

**HOUSING AUTHORITY OF THE  
CITY OF KYLE TX**

**MINUTES OF THE MAY 24, 2022, BOARD  
MEETING**

**MAY 24, 2022, BOARD MEETING MINUTES**

1. The meeting was called to order by Chair Harper at 5:35 pm. Steve Colella was asked to call the roll. Commissioners Harper, Lopez, and Kothman were present. A quorum was confirmed. Commissioner Salazar joined the meeting at 5:46 pm.
2. A citizen comment period was opened at 5:39 pm. No email comments were received, and there was no one asking to speak. The chair closed the comment period at 5:40 pm.
3. Minutes of the following meetings were reviewed, and three minor edits were noted:
  - a. July 29, 2021
  - b. September 30, 2021
  - c. December 15, 2021
  - d. February 15, 2022

A motion was made by Commissioner Lopez and seconded by Commissioner Kothman to approve the four sets of minutes as amended. Chair Harper called for the vote, and it passed unanimously.

4. Pursuant to Chapter 551, Texas Government Code, The Housing Authority reserves the right to convene into Executive Session from time to time as deemed necessary during this meeting. At 5:40 pm Chair Harper noted there was not a need for an Executive Session and moved on with the meeting.
5. The chair asked Steve Colella, President of MDP Management LC to give the board an update regarding the management of Charles Young Public Housing and Pete Dressen Housing. Mr. Colella gave the board an update of the following issues with respect to his company's progress with the management effort:
  - a. Management met with three Kyle City Council Members and Jerry Hendrix, Asst. City Manager, March 16, 2022, touring the properties and meeting to discuss the issues and needs of the Housing Authority.

There may be the need to have another meeting with the other council members at a later date.

- b. Colella and Aregullin met with Council Member Yvonne Flores-Cale and a constituent of hers that was interested in possibly donating to the operation of the Housing Authority. Colella gave a presentation, answered several questions and the meeting resulted in a unanimous donation of \$20,000 to be used for the benefit of the HA with the prospect of future donations as progress is made. Colella will regularly report to the donor what the funds were used for.
- c. Bank account update-Colella has finally been added as an authorized user of the old accounts. With this step finally completed, Frank Arredondo could be released and retire. MDP plans to close the old accounts in mid-June and transfer all funds to the new accounts MDP uses to operate the HA. Colella is working with Wells Fargo Bank to achieve this step.
- d. eLOCCS has been assigned to Steve Colella at MDP. This is the access to Charles Young funds. Working repeatedly with PIH people on resolving this issue. Gloria Vasquez, accounting dept. supervisor of MDP, now has full access to eLOCCS.
- e. The HUD follow-up REAC inspection of Pete Dressen Housing scheduled for May 24, 2022, has been changed to June 1, 2022. It is essential that the property receive an acceptable score on the REAC inspection.
- f. As previously reported, after the failed REAC inspection on January 6, 2022, Pete Dressen came under the scrutiny of the HUD DEC office overseeing troubled properties. Colella has been working with the DEC Account Executive, Sherrie McVickers, and the Branch Chief, Juan Cruz, keeping them up to date with the progress made in preparation for the upcoming REAC inspection.
- g. McVickers and Cruz will be doing a property review May 26, 2022, meeting with the MDP staff and reviewing the property and unit interiors.
- h. Management is still working with USDA Loan Specialist, Jay Tyler, in the effort to get MDP approved by the USDA. The last item needed by Tyler was sent to him prior to the board meeting and MDP should be approved sometime before May 31, 2022.

- i. The 2019 MOR that was unsatisfactory has been a top priority for MDP to cure. This was our top priority of an extensive list of priorities, and we received a letter dated March 4, 2022, clearing all Findings and aspects of the 2019 MOR.
  - j. The annual audit for the fiscal year ending June 30, 2021, has been completed by Bill Rocha, CPA. He has not released the audit pending receipt of the final payment from Pete Dressen Housing. A final check was mailed to him May 23, 2022. Once MDP receives the audit, a copy will be emailed to each commissioner.
  - k. Management is still working on budgets and will have a more detailed report for the board within the next 60 days.
  - l. Using some of the recently donated funds, MDP has contracted with the Gill Group to complete an RCS (Rent Comparable Study) on each property. Once completed the studies will play an instrumental role in increasing the rent rates on all units.
  - m. The reworking of each of the 37 tenant files in place when MDP assumed management is in progress, but it is a slow process. We anticipate completing the task by July 31<sup>st</sup>.
  - n. In recent weeks there has been a change in the management on-site team. We have hired a second maintenance technician in our effort to have the property in good order for the REAC inspection to be completed June 1, 2022. Additionally, I have transferred the original CD and Maintenance Tech I brought to the property when we started managing the property. Both employees noted that the drive back and forth daily was wearing on them and their vehicles. I brought in a husband-and-wife team that have worked for MDP in Tyler for several years to take over the HA. They have been on the job since May 3, 2022.
6. There was discussion between Mr. Colella and the board members. Colella noted that his staff had run up against numerous obstacles over the first 270 days, but everything is moving forward and in the right direction.
  7. There being no further business and no questions, the meeting adjourned at 6:40 pm.