar community emergency. This team would be activated and compensated to assist at the request of the Executive Director or the Board of Commissioners.
- D.** Discussion and possible action in consideration of updates to the COVID Operational Policies and Vaccination and Mask Requirements (Resolution No. 21-R-07) or other matters related thereto. This item may be discussed in closed session pursuant to Texas Government Code, Section 551.071 (consultation with attorneys) and Section 551.074 (personnel matters).

**Director Ms. Guerra moved to approve consent agenda items based on the recommendation of the Laredo Housing Regular Board meeting.**

**Director Jose L. Ceballos seconded the motion.**

**Motion passed unanimously.**

**7. ADJOURNMENT:**

**President Dr. Garza moved to adjourn the meeting.  
Director Jose L. Ceballos seconded the motion.  
Motion passed unanimously.**

**Meeting adjourned at 5:21 p.m.**

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Dr. Sergio D. Garza, President

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Mary Gaona, Secretary

DRAFT

**LHA COMMISSIONERS' COMMUNICATION**

<b>DATE:</b> 04/22/2022	<b>SUBJECT:</b> Consideration to approve of writing-off non-collectable amounts for vacated Public Housing, Russell Terrace, Meadow Elderly and Farm Labor units from October 1, 2021 through March 31, 2022, as recommended by the Finance Director and the Executive Director.
<b>Item #:</b> 10A	

<b>INITIATED BY:</b> Mary Gaona Executive Director	<b>STAFF SOURCE:</b> Jennifer Barrientos Director of Finance
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**PREVIOUS BOARD ACTION:**  
On October 22, 2021, the LHA Board of Commissioners approved action item 10A to write-off of non-collectible amounts for vacated units April 1, 2021 to September 30, 2021 as recommended by staff.

**BACKGROUND:**  
The tenant accounts receivable for the Housing Authority for the City of Laredo should be analyzed on a yearly basis in order to establish the non-collectable amounts due to vacancies. The balance of \$4,771.00 represents uncollectable amounts for vacated units within Public Housing, Russell Terrace, Farm Labor and Meadow Elderly.

**FINANCIAL:**

Development	Amount
AMP 1 Colonia Guadalupe	\$ 189.00
AMP 3 Ana Maria Lozano	\$ 1,818.00
AMP 3 Carlos Richter	\$ 277.00
AMP 4 Senior Home	\$ 0.00
AMP 5 Meadow Acres	\$ 0.00
AMP 5 South Laredo	\$ 1,350.00
AMP 6 Asherton	\$ 199.00
Russell Terrace	\$ 775.00
Meadow Elderly	\$ 163.00
USDA Farm Labor	\$ 0.00
<b>Total</b>	<b>\$ 4,771.00</b>

**RECOMMENDATION:**  
To approve the writing-off non-collectable amounts for vacated Public Housing, Russell Terrace, Meadow Elderly and Farm Labor units from October 1, 2021 through March 31, 2022, as recommended by the Finance Director and the Executive Director.











**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**LOW RENT PUBLIC HOUSING PROGRAM**  
 2000 SAN FRANCISCO AVE LAREDO, TX 78040  
 Phone: (956) 722-4521 • Fax: (956) 722-6561 • E-mail: support@larha.org

Senior Home  
 DEVELOPMENT

Mar 31, 2022  
 DATE

**BALANCE THAT NEEDS TO BE WRITTEN OFF**

UNIT NO.	NAME	DATE VACATED	BALANCE LEFT
None			
	<b>TOTAL:</b>		\$0.00

Laura Villalobos  
 PROJECT MANAGER

Mar 31, 2022  
 DATE

EXECUTIVE DIRECTOR APPROVAL

DATE



**HOUSING AUTHORITY OF THE CITY OF LAREDO  
 LOW RENT PUBLIC HOUSING PROGRAM  
 2000 SAN FRANCISCO AVE LAREDO, TX 78040**

**Phone: (956) 722-4521 • Fax: (956) 722-6561 • E-mail: support@larha.org**

AMP 5 - Meadow Acres  
 DEVELOPMENT

March 31, 2022  
 DATE

**BALANCE THAT NEEDS TO BE WRITTEN OFF**

UNIT NO.	NAME	DATE VACATED	BALANCE LEFT
		None	
	<b>TOTAL:</b>		\$0.00

Jose Hernandez  
 Assistant MANAGER

March 31, 2022  
 DATE

EXECUTIVE DIRECTOR APPROVAL

DATE



**HOUSING AUTHORITY OF THE CITY OF LAREDO  
LOW RENT PUBLIC HOUSING PROGRAM  
2000 SAN FRANCISCO AVE LAREDO, TX 78040**

Phone: (956) 722-4521 • Fax: (956) 722-6561 • E-mail: support@larha.org

AMP 5 - South Laredo  
DEVELOPMENT

March 31, 2022  
DATE

**BALANCE THAT NEEDS TO BE WRITTEN OFF**

UNIT NO.	NAME	DATE VACATED	BALANCE LEFT
15-023	Laura Sanchez	03/14/22	\$1,350.00
<b>TOTAL:</b>			\$1,350.00

Jose Hernandez  
Assistant MANAGER

March 31, 2022  
DATE

EXECUTIVE DIRECTOR APPROVAL

DATE





**HOUSING AUTHORITY OF THE CITY OF LAREDO  
LOW RENT PUBLIC HOUSING PROGRAM  
2000 SAN FRANCISCO AVE LAREDO, TX 78040**

**Phone: (956) 722-4521 • Fax: (956) 722-6561 • E-mail: support@larha.org**

Laredo Housing Facilities Corporation- RT RAD  
**DEVELOPMENT**

Mar 31, 2022  
**DATE**

**BALANCE THAT NEEDS TO BE WRITTEN OFF**

UNIT NO.	NAME	DATE VACATED	BALANCE LEFT
108	Ashley Fernandez	01/13/22	\$154.00
147	Lydia Villarreal	04/30/22	\$621.00
<b>TOTAL:</b>			<b>\$775.00</b>

Melinda E Gavilanes   
**PROJECT MANAGER**

3/31/2022  
**DATE**

\_\_\_\_\_  
**EXECUTIVE DIRECTOR APPROVAL**

\_\_\_\_\_  
**DATE**







**HOUSING AUTHORITY OF THE CITY OF LAREDO  
LOW RENT PUBLIC HOUSING PROGRAM  
2000 SAN FRANCISCO AVE LAREDO, TX 78040**

Phone: (956) 722-4521 • Fax: (956) 722-6561 • E-mail: support@larha.org

\_\_\_\_\_  
Laredo Housing Facilities Corporation- ME RAD  
DEVELOPMENT

\_\_\_\_\_  
Mar 31, 2022  
DATE

**BALANCE THAT NEEDS TO BE WRITTEN OFF**

UNIT NO.	NAME	DATE VACATED	BALANCE LEFT
8	Dorothy Serna	03/04/22	\$163.00
	<b>TOTAL:</b>		<b>\$163.00</b>

\_\_\_\_\_  
Melinda E Gavilanes *Melinda Gavilanes*  
PROJECT MANAGER

\_\_\_\_\_  
3/31/2022  
DATE

\_\_\_\_\_  
EXECUTIVE DIRECTOR APPROVAL

\_\_\_\_\_  
DATE



## LHFC DIRECTORS' COMMUNICATION

<b><u>DATE:</u></b> 04/22/2022	<b><u>SUBJECT:</u></b> Discussion and possible action to award RFQ #2022-0317-1 Architectural & Engineering Services, authorize the Executive Director to finalize negotiations and contract(s) with selected firm(s), designate any specific priority projects to awarded firm(s), and specify any particular terms.		
<b><u>Item #:</u></b> 7A			
<table style="width: 100%;"><tr><td style="width: 50%;"><b><u>INITIATED BY:</u></b> Mary Gaona Executive Director</td><td style="width: 50%;"><b><u>STAFF SOURCE</u></b> Valeria Cabello Procurement Officer</td></tr></table>		<b><u>INITIATED BY:</u></b> Mary Gaona Executive Director	<b><u>STAFF SOURCE</u></b> Valeria Cabello Procurement Officer
<b><u>INITIATED BY:</u></b> Mary Gaona Executive Director	<b><u>STAFF SOURCE</u></b> Valeria Cabello Procurement Officer		
<b><u>PREVIOUS BOARD ACTION:</u></b> None			
<b><u>BACKGROUND:</u></b> <p>On March 17, 2022, the Housing Authority of the City of Laredo issued a Request for Qualifications (RFQ) for Architectural &amp; Engineering Services. The established deadline to submit was March 31, 2022.</p> <p>The Agency received four submissions for the Architectural &amp; Engineering Services.</p> <ul style="list-style-type: none"><li>• Architects Plus, Inc.</li><li>• Slay Architecture</li><li>• Able City, LLC.</li><li>• Redline Architecture</li></ul>			
<b><u>FINANCIAL:</u></b> To be presented at board meeting.			
<b><u>RECOMMENDATION:</u></b> Approval to award RFQ #2022-0317-1 Architectural & Engineering Services, authorize the Executive Director to finalize negotiations and contract(s) with selected firm(s), designate any specific priority projects to awarded firm(s), and specify any particular terms.			

**RFQ No. 2022-0317-1  
Architectural & Engineering Services**

**RFP Newspaper Publication Dates:**                      March 17, 2022                      March 20, 2022

**Scoring Committee:**

Jose L. Ceballos	Chairman of the Board
Dr. Sergio Garza	Vice Chairman of the Board
Dr. Marisela Rodriguez Tijerina	Commissioner
Anita Guerra	Commissioner
Gloria A. Freeman	Resident Commissioner

**Scoring Criteria/Evaluation Factors**

NO.	MAX POINT VALUE	DESCRIPTION
1	<b>20 points</b>	Level of Quality and Professional Responsiveness
2	<b>30 points</b>	Overall Statement of Qualifications and Knowledge of Subject Matter
3	<b>30 points</b>	Quality of Key Personnel Assigned. Available and Response to Client
4	<b>20 points</b>	Cost Effectiveness and Technical Value
5	<b>15 points</b>	Section 3 Business Preference
	<b>115 points</b>	<b>Total Points (other than preference points) 115 points</b>

**Scoring Criteria/Preference Evaluation Factors (Section 3)**

NO.	MAX POINT VALUE	FACTOR DESCRIPTION
7		<b>SECTION 3 BUSINESS PREFERENCE PARTICIPATION:</b> A firm may qualify for Section 3 status as detailed within Attachment D (NOTE: A max of 5 points awarded).
7a	<b>15 points</b>	Priority I: As detailed on page 5 of Attachment D.
7b	<b>12 points</b>	Priority II: As detailed on page 5 of Attachment D.
7c	<b>9 points</b>	Priority III: As detailed on page 5 of Attachment D.
7d	<b>6 points</b>	Priority IV: As detailed on page 5 of Attachment D.
7e	<b>3 points</b>	Priority V/VI: As detailed on page 5 of Attachment D.
	<b>15 points</b>	<b>Maximum Preference Points (Additional)</b>

## LHFC DIRECTORS' COMMUNICATION

<b><u>DATE:</u></b> 04/22/2022	<b><u>SUBJECT:</u></b> Discussion and possible action to approve the operating policies, budgets, and rent schedules for Los Balcones Apartments and Bernal Sunrise Courts.
<b><u>Item #:</u></b> 7B	
<b><u>INITIATED BY:</u></b> Mary Gaona Executive Director	<b><u>STAFF SOURCE:</u></b> Jessica Martinez Director of Planning and Community Services
<b><u>PREVIOUS BOARD ACTION:</u></b> <p>On August 23, 2019, the board approved Item 9A: Discussion and possible action to amend and/or approved Laredo Housing Authority policies and adopt Resolutions accordingly. Specific policies finalized for adoption will be identified during the board action.</p> <p>To initiate the admissions component of the policy by assembling a nine-member Admissions Committee including Casa de Misericordia with a three-member quorum requirement. That four units at Bernal Sunrise Courts be at .75 cents per square foot and .90 cents for Los Balcones which are rent standards. Security deposit to be set at \$100.00. Dedicate four units for students and create a waiting list to be handled by the Admissions Committee. Create separation between the administrative component and the counseling component and use forms to document it.</p>	
<b><u>BACKGROUND:</u></b> <p>On April 13, 2022, the LHA staff held a workshop to review operational policies, budgets, and rent schedules for Los Balcones Apartments and Bernal Sunrise Courts.</p>	
<b><u>FINANCIAL:</u></b>	
<b><u>RECOMMENDATION:</u></b> <p>To approve the operating policies, budgets, and rent schedules for Los Balcones Apartments and Bernal Sunrise Courts.</p>	