

**MINUTES OF REGULAR MEETING
OF
HARRIS COUNTY HOUSING AUTHORITY**

Houston, Texas

February 20, 2019

**THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §**

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority (HCHA) met in regular session, open to the public, on the 20th day of February 2019, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:35 p.m. and called the roll of the duly constituted officers and members of the board:

Gerald Womack	Chairman	Present
Roberto Gonzalez	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Joe Villarreal	Commissioner	Present
Kerry Wright	Commissioner	Absent

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Beverly Burroughs, Ana Candelario, Paul Curry, J.R. Harris, Debra McCray, and Vivian Clark of HCHA; Kim Brode, Wanda LeBlanc, Mercedes Sanchez, Ruben Esqueda, Scott Puffer, Joel North, and Rich Sciortino were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Horace Allison opened the meeting with a prayer, followed by Commissioner Joe Ellis, who led the Pledge of Allegiance, and Vice Chairman Roberto Gonzalez, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM JANUARY 16, 2019

Vice Chairman Roberto Gonzalez moved to approve the minutes from the January 16, 2019 Board meeting, Commissioner Joe Ellis seconded, and the motion carried.

IV. PUBLIC COMMENTS

Kim Brode, Wanda LeBlanc, Mercedes Sanchez, and Rich Sciortino provided public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on Small Area Fair Market Rents (SAFMR), Homeless Count and Survey, The Need For Affordable Housing, Houston Apartment Association Article, Meetings with County Commissioners - Affordable Housing (AFH) Development Projects, Texas State Representative Charles Dutton - Wallisville Ranch, and Houston County Community College - Public Relation Intern Program, and HCHA Monthly Report. Mr. Allison advised the Board that staff determined that SAFMR would have a negative impact on the majority of our clients, i.e., HCHA clients would be required to contribute more to the tenant's portion of their rent. Staff is currently reviewing the use of fair market rents, which will require approval by the U. S. Department of Housing and Urban Development (HUD). Five HCHA staff members participated in the Homeless Count and Survey. The count/survey was conducted on January 23, 2019, and HCHA staff will continue to work with the Coalition for the Homeless of Houston each year. Mr. Allison mentioned that staff met with all County Commissioner Representatives and Texas State Representative Charles Dutton regarding proposed AFH developments. Mr. Allison informed the Board that staff met with Houston Community College (HCC) to discuss the benefits for both entities in establishing an HCHA/HCC Public Relation Intern Program. HCHA will develop a detailed scope of services and tasks for submission, review, and approval by HCC. Mr. Allison reviewed The Need For Affordable Housing report prepared by the National Low Income Housing Coalition in January 2019. This report noted the challenges that low-income families face between paying rent or paying for other necessities, i.e., medical, education, transportation, food, clothing, etc.. Mr. Allison mentioned the article written by Debra McCray, "Stress-Free Affordable Housing" published in the February 2019 issue of Houston Apartment Association's ABODE magazine. Lastly, Mr. Allison reviewed the tour of The Villas at Eastwood by the Board of Commissioners and the Monthly Reports.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from December 2018. The consolidated budget reflected revenue being under budget by 3% and expenses being under budget by 2%.

VII. DEPARTMENT PRESENTATION

Debra McCray presented the lease-up rates for the month of December for the HCV program. The HCV program was 101%, and the year-to-date was 97%, Veterans Affairs Supportive Housing program was 85.7%, and the year-to-date was 85.6%, Jackson Hinds Single Room Occupancy program was 97.2%, and the year-to-date was 93.1%, and Thomas Moderate Rehabilitation program was 85.7%, and the year-to-date was 92.9%.

Ms. McCray also informed the Board to date 35 families became homeowners under the HCV Homeownership Program. Ms. McCray reviewed the Home Ownership Program process. Lastly, Ms. McCray mentioned that SEMAP is at 100% and is due May 30, 2019.

Mr. Babalola reviewed the status of properties within the Affordable Housing Division for the month of December. Mr. Babalola informed the Board that all existing properties are currently 96% leased or above. Mr. Babalola noted that Baybrook and Waterside Court properties reported their net incomes as under budget. The Retreat at Westlock is 100% leased, and documentation for finalizing the tax credit allocation has been submitted.

Mr. Babalola moved to working developments. The Villas at Eastwood is estimated to be about 77% completed. Mr. Babalola reviewed the construction progress status of each of the three buildings and the project cost summary. The project's estimated completion date is June 2019. Mr. Babalola answered questions from the Board.

Mr. Babalola reviewed the proposed developments. Mr. Babalola informed the Board that the CDBG-DR Harvey fund applications are due March 1, 2019. HCHA staff is working with Brinshore Development, LLC, AMCAL Equities, LLC, and Atlantic Pacific Communities, LLC on submitting their respective applications.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution authorizing the negotiation and execution of a contract for apartment furniture for The Villas at Eastwood

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-03)

ACTION ITEM 3:

Resolution authorizing the negotiation and execution of a Memorandum of Understanding with developers of affordable multi-family housing

Commissioner Joe Ellis moved to approve the resolution as amended adding the following "*Whereas, Hettig-Kahn, Holdings, Inc. has subsequently withdrawn its proposal*", Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-04)

ACTION ITEM 4:

Resolution authorizing the renewal of an Interlocal Agreement for the provision of Insurance coverage

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (19-05)

ACTION ITEM 5:

Resolution authorizing the operating system software upgrade and renewal of the software support contract with MRI Software, LLC

Commissioner Joe Ellis moved to approve the resolution as amended to change the "contract price to \$42,684.00", Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-06)

ACTION ITEM 6:

Resolution authorizing the transfer of funds from the Central Office Cost Center to the Housing Choice Voucher Program

Vice Chairman Roberto Gonzalez moved to approve the resolution as amended to add in Now, therefore, be it resolved "for the calendar year 2019", Commissioner Joe Villarreal seconded, and the motion carried. (19-07)

ACTION ITEM 7:

Resolution by Harris County Housing Authority (the "Authority") approving and ratifying HCHA Cypresswood Estates, LLC (the "Company") to enter into a 223(f) HUD Loan and its loan documentation for Cypresswood Estates (the "Project"); approving and ratifying the appointment of the managers of the Company; and authorizing HCHA Redevelopment Authority, Inc. and the Company to take such other steps as the Company deems necessary or convenient to carry out these resolutions

Vice Chairman Roberto Gonzalez moved to approve the resolution as amended to include "Now, therefore, be it resolved, by the Board of Commissioners, that, subject to consultation by and between outside counsel for the Authority, the Chairman of the Authority and Vice Chairman of the Authority, the Authority, Company, and Horace Allison (the "Executing Officer"), Commissioner Joe Villarreal seconded, and the motion carried. (19-02)

IX. EXECUTIVE SESSION

The Board went into executive session at 3:07 p.m.

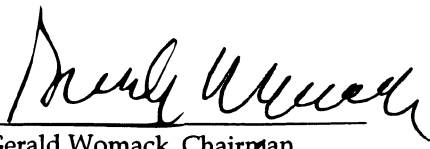
X. RECONVENE

The Board of Commissioners reconvened into public session at 3:36 p.m.

XI. ADJOURNMENT

Vice Chairman Roberto Gonzalez moved to adjourn at 3:39 p.m., Commissioner Joe Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 20th day of March 2019.



A handwritten signature in black ink, appearing to read "Gerald Womack", written over a horizontal line.

Gerald Womack, Chairman



A handwritten signature in black ink, appearing to read "Horace Allison", written over a horizontal line.

Horace Allison, Secretary