

Laredo Housing Opportunities Corporation
Special
Board of Directors Meeting



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

Wednesday, February 22, 2023
11:30 a.m.

Laredo Housing Opportunities Corporation

Special Board of Directors Meeting

Zoom Video Link:

<https://us02web.zoom.us/j/88130511178?pwd=YIIPSUNEQ1FPcTJXb2JUTIFmOWF1dz09>

Call in Number: 1-346-248-7799

Webinar ID: [881 3051 1178](#)

LHA Board Room

2000 San Francisco Ave.

Laredo, Texas 78040

Wednesday, February 22, 2023

11:30 A.M.

Board of Directors

Jose L. Ceballos, Director

Joe Aranda, Director

Silvia Madrid, Director

Cynthia Mares, Director

Gloria Ann Freeman, 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-23-S-1

Agenda

February 22, 2023

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL AND DECLARATION OF QUORUM.**
- 4. NOMINATION AND ELECTION OF OFFICERS**
- 5. CITIZENS COMMENTS**

REC'D CITY SEC OFF
FEB 17 '23 PM 2:29

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)

- 6. DISCLOSURE OF CONFLICTS OF INTEREST FOR BOARD OF COMMISSIONERS AND STAFF**
- 7. ACTION ITEM**
 - A. Discussion and possible action to renew authorized signer for all bank accounts with newly elected President.**

- B. Discussion and possible action to authorize the Executive Director to establish two (2) general depository accounts with Falcon International Bank for LHA River Bank Village GP LLC and BAH Casa Verde GP LLC.
- C. Discussion and possible action to authorize the Executive Director to extend the contract with Nava Group, LLC for an additional year, as allowable by Contract No. 2020-0510-1, effective December 28, 2022 through December 27, 2023. This represents the third year of the contract maximum of five years.
- D. Discussion and possible action to authorize the Executive Director to extend the contract with Quantcorp Construction, LLC for an additional year, as allowable by Contract No. 2022-0131-1, effective February 21, 2023 through February 20, 2024. This represents the second year of the contract maximum of five years.

8. ADJOURNMENT

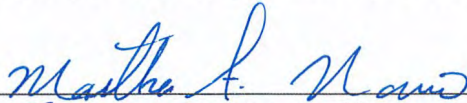


Mary Gaona, Secretary

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 Friday, February 17, 2023 at 4:30 p.m.



For: Jose A. Valdez Jr., City Secretary

LHOC DIRECTORS' COMMUNICATION

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| <u>DATE:</u> 02/22/2023 | <u>SUBJECT:</u> Discussion and possible action to renew authorized signer for all bank accounts and HUD online systems with newly elected President. |
| <u>Item #:</u> 7A | |
| <u>INITIATED BY:</u> Mary Gaona Executive Director | <u>STAFF SOURCE:</u> Jennifer Barrientos Director of Finance |
| <u>PREVIOUS BOARD ACTION:</u> | |
| <u>BACKGROUND:</u> Our banking institutions require board approval to make any changes to the authorized signers on all of our agency's bank accounts. | |
| <u>FINANCIAL:</u> None | |
| <u>RECOMMENDATION:</u> Approval to renew the authorized signer for all bank accounts and HUD online systems with newly elected President. | |

LHOC DIRECTORS' COMMUNICATION

| | |
|---|---|
| <u>DATE:</u> 02/22/2023 | <u>SUBJECT:</u> Discussion and possible action to authorize the Executive Director to establish two (2) general depository accounts with Falcon International Bank for LHA River Bank Village GP LLC and BAH Casa Verde GP LLC. |
| <u>Item #:</u> 7B | |
| <u>INITIATED BY:</u> Mary Gaona Executive Director | <u>STAFF SOURCE:</u> Jennifer Barrientos Director of Finance |
| <u>PREVIOUS BOARD ACTION:</u> None | |
| <u>BACKGROUND:</u> The Laredo Housing Authority is requesting authorization to open two (2) general depository accounts for our general partnerships one (1) for LHA River Bank Village and one (1) for BAH Casa Verde. We currently do not have any bank account under the general partnerships name and it is a requirement in order for us to begin to receive the cash flow deposits. | |
| <u>FINANCIAL:</u> None | |
| <u>RECOMMENDATION:</u> Approval to authorize the Executive Director to establish two (2) general depository accounts with Falcon International Bank for LHA River Bank Village GP LLC and BAH Casa Verde GP LLC. | |

LHOC DIRECTORS' COMMUNICATION

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|----------------------------|---|
| DATE: 02/22/2023 | SUBJECT: Discussion and possible action to authorize the Executive Director to extend the contract with Nava Group LLC for an additional year, as allowable by Contract No. 2020-0510-1, effective December 28, 2022 through December 27, 2023. This represents the third year of the contract maximum of five years. |
| Item #: 7C | |

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| INITIATED BY: Mary Gaona Executive Director | STAFF SOURCE: Valeria Cabello Procurement Officer |
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PREVIOUS BOARD ACTION:

On October 22, 2021, the Board of Commissioners approved consent item 10B to authorize the Executive Director to extend the contract with Nava Group LLC for an additional year, effective December 28, 2021 through December 27, 2022.

BACKGROUND:

On May 10, 2021 the Housing Authority of the City of Laredo issued a Request for Qualifications for Housing & Supportive Programs Consultant, RFQ No. 2020-0510-1.

Nava Group LLC submitted qualifications in response to the RFQ; and the Housing Authority of the City of Laredo selected Nava Group LLC to serve as the provider of the services in connection with the RFQ.

The terms of the contract began on December 28, 2020 (effective date) for a period of 12 months, with an option to extend for five years.

Work authorization Form #2021-01 AML Administration/Community Modernization on January 04, 2021.

Work authorization Form #2021-02 Colonia Guadalupe Administrative Campus Parking Lot on August 09, 2021.

Work authorization Form #2022-03 LHA Main Campus Construction on January 18, 2022.

FINANCIAL:

| Project Management | | | | | | | |
|--------------------|---------------------|----------------------|-----------------|-----------------------|-----------------|-------------------------|-----------------|
| Total Project Cost | Fee Per Project | Total Project Cost | Fee Per Project | Total Project Cost | Fee Per Project | Total Project Cost | Fee Per Project |
| \$0 - \$49,000 | \$2,500 or \$35/hr. | \$50,000 - \$100,000 | 10% | \$101,000 - \$400,000 | 5% | \$401,000 - \$1,000,000 | 3% |

| Consulting | |
|------------------------------|---------------|
| | Fee |
| Monthly – Meetings & Reports | \$500 monthly |

RECOMMENDATION:

To authorize the Executive Director to extend the contract with Nava Group LLC for an additional year, as allowable by Contract No. 2020-0510-1 effective December 28, 2022 through December 27, 2023.

LHOC DIRECTORS' COMMUNICATION

| <u>DATE:</u> 02/22/2023 | <u>SUBJECT:</u> Discussion and possible action to authorize the Executive Director to extend the contract with Quantcorp Construction LLC for an additional year, as allowable by Contract No. 2022-0031-1, effective February 21, 2022 through February 20, 2023. This represents the second year of the contract maximum of five years. | | | | |
|---|---|-------------|-------------|---------|------------|
| <u>Item #:</u> 7D | | | | | |
| <u>INITIATED BY:</u> Mary Gaona Executive Director | <u>STAFF SOURCE:</u> Valeria Cabello Procurement Officer | | | | |
| <u>PREVIOUS BOARD ACTION:</u> None | | | | | |
| <u>BACKGROUND:</u> <p>On January 31, 2021, the Housing Authority of the City of Laredo issued a Request for Proposals for Project Management Services, RFP No. 2022-0131-1.</p> <p>Quantcorp Construction LLC submitted a proposal in response to the RFP; and the Housing Authority of the City of Laredo selected Quantcorp Construction LLC to serve as the provider of the services in connection with the RFP.</p> <p>The terms of the contract began on February 21, 2022 (effective date) for a period of 12 months, with an option to extend for five years.</p> <p>Work authorization Form #2022-01 COVID-19 Public Health and Safety Project on February 21, 2022.</p> | | | | | |
| <u>FINANCIAL:</u> | | | | | |
| <table border="1" style="margin: auto; border-collapse: collapse;"><thead><tr><th style="padding: 5px;">Hourly Rate</th><th style="padding: 5px;">Weekly Rate</th></tr></thead><tbody><tr><td style="text-align: center; padding: 5px;">\$31.25</td><td style="text-align: center; padding: 5px;">\$1,250.00</td></tr></tbody></table> | | Hourly Rate | Weekly Rate | \$31.25 | \$1,250.00 |
| Hourly Rate | Weekly Rate | | | | |
| \$31.25 | \$1,250.00 | | | | |
| <u>RECOMMENDATION:</u> To authorize the Executive Director to extend the contract with Quantcorp Construction LLC for an additional year, as allowable by Contract No. 2022-0031-1, effective February 21, 2022 through February 20, 2023. This represents the second year of the contract maximum of five years. | | | | | |