

# CERTIFICATE OF POSTING OF NOTICE

STATE OF TEXAS

COUNTY OF HIDALGO

I, the undersigned, Rodolfo Ramirez, Secretary of the Housing Authority City of Edinburg do, hereby certify that a Legal Notice was posted in words and figures, to-wit:

## **PUBLIC NOTICE OF A REGULAR MEETING**

TAKE NOTICE THAT A REGULAR MEETING OF THE

HOUSING AUTHORITY CITY OF EDINBURG

WILL BE HELD

On Thursday, February 22, 2018 at

12:00 o'clock at the

Edinburg Housing Authority Administrative Building  
910 S. Sugar Road Edinburg, Texas 78539

to consider and act upon the following:

***SEE ATTACHED AGENDA***

In conformance with Chapter 551 of the Texas Government Code, as amended.

WITNESS MY HAND AND SEAL OF said Housing Authority City of Edinburg this 16<sup>th</sup> day of February, 2018.

\_\_\_\_\_  
Rodolfo "Rudy" Ramirez, Executive Director  
Housing Authority City of Edinburg

**NOTICE OF REGULAR MEETING  
HOUSING AUTHORITY CITY OF EDINBURG  
Edinburg Housing Authority Administrative Building  
910 S. Sugar Road Edinburg, Texas 78539  
Thursday, February 22, 2018**

The Board of Commissioners of the Housing Authority City of Edinburg will hold a Regular Board Meeting at 12:00 o'clock on February 22, 2018 at the Edinburg Housing Authority Administrative Building, 910 S. Sugar Road, Edinburg, Texas 78539.

The Subjects to be discussed are listed on the agenda, which is attached to and made a part of this Notice. The order of the agenda items may be changed. Consideration of items may include deliberation and action.

If during the course of the meeting covered by this notice, the Board of Commissioners should determine that a closed or executive meeting or session of the Board of Commissioners is required, then such closed or executive meeting or session as authorized by the Texas Open Meeting Act, Texas Government Code Section et. Seq., will be held by the Housing Authority City of Edinburg at the commencement of the meeting covered by this Notice as the Housing Authority City of Edinburg Board may conveniently meet in purposes permitted by the Act, including but not limited to the following sections and purposes:

**TEXAS GOVERNMENT CODE SECTION:**

- 551.071 Private Consultation with the Board's Attorney
- 551.072 Discussing purchase, exchange, lease, or value of real property
- 551.073 Discussing negotiated contracts for prospective gifts or donations
- 551.074 Discussing personnel or to hear complaints against personnel
- 551.075 To confer with employees of the Housing Authority City of Edinburg to receive information or to ask questions.
- 551.076 Considering the deployment, specific occasions for, or implementation of, security personnel or devices
- 551.082 Considering complaint(s) or charge(s) against personnel
- 551.083 Considering the standards, guidelines, terms, or conditions the Board will follow, or will instruct its representatives to follow, in consultation with representatives of employee groups.
- 551.084 Excluding witnesses from a hearing

Should any final action, final decision, or final vote be required in the opinion of the Housing Authority City of Edinburg Board with regard to any matter consider in such closed or executive meeting or session, then the final action, final decision, or final vote shall be either:

- a. in the open meeting covered by the Notice upon the reconvening of the public meeting; or
- b. at the subsequent public meeting of the Housing authority Board upon Notice thereof, as the Housing Authority Board shall determine.

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**Rodolfo "Rudy" Ramirez, Executive Director  
Housing Authority City of Edinburg**

HOUSING AUTHORITY CITY OF EDINBURG  
Regular Board Meeting Agenda  
Thursday, February 22, 2018 at 12:00 p.m.

1. Call Meeting to Order and Establish a Quorum – Chairman, Joe Rodriguez
2. Pledge of Allegiance (Dr. Martin Castillo) and Invocation (Juan Guzman)
3. Review and Consider Approval of Minutes of Regular Board Meeting of January 11, 2018
4. Recognize Mr. John A. Blakeway, Certified Public Accountant – Presentation of Year End March 31, 2017 Financial Audit.  
**Board Action Required**
5. Recognize Mr. Neil Arnold, Vice-President of Lindsey & Company Inc. – Presentation of Prior and Current Financial Status Prepared by Fee Accountant (Lindsey)  
**Board Action Required**
6. Review and Approve Resolution # 2018-01 Approving Revision to the Low Rent Operating Budget for the Current Fiscal Year 4/1/2017 – 3/31/2018.  
**Board Action Required**
7. Review and Approve Resolution # 2018-02, Approving the Low Rent Operating Budget for the New Fiscal Year 4/1/18- 3/31/2019  
**Board Action Required**
8. Review and Approve Resolution # 2018-03, Approving Revision to the Section 8 Budget for the Current Fiscal Year 4/1/2017 – 3/31/2018  
**Board Action Required**
9. Review and Approve Resolution # 2018-04 Approving the Section 8 Budget for Fiscal Year Ending 4/1/2018 – 3/31/2019.  
**Board Action Required**
10. Review and Approve Resolution # 2018-05 Approving the Public Housing Write-Offs for Fiscal Year Ending March 31, 2018  
**Board Action Required**
11. Executive Session - In accordance with Article 6252-17, Section 2, Sub-Section g, Vernon's Texas Annotated Civil Statutes, the Open Meeting Act, The Board of Commissioners will publicly announce they will adjourn to an Executive Session for private consultation with the Board's attorney pursuant to §551.071.
12. RECONVENE TO OPEN SESSION – Discussion and possible action on posted agenda items in Executive Session.
13. Executive Director's Report
14. Adjourn

**Lord, we are meeting today to  
conduct matters of business.  
Guide our hearts and our  
minds in the spirit of fairness,  
right thought and speech.  
Impart your supreme wisdom  
upon our activities so that our  
affairs may reach a successful  
conclusion. Thank you for  
being our source of guidance  
today. Amen!**

HOUSING AUTHORITY CITY OF EDINBURG  
*Minutes for Regular Board Meeting*  
January 11, 2018

1. Call Meeting to Order and Establish a Quorum – Chairman, Rodriguez welcomed everyone to the meeting, established there was a quorum and called the meeting to order at 1:04 p.m.

Attendees: Joe Rodriguez, Dr. Martin Castillo, Marissa Chavanna, Gabriel Salinas,  
Juan Guzman, Marissa Hernandez Legal Counsel, Rodolfo Ramirez,  
Liz Hernandez, Rich Christian, Robert Hernandez, Gloria Garza

2. Pledge of Allegiance Joe Rodriguez and Invocation Gabriel Salinas

3. Review and Consider Approval of Minutes
  - a. Regular Board Meeting of November 30, 2017

**Board Action Required**

Motion to approve, 1<sup>st</sup> motion by Guzman 2<sup>nd</sup> motion by Rodriguez Carried 5-0

4. **Review and Approval of Memorandum of Understanding**
  - a. Interlocal Agreement Extension – Head Start Albores Courts
  - b. Interlocal Agreement Extension – Head Start Lantana

**Board Action Required**

EHA currently has two office spaces for the Headstart Program one at Albores Courts and the other at Lantana. Albores Courts will house residents for about one more year and will continue to provide services until property is disposed. EHA's concern will be providing services after the property is sold considering approval from HUD.

Motion to approve, 1<sup>st</sup> motion by Salinas 2<sup>nd</sup> motion by Chavanna Carried 4-0  
Dr. Castillo abstained from voting due to his current position with the Head Start Program.

5. **Review and Approve 2018 Annual Holiday Schedule**  
**Board Action Required**

EHA provide three calendars for review each with similar holiday but to include a floating holiday. Ramirez explained each calendar and informed the board that only full time paid employees receive 10 paid holiday's plus a Birthday Floating Day. Rodriguez recommends adopting Calendar #3.

Motion to approve, 1<sup>st</sup> motion by Rodriguez 2<sup>nd</sup> motion by Guzman Carried 5-0

6. Executive Session – In accordance with Article 6252-17, Section 2, subsection g, Vernon's Texas Annotated Civil Statutes, the Open Meeting Act and Section 551.072 of the Texas Government Code, The Board of Commissioners will publicly announce they will adjourn to an Executive Session to

Discuss the following:

- a. Pending real property matters

No action taken

7. RECONVENE TO OPEN SESSION at 1:51p.m.

8. Possible action on posted agenda items discussed in Executive Session (No action taken)

9. Executive Director's Report

- Possible upcoming commissioners Workshop to be scheduled in the future
- Converting to new software (Lindsey) staff training the next two weeks
- HAVE-STR 2018 conference scheduled for May 9-11 at South Padre Island
- HAVE-STR 5k fundraiser March 24, beginning at 8 a.m. at the Edinburg Municipal Park funds raised will go towards scholarships.
- Auditor and fee accountant will be present at the February Board meeting

10. Adjourn Motion to approve, 1<sup>st</sup> motion by Castillo 2<sup>nd</sup> motion by Guzman at 2:02 pm Carried 5-0

/s/ \_\_\_\_\_  
Joe Rodriguez, Chairman

/s/ \_\_\_\_\_  
Rodolfo "Rudy" Ramirez, Executive Director

¶ SEAL

**RESOLUTION # 2018-01**

**RESOLUTION APPROVING REVISION TO THE LOW  
RENT OPERATING BUDGET FOR THE CURRENT  
FISCAL YEAR 4/1/2017 – 3/31/2018**

**WHEREAS**, the Board of Commissioners of the Edinburg Housing Authority has reviewed and approved Revision to The Low Rent Operating Budget for the current fiscal year 2017-2018.

**BE IT RESOLVED** by the Commissioners of the Housing Authority of the City of Edinburg, Texas

- (A) That proposed expenditures are necessary to the efficient and economical operations of the Housing Authority for the purposes:
- (B) That the financial plan is reasonable in that:
  - 1. It indicates a source of available funds adequate to cover all proposed expenditures.
  - 2. It does not provide for Federal Funding in excess of that payable under the provision of these regulations.
- (C) That all proposed rental charges and expenditures will be consistent with provisions of the Law and the Annual Contributions.
- (D) The Housing Authority of the City of Edinburg Texas certifies that it is compliance With Section 207 continued Occupancy subsection (a) of part II of the Annual Contributions Contract as amended for the re-examinations of families at least once a year and that rents have been adjusted with the PHA Rent Schedule.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority City of Edinburg on this 22nd day of February 2018, adopted said Resolution by a unanimous vote.

/s/ \_\_\_\_\_  
Joe Rodriguez, Chairman

/s/ \_\_\_\_\_  
Rodolfo Ramirez, Executive Director

**RESOLUTION # 2018-02**

**RESOLUTION APPROVING THE LOW RENT  
OPERATING BUDGET FOR THE FISCAL YEAR  
4/1/2018 - 3/31/2019**

**WHEREAS**, the Board of Commissioners of the Edinburg Housing Authority has reviewed and approved the Low Rent Operating Budget for fiscal year 2018-2019.

**BE IT RESOLVED** by the Commissioners of the Housing Authority of the City of Edinburg, Texas

- (A) That proposed expenditures are necessary to the efficient and economical operations of the Housing Authority for the purposes:
- (B) That the financial plan is reasonable in that:
  - 1. It indicates a source of funding adequate to cover all proposed expenditures.
  - 2. It does not provide for Federal Funding in excess of that payable under the provision of these regulations.
- (C) That all proposed rental charges and expenditures will be consistent with provisions of the Law and the Annual Contributions.
- (D) The Housing Authority of the City of Edinburg Texas certifies that it is compliance With Section 207 continued Occupancy subsection (a) of part II of the Annual Contributions Contract as amended for the re-examinations of families at least once a year and that rents have been adjusted with the PHA Rent Schedule.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority City of Edinburg on this 22nd day of February 2018, adopted said Resolution by a unanimous vote.

/s/ \_\_\_\_\_  
Joe Rodriguez, Chairman

/s/ \_\_\_\_\_  
Rodolfo Ramirez, Executive Director

¶ SEAL



**RESOLUTION # 2018-03**

**RESOLUTION APPROVING REVISION TO THE  
SECTION 8 BUDGET FOR THE CURRENT FISCAL YEAR  
4/1/2017 -3/31/2018**

**WHEREAS**, the Board of Commissioners of the Edinburg Housing Authority has reviewed and approved Revision to The Section 8 Budget for the current fiscal year 4/1/2017 – 3/31/2018

**BE IT RESOLVED** by the Commissioners of the Housing Authority of the City of Edinburg, Texas

- (A) That proposed expenditures are necessary to the efficient and economical operations of the Housing Authority for the purposes:
- (B) That the financial plan is reasonable in that:
  - 1. It indicates a source of available funds adequate to cover all proposed expenditures.
  - 2. It does not provide for Federal Funding in excess of that payable under the provision of these regulations.
- (C) That all proposed rental charges and expenditures will be consistent with provisions of the Law and the Annual Contributions.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority City of Edinburg on this 22nd day of February 2018, adopted said Resolution by a unanimous vote.

/s/ \_\_\_\_\_  
Joe Rodriguez, Chairman

/s/ \_\_\_\_\_  
Rodolfo Ramirez, Executive Director

¶ SEAL

**RESOLUTION # 2018-04**

**RESOLUTION APPROVING THE SECTION 8 BUDGET  
FOR FISCAL YEAR 4/1/2018 - 3/31/2019**

**WHEREAS**, the Board of Commissioners of the Edinburg Housing Authority has reviewed and approved The Section 8 Budget for fiscal year ending 3/31/2019

**BE IT RESOLVED** by the Commissioners of the Housing Authority of the City of Edinburg, Texas

- (A) That proposed expenditures are necessary to the efficient and economical operations of the Housing Authority for the purposes:
- (B) That the financial plan is reasonable in that:
  - 1. It indicates a source of available funds adequate to cover all proposed expenditures.
  - 2. It does not provide for Federal Funding in excess of that payable under the provision of these regulations.
- (C) That all proposed rental charges and expenditures will be consistent with provisions of the Law and the Annual Contributions.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority City of Edinburg on this 22nd day of February 2018, adopted said Resolution by a unanimous vote.

/s/ \_\_\_\_\_  
Joe Rodriguez, Chairman

/s/ \_\_\_\_\_  
Rodolfo Ramirez, Executive Director

¶ SEAL

## **RESOLUTION #2018-05**

### **RESOLUTION APPROVING PUBLIC HOUSING WRITE-OFFS FOR FISCAL YEAR ENDING MARCH 31, 2018**

**WHEREAS**, the Edinburg Housing Authority shall write-off the vacated delinquent accounts for fiscal year ending March 31, 2018 as directed by the U.S. Department of Housing and Urban Development. The breakdown of the delinquent accounts for fiscal year ending March 31, 2018 is as follows:

AMP #1	Albores	\$ 1319.25
	El Jardin	\$ 974.63
	Manuel Ramirez Viviendas	<u>\$ 326.00</u>
		<b>\$2,619.88</b>
AMP #2	Lantana	\$ 431.75
	La Posada	<u>\$ 607.00</u>
		<b>\$1,039.05</b>
	<b>Grand Total:</b>	<b><u>\$ 3,658.93</u></b>

**Whereas**, the Edinburg Housing Authority will continue to try and collect the delinquent vacant accounts.

**Whereas**, the Edinburg Housing Authority will monitor all housing applicants to assure that those owing a balance, pay or make arrangements with the Edinburg Housing Authority before they are re-housed.

**NOW THEREFORE, BE IT RESOLVED**, that we the Board of Commissioners of the Housing Authority City of Edinburg do hereby authorize the Edinburg Housing Authority to write-off the vacated delinquent accounts for fiscal year ending March 31, 2018.

/s/ \_\_\_\_\_  
Joe Rodriguez, Chairman

/s/ \_\_\_\_\_  
Rodolfo "Rudy" Ramirez, Executive Director

¶ Seal



**The Edinburg Housing Authority  
Public Housing Program**

2/16/18

**Move Out Write Off Balance Report from April 1, 2017 to February 15, 2018**  
**These accounts have been posted to the HUD EIV System.**

**AMP1 Albores, El Jardin, Ramirez**

	HOH	SSN	Vacated	Reason	30 Day Notice Given	Outstanding Balance to EHA
<b>Albores</b>						
1	1 Alma Ochoa	XXX-XX-4644	06/02/17	Left without notice	No	688.50
2	2 Gilberto Ramirez	XXX-XX-1612	06/12/17	Bought a home	Yes	50.00
3	3 Maria Canales	XXX-XX-6605	08/03/17	Left without notice	No	274.75
4	4 Amairani Rodriguez	XXX-XX-2381	12/15/17	Cannot afford rent	No	306.00
<b>El Jardin</b>						
5	1 Patricia Magana	XXX-XX7973	05/09/17	Bought a mobile home	Yes	87.75
6	2 Patricia Rios	XXX-XX-1814	07/11/17	Moved in with family	Yes	886.88
<b>Ramirez</b>						
7	1 Antonio Garces	XXX-XX-7020	11/01/17	Moved in with family	No	115.00
8	2 Mary Viramontes	XXX-XX-4400	12/18/18	Deceased		211.00
<b>Total</b>						<b>2,619.88</b>

**AMP2 Lantana & La Posada**

<b>Lantana</b>						
9	1 Jessica Zuniga	XXX-XX-8075	06/29/17	Eviction		278.00
10	2 Perla Medina	XXX-XX-6998	10/11/17	Abandoned unit	No	153.75
<b>La Posada</b>						
11	1 Benjamin Zamora	XXX-XX-7030	09/18/17	Eviction		25.84
12	2 Librada Luevanos	XXX-XX-9451	10/16/17	Abandoned unit	No	98.46
13	3 Magdalena Cantu	XXX-XX-8167	11/15/17	Relocated to Houston	No	483.00
<b>Total</b>						<b>1,039.05</b>

**Write Off total:**

<b>2,619.88</b>	<b>AMP1</b>
<b>1,039.05</b>	<b>AMP2</b>
<b>\$3,658.93</b>	

Liz Hernandez, CPM

Director of Operations

Reviewed with: Mr. Rudy Ramirez, Executive Director

Submitted to Administration and Accounting: 2/16/18