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MINUTES OF THE HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

Tuesday, September 21, 2021

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, September 21, 2021, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Chair Snowden called the meeting to order at 3:00 p.m. Secretary Thiele called the roll and declared a quorum present. Chair Snowden offered the use of an interpreter, who has been instructed to be on teleconference as well and will be available to Spanish speakers who may need assistance for public comments only. ELIZABETH PARIS was asked to introduce herself in Spanish and let the attendees know of her service.

Present: LaRence Snowden, Chair
Kris Thomas, Commissioner
Andrea Hilliard Cooksey, Commissioner
Stephanie A.G. Ballard, Commissioner
Mark Thiele, Secretary
Dr. Max A. Miller, Jr., Commissioner
Guillermo “Will” Hernandez, Commissioner

Absent: Kristy Kirkendoll, Vice Chair

APPROVAL OF MINUTES

Chair Snowden stated the Board has had an opportunity to review the August 17, 2021, Board of Commissioners meeting minutes. He asked for a motion to adopt the August 17, 2021 meeting minutes.

Commissioner Thomas moved to adopt the August 17, 2021, Board of Commissioners meeting minutes. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to the August 17, 2021 Board of Commissioners meeting minutes. Having none, the minutes are adopted.

INTERIM PRESIDENT’S REPORT

Secretary Thiele expressed concern that COVID-19 was so high in Texas with over 3,938,756 confirmed cases and over 62,432 deaths. In Harris County there are 540,055 confirmed cases and almost 7,889 deaths. Now is not the time to let down your guard. Get vaccinated, get tested, mask up, social distance, wash your hands.

In regards to Tropical Storm Nicholas, there were approximately 400,000 people without power. In terms of our properties and our families, Sweetwater had some shingle damage, tree litter, and limbs down, fence damage. Considering what we have been through, historically, that was light.

I want to draw your attention to our New Website! Highly encourage folks to go to www.HousingforHouston.com. Great improvement and one of the things we are most proud of is that it has the ability to translate into lots of languages to make it easy for people to understand.

The Eviction Moratorium is over. Here at the HHA we honored the commitment of the administration and the voice from HUD and reinstated through the month of September. We will continue to work in support of our families, primarily with referrals to ERAP: [Houston-Harris County Emergency Rental Assistance Program \(houstonharrishelp.org\)](http://Houston-Harris County Emergency Rental Assistance Program (houstonharrishelp.org)).

August was Advocacy Month via NAHRO. We collectively sent over 43,000 letters and we can see that our elected officials and administration are paying attention to what we are asking related to the deep housing need and crisis that we are facing in the country and in Houston and Harris County specifically.

Currently in front us is the threat of a Government Shutdown. We will watch this very carefully to see if our elected officials decide whether or not they are going to raise the debt gap and move forward on stopgap funding.

Secretary Thiele stated that this concludes his Interim President's Report respectfully submitted.

PUBLIC COMMENTS

Chair Snowden stated if an individual would like to make public comments at this time Speakers will be allowed three (3) minutes for public comments. Speakers will only be allowed to speak once. I will inform you when your three minutes have expired. The Board will generally not provide responses to the comments or answer any questions. However, HHA residents making comments are encouraged to clearly state their name and the property where you reside. We will have someone from the property management team or from our staff, to reach out to you directly regarding any issue or concern you may have.

Chair Snowden asked if there are any individuals that would like to make public comments at this time.

There were no Public Comments.

PUBLIC HEARING – THE HIGHBANK APARTMENTS

Chair Snowden stated we will now move to the Public Hearing for The Highbank Apartments.

Chair Snowden stated the The Highbank Apartments Public Hearing is now open for comments. If there is an individual of the public who wishes to comment, please raise your hand.

Chair Snowden stated there are no hands raised, the Public Hearing will close with no public comments being made regarding The Highbank Apartments.

Chair Snowden stated he will now move forth with the New Business.

NEW BUSINESS

Resolution No. 3326: Consideration and/or action to authorize the Interim President & CEO or designee to conditionally award Project-Based Vouchers to Jensen Apartments.

Secretary Thiele stated that he will present Resolution No. 3326 and Resolution No. 3327.

Secretary Thiele stated Resolution No. 3326 is that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to conditionally award eight-five (85) Project-Based Vouchers to Jensen Apartments located at or about 2701 Foote Houston, TX 77020 pursuant to the memorandum from Robin Walls, Vice President of HCVP dated September 7, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3326.

Chair Snowden stated the Board has heard the resolution presented by Mr. Thiele and asked for a motion to adopt Resolution No. 3326.

Commissioner Cooksey moved to approve Resolution No. 3326. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3326. Having none, Resolution No. 3326 is adopted.

Chair Snowden stated we will move now to Resolution No. 3327. Chair Snowden state Secretary Thiele will read the resolution but as Chair, he will make a motion to Table this resolution for further review.

Resolution No. 3327: Consideration and/or action to authorize the Interim President & CEO or designee to enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan.

Secretary Thiele stated Resolution No. 3327 is that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan in the amount not to exceed \$386,540 for an initial period of performance of one (1) year, with HHA having the option of extending the contract two (2) additional years in one (1) year increments, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated September 8, 2021 to Mark Thiele, Interim President & CEO.

Chair Snowden stated the Board has heard the resolution presented by Secretary Thiele and asked for a motion to TABLE Resolution No. 3327.

Commissioner Cooksey moved to TABLE Resolution No. 3327. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLE Resolution No. 3327.

Chair Snowden stated, I have some discussions/comments. I have had a brief conversation with the President & CEO. I think there is great work to be done. I want to make sure I dig deeper into what is being asked for the \$300,000. I also feel, this is for Mark and I will get with Mr. Griffin, because I have a concern as to where this is coming from. This resolution is dealing with Cuney Homes, which is Public Housing not vouchers. I want to start aligning things. There is a committee first, that has been set up to doing some great work with Choice Neighborhoods "CN". Now that we are all here, I want to make sure our Commissioners get involved as well because there will be some exciting things are going to happen in the Third Ward hopefully within the next year or two. To get there, we want to make sure we do things properly.

Being publicly said, I know this might hold things up or slow things down but I want to get this aligned with the committee.

I probably should have had conversations with you both prior to the meeting but I have not spoken with either of you and I want to make sure that is clear.

As far as proposals are coming in for work, dealing with CN, that it is done within what we feel the CN Committee, and because it's working with the Public Housing, that the PH Team is involved as well. Chair Snowden stated that concluded his discussion.

Chair Snowden stated we have a motion on the floor. All voted in favor of TABLING the Resolution No. 3327.

Chair Snowden stated we will move now to Resolution No. 3328.

Resolution No. 3328: Consideration and/or action to authorize the Interim President & CEO or designee to execute a contract with Jones Engineers, L.P. and E&C Engineers and Consultants for Mechanical, Electrical, and Plumbing (MEP) engineering services.

Secretary Thiele stated that Resolution No. 3328 through Resolution No. 3331 will be presented by Cody Roskelley, Vice President of REID.

Mr. Roskelley stated Resolution No. 3328 reads that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Jones Engineers, L.P. and E&C Engineers and Consultants for Mechanical, Electrical, and Plumbing (MEP) engineering services related to Capital Funds and Construction Services projects in an amount not to exceed \$1,000,000.00 in the aggregate for two (2) years, with a one-year extension option, pursuant to the memorandum from Cody Roskelley dated August 31, 2021 to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3328.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3328.

Commissioner Thomas moved to approve Resolution No. 3328. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3328. There were no discussion/questions from other commissioners.

Chair Snowden stated, I have discussions/questions. Speaking to Mr. Roskelley, I see that we are awarding to two of the contractors that are listed within the individuals that submitted proposals. Please explain to the commissioners how this process works.

Mr. Roskelley responded. Kevin Coleman, Procurement Manager, is here and he can correct me if I misstate anything. Jones Engineering LP is an MBE and scored the highest. When you have a short list, you offer the work to them first but you can also get a quote for the work first. If you are not happy with their quote then you can choose to take the second company on the list.

Chair Snowden asked Mr. Coleman if Mr. Roskelley explained that properly.

Mr. Coleman replied, yes he did.

Chair Snowden asked if the other Commissioners understands the process. All confirmed they understand.

Chair Snowden called for a vote for Resolution No. 3328. All voted in favor therefore the resolution is adopted.

Chair Snowden stated we will move now to Resolution No. 3329.

Resolution No. 3329: Consideration and/or action to authorize the Interim President & CEO or designee to execute a contract with CS Advantage USAA, Inc. to install new TPO roofing at Bellerive Senior Living Apartments.

Mr. Roskelley stated Resolution No. 3329 reads that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with CS Advantage USAA, Inc. to install new TPO roofing at Bellerive Senior Living Apartments in an amount not to exceed \$920,000.00 pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 2, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3329.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3329.

Commissioner Ballard moved to approve Resolution No. 3329. Commissioner Hernandez seconded the motion.

Chair Snowden stated, what we want to hear is why Bellerive is in need of roofing repairs. We need to publicly state exactly why we feel there is a need to replace the roof. We do not just haphazardly use people's money. We need reasons why we are submitting these resolutions and not just the reading of the resolutions. We need to make sure the public is aware of the situation. Mr. Thiele, please update us as to why we are to the point that Bellerive needs a roof.

Secretary Thiele replied, we did assessments. This is a flat asphalt roof and has exceeded its life expectancy. To prevent water intrusion, we are working to have a new TPO roof constructed.

Chair Snowden called for a vote to approve Resolution No. 3329. All voted in favor therefore Resolution No. 3329 is adopted.

Chair Snowden stated we will move now to Resolution No. 3330.

Resolution No. 3330: Consideration and/or action to authorize the Interim President & CEO or designee to execute a contract with Waste Connections of Texas for Solid Waste Removal Services.

Mr. Roskelley stated Resolution No. 3330 reads that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Waste Connections of Texas for Solid Waste Removal Services in an amount not to exceed \$356,003.04 annually for two (2) years with an option to extend the contract one (1) additional year pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 3, 2021, to Mark Thiele, Interim President & CEO.

Mr. Roskelley explained this is a necessary service. Waste Connections of Texas is the existing contractor. This service was out for bid and Waste Connections had the best price.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3330.

Commissioner Thomas moved to approve Resolution No. 3330. Commissioner Ballard seconded the motion.

Chair Snowden stated, I have questions/comments. This is going to be a Purchasing question. These extensions that we are giving for a contract for several years then we are saying with an extension. I need the board to have clarity on what this is because individuals are providing services. I do not want to be locked down in a contract.

Second comment, Purchasing and Legal may want to step up to the mic on this because I raised some concerns about this particular resolution because I understand there were some concerns with the bid time. I want to make sure we are clear as we move forward with processing bids. When we are putting things out for bid, maybe it is an understanding of the process, that we are clear when it is closed and what allows us to be able to reopen.

I want to raise that issue because Mark Thiele and I had that conversation. When I hear things like that in public and individuals of interested parties and others are asking me questions of such and that they have information and possibly documents, yes I am going on record saying this, I am going to be clear as a Board we are handling our business correctly and in order. Mr. Roskelley, you can step back from the mic because they chose not to join you in making a statement. I want to make sure the Board heard this as well because I am sure I am not the only one who hears things in public. People comment and raise issues to us and I want to make sure when I provide the answer that they are accurate and that the Board is handling its business properly and ethically and that the HHA is handling its business properly and ethically.

Although I did not get the responses or individuals to come to the mic, I will speak with you later to make sure I have clarity with regards to these extensions on the proposed resolutions.

Chair Snowden called for a vote to approve Resolution No. 3330. All voted in favor therefore Resolution No. 3330 is adopted.

Chair Snowden stated we will move now to Resolution No. 3331.

Resolution No. 3331: Consideration and/or action to authorize the Interim President & CEO or designee to increase the contract amount for Building Envelope Consulting Services at Houston Housing Authority properties.

Mr. Roskelley stated Resolution No. 3331 reads That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to contracts with Price Consulting, Inc. (PCI), TLC Engineering, and Terracon Consultants to increase the total contract amounts to an amount not to collectively exceed \$620,000 for Building Envelope Consulting Services at Houston Housing Authority properties pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 7, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3331.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3331.

Commissioner Thomas moved to approve Resolution No. 3331. Commissioner Cooksey seconded the motion.

Chair Snowden stated, I have questions/comments. We have two individuals who scored 80 on this evaluation process. Mr. Roskelley, Mr. Thiele and Mr. Coleman, how do you handle this?

Mr. Roskelley replied. Because you have two, you have to assume that they are essentially tied so you can take either one of them. The third one is a point below. It is a shortlist of three. Mr. Coleman, correct me if I misstate anything. If the other two have provided a price that is higher than what you thought was acceptable then you take it to the third one.

Chair Snowden stated, so in other words you would be going out to ask for additional pricing bids from folks on each project? Mr. Coleman, would you step up to the mic.

Chair Snowden repeated the question. What is the process of scoring and awarding work for two individuals who have identical scores?

Mr. Coleman asked if he could go back to Resolution No. 3328. With Architectural & Engineering "A&E" firms, you must go with the highest scoring first. If you do not like the amount that was quoted, you have to go to the second one. With the A&E firms, you have to go with the firm that scored the highest. Because Resolution No. 3331 was issued with an RFP, HHA can choose the firm that HHA would like to engage. If you cannot negotiate a price, then you can go to either one of the firms on the short list. In this case regarding Resolution No. 3331, Price Consulting, Inc. (PCI) and TLC Engineering, HHA had the flexibility to choose any of the firms to perform the work but with A&E firms, you have to go with the top ranking firm first.

Chair Snowden asked why is there a difference in how the A&E firms are handled and how an R&P is handled?

Mr. Coleman replied that this is a HUD requirement.

Chair Snowden called for a vote to approve Resolution No. 3331. All voted in favor therefore Resolution No. 3331 is adopted.

Chair Snowden stated at this time, the Board will move into Executive Session.

EXECUTIVE SESSION

Chair Snowden suspended the Public Session on Tuesday, September 21 at 3:30 p.m. to convene into Executive Session to discuss personnel, legal and real estate issues in accordance with Sections 551.074, 551.071 and 551.072 respectively, of the Texas Government Code.

PUBLIC SESSION RECONVENED

Chair Snowden reconvened Public Session at 4:22 p.m.

Secretary Thiele called the roll and declared a quorum present.

NEW BUSINESS continued.

Resolution No. 3332: Consideration and/or action to authorize the Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, The Highbank Apartments located at or about 8877 Frankway Drive, Houston, Texas 77096, and the execution of all required documents therefor.

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to approve Resolution No. 3332.

Commissioner Cooksey moved to approve Resolution No. 3332. Commissioner Hernandez seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3332. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3332 is adopted.

ADJOURNMENT

Chair Snowden remarked this concludes the items on today's agenda. He thanked the Commissioners for their time and commitment.

Chair Snowden asked for a motion to adjourn the meeting.

Commissioner Cooksey moved to adjourn. Commissioner Ballard seconded. The meeting adjourned at 4:23 p.m.