



SPECIAL BOARD MEETING

Thursday, October 10, 2024

12:00 PM CST



PUBLIC NOTICE OF SPECIAL BOARD MEETING

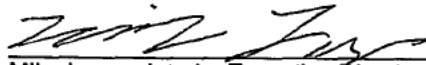
The Board of Commissioners of the Housing Authority of the City of Edinburg will conduct a Special Board Meeting at **12:00 p.m. on Thursday, October 10, 2024**, at the Edinburg Housing Authority / Ciro Trevino Administrative Building
910 S. Sugar Road, Edinburg, Texas 78539

The Commissioners may conduct a closed meeting pursuant to §551.071 of the Texas Government Code to seek the advice of its attorney regarding issues of law; to consult with its attorney on a matter in which the duty of its attorney under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act; pursuant to §551.072 of the Texas Government Code to deliberate the purchase, exchange, lease, or value of real property, if deliberation in an open meeting would have a detrimental effect on the position of the Authority in negotiations with a third person.

AGENDA

1. Call Meeting to Order and Establish a Quorum – Chairman, Jose Rodriguez
2. Pledge of Allegiance
3. Public Comment – Public Comments are limited to three (3) minutes. The Public Comments form will be located at the reception window at the Administration building and must be completed and submitted no later than 11:45 am to the Executive Director. Please note that this public comment period is not interactive.
4. Presentation, discussion and possible motion to approve board meeting minutes of September 26, 2024.
5. Presentation and discussion on job applications for the position of Executive Director.
6. Executive Session:
 - a. Legal issues in accordance with §551.071 of the Texas Government Code.
 - b. Discussion of purchase, exchange, lease, or value of real property pursuant to §551.072 of the Texas Government Code.
 - c. Interview and deliberate the possible appointment and/or employment, evaluation, reassignment, duties, discipline, or dismissal of an employee(s) pursuant to Sec. 551.074.
7. Presentation, discussion and possible action on hiring of an EHA Executive Director.
8. Adjournment

WITNESS MY HAND AND SEAL OF said Housing Authority of the City of Edinburg this 10th day of October 2024.



Mike Lopez, Interim Executive Director
Housing Authority of the City of Edinburg

POSTED
10-4-24

2:25 pm city sec JAC

Minutes

Regular Board Meeting Minutes of
September 26, 2024



HOUSING AUTHORITY of the CITY OF EDINBURG
910 S Sugar Road
Edinburg, TX 78539
Regular Board Meeting 12:00 PM

MINUTES OF September 26, 2024, REGULAR MEETING

1. Call Meeting to Order and Establish a Quorum –Chairman, Jose Rodriguez, welcomed everyone to the meeting; established there was a quorum; and called the meeting to order at 12:00 pm.

Board Members: Jose Rodriguez, Armando Barrera, Paul Villarreal, Sandra Garza, and Adriana Rosas
(Mr. Paul Villarreal entered the meeting at 12:04 pm)

Legal Counsel: Marissa Carranza-Hernandez; Rebecca Vela

EHA Staff: Mike Lopez, Karla Trevino, Andrea Iglesias, Zulema Garcia, Alejandro Pequeño,
Mariana Cantu

2. Pledge of Allegiance – Jose Rodriguez, Chairman
3. Public Comment – No public comment
4. Discuss and consider approval of Board Minutes for Special Board meeting of August 21, 2024.
Adriana Rosas wants to edit Item #6 to include the concern of how much the price was for Coats/Rose (\$450.00). The concern was previously mentioned by Adriana Rosas and Sandra Garza during the 8/21/2024 meeting but was not on the minutes. Adriana Rosas would also like a correction for the section where it mentions that Coats/Rose is the most responsive and responsible bidder to be removed because that was only a comment attributed to the recommendation expressed by the committee. Armando Barrera motioned to approve the edits/correction for Item #6 in reference to the board minutes for 8/21/2024, and to approve the minutes for August 21, 2024, with the edit to Item #6, Adriana Rosas seconded the motion.

Carried 5-0

5. Administration Report:

- a. Agency Program – Mr. Lopez introduced himself and provided updates from when he first started on 9/3/2024. Mr. Lopez mentioned the agency being shorthanded with key staff, Mr. Christian – Finance Director being out on FMLA leave and Executive Assistant, Robert Hernandez being out all week. It has been a little bit of a handicap to move forward with things he has been finding, as well as, for lack of information pertaining to finance, such as, items that were being handled by Mr. Christian. He mentioned that he will be getting in touch with the fee accountant to get update on the financial reports. Mr. Lopez mentioned having a few issues pertaining to the agency, such as the Shortfall in Section 8, which would be explained more in detail by Mr. Alejandro Pequeno, Section 8 Supervisor, and the issue with the elevator breaking down. Chairman and Vice-Chairman Mr. Rodriguez and Mr. Barrera expressed concern over the elevator situation and mentioned the agency may have to replace the elevator with a new one. Mr. Lopez was able to visit all the properties with Mr. Hernandez and he showed him what maintenance is working on with some of the units; provided an update on La Posada II and referenced the Punch List and the elevator that is preventing the project from being fully completed and provided a report that was discussed with NM Contracting. Mr. Lopez mentioned the activities the agency had in September and allowed Mariana Cantu, Resident Services Coordinator, to discuss future activities for the month of October. Commissioner Adriana Rosas and Resident Commissioner Sandra Garza made helpful suggestions to benefit EHA residents during these activities/events emphasizing educational activities.
- b. Rent Roll & Vacancy Report – Property Manager, Zulema Garcia provided vacancy/rent roll collection report for Low Rent and Section 8 Supervisor, Alejandro Pequeno also provided vacancy/rent roll collection report for Section 8. Mr. Pequeno addressed the shortfall issue and provided a status report on the waiting list, which is currently still closed, but with possibility of being re-opened in January 2025 and the vouchers leased for Section 8 for the month of July. For the month of September, the Low Rent program had 17 vacancies but mentioned currently working with families

and should be down to 11 by this week. Public Housing has a total of 627 applications ranging from 1-4 bedrooms.

- c. Financial Reports – Karla Trevino presented the financials for the end of July and the previous four months for Low Rent Program. Also, presented the report for Section 8 HAP and explained the reason why current assets are showing negative is because of the shortfall that Section 8 is currently in, but informed HUD will continue to replace any money that the agency is going over. Karla provided the YTD financial statements and reserves for Low Rent and Section 8. Addressed fraud recovery and annual expenditures. Adriana Rosas and Sandra Garza inquired what is other revenue for Low Rent. Karla provided examples: port-in's, copies for tenants, refunds from vendors and fraud payments that gets categorized in that section for other revenue. Mr. Lopez mentioned to the board he has asked Karla for all the accounts and all the actual cash balances for each account and to identify the purpose of each account to get more financial insight.

6. Discussion and consider approval of Resolution #2024-12 Updates to bank signature cards with Texas National Bank
Mr. Lopez mentioned this resolution would be to remove former Executive Director, Dr. Martin Castillo Jr., and replace with himself, Interim Executive Director, Mike Lopez. Armando Barrera motioned to approve Resolution #2024-12, Adriana Rosas seconded the motion
Carried 5-0

7. Discuss and consider approval of Resolution #2024-13 Updates to agency credit cards with Texas National Bank
Mr. Lopez explained this resolution is for the same purpose, to remove former Executive Director, Dr. Martin Castillo Jr., and replace with himself, Interim Executive Director, Mike Lopez. Armando Barrera motioned to approve Resolution #2024-12, Paul Villarreal seconded the motion
Carried 5-0

8. Discuss and consider approval of Resolution #2024-14 FY2025 – Section 8 Fair Market Rents and Payment Standards as established by HUD.
Mr. Rodriguez inquired if the Fair Market Rents is an annual thing. Mr. Pequeno informed yes and will be effective January 2025. Armando Barrera motioned to approve Resolution #2024-14, Adriana Rosas seconded the motion
Carried 5-0

9. Executive Session:
 - a. Legal issues in accordance with §551.071 of the Texas Government Code.
 - b. Discussion of purchase, exchange, lease, or value of real property pursuant to §551.072 of the Texas Government Code.Armando Barrera motioned to reconvene to Open Session at 12:37 pm, Adriana Rosas seconded the motion
Carried 5-0

10. Possible action on posted agenda items discussed in Executive Session.
No Action

11. Adjournment
Armando Barrera motioned to adjourn at 1:28 pm, Adriana Rosas seconded the motion.
Carried 5-0

/s/ _____
Jose Rodriguez, Chairman

/s/ _____
Mike Lopez, Interim Executive Director

Job Applications for Position of Executive Director

**Presentation, discussion and possible
action on hiring of EHA Executive Director**

