

**MINUTES OF THE MEETING
OF THE MCALLEN HOUSING AUTHORITY REGULAR BOARD MEETING**

Thursday, December 17, 2020

CALL TO ORDER AND ROLL CALL - The regular meeting of the Board of Commissioner of the McAllen Housing Authority was held Thursday, December 17, 2020, via Zoom teleconference.

Chair Ronnie Cruz called the meeting to order at 3:01 p.m. Present and attendance for roll call were:

Present: Chair Ronnie Cruz
Vice Chair Elva M. Cerda
Commissioner Eliseo "Tito" Salinas
Resident Commissioner Jesus Borrego
PHA Attorney Isaac Tawil
Asst. City Attorney Austin Stevenson

Absent: Commissioner Rodrigo "Rudy" Elizondo

Staff: Executive Director Rodolfo "Rudy" Ramirez
Deputy Director Daniel Delgado
Finance Director Jose Garcia
HVC Manager Elena Saucedo
Maintenance Director George Dismukes
Administrative Assistant Adriana Rosas
Intake Clerk Veronica Texaj

Guest: Milnet Architectural Olivia Curry
Milnet Architectural Ramon Villalobos

1. Call the meeting to order – 3:01 PM
2. Public Comment – None

3. Action Items:

- a) Consideration and Possible Action to Approve Meeting Minutes of Regular Board Meeting November 19, 2020. Vice Chair, Cerda, addressed minor typos and item missing to Board Agenda Requests. Chair Ronnie Cruz entertained a motion to approve meeting minutes with noted corrections. Commissioner Eliseo "Tito" Salinas made a motion to approve; seconded by Vice Chair Elva M. Cerda. Motioned carried unanimously.
- b) Consideration and Possible Action to Award and Negotiate RFQ No. 2020-01; Solicitation for Architectural /Engineering Services. PHA Attorney, Tawil, recommended under Section 551.071 that this consideration should be taken up under executive session due to further questions, under aspects of procurement process. Vice Chair Cerda

agrees to proceed in executive session. Chair Ronnie Cruz entertained a motion to move item RFQ No. 2020-01 into Executive Session under Aspects of Procurement Process. Commissioner Eliseo "Tito" Salinas made a motion to approve; seconded by Vice Chair Elva M. Cerda. Motioned carried unanimously.

Decision Made after Executive Session:

Chair Ronnie Cruz entertained a motion to award RFQ No. 2020-01; Vice Chair Elva M. Cerda made motion to award RFQ No. 2020-01 to Milnet Architectural; Commissioner Eliseo "Tito" Salinas seconded the motion. Motion carried unanimously.

4. Non-Action Items:

a) Executive Director's Report

- Las Palomas is 100% occupied, additional funding (developer's fee) as income expenses are being monitored. Per Deputy Director Daniel Delgado, previous total developer fees received is under \$300,000. Over the life of the project (15 years) we can expect a total of 1.2 million.
- Meeting with Robert Dryman, President, of Brownstone Residential in regards to Las Palomas and Green Jay. Chairman Cruz and Vice Chair Cerda asked about the final revised Green Jay logo; revised logo will be emailed.
- VASH Voucher – Award letter has been received and will become effective January 1, 2021. Receiving 11 new VASH Vouchers, with a total of 21; doubling our program.
- HR Policy updates – policy updates are still under review with the city attorney and updates. Chair Cruz requested that before it was brought up in the agenda they would like to look over
- Christmas Toy Drive – is scheduled for Monday, Dec. 21, 2020 from 10:00AM – 12:00PM and Tuesday, Dec. 22, 2020 from 4:00PM-6:00PM. Toys are for ages 0-12 following in line with what the City of McAllen is doing. We'll also be distributing blankets, door to door for all the elderly in our different communities. Resident families will also be receiving nonperishable food bag.
- Office Holiday Schedule – for Christmas office we will be closed on Thursday, Dec. 24, 2020 and Friday, Dec. 25, 2020, for New Year's office will be closed on Thursday, Dec. 31, 2020 and Friday, Jan. 1, 2021.

b) Staff Update: New Employee Introduction - Intake Clerk

- Veronica Texaj
Is in charge of waitlist, applications, calling applicants for initial appointments, and issuing vouchers. Happy to be part of the team.

c) Financial Summary as of 9/30/2020

- MHA consolidated balance sheet total cash of \$6,406,375.54. Accounts Receivable of \$604,210.00. Total capital assets changed related to depreciation. Accounts payable relatively flat. Inter Program – due to, minimal change. Frost loans decrease of \$200,000, result of pay down. Meeting with the bankers set for next month.
- Tenant revenue of \$26,000. Fee income of \$2.2 million due to rental assistance from HUD; not recurrent. Other revenue of \$107,000.00 associated with developer fees. Operating expenses of \$61,000.00. Tenant services decreased due to COVID; variance of \$14,000. Utilities relatively flat; ordinary maintenance and operations of \$167,000.00 an increase of 5%. Total general expenses of \$111,000.00. Total outstanding Note Receivable of \$1.8 million. Vice Chair Cerda would like a closer look into outstanding receivables.
- HAP Portability expenses of \$44,000.00, Ordinary maintenance \$10,000.00. HAP expenses of \$1.5 million additional funding received to support increase in HAP. Ordinary operating income of \$438,000.00 due to additional funding from HUD
- Low Rent Income cash equivalents of almost \$1 million all related to Vine Terrace. Capital assets decreased; net assets at \$2.4 million. Total liabilities inter-company payables relatively flat; current liabilities \$2.3 million. Low rent balance sheet source of income is operating grants subsidies of \$58,000.00
- Operation revenue \$135,000.00, operating expenses \$64,000.00, administrative expenses of \$87,000.00 consistent w/prior year. Sec. 8 cash equivalents of \$2 million increase due to COVID money and additional HAP. Total assets of \$2 million. Income statement total revenue of \$2.1 million. All other expenses remain flat. Housing payment assistance increase of \$114,000.00.

5. Executive Session Closed Session Under Government Code 551 Sections

- a) Regarding legal aspects of Procurement Process
- b) Regarding probate litigation
 - ROFA

- **Chair Ronnie Cruz entertained a motion to enter Executive Session, Vice Chair Elva M. Cerda motioned; Commissioner Eliseo “Tito” Salinas seconded that motion. Motion carried unanimously. Commissioners entered into Executive Session at 3:51 PM.**

6. Reconvened to open session; Action if any on:
Consolation with PHA Attorney 551.071

- **Chair Ronnie Cruz reconvened the meeting at 4:10 PM**

- a) Legal aspects of Procurement Process
 - No action was taken therefore, no action is needed in open session
- b) Probate Litigation
 - PHA Attorney, Tawil, recommended the board entertain a motion to proceed as instructed in Executive Session. **Chair Ronnie Cruz entertained a motion to proceed as instructed in Executive Session, Commissioner Eliseo “Tito” Salinas**

motioned; Resident Commissioner Jesus Borrego seconded the motion.
Motion carried unanimously.

7. Board Agenda Requests for January 2021 Board Meeting
 - Frost Bank Result Briefing
 - Operating Line of Credit
8. Adjournment. Chair Ronnie Cruz entertained motion to adjourn meeting. Vice Chair Elva M. Cerda motioned; Commissioner Eliseo "Tito" Salinas, seconded the motion. Motion carried unanimously. Meeting Adjourned at 4:20 PM.



Rodolfo "Rudy" Ramirez, Executive Director