

## KYLE HOUSING AUTHORITY MEETING MINUTES

The Kyle Housing Authority met on December 15, 2016 at Kyle City Hall with the following persons present:

Daniel Harper, Chair  
Michelle Lopez, Vice Chair  
Clara Rodriguez, Secretary  
David Salazar

Kyle City Staff:  
Scott Sellers, City Manager  
Jerry Hendrix, Chief of Staff  
Grace Niño, Executive Assistant  
Leon Barba, City Engineer  
Robert Olvera, IT Systems Administrator

Citizen Comment:  
Meli Van Natta

### I. Call Meeting To Order

#### 1. Roll Call.

Chairman Harper called the meeting to order at 5:45 PM. Present were Daniel Harper, Michelle Lopez, Clara Rodriguez, and David Salazar. A quorum was present.

### II. Approval of minutes

#### 2. Approval of Housing Authority meeting minutes for December 8, 2016.

Chairman Harper moved to approve the Housing Authority meeting minutes for December 8, 2016. Commissioner Lopez seconded the motion. All votes aye; motion carried 4-0.

### III. Citizen Comment Period with Kyle Housing Authority

The Kyle Housing Authority welcomes comments from Citizens early in the agenda of regular meetings. Those wishing to speak are encouraged to sign in before the meeting begins. Speakers may be provided with an opportunity to speak during this time period on any agenda item or any other matter concerning Housing Authority business, and they must observe the three-minute time limit.

Chairman Harper opened citizen comments at 5:46 PM. Meli Van Natta was called to speak. She stated that she is available, qualified, and competent to assist in regards to the Housing Authority Executive Director position. She said that she would be glad to work as an Interim Director while the Housing Authority Board decides what they're going to do on a permanent basis. With no one else wishing to speak, Chairman Harper closed citizen comments at 5:48 PM.

### IV. Executive Session

#### 3. Pursuant to Chapter 551, Texas Government Code, the Kyle Housing Authority reserves the right to convene into Executive Session(s) from time to time as deemed necessary during this meeting. The Kyle Housing Authority may convene into Executive Session pursuant to any lawful exception contained in Chapter 551 of the Texas Government Code including any or all of the following topics.

##### 1. Pending or contemplated litigation or to seek legal advice pursuant to Section

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2. Possible purchase, exchange, lease, or value of real estate pursuant to Section 551.072.
3. Personnel matters pursuant to Section 551.074.
  - o Executive Director Position

Chairman Harper announced that the Housing Authority would adjourn into executive session.

The Kyle Housing Authority convened into executive session at 5:48 PM.

4. Take action on items discussed in Executive Session.

Chairman Harper announced that the Housing Authority would reconvene into open session.

The Kyle Housing Authority reconvened into open session at 6:45 PM.

Chairman Harper stated that no votes were taken or decisions were made in Executive Session.

Chairman Harper stated that they would now go to section Consider and Possible Action Item No. 6.

### V. Consider and Possible Action

6. Consider and possible action to approve contract with Bill C. Rocha, Certified Public Accountant, San Antonio, Texas for an Audit Report for fiscal year ended June 30, 2016.

Chairman Harper brought forward Item No. 6. Commissioner Lopez moved to approve a contract with Bill C. Rocha, Certified Public Accountant, San Antonio, Texas for an Audit Report for fiscal year ended June 30, 2016. Commissioner Rodriguez seconded the motion. Commissioner Lopez restated her motion and stated that the chair be given the authority to negotiate the contract to engage Bill C. Rocha, Certified Public Accountant, San Antonio, Texas for a period of one year instead of the four years that have been proposed through his contract. Commissioner Rodriguez seconded the motion. All votes aye; motion carried 4-0.

5. Presentation and possible action on Burleson Road Project. - Leon Barba, City of Kyle Engineer

Chairman Harper brought forward Item No. 5. Mr. Barba was called to speak. Mr. Barba presented a brief overview of the Burleson Road Project. He provided two easement maps to the Housing Authority commissioners. No action was taken.

7. Consider and possible action to approve a contract for legal services with Davidson Troilo Ream and Garza PC..

Chairman Harper brought forward Item No. 7. Commissioner Lopez requested to postpone the contract for legal services with Davidson Troilo Ream and Garza PC and bring it back to the next agenda.

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Commissioner Lopez left the meeting at 6:58 pm.

8. Consider and possible action to appoint an Interim Executive Director.

Chairman Harper brought forward Item No. 8 for discussion. Commissioner Rodriguez stated that the Housing Authority has decided to use an Interim Executive Director and they will be interviewing candidates at next week's meeting during Executive Session. Commissioner Rodriguez stated that they will be posting the Interim Executive Director position on the City of Kyle website and asked anyone interested to submit their resume.

9. Discussion and possible action regarding Executive Director job description.

Chairman Harper brought forward Item No. 9 for discussion. Chairman Harper stated that they are currently working on drafting the Executive Director job description. No action was taken.

10. Discussion and possible action to set regularly scheduled meetings

Chairman Harper brought forward Item No. 10 for discussion. Chairman Harper stated that they have been meeting on a weekly basis. He stated that for 2017, he will propose to meet biweekly and hopefully transitioning into monthly meetings, and ultimately quarterly meetings. Chairman Harper asked that Commissioner Lopez work with the City Secretary to set up some form of a survey to determine which day from Monday through Thursday works best for all commissioners.

11. Discussion and possible action regarding by-laws.

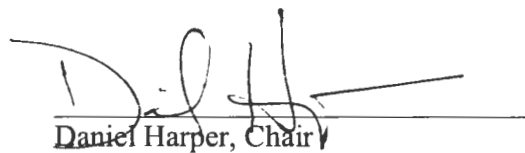
Chairman Harper brought forward Item No. 11 for discussion. Commissioner Rodriguez had a concern under Section 9 Vacancies, unexpired terms. She thinks that they should have a term versus unexpired terms. No action was taken.

VI. ADJOURN

Chairman Harper moved to adjourn. Commissioner Rodriguez seconded the motion. All votes aye; motion carried 3-0. With no further business to discuss, the Kyle Housing Authority adjourned at 7:07 PM.



Minutes Prepared by:  
Grace Niño, City of Kyle Executive Assistant



Daniel Harper, Chair