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

Tuesday, January 25, 2022

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, January 25, 2022, 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. Ms. Elizabeth Paris 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
Andrea Hilliard Cooksey, Commissioner
Stephanie A.G. Ballard, Commissioner
Mark Thiele, Secretary

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

ANNUAL MEETING – ELECTION OF BOARD OFFICERS

Chair Snowden requested the Election process be delayed to allow enough time for an additional Commissioner to arrive.

APPROVAL OF MINUTES

Chair Snowden stated the Board has had an opportunity to review the December 14, 2021 Board of Commissioners meeting minutes. He asked for a motion to adopt the December 14, 2021 meeting minutes.

Commissioner Thomas moved to adopt the December 14, 2021 Board of Commissioners meeting minutes. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to the December 14, 2021 Board of Commissioners meeting minutes. Having none, the minutes passed and are adopted.

INTERIM PRESIDENT’S REPORT

Secretary Thiele expressed concern about COVID-19. Texas confirmed cases 5.97 million seventy 78,450 souls have passed. In Harris County Houston 928,000 cases and 10,013 individuals have passed. 12.7% of those in

Texas. As we've said repeatedly now is not the time to let time your guard. Please get vaccinated, get tested and in either case please continue to mask up, practice social distance and wash your hands.

In national news, Build Back Better, as we have known it, appears dead. President Biden said the measure would have to be split up, but the details remain to be seen. Now is the time to ramp up your advocacy. The billions proposed for housing programs in the Build Back Better Act are at risk of being cut as the Senate continues negotiations.

NAHRO, PHADA, CLPHA, the MTW Collaborative and Local Housing Administrators Association have teamed up to amplify the voices of housing stakeholders across the country. HHA has signed on to this **national sign-on letter** to support housing in Build Back Better. **The deadline to join is Tuesday, Feb. 1.**

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

PUBLIC COMMENTS

Chair Snowden stated 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.

Machell Blackwell – Concerns with dead trees and property maintenance at Irvinton Village.

Alan Atkinson – Objection to Resolution No. 3380.

Public Hearing for Acquisition, Lease, and Operation of The Arium Uptown West Apartments

Chair Snowden stated the Public Hearing is now open for comments. If there is an individual of the public who wishes to comment on **The Arium Uptown West Apartments** Public Hearing, 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.

Public Hearing for Acquisition, Lease, and Operation of Azure Apartments

Chair Snowden stated the Public Hearing is now open for comments. If there is an individual of the public who wishes to comment on Azure Apartments Public Hearing, 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.

Public Hearing for Acquisition, Lease, and Operation of The Dawson Apartments

Chair Snowden stated the Public Hearing is now open for comments. If there is an individual of the public who wishes to comment on The Dawson Apartments Public Hearing, 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.

Public Hearing for Acquisition, Lease, and Operation of Sierra at Fall Creek Apartments

Chair Snowden stated the Public Hearing is now open for comments. If there is an individual of the public who wishes to comment on Sierra at Fall Creek Apartments Public Hearing, 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.

Public Hearing for Acquisition, Lease, and Operation of Stella at Medical Center Apartments

Chair Snowden stated the Public Hearing is now open for comments. If there is an individual of the public who wishes to comment on Stella at Medical Center Apartments Public Hearing, 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.

Public Hearing for Acquisition, Lease, and Operation of The Arlo Westchase Apartments

Chair Snowden stated the Public Hearing is now open for comments. If there is an individual of the public who wishes to comment on The Arlo Westchase Apartments Public Hearing, 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.

Chair Snowden stated the record should note that Commissioner Cooksey has arrived for the meeting.

Public Hearing for Acquisition, Lease, and Operation of The 2626 Fountain View Apartments

Chair Snowden stated the Public Hearing is now open for comments. If there is an individual of the public who wishes to comment on The 2626 Fountain View Apartments Public Hearing 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.

Public Hearing for Acquisition, Lease, and Operation of 91 Fifty Apartments

Chair Snowden stated the Public Hearing is now open for comments. If there is an individual of the public who wishes to comment on 91 Fifty Apartments Public Hearing, 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.

Chair Snowden stated he will now start the Annual Election Process.

ANNUAL MEETING – ELECTION OF BOARD OFFICERS

Chair Snowden stated at this time, Secretary Thiele will conduct the election process.

Position of Chair

Secretary Thiele called for nominations for the position of Chair of the Houston Housing Authority Board of Commissioners.

Commissioner Kirkendoll nominated Chair Snowden for the position of Chair. Commissioner Cooksey seconded the nomination.

Secretary Thiele asked if there are any other nominations, having none, he called for a vote to close the nominations.

Commissioner Cooksey moved to close the nominations for Chair, Commissioner Kirkendoll seconded the motion.

Secretary Thiele declared the nominations for the position of Chair are closed.

Secretary Thiele called for a vote to re-elect Commissioner Snowden by saying ALL IN FAVOR signify by saying aye. All Commissioners signified by saying aye.

Secretary Thiele stated the vote is unanimous. Commissioner Snowden is re-elected, to the position of Chair of the Houston Housing Authority Board of Commissioners.

Position of Vice Chair

Secretary Thiele called for nominations for the position of Vice Chair of the Houston Housing Authority Board of Commissioners.

Commissioner Cooksey nominated Commissioner Kirkendoll for the position of Vice Chair. Commissioner Thomas seconded the nomination.

Secretary Thiele asked if there are any other nominations, having none, he called for a vote to close the nominations.

Commissioner Cooksey moved to close the nominations for Vice Chair, Commissioner Thomas seconded the motion.

Secretary Thiele declared the nominations for the position of Vice Chair are closed.

Secretary Thiele called for a vote to re-elect Commissioner Kirkendoll for Vice Chair by saying ALL IN FAVOR signify by saying aye. All Commissioners signified by saying aye

Secretary Thiele stated the vote is unanimous. Commissioner Kirkendoll is re-elected to the position of Vice Chair of the Houston Housing Authority Board of Commissioners.

Secretary Thiele congratulated Chair Snowden and Vice Chair Kirkendoll for their re-election.

NEW BUSINESS

Resolution No. 3378: Consideration and/or to take action to authorize the Interim President & CEO or designee to Write-off vacant tenant accounts for October 1, 2021, to December 31, 2021.

Secretary Thiele stated that Resolution No. 3378 will be presented by Rhonda Foster, Director of Asset Management.

Ms. Foster stated Resolution No. 3378 recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to write off vacated tenant accounts designated as uncollectible in the amount of \$77,485.09. This amount captures accounts written off October 1, 2021 through December 31, 2021. HUD requires housing authorities to reduce public housing accounts receivables by writing off outstanding debt that is owed by former tenants and the debt that has been deemed uncollectible. It should be noted that during COVID, HHA complied with federal mandates

authorizing housing authorities and property owners to execute rent moratoriums in addition to suspending evictions. HHA directed its management firms' agents to offer repayment agreements to families absolving delinquent balances and register with various local rental assistance programs to receive payments on behalf of tenants. Accordingly, staff recommends the Board adopt Resolution No. 3378.

Chair Snowden stated the Board has heard the resolution presented by Ms. Foster and asked for a motion to adopt Resolution No. 3378.

Commissioner Cooksey moved to approve Resolution No. 3378. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3378. Having none, Resolution No. 3378 is adopted.

Resolution No. 3379: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute Insurance Contracts with Texas Municipal League Intergovernmental Risk Pool for the Policy Year 2022.

Secretary Thiele stated that Resolution No. 3379 will be presented by Mike Rogers, VP of Fiscal & Business Operations.

Mr. Rogers stated Resolution No. 3379 recommends 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 Texas Municipal League Intergovernmental Risk Pool for the policy year 2022 not to exceed \$715,000, pursuant to the memorandum dated January 11, 2022, from Michael Rogers, Vice President of Fiscal and Business Operations to Mark Thiele, Interim President & CEO.

The policies that we are talking about cover everything on a number of our properties primarily those properties that are owned 100% by the Housing Authority as those are properties that are eligible to be covered by the Texas Municipal League. Unfortunately, they do not allow us to include in consideration for coverage of any of our partnership deals or anything like that. They have to be 100% under ownership by the Housing Authority. We are looking at a pretty good size increase for the current year. Most of it having to do with the increase in property level coverage. Most of that is attributed to the fact that in the State of Texas last year was a pretty bad year for insurance claims. There was the winter storm which proved to be a very pricey event for insurers throughout the State of Texas. The differential between the winter storm and the way most winter events occur, most winter events are limited to a geographic area. When a windstorm hits the coast, it does severe damage to the one isolated area. Unfortunately, the winter storm pretty much hit the entire state so there were significant losses. The second item that is leading to this increase is something that we have experienced in our development activities and the reason is that it simply cost more for construction materials. The risk that is being underwritten for replacement value bares a higher price now than it did in previous years. We are concerned in the finance department about the sustainability of what seems to be an upward trend across all insurance products in the State of Texas. State of Texas is undergoing a very tight insurance market so we are having to live with market conditions as we go through these processes. One of the items that we are considering for future deals is working with our insurers to see if there is some combination where we might be able to raise deductibles, to lower these premiums. Balancing that with all it takes is one event with higher deductibles, and all of the sudden you have absorbed not only the savings that you incur, you could actually end up paying significantly more for a claim should there be a repeat of the winter storm. All things in, we have had continued good relations with this vendor. They have done a good job for us on the claims that we have filed and were fast. We have had no issue with the way they have worked with us in handling the claims. Accordingly, staff recommends the Board adopt Resolution No. 3379.

Chair Snowden stated the Board has heard the resolution presented by Mr. Rogers and asked for a motion to adopt Resolution No. 3379.

Commissioner Thomas moved to approve Resolution No. 3379. Commissioner Kirkendoll seconded the motion.

Chair Snowden has requested in the next 3-4 months, he would like for Finance to do a study on where other housing authorities in the state of Texas are with their insurance premiums and who they are using. He would like to start looking at other opportunities. We need to also be able to send messages to individuals what we are looking for in an insurance policy as well.

Mr. Rogers stated we will conduct the study.

Chair Snowden asked if there is any objection to approve Resolution No. 3379. Having none, Resolution No. 3379 is adopted.

Resolution No. 3380: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute contracts with Terrain Solutions, Atlas Technical Consultants, Environmental & Construction Services, Inc. ("ERC"), and InControl Technologies to perform Environmental Services at HHA's properties.

Secretary Thiele stated that Resolution No. 3380 will be presented by Mr. Jay Mason, Interim Director of REID.

Mr. Mason stated Resolution No. 3380 requests 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 Terrain Solutions, Atlas Technical Consultants, Environmental & Construction Services, Inc. ("ERC"), and InControl Technologies to perform Environmental Services at HHA's Properties in an amount not to exceed \$2.5 million in the aggregate for three (3) years pursuant to the memorandum from Jay Mason, Interim Director, REID dated January 5, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3380.

Chair Snowden stated the Board has heard the resolution presented by Mr. Mason and asked for a motion to adopt Resolution No. 3380.

Commissioner Kirkendoll moved to approve Resolution No. 3380. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3380. Having none, Resolution No. 3380 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, December 14, 2021 at 3:36 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 4:04 p.m.

Secretary Thiele called the roll and declared a quorum present.

NEW BUSINESS continued...

Commissioner Kirkendoll motioned to consider the next agenda items as a group. Commissioner Cooksey seconded the motion.

Chair Snowden called for a vote. All voted unanimously that the remaining agenda items would be voted on as a group.

Resolution No. 3381: Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units within, Arium Uptown West located at 7600 Highmeadow Drive, Houston, Texas 77063, and the execution of all required documents therefor.

Resolution No. 3382: Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units within, the Azure Apartments located at 1111 Durham Drive, Houston, Texas 77007, and the execution of all required documents therefor.

Resolution No. 3383: Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units within, The Dawson located at 13411 Briar Forest Drive, Houston, Texas 77077, and the execution of all required documents therefor.

Resolution No. 3384: Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units within, Sierra at Fall Creek located at 14951 Bellows Falls Lane, Humble, Texas 77396, and the execution of all required documents therefor.

Resolution No. 3385: Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units within, Stella at Medical Center located at 7009 Almeda Rd., Houston, Texas 77054, and the execution of all required documents therefor.

Resolution No. 3386: Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, Arlo Westchase located at 3505 W. Sam Houston Parkway S, Houston, Texas 77042, and the execution of all required documents therefor.

Resolution No. 3387: Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, 2626 Fountain View located at 2626 Fountain View Dr., Houston, Texas 77057, and the execution of all required documents therefor.

Resolution No. 3388: Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, 91 Fifty located at 9150 Highway 6 North, Houston, Texas 77095, and the execution of all required documents therefor.

Chair Snowden stated that the Board has heard the reading of the resolutions and asked for a motion to approve Resolution Nos. 3381, 3382, 3383, 3384, 3385, 3386, 3387 and 3388.

Commissioner Kirkendoll moved to approve Resolution Nos. 3381, 3382, 3383, 3384, 3385, 3386, 3387 and 3388. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting Resolution Nos. 3381, 3382, 3383, 3384, 3385, 3386, 3387 and 3388. Having none, the Chairman called for a vote. All voted in favor therefore adopting Resolution Nos. 3381, 3382, 3383, 3384, 3385, 3386, 3387 and 3388 are adopted.

ADJOURNMENT

Chair Snowden remarked this concludes the items on today's agenda and asked for a motion to adjourn the meeting.

Commissioner Cooksey moved to adjourn. Commissioner Thomas seconded. The meeting adjourned at 4:09 p.m.