

Laredo Housing Authority  
Regular Board of Commissioners Meeting  
<https://us02web.zoom.us/j/87640931839?pwd=WFYrVm5VNjJkVjBDeWlab2dONVNEUT09>

Call in Number: 1-346-248-7799  
Webinar ID: [876 4093 1839](#)

LHA Board Room  
2000 San Francisco Ave.  
Laredo, Texas 78040  
Wednesday, May 29, 2024  
11:00 A.M.

### **Board of Commissioners**

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

Leo Flores, 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-24-R-2**

**Minutes**

**May 29, 2024**

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

Cynthia Mares, Board Chair, called the meeting to order at 11:00 a.m.

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

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

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

Joe E. Aranda, Commissioner, led us in the recital of the Pledge of Allegiance.

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

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

#### **Commissioner Present**

Cynthia Mares, Board Chair  
Silvia Madrid, Vice Chair  
Joe E. Flores, Commissioner  
Leo Flores, Commissioner  
Gloria Ann Freeman, Resident Commissioner

**Staff Present**

Mary Gaona, Executive Director  
Gustavo Rojo Buendia, Assistant Executive Director  
Jennifer Barrientos, Director of Finance  
Bulmaro Cruz, Director of Construction  
Melissa Ortiz, Director of HCV  
Robert Pena, Director of IT  
Raquel Aguilar, Director of Housing Management  
Christy Ramos, Human Resource Manager  
Alejandro Jimenez, Assistant Director of IT  
Valeria Cabello, Procurement Officer  
Sonia Flores, Senior Accountant (zoom)  
Sara Vicharelli, Leasing Specialist (zoom)  
Kayla Melcher, Assistant Director of Housing Management (zoom)  
Maria Hernandez, Property Manager (zoom)  
Gisela Mendoza, Property Manager (zoom)  
San Juana Valero, Property Manager (zoom)  
Denise Guzman, Property Manager (zoom)  
Melinda Gavilanes, Property Manager (zoom)  
Maria Serrano, Property Manager (zoom)  
Doug Poneck, Attorney

**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 disclosers.**

**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 February 22, 2024.
- B. Approval of Minutes for Special Board of Commissioners meeting on May 02, 2024.

**Gloria Ann Freeman, Resident Commissioner, moved to approve the minutes for the Board of Commissioners meeting on February 22, 2024 and Special Board of Commissioners Meeting on May 02, 2024, as presented. Gloria Ann Freeman, Resident Commissioner, moved to approve as presented. Leo Flores, 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 Director Report. Discussion took place.**

- B. Unaudited Financials for the month of March 2024.

**Jennifer Barrientos, Director of Finance, presented the March 2024 unaudited financials. Discussion took place.**

**9. 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 discussion took place and Leo Flores, Commissioner, moved to approve all the following items under consent agenda.**

- A. Consideration to authorize a travel request of staff and/or Board for the 2024 Housing Alliance Conference in South Padre Island, Texas on June 12-14, 2024.
- B. Consideration to authorize the Executive Director to extend the contract with Antonio Murillo for an additional year, as allowable by Contract No. 2023-0731-1, effective July 31, 2024 through July 30, 2025. This represents the second year of the contract maximum of five years.
- C. Consideration to authorize the Executive Director to extend the contract with Bronze Builders LLC for an additional year, as allowable by Contract No. 2022-0131-2, effective June 28, 2024 through June 27, 2025. This represents the third year of the contract maximum of five years.
- D. Consideration to authorize the Executive Director to extend the contract with Trinity MEP Engineering LLC for an additional year, as allowable by Contract No. 2022-0613-1, effective June 13, 2024 through June 12, 2025. This represents the third year of the contract maximum of five years.
- E. Consideration to approve the certification of the Section 8 Management Assessment Program (SEMAP) for the Fiscal Year ending March 31, 2024, as recommended by staff, and authorize the Executive Director to submit the SEMAP Submission Certification to the U.S. Department of Housing & Urban Development (HUD) and adopt Resolution No. 24-R-06.

**Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

## 10. ACTION ITEM

- A. Discussion and possible action to award RFP NO. LHA 2024-0129-1, Website Design Services and authorize the Executive Director to finalize negotiations and contract(s) with selected firm(s).

**Valeria De Leon, Procurement Officer, presented to the Board of Commissioners for approval RFP No. LHA 2024-0129-1 Website Design Services to Spanish Ad Services. Discussion took place. Leo Flores, Commissioner, moved to approve as presented. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

- B. Discussion and possible action to award RFP NO. LHA 2024-0129-2, Towing Services and authorize the Executive Director to finalize negotiations and contract(s) with selected firm(s).

**Valeria De Leon, Procurement Officer, presented to the Board of Commissioners for approval RFP No. LHA 2024-0129-2 Towing Services to Roger Cabello Towing & Storage, Co. Discussion took place. Gloria Ann Freeman, Resident Commissioner, moved to approve as presented. Leo Flores, Commissioner, seconded the motion; motion carried.**

- C. Discussion and possible action to award RFP NO. LHA 2024-0304-1, Electrical Upgrades at Ana Maria Lozano and authorize the Executive Director to finalize negotiations and contract(s) with selected firm(s).

**Valeria De Leon, Procurement Officer, presented to the Board of Commissioners for approval RFP No. LHA 2024-0304-1 Electrical Upgrades at Ana Maria Lozano to ACDC, Inc. Discussion took place. Gloria Ann Freeman, Commissioner, moved to approve as presented. Leo Flores, Commissioner, seconded the motion; motion carried.**

- D. Discussion and possible action to award RFP NO. LHA 2024-0418-1, Colonia Guadalupe Administrative/Community Modernization Project - Electrical Trade and authorize the Executive Director to finalize negotiations and contract(s) with selected firm(s).

**Valeria De Leon, Procurement Officer, presented to the Board of Commissioners for approval RFP No. LHA 2024-0418-1 Colonia Guadalupe Administrative/Community Modernization Project - Electrical Trade to ACDC, Inc. Discussion took place. Leo Flores, Commissioner, moved to approve as presented. Joe E. Aranda, Commissioner, seconded the motion; motion carried.**

- E. Discussion and possible action to renew the Commercial Property Insurance for the Laredo Housing Facilities Corporation effective June 27, 2024 through June 26, 2025.

**Jennifer Barrientos, Director of Finance, presented to the Board of Commissioners for approval the renewal of the Commercial Property Insurance for the Laredo Housing Facilities Corporation effective June 27, 2024, through June 26, 2025. Discussion took place. Leo Flores, Commissioner, moved to approve as presented. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

- F. Discussion and possible action to renew the Blue Cross Blue Shield Health Insurance, effective June 1, 2024 through May 31, 2025 as recommended by staff.

**Jennifer Barrientos, Director of Finance, presented to the Board of Commissioners for approval the renewal of the Blue Cross Blue Shield Health Insurance, effective June 1, 2024, through May 31, 2025. Discussion took place. Leo Flores, Commissioner, moved to approve as presented. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

- G. Discussion and possible action to authorize the Board Chair and Executive Director to start negotiations with the City of Laredo on a possible donation of the Aldo Tatangelo Farm Labor Property, and adopt Resolution No. 24-R-07.

**Mary Gaona, Executive Director, presented to the Board of Commissioners to authorize the Board Chair and Executive Director to start negotiations with the City of Laredo on a possible donation of the Aldo Tatangelo Farm Labor Property. Discussion took place. Leo Flores, Commissioner, moved to approve as presented. Joe E. Aranda, Commissioner, seconded the motion; motion carried.**

- H. Discussion and possible action to approve the Capital Fund Program Amendment to the Consolidated Annual Contributions Contract for calendar year 2024.

**Bulmaro Cruz, Director of Construction, presented to the Board of Commissioners for approval the Capital Fund Program Amendment to the Consolidation Annual Contributions Contract for calendar year 2024. Discussion took place. Joe E. Aranda, Commissioner, moved to approve as presented. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

- I. Discussion and possible action related to the performance and evaluation of the Executive Director. This item may be discussed in Executive Session pursuant to Section 551.071 (consultation with attorneys) and 551.074 (personnel matters).

**Joe E. Aranda, Commissioner, moved to table item 10I. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

- J. Discussion and possible action on determining the date and time for our next Board of Commissioners meeting.

**Cynthia Mares, Board Chair, stated that the bylaws stipulate meeting quarterly on the last Thursday of the month. If they want to continue meeting on a monthly basis or quarterly. Discussion took place. They all agreed to keep it on a quarterly basis and call for a special meeting if needed. Joe E. Aranda, Commissioner, moved to approve as presented. Leo Flores, Commissioner, seconded the motion; motion carried.**

#### **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).

**Joe E. Aranda, Commissioner, moved to take items 10I, 10G, and 10J into Executive Session pursuant to section 551.071 (consultation with attorneys) and 551.074 (personnel matters). Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

**Board of Commissioners entered Executive Session at 11:32 a.m.**

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

**Board of Commissioners returned from Executive Session at 12:04 p.m.**

**No action was taken during Executive Session.**

#### **13. ADJOURNMENT**

**Joe E. Aranda, Commissioner, moved to adjourn the meeting. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

**Meeting adjourned at 12:17 p.m.**



**Cynthia Mares, Board Chair**



**Mary Gaona, Executive Director**