

RESOLUTION NO. 3927

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO EXECUTE AGREEMENTS AND PROCEED WITH AI ENABLEMENT, ENTERPRISE DOCUMENT MANAGEMENT, DASHBOARD DEVELOPMENT, WORKFLOW MODERNIZATION, AND RELATED PROFESSIONAL SERVICES THROUGH PATTERSON & ASSOCIATES CONSULTING, LLC UTILIZING AUTHORIZED PIGGYBACK PROCUREMENT CONTRACTS

WHEREAS, the Waco Housing Authority & Affiliates (“WHA”) is committed to improving operational efficiency, regulatory compliance, document management, reporting capabilities, transparency, accountability, and resident services through the strategic use of technology and modernization initiatives; and

WHEREAS WHA has evaluated opportunities to modernize agency operations through the implementation of Enterprise Document Management, workflow automation, Artificial Intelligence (“AI”) enablement, reporting enhancements, executive dashboards, digitization services, and related professional services; and

WHEREAS WHA has identified procurement opportunities through competitively awarded contracts available for cooperative purchasing and piggyback procurement, including contract awarded by the Housing Authority of the County of Cook, 2024-100-008 and the Virgin Islands Housing Authority contract 2025-006, which may be utilized in accordance with WHA Procurement Policy, applicable federal requirements, and HUD procurement regulations; and

WHEREAS, piggybacking on the contracts awarded to Patterson & Associates Consulting, LLC (“PAC”) offer WHA to be in compliance with HUD Procurement and substantial procurement efficiency to accomplish a phased modernization strategy designed to effect needed enhancements to WHA’s technology infrastructure, existing systems, improve workflow automation, strengthen compliance management, provide scalable operational tools, and improve organizational effectiveness while maintaining continuity of existing business operations; and

WHEREAS, the proposed modernization strategy includes, but is not limited to, Enterprise Document Management utilizing DocuWare Cloud, AI Enablement services, staff training, workflow modernization, scanning and digitization support, reporting enhancements, executive dashboards, records management, process automation, and related implementation and consulting services; and

WHEREAS the Board of Commissioners finds that utilization of such competitively procured contracts is in the best interest of the Authority and provides an efficient and compliant procurement method for acquiring the required software, implementation services, training, and professional services necessary to support the modernization initiative; and

WHEREAS, the Board of Commissioners recognizes the need to modernize agency operations while minimizing disruption to existing Yardi workflows, maintaining operational continuity, and supporting future organizational growth and service delivery objectives; and

WHEREAS, PAC has provided preliminary demonstrations, planning consultations, discovery discussions, and implementation recommendations in anticipation of Board consideration of the proposed modernization initiative; and

WHEREAS, the Board of Commissioners has reviewed the proposed modernization initiative and finds that the implementation of Enterprise Document Management, AI Enablement, workflow automation, reporting enhancements, and related professional services will improve document retention, compliance readiness, audit support, operational accountability, data accessibility, cross-department collaboration, and executive decision-making capabilities; and

WHEREAS, notice of the time, place, and purpose of this meeting was provided in accordance with Chapter 551 of the Texas Government Code and this matter was considered at a meeting open to the public as required by law;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WACO HOUSING AUTHORITY & AFFILIATES THAT:

Section 1. Authorization of Procurement Method.

The Board hereby approves the utilization of applicable piggyback and cooperative procurement opportunities available through competitively awarded contracts, including but not limited to the Housing Authority of Cook County, Illinois contract 2024-100-008 and/or the Virgin Islands Housing Authority contract 2025-006, also awarded to Patterson & Associates Consulting, LLC, subject to compliance with WHA Procurement Policy, HUD requirements, and applicable law.

Section 2. Authorization to Execute Agreements.

The President/CEO is hereby authorized to negotiate, execute, and administer agreements with Patterson & Associates Consulting, LLC for Enterprise Document Management, AI Enablement, workflow modernization, dashboard development, reporting enhancements, software licensing, implementation services, staff training, scanning and digitization services, consulting services, and related technology modernization activities.

Section 3. Contract Amount.

The President/CEO is authorized to execute agreements and related documents to PAC in an amount not to exceed \$ 282,000 in the first year, and cumulatively not more than \$ 950,000 over the term of the contract, for software licensing, implementation services, professional services, training, and related project costs, unless additional Board approval is obtained.

Section 4. Contract Term.

The President/CEO is authorized to enter into agreements for an initial term of one (1) year, together with up to four (4) annual renewal option(s), consistent with the originating procurement contract and subject to annual budget appropriations and funding availability.

Section 5. Implementation Authority.

The President/CEO is authorized to proceed with implementation planning, software acquisition, system configuration, training, workflow evaluation, records management preparation, scanning and digitization activities, dashboard development, AI Enablement activities, and all related startup and implementation activities necessary to support the modernization initiative.

Section 6. Severability.

If any provision of this Resolution is determined to be invalid or unenforceable, such determination shall not affect the validity of the remaining provisions of this Resolution.

Section 7. Effective Date.

This Resolution shall become effective immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED by the Board of Commissioners of the Waco Housing Authority & Affiliates on this 11th day of June 2026.

MRI Secure Sign Signature by:
Milet Hopping 6/11/2026
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Secretary

MRI Secure Sign Signature by:
J. Melli Wickliff, JD 6/15/2026
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Chairperson of the Board

(SEAL)



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