

Laredo Housing Authority  
Regular Board of Commissioners Meeting  
Zoom Video Link:

<https://us02web.zoom.us/j/81987836454?pwd=a1dOL0hmUFdDZFBWa0ZBUINpUWJJZz09>

Call in Number: 1-346-248-7799

Webinar ID: [819 8783 6454](#)

LHA Board Room  
2000 San Francisco Ave.  
Laredo, Texas 78040  
Wednesday, July 19, 2023  
11:30 A.M.

### **Board of Commissioners**

Cynthia Mares, Board Chair  
Silvia Madrid, Vice Chair  
Joe E. Aranda, Commissioner

Jose L. Ceballos, Commissioner  
Gloria Ann Freeman, Resident Commissioner

***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-R-4**

**Minutes**

**July 19, 2023**

#### **1. CALL TO ORDER**

Cynthia Mares, Board Chair, called the meeting to order at 11:30 a.m.

#### **2. INVOCATION PRAYER**

Gloria Ann Freeman, Resident Commissioner, led us in prayer.

#### **3. PLEDGE OF ALLEGIANCE**

Jose L. Ceballos, Commissioner, led us in the recital of the Pledge of Allegiance.

#### **4. ROLL CALL AND DECLARATION OF QUORUM**

Mrs. Gaona proceeded with roll call and declaration of quorum was made by Cynthia Mares, Board Chair.

#### **Commissioner Present**

Cynthia Mares, Board Chair  
Joe E. Aranda, Commissioner  
Jose L. Ceballos, Commissioner  
Gloria Ann Freeman, Resident Commissioner

**Jose L. Ceballos, Commissioner, moved to excuse Vice Chair, Silvia Madrid. Joe E. Aranda, Commissioner, seconded the motion; motion carried.**

**Staff Present**

Mary Gaona, Executive Director  
Jennifer Barrientos, Director of Finance  
Bulmaro Cruz, Director of Construction  
Melissa Ortiz, Director of HCV  
Robert Pena, Director of IT  
Raquel Aguilar, Interim Director of Housing Management  
Melissa Hernandez, Interim Director of Planning and Community Services  
Christy Ramos, Administrative Assistant  
Sonia Flores, Senior Accountant (zoom)  
Sara Vicharelli, Leasing Specialist (zoom)  
Maria Hernandez, Property Manager (zoom)  
Veronica Alcala, Assistant Property Manager (zoom)  
Melinda Gavilanes, Property Manager (zoom)  
Elsa Rodriguez, Clerk (zoom)  
Maria Serrano, Assistant Property Manager (zoom)  
San Juana Valero, Assistant Property Manager (zoom)  
Kayla Moreno, Property Manager (zoom)  
Gisela Mendoza, Clerk (zoom)  
Denise Guzman, Property Manager (zoom)  
Doug A. Poneck, Attorney (zoom)

**Others Present**

Gustavo Rojo-Buendía, Public Citizen

**5. CITIZENS COMMENTS**

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

**Cynthia Mares, Board Chair, stated that there were no citizens comments.**

**6. PRESENTATION BY RESIDENT ADVISORY BOARD**

**Mary Gaona, Executive Director, informed the Board of Commissioners that Ms. Rios, Resident Advisory Board President, was unable to attend the meeting today.**

**7. APPROVAL OF MINUTES**

**A. Approval of Minutes for Board of Commissioners meeting on May 22, 2023.**

**Joe E. Aranda, Commissioner, moved to approve the minutes for the Board of Commissioners meeting on May 22, 2023, as presented. Jose L. Ceballos, Commissioner, seconded the motion; motion carried.**

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

- A.** Executive Directors Report to include status of grant programs and ongoing construction projects.

**Mary Gaona, Executive Director, presented the Executive Directors Report. Discussion took place.**

- B.** Unaudited Financials for the month of May 2023.

**Josse L. Ceballos, Finance Committee Chair stated that the May 2023 financials were presented to the committee and there was nothing unordinary and everything is in the positive.**

**9. CONSENT AGENDA**

All 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.

**Jose L. Ceballos, Commissioner, moved to approve all the following items under consent agenda.**

- A.** Consideration to ratify Contract ID 2946224 between the Laredo Housing Opportunities Corporation and AT&T Corp. for the AT&T Office @Hand (v2.0) Service effective May 31, 2023.
- B.** Consideration to authorize the Executive Director to enter into a collaborative, non-financial Memorandum of Understanding with Texas Homeless Network for the Stability Voucher Program.
- C.** Consideration to approve a renewal with Texas Municipal League Intergovernmental Risk Pool for Workers' Compensation coverage in an estimated amount of \$47,397 effective October 1, 2023 through September 30, 2024.
- D.** Consideration to authorize a travel request of staff and/or board for the 2023 Texas Homeless Network Conference on Ending Homelessness in Austin, Texas on September 27-29, 2023.

**Joe E. Aranda, Commissioner, seconded the motion; motion carried.**

## 10. ACTION ITEM

- A. Discussion and possible action on the Memorandum of Understanding between the Laredo Housing Opportunity Corporation and Brownstone Affordable Housing, Ltd. for the development of Hillside Crossing. This item may be discussed in Executive Session pursuant to Section 551.071, consultation with attorney.

**Jose L. Ceballos, Commissioner, moved to defer this item till the end and deal with the other action items. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

**Jose L. Ceballos, Commissioner, moved to authorize the Board Chair and our Executive Director in consultation with our legal counsel to execute documents related to the guarantor responsibilities for Hillside Crossing Project as discussed in executive session. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

- B. Discussion and possible action to approve a change to the Procurement Policy Section (17.0) Board Approval of Procurement Actions (17.2) Authority increasing the Board approval requirement from \$15,000 to \$50,000.

**Jose L. Ceballos, Finance Committee Chair stated that this item was discussed with the committee and through a consensus there was a recommendation to act favorably on making this change from \$15,000 to \$50,000. Jose L. Ceballos, Commissioner, moved to approve as presented. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried. Discussion took place.**

- C. Discussion and possible action to award the Insurance Claim for Roof Replacement at South Laredo I (AMP 5) and authorize the Executive Director to finalize negotiations and contract with the selected firm.

**Jose L. Ceballos, Finance Committee Chair stated that this item was discussed with the committee and through a consensus we agreed that we would recommend Bronze Builders LLC. Jose L. Ceballos, Commissioner, moved to award this item to Bronze Builders LLC in the amount of \$37,880 with a \$7,000 deductible covered by the property and that this work be inspected by an independent inspector. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

- D. Discussion and possible action to award RFP No. 2023-0620-1 Roof Replacement at South Laredo I (AMP 5) and authorize the Executive Director to finalize negotiations and contract with selected firm.

**Jose L. Ceballos, Finance Committee Chair stated that this item was discussed with the committee and through a consensus we agreed that we would recommend Midas Contractors LLC. Jose L. Ceballos, Commissioner, moved to award this item to Midas Contractors LLC in the amount of \$158,700 with**

**some additional deck repairs to be covered by the property and that this work be inspected by an independent inspector. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

- E. Discussion and possible action to award the parking lot resurfacing at Colonia Guadalupe (AMP 1) and authorize the Executive Director to finalize negotiations and contract with the selected firm.

**Jose L. Ceballos, Finance Committee Chair stated that this item was discussed with the committee and through a consensus we agreed that we would recommend RRR Sealcoat & Stripping LLC. Jose L. Ceballos, Commissioner, moved to award this item to RRR Sealcoat & Stripping LLC in the amount of \$38,860 and that this work be inspected by staff. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

- F. Discussion and possible action to approve a 1-year extension to RFQ# 19-0401-1 Professional Services for Annual Audit Services contract with Garza/Gonzalez & Associates in the amount of \$90,880 for FYE 03/31/23. Contract LHA 1904011 has an allowable five-year audit term of 3/31/19 to 3/31/23. This would represent the fifth and final allowable audit year extension.

**Jose L. Ceballos, Finance Committee Chair stated that this item was discussed with the committee and through a consensus we agreed that we would recommend this extension as recommended by staff. Jose L. Ceballos, Commissioner, moved to award this extension for the March 31, 2023 audit in the amount of \$90,800. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried. Discussion took place.**

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

The Board of Commissioners for the Housing Authority of the City of Laredo reserve the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, including Sections 551.071 (consultation with attorneys), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.086 (economic development).

**Jose L. Ceballos, Commissioner, moved to take item 10A into executive session pursuant to section 551.071. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

**Board of Commissioners entered Executive Session at 11:55 a.m.**

## **12. ACTION ON ANY EXECUTIVE SESSION ITEM**

**Board of Commissioners returned from executive session at 12:41 p.m.**

No action was taken during executive session.

13. ADJOURNMENT

Jose L. Ceballos, Commissioner, moved to adjourn and then convene as a different organization. Joe E. Aranda, Commissioner, seconded the motion; motion carried.

Meeting adjourned at 12:41 p.m.



Cynthia Mares, Board Chair



Mary Gaona, Executive Director