

CITY OF NEW BRAUNFELS HOUSING AUTHORITY

BOARD OF COMMISSIONERS

COMMUNITY CENTER, 300 LAUREL LANE, NEW BRAUNFELS, TEXAS 78130

D. DRAFT MINUTES - “NOT APPROVED”

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY, BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES – OCTOBER 15, 2026**

A. CALL TO ORDER

The meeting was called to order at 5:48 P.M. It was noted that officers had not yet been formally elected. With the consent of the Board, Commissioner Sais was designated to preside over the meeting. The Board acknowledged the resignation of former Chairperson Mrs. Samples and expressed appreciation for her more than ten years of service to the New Braunfels Housing Authority. Former Commissioner and Vice Chair Dixon was acknowledged as the City's attorney and liaison to the Housing Authority.

2. ROLL CALL

The Clerk called the roll. Present: Commissioner Clasen, Commissioner Sias, Commissioner Holster. A quorum was present.

Staff present: Executive Director Henry Alvarez, Administrative Supervisor Isabel Lee, MBHA, Administrative Assistant Stacy Howard, Programs Manager Mickey Lloyd, Property Manager Phillip Colton, HCV Manager Eliva Tristan, Administrative Assistant Flor Colon, Assistant City Attorney Sarah Dixon, Esquire Douglas Poneck.

3. CITIZENS COMMUNICATIONS

The Chair announced Citizens Communications pursuant to the Texas Open Meetings Act and explained the procedures governing public comment. Two citizens addressed the Board. The first speaker asked about future Housing Authority development plans, the anticipated development of additional housing, possible locations, and whether existing residents would have an opportunity to move into newly developed housing.

The second speaker asked about the possibility of renovating the existing housing facilities rather than demolishing them and requested information regarding resident participation, notification, and relocation should redevelopment occur. The Board received the comments. No action was taken. There being no further citizens wishing to speak, Citizens Communications was closed.

4. APPROVAL OF PREVIOUS MEETING MINUTES

The Board considered approval of the minutes of the previous meeting. A motion was made by Commissioner Clasen to approve the previous meeting minutes as presented. The motion was seconded by Commissioner Holster. Vote: Motion carried unanimously.

5. INDIVIDUAL ITEMS FOR CONSIDERATION

E1. Fiscal Year 2025–2026 Third Quarter Payables Report

Staff presented the Fiscal Year 2025–2026 Third Quarter Payables Report covering April, May, and June 2026.

Staff reviewed significant expenditures and responded to questions from the Board regarding insurance, make-ready expenses, PILOT payments, HVAC expenses, and other expenditures. Staff recommended approval of Resolution No. 202610150001. A motion was made by Commissioner Holster to approve Resolution No. 202610150001, approving the Fiscal Year 2025–2026 Third Quarter Payables Report. The motion was seconded by Commissioner Sias. Vote: Motion carried unanimously.

E2. Fiscal Year 2025–2026 Year-to-Date Financial Reports

Staff presented the Fiscal Year 2025–2026 year-to-date financial reports for the period ending June 30, 2026. Staff reviewed the balance sheet and income statement as of June 30, 2026. Questions from the Board were answered by staff. A motion was made by Commissioner Holster to approve the Fiscal Year 2025–2026 year-to-date financial reports as presented. The motion was seconded by Commissioner Clasen. Vote: Motion carried unanimously.

E3. Fiscal Year 2026–2027 Operating Budget

Staff presented the proposed Fiscal Year 2026–2027 operating budget and related HUD documentation. Staff explained the budget submission requirements and advised that the proposed HUD program expense level was approximately \$590,433 and that the final HUD funding amount is subject to federal appropriations and proration. A motion was made by Commissioner Holster to approve the Fiscal Year 2026–2027 operating budget and authorize submission of the required HUD documentation as presented. The motion was seconded Commissioner Clasen Vote: Motion carried unanimously.

E4. Request for Qualifications – Preferred Development Partner

The Executive Director presented the results of the Request for Qualifications process for a potential development partner for the redevelopment/repositioning of Laurel Plaza and Villa Serena. Staff reviewed the objectives of the redevelopment process, including: Cost

effectiveness; Minimizing resident relocation and displacement; and Increasing the number of housing units. Staff reported that two proposals were received and recommended Paravel as the preferred development partner. The Executive Director explained that the recommendation represented the beginning of the development process and did not constitute final approval of a development project or construction. The Board discussed potential financing, HUD approvals, resident relocation, replacement housing, resident participation, future unit sizes, amenities, development economics, and the anticipated development timeline. Staff advised that major development milestones and significant agreements would be brought back to the Board for consideration and approval. A motion was made by Commissioner Sias to approve the recommendation to select Paravel as the preferred development partner and authorize staff to begin negotiations concerning the potential redevelopment/repositioning of Laurel Plaza and Villa Serena. The motion was seconded by Commissioner Holster. Vote: Motion carried unanimously.

6. EXECUTIVE DIRECTOR'S REPORT

The Executive Director provided an update regarding the hot-water and boiler system. Staff reported that the boiler was functioning properly and that the primary issue involved the existing hot-water circulation configuration. Staff discussed a proposed modification to the system and the possible need for a temporary boiler during construction. Staff will evaluate funding options, including available grant reimbursement funds, and return to the Board if additional authorization or budget action is required. No formal action was taken.

7. NEW NBHA WEBSITE PRESENTATION

Staff presented the newly developed NBHA website. The presentation included the following features: Updated website design; Housing information; Programs and services; Community resources; Frequently Asked Questions; Housing application information; Maintenance work-order information; Online rent payment resources; Current and historical Board meeting materials; and Commissioner biographies. Staff demonstrated the Board meeting and Commissioner sections of the website and invited Commissioners to review the website and provide suggestions. No formal action was taken.

8. NBHA PUBLIC FACILITY CORPORATION

The Board discussed the remaining NBHA Public Facility Corporation agenda item. The Executive Director recommended that consideration of the item be deferred until a subsequent meeting, anticipated to be in January, as immediate action was not necessary. The Board agreed to defer consideration of the item. Action: Item deferred. No formal vote was taken.

9. EXECUTIVE SESSION

The Board considered entering into executive session to receive a briefing from the City's attorney concerning a pending legal matter. The Board indicated its desire to receive the briefing.

Executive Session Convened: 6:53 p.m. Executive Session Adjourned: 8:12 p.m. No action was taken, and no further business was conducted. The meeting was adjourned from Executive Session.

10. ADJOURNMENT

There being no further business, the meeting was adjourned.

Time of Adjournment: ____8:12____ P.M.

Respectfully submitted,

Recording Secretary

Date: _____

Approved:

Chairperson

Date: _____