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**MINUTES OF THE HOUSTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING**

**Tuesday, October 19, 2021**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, October 19, 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 to be available to Spanish speakers who may need assistance for public comments only. Marcella Cabrera was asked to introduce herself in Spanish and let the attendees know of her service.

Present: LaRence Snowden, Chair  
Kristy Kirkendoll, Vice Chair  
Kris Thomas, Commissioner  
Stephanie A.G. Ballard, Commissioner  
Mark Thiele, Secretary

Absent: Andrea Hilliard Cooksey, Commissioner  
Dr. Max A. Miller, Jr., Commissioner  
Guillermo “Will” Hernandez, Commissioner

**APPROVAL OF MINUTES**

Chair Snowden stated the Board has had an opportunity to review the September 21, 2021, Board of Commissioners meeting minutes. He asked for a motion to adopt the September 21, 2021 meeting minutes.

Commissioner Thomas moved to adopt the September 21, 2021, Board of Commissioners meeting minutes. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to the September 21, 2021 Board of Commissioners meeting minutes. Having none, the minutes passed unanimously and are adopted.

**INTERIM PRESIDENT’S REPORT**

Secretary Thiele expressed the ongoing concern for COVID-19. In the State of Texas over 180,000 confirmed cases and over 69,442 deaths. In Harris County Houston there are 70,000 confirmed cases and almost 8,845 deaths which is 12.7% of those that have passed in Texas. Now is not the time to let down your guard. Please get vaccinated. Continue to get tested, mask up, social distance and wash your hands. We at the Houston Housing Authority will continue to implement new approaches to keeping our staff and families safe.

In national news, while we have short term extensions through early December, regarding both the much more concerning debt limit issue and regarding potential government shutdown, all eyes remain on Washington and the infrastructure packages as we wait to see what our representatives work out. We encourage them to come to a conclusion fast. We continue to keep an eye on those affected by the lifting of the eviction moratorium. Refer folks to [houstonharrishealth.org](http://houstonharrishealth.org). For potential ERAP funding, that can also be found on our Houston Housing Authority website. Secretary Thiele stated that this concludes my 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 HEARINGS**

### **GREYSTAR BUFFALO SPEEDWAY APARTMENTS**

Chair Snowden stated the Public Hearing for Development of Greystar Buffalo Speedway Apartments Public Hearing is now open for comments. If there is an individual of the public who wishes to comment on the Greystar Buffalo Speedway Apartments, please raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made regarding the Greystar Buffalo Speedway Apartments.

### **HIGHPOINT AT CYPRESSWOOD APARTMENTS**

Chair Snowden stated the Public Hearing for Acquisition, Lease, and Operation of Highpoint at Cypresswood Apartments is now open for comments. If there is an individual of the public who wishes to comment on The Highpoint at Cypresswood Apartments, please raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made regarding the Highpoint at Cypresswood Apartments.

### **KINGSLAND WEST APARTMENTS**

Chair Snowden stated the Public Hearing for Acquisition, Lease, and Operation of Kingsland West Apartments is now open for comments. If there is an individual of the public who wishes to comment on the Kingsland West Apartments, please raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made regarding the Kingsland West Apartments.

### **PROSE WEST CYPRESS APARTMENTS PUBLIC HEARING**

Chair Snowden stated the Public Hearing for Acquisition, Lease, and Operation of Prose West Cypress Apartments is now open for comments. If there is an individual of the public who wishes to comment on the Prose West Cypress Apartments, please raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made regarding the Prose West Cypress Apartments.

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

## **OLD BUSINESS**

**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 \$169,920 for an initial period of performance of one (1) year, with HHA having the option of extending the contract one (1) additional year, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated September 8, 2021 to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3327.

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

Commissioner Thomas moved to approve Resolution No. 3327. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3327. Having none, Resolution No. 3327 is adopted.

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

## **NEW BUSINESS**

**Resolution No. 3333: Consideration and/or action to authorize the Interim President & CEO or designee to renew employee health and welfare benefits effective January 1, 2022.**

Secretary Thiele stated that Resolution No. 3333 will be presented by Dianne Mitchell, Director of Human Resources.

Ms. Mitchell stated Resolution No. 3333 resolves 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 for Medical benefits, Vision Insurance, Dental Insurance, and Life & Accidental Death and Dismemberment (AD&D) Insurance provided by HHA to all active full-time employees for an estimated annual increase of \$87,311 over the prior plan year to the Authority pursuant to the October 5, 2021, memorandum from Dianne Mitchell, Human Resources Director to Mark Thiele, Interim President & CEO.

Chair Snowden stated the Board has heard the resolution presented by Ms. Mitchell and asked for a motion to adopt Resolution No. 3333.

Commissioner Ballard moved to approve Resolution No. 3333. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked the Gallagher representative to give a brief explanation of the changes for the 2022 benefits.

The Gallagher representative stated there was a 3% increase in fees with Cigna. HHA made the decision not pass the increase to the employees.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3333. Having none, Resolution No. 3333 is adopted.

Chair Snowden stated we will move now to Resolution No. 3334.

**Resolution No. 3334: Consideration and/or action to authorize the Interim President & CEO or designee to purchase desktop and laptop computers and associated accessories.**

Secretary Thiele stated that Resolution No. 3334 will be presented by Mr. Roy Spivey, Director of IT.

Mr. Spivey stated Resolution No. 3334 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 NETSYNC for the purchase of Desktop Computers, Laptop Computers, and associated accessories in an amount of \$450,052.25 pursuant to the memorandum dated October 5, 2021, from Roy Spivey, Director of Information Technology to Mark Thiele, Interim President & CEO.

NETSYNC is an M/WBE who has done work for us previously. They do a great job. Accordingly, staff recommends the Board adopt Resolution No. 3334.

Chair Snowden stated the Board has heard the resolution presented by Mr. Spivey and asked for a motion to adopt Resolution No. 3334.

Commissioner Kirkendoll moved to approve Resolution No. 3334. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3334. Having none, Resolution No. 3334 is adopted.

Chair Snowden stated we will move now to Resolution No. 3335.

**Resolution No. 3335: Consideration and/or to take action to authorize the Interim President & CEO or designee to Write-off vacant tenant accounts for July 1, 2021 to September 30, 2021.**

Secretary Thiele stated Resolution No. 3335 will be presented by Ms. Cheryl Rivers, PHO Deputy Director.

Ms. Rivers stated Resolution No. 3335 seeks authorize the Interim President & CEO or designee to write off vacated tenant accounts in the amount of \$90,601.96. As you know, HUD requires housing authorities to reduce their Public Housing Accounts Receivables every quarter by writing off outstanding debt that is owed by former tenants. This debt includes rent, unreported income, maintenance fees, legal fees, excessive utilities, etc. It should be noted going forward, HHA complied with Federal mandates authorizing Housing Authorities to execute rent moratoriums. In addition to suspending evictions, the HHA referred our families who were behind in their rent or experiencing challenges, to local rental assistance providers. We have received payments from only half of our tenants. Therefore we recommend the Board adopt this resolution.

Chair Snowden stated the Board has heard the resolution presented by Ms. Rivers and asked for a motion to adopt Resolution No. 3335.

Commissioner Ballard moved to approve Resolution No. 3335. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3335. Having none, Resolution No. 3335 is adopted.

Chair Snowden stated we will move now to Resolution No. 3336.

**Resolution No. 3336: Consideration and/or to take action to authorize the Interim President & C.E.O. or designee to submit the Fiscal Year 2022 Annual PHA Plan to the U.S. Department of Housing and Urban Development**

Secretary Thiele stated Resolution No. 3336 states that the Houston Housing Authority Board of Commissioners authorizes the Interim President & C.E.O. to submit to HUD the Fiscal Year 2022 Annual PHA Plan (“The Annual Plan” or “The Plan”), with all of the appropriate certifications, HUD forms, all necessary attachments and other documentation required for the receipt of capital funds and other program funds, and to make any technical corrections, with a series of certifications. For informational purposes, we posted the Annual Plan and all related documents on our website for the period of August 20, 2021 to October 4, 2021 and that included the streamlined annual PHA plan for the fiscal year 2022, the HUD50075HB narratives, the updated Admissions and Continued Occupancy, otherwise known as ACOP, document and summary of changes for Housing Operations. the HCVP Administrative Plan and summary of changes that’s for HCVP and the 2021-2025 Capital Fund Program, Five-Year Action Plan. No comments were received and we are prepared to submit this to HUD.

Chair Snowden stated the Board has heard the resolution presented by Secretary Thiele and asked for a motion to adopt Resolution No. 3336.

Commissioner Ballard moved to approve Resolution No. 3336. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3336. Having none, Resolution No. 3336 is adopted.

Chair Snowden stated we will move now to Resolution No. 3337.

**Resolution No. 3337: Consideration and/or action to authorize the Interim President & CEO or designee to implement revised utility allowance schedules for use in applicable Housing Choice Voucher Programs**

Secretary Thiele stated that Resolution No. 3337 will be presented by Robin Walls, VP of Housing Choice Voucher Program.

Mr. Walls stated the reason for Resolution No. 3337 requests the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute and make necessary changes and corrections to revise the schedule of utility allowances for applicable Housing Choice Voucher Programs (including Housing Choice Voucher, Section 8 Moderate Rehabilitation, Moderate Rehabilitation for Single Room Occupancy, and Veterans Affairs Supportive Housing) effective December 1, 2021 to accommodate the changes documented in the September 2021 Utility Study and Survey conducted by the Nelrod Company, pursuant to the memorandum dated October 5, 2021 from Robin Walls, Vice President of HCVP to Mark Thiele, Interim President & CEO. With respect to utility allowance changes, if whole or part changes more than 10% since the last utility allowance schedule revision, the HHA is required to revise the utility allowance schedule. The study that was conducted in September 2021 found that the utility rates had changed more than 10% threshold. Accordingly, staff recommends the Board adopt Resolution No. 3337.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3337.

Commissioner Ballard moved to approve Resolution No. 3337. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3337. Having none, Resolution No. 3337 is adopted.

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

#### **EXECUTIVE SESSION**

Chair Snowden suspended the Public Session on October 19, 2021 at 3:22 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 3:55 p.m.

Secretary Thiele called the roll and declared a quorum present.

#### **NEW BUSINESS continued...**

**Resolution No. 3338: Authorizing Houston Housing Authority's facilitation of the acquisition of that certain parcel of land located at the southwest corner of Buffalo Speedway and Airport Boulevard, Houston, Texas 77045, the construction and development of the 378-unit Greystar Buffalo Speedway thereupon, 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. 3338.

Commissioner Thomas moved to approve Resolution No. 3338. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3338. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3338 is adopted.

Chair Snowden stated we will move now to Resolution No. 3339.

**Resolution No. 3339: Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, Kingsland West Apartments located at 18325 Kingsland Blvd., Houston, Texas 77094, 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. 3339.

Commissioner Ballard moved to approve Resolution No. 3339. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3339. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3339 is adopted.

Chair Snowden stated we will move now to Resolution No. 3340.

**Resolution No. 3340: Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, Prose West Cypress located at 19770 Clay Road, Katy, Texas 77449, 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. 3340.

Commissioner Thomas moved to approve Resolution No. 3340. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3340. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3340 is adopted.

Chair Snowden stated we will move now to Resolution No. 3341.

**Resolution No. 3341: Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, Highpoint at Cypresswood located at 13920 Mandolin Drive, Houston, Texas 77070, 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. 3341.

Commissioner Ballard moved to approve Resolution No. 3341. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3341. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3341 is adopted.

Chair Snowden stated we will move now to Resolution No. 3342.

**Resolution No. 3342: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of 2626 Fountain View, an apartment community located at or about 2626 Fountain View Dr., Houston, TX 77057.**

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to approve Resolution No. 3342.

Commissioner Ballard moved to approve Resolution No. 3342. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3342. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3342 is adopted.

Chair Snowden stated we will move now to Resolution No. 3343.

**Resolution No. 3343: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Bridge Partners for the acquisition of The Dawson, an apartment community located at or about 13411 Briar Forest Dr. Houston, TX 77077.**

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to approve Resolution No. 3343.

Commissioner Thomas moved to approve Resolution No. 3343. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3343. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3343 is adopted.

Chair Snowden stated we will move now to Resolution No. 3344.

**Resolution No. 3344: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trammell Crow Residential to develop Allora Cinco Ranch, an apartment community that will be located at or about 20304 FM 1093, Richmond TX, 77047.**

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to approve Resolution No. 3344.

Commissioner Ballard moved to approve Resolution No. 3344. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3344. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3344 is adopted.

Chair Snowden stated we will move now to Resolution No. 3345.

**Resolution No. 3345: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of Arlo Memorial, an apartment community located at or about 935 N. Wilcrest Dr. Houston, TX 77079.**

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to TABLE Resolution No. 3345.

Commissioner Kirkendoll moved to approve Resolution No. 3345. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLING Resolution No. 3345. Having none, the Chairman called for a vote. All voted in favor to TABLE Resolution No. 3345.

Chair Snowden stated we will move now to Resolution No. 3346.

**Resolution No. 3346: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Ascenda Capital & Post Investment Group for the acquisition of The Link, an apartment community located at or about 14723 W Oaks Plaza Dr. Houston, TX, 77082.**

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to approve Resolution No. 3346.

Commissioner Ballard moved to approve Resolution No. 3346. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3346. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3346 is adopted.

Chair Snowden stated we will move now to Resolution No. 3347.



**Resolution No. 3347: Authorizing Houston Housing Authority to amend and restate that certain Memorandum of Understanding ("MOU") by and between the Authority and The NRP Group, and, *inter alia*, authorize certain subordinate loans for the development of the 800 Middle Street development (formerly known as EADO 800) (the "Project").**

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to approve Resolution No. 3347.

Commissioner Ballard moved to approve Resolution No. 3347. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3347. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3347 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 Thomas moved to adjourn. Commissioner Kirkendoll seconded. The meeting adjourned at 4:04 p.m.