

HOUSING AUTHORITY CITY OF EDINBURG
Minutes of Regular Board Meeting
October 30, 2018

1. Call Meeting to Order and Establish a Quorum – Chairman, Dr. Castillo welcomed everyone to the meeting, established there was a quorum and called the meeting to order at 5:03 p.m.
2. Pledge of Allegiance Chairman (Dr. Castillo) and Invocation (Dr. Castillo)

Attendees: Dr. Martin Castillo, Gabriel Salinas, Simon Garza, Marissa Chavana, Juan Guzmán
Staff: Rodolfo Ramirez, Liz Hernandez, Richard Christian, Adriana Rosas, Maria V. Valdez

Guests: Humberto Rodriguez Rofa Architects,
Attorney: Rebecca Vela
3. The following staff was introduced: Adriana Rosa, Cruz Matos, Maria V. Valdez
4. Review and Consider Approval of Minutes
 - a. Regular Board Meeting of September 25, 2018
Motion to approve, 1st motion by Gabriel Salinas 2nd motion Juan Guzman Carried 5-0
5. Review and Approve Opening of Bids and establish selection procedure for Re-roofing of Peridot & Recognize Humberto Rodriguez of Rofa Architects for bid tabulation results and recommendation. There was a total of 7 bids submitted. 6 were complete, 1 bid from Legacy Construction & Roofing was submitted after the deadline and did not include a bid bond or check. This bid was invalid. Dr. Castillo formed a review committee and designated Simon Garza, Marissa Chavana, Richard Christian and Humberto Rodriguez. They are to meet Friday, November 2, 2018 at 12:00pm to make a recommendation.
Motion to approve, 1st motion by Gabriel Salinas 2nd motion Juan Guzman Carried 5-0
6. Review and Approve Resolution #2018-23 Approve EHA Annual PHA Plan for Fiscal Year Beginning 4-1-2019. Mr. Christian reviewed EHA Plan to the board. Mr. Salinas asked if RAD (Rental Assistance Demonstration) was included in the plan. Mr. Christian clarified to the board that RAD is included in section B.2 of the Annual PHA Plan.
Motion to approve, 1st motion by Simon Garza, 2nd motion Juan Guzman
7. Review and Approve recommendation to select Architect & Engineering Contractor. EHA received eight bids for Architect & Engineering. The committee formed to select an Architect & Engineering Contractor. The committee suggested Milnet Architectural Services, PLLC. who gave a score of 277. As a second choice, Guzmán & Muñoz Engineering and Surveying, INC. was suggested. Mr. Salinas gave explanation as to why others were not chosen.
Motion to approve, 1st motion by Gabriel Salinas 2nd motion by Simon Garza Carried 5-0
8. Review and Approve submittal of HUD-53001 Grant Close Out Document
Actual Modernization Cost Certificates for RHF grants:
TX59R062502-12 \$105,578, TX59R062502-13 \$88,798, TX59R062502-14 \$100,679,
TX059R062502-15 \$106,906, TX59R062502-16 \$111,041
Motion to approve, 1st motion by Juan Guzman 2nd motion Marissa Chavana Carried 5-0

9. Review and Approve Recurring Bids:
- Office Supplies – Gateway was chosen. Gabriel Salinas suggested Office Depot for copy paper.
Motion to approve, 1st motion by Marissa Chavana 2nd Simon Garza Carried 5-0
- Electrical Supplies – Central Plumbing & Electrical Supplies was chosen.
Motion to approve, 1st motion by Simon Garza 2nd Juan Guzman Carried 5-0
- Vehicle Maintenance Supplies– Lowe's was chosen.
Motion to approve, 1st motion by Simon Garza 2nd Juan Guzman Carried 5-0
- Paint Supplies – Lowe's was chosen.
Motion to approve, 1st motion by Simon Garza 2nd Juan Guzman Carried 5-0
- Air Conditioning Supplies – Supply Works was chosen. Mr. Salinas suggested Parts Plus from McAllen.
Motion to approve, 1st motion by Gabriel Salinas 2nd Simon Garza
- Janitorial Supplies – Sam's Club was chosen. Mr. Salinas suggested Rio Paper & Supply, LLC from Pharr.
Motion to approve, 1st motion by Juan Guzman 2nd Gabriel Salinas Carried 5-0
- Hardware Supplies – Home Depot was chosen.
Motion to approve, 1st motion by Gabriel Salinas 2nd Simon Garza Carried 5-0
- Water Heater 30g gas – Central Plumbing & Electric was chosen.
Motion to approve, 1st motion by Simon Garza 2nd Juan Guzman
- Tile & Masonry Supplies – Home Depot was chosen.
Motion to approve, 1st motion by Simon Garza 2nd Juan Guzman Carried 5-0
- Plumbing Supplies – Morrison Supply was chosen.
Motion to approve, 1st motion by Simon Garza 2nd Gabriel Salinas Carried 5-0
- Lumber Supplies – McCoy's was chosen.
Motion to approve, 1st motion by Gabriel Salinas 2nd Simon Garza Carried 5-0
- Appliance Purchases – Lowe's was chosen.
Motion to approve, 1st motion by Simon Garza 2nd Juan Guzman Carried 5-0
- Chemical Supplies – Lowe's was chosen.
Motion to approve, 1st motion by Marissa Chavana 2nd Simon Garza Carried 5-0
Lowest bid was selected for each contractor.
10. Review and Approve Potential New Procurements:
- | | |
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| Window Replacements, water lines, gas lines, bathrooms, | La Posada |
| Bathroom Renovations | Ramirez and El Jardin |
| Electrical Rewiring, Reroofing | Lantana |
- Dr. Castillo suggested to bring in an architect to look at Lantana. Breakers at Lantana were mentioned.
Approval to proceed to procure.
Motion to approve, 1st by Gabriel Salinas 2nd Juan Guzman Carried 5-0
- ~~11. Review and Approve Opening of Bids and establish selection procedure for Re-roofing of Peridot.
(Same as Item #5)~~
12. Discuss and Approve component units of agency and possibly establish new entity.
Item 12 was tabled. Attorney, Rebecca Vela wants more information on entities.
No action taken

13. Executive Session – In accordance with Article 6252-17, Section 2, subsection 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 to discuss the following:

Private consultation with the Board's attorney
Discuss personnel issues

Motion to go into executive session, 1st motion by Simon Garza 2nd motion Juan Guzman at 5:23 p.m.
Carried 5-0

Reconvene to Open Session, 1st motion by Simon Garza 2nd motion Juan Guzman at 7:05 p.m.
Carried 5-0

14. Possible action on posted agenda items discussed in Executive Session

15. Executive Director's Report

a) Program Events on the calendar

Towers will be receiving donated meals for thanksgiving.

RGV Food Bank will be donating 200 turkey's

Gabriel Salinas suggested to partner with the Lion's Club

Toy drive will be set up this month and boxes will be set up at Board Members place of work.

b) Agency Programs update

Mrs. Hernandez reviewed Public Housing Report. Gave a vacancy report, mentioned an increase in families interested in transferring to Liberty Village, inventory report from warehouse has done very well since employee Felipe Gama was transferred over to the warehouse.

c) Financial Report

Richard Christian reviewed summary balance sheet for April thru July 2018.

16. Adjourn motion to approve, 1st motion by Simon Garza 2nd Juan Guzman at 8:05 p.m.

Carried 5-0

/s/

Dr. Martin Castillo, Jr. Chairman

/s/

Rodolfo "Rudy" Ramirez, Executive Director

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