8410 Lantern Point Houston, Texas 77054 Tel: 713-578-2100 Fax: 713-578-2200

# **Board Agenda**

Thursday, January 17, 2008 11:30 a.m.

- I. Call to Order; Attendance
- II. Presentation and Approval of Minutes of the November 21, 2007 Board meeting
- III. Executive Summary & Executive Director's Report
  - A. Board Retreat
  - B. Fiscal Year 4<sup>th</sup> Quarter Activities
- IV. Administrative Agenda
  - A. Administration
  - Report on new business activities
  - Report on Investment Policy

**ACTION ITEM:** Consideration and Approval of Investment Policy.

**ACTION ITEM:** Consideration and Approval of TexPool Participation Agreement

and TexPool Resolution.

- B. Disaster Housing Assistance Program (DHAP) Overview and Status Report
  - Report on Harris County DHAP
    - Administration
    - o Social Services and Case Management
  - Report on DHAP USA
    - o Administration

The U. S. Department of Housing and Urban Development has asked the Harris County Housing Authority to assist the nation by helping families in 37 states throughout the U. S. There are more than 800 families that will be served through this process.

**ACTION ITEM:** Approval and Ratification of the HUD amendment to the

existing Harris County DHAP contract to administer

DHAP USA.

**ACTION ITEM:** Approval and Ratification of Mir Fox Rodriguez to

administer DHAP USA under a separate contract.

#### Report on DHAP New Orleans

#### o Administration

The U. S. Department of Housing and Urban Development, through the Housing Authority of New Orleans, has requested Harris County Housing Authority administer the Disaster Housing Assistance Program in New Orleans/St. Bernard Parish. An initial 4,000 families are to be served.

**ACTION ITEM:** Approval and Ratification of the acceptance of the DHAP

New Orleans - St. Bernard Parish Memorandum of

Understanding.

**ACTION ITEM:** Approval and Ratification of Mir Fox Rodriguez to

administer DHAP New Orleans – St. Bernard Parish under

a separate contract.

### C. Report on Housing Choice Voucher Program

- Report on Housing Choice Voucher Programs Lease Rates
- Report on Disaster Voucher Program Lease Rates
- Report on Jackson Hinds Garden SRO Lease Rates
  - O Year in Review
- Report on MOD Rehab Lease Rates
- PHA Plan

**ACTION ITEM:** Presentation and Approval of the 2008 PHA Plan.

#### D. Report on Affordable Housing Division Developments

- Baybrook Park
- Louetta Village
- Cornerstone Village
- Primrose at Bammel
- Magnolia Estates
- Waterside Courts

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**ACTION ITEM:** Consideration and Approval of the Resolution authorizing the

Harris County Housing Authority to participate in the

development of the Cottages of Fallbrook.

**ACTION ITEM:** Consideration and Approval of the Memorandum of

Understanding between Harris County Housing Authority and Hettig Kahn in the development of the Cottages of Fallbrook.

V. Financial Agenda

**Monthly Financials** 

VI. Other Business

**Houston Homeless Conference February 1, 2008** 

NAHB Multifamily Pillars of the Industry Conference April 1 – 3, 2008

VII. Public Comment (Comments are limited to three minutes for each speaker.)

VIII. Executive Session

IX. Reconvene in Public Session

X. Comments by Commissioners

XI. Comments or Announcements by Chair

XII. Adjournment

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## **Board Agenda**

Wednesday, February 20, 2008 11:30 a.m.

- I. Call to Order; Attendance
- II. Presentation and Approval of Minutes of the January 17, 2008 Board meeting
- III. Executive Summary & Executive Director's Report
- IV. Administrative Agenda
  - A. Administration
  - B. Disaster Housing Assistance Program (DHAP) Overview and Status Report
    - Report on Harris County DHAP
      - Administration
      - o Social Services and Case Management
    - Report on DHAP USA
      - o Administration
      - Social Services
    - Report on DHAP New Orleans
      - Administration
      - o Social Services
  - C. Report on Housing Choice Voucher Program
    - Report on Housing Choice Voucher Programs Lease Rates
    - Report on Disaster Voucher Program Lease Rates
    - Report on Jackson Hinds Garden SRO Lease Rates
    - Report on MOD Rehab Lease Rates
  - D. Report on Affordable Housing Division Developments
    - Baybrook Park
    - Louetta Village

- Cornerstone Village
- Primrose at Bammel
- Magnolia Estates
- Waterside Courts
- V. FY2008 Budget Adjustment

Action Item: Approval of FY2008 Budget Adjustments

VI. Financial Agenda

**Monthly Financials** 

VII. Other Business

NAHB Multifamily Pillars of the Industry Conference April 1-3, 2008 IPED Housing Tax Credit 101 March 27-28, 2008 NAHRO 2008 Legislative Conference March 21-April 2, 2008

- VIII. Public Comment (Comments are limited to three minutes for each speaker.)
- IX. Executive Session
- X. Reconvene in Public Session
- **XI.** Comments by Commissioners
- XII. Comments or Announcements by Chair
- XIII. Adjournment

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## **Board Agenda**

Wednesday, March 19, 2008 11:30 a.m.

- I. Call to Order; Attendance
- II. Presentation and Approval of Minutes of the February 20, 2008 Board meeting
- III. Executive Summary & Executive Director's Report
  - Presentation of 2007 Annual Report
  - Discussion 2008-2009 Housing Authority Budget
  - Discussion 2008 Administrative Plan
  - Discussion 2008 Utility Allowance Schedule
- IV. Administrative Agenda
  - A. Administration
    - **ACTION ITEM:** Consideration and Approval of the 2008-2009 HCHA Budget
    - **ACTION ITEM:** Consideration and Approval of the 2008 HCHA Administrative Plan
    - **ACTION ITEM**: Consideration and Approval of 2007 Utility Allowance Schedule
  - B. Disaster Housing Assistance Program (DHAP) Overview and Status Report
    - Report on Harris County DHAP
      - Administration
      - Social Services and Case Management
    - Report on DHAP USA
      - o Administration
      - Social Services
    - Report on DHAP New Orleans
      - o Administration
      - Social Services

- C. Report on Housing Choice Voucher Program
  - Report on Housing Choice Voucher Programs Lease Rates
  - Report on Disaster Voucher Program Lease Rates
  - Report on Jackson Hinds Garden SRO Lease Rates
  - Report on MOD Rehab Lease Rates
- D. Report on Affordable Housing Division Developments
  - Baybrook Park
  - Louetta Village
  - Cornerstone Village
  - Primrose at Bammel
  - Magnolia Estates
  - Waterside Courts
- V. Financial Agenda

**Monthly Financials** 

VI. Other Business

IPED Housing Tax Credit 101 March 27 – 28, 2008

NAHRO 2008 Legislative Conference March 31 – April 2, 2008

NAHB Multifamily Pillars of the Industry Conference April 1 – 3, 2008

- VII. Public Comment (Comments are limited to three minutes for each speaker.)
- VIII. Executive Session
- IX. Reconvene in Public Session
- X. Comments by Commissioners
- XI. Comments or Announcements by Chair
- XII. Adjournment

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### **Board Agenda**

Wednesday, April 16, 2008 11:30 a.m.

- I. Call to Order; Attendance
- II. Presentation and Approval of Minutes of the March 19, 2008 Board meeting
- III. Executive Summary & Executive Director's Report
  - Discussion of TDHCA Alternative Housing Pilot Program (AHPP)
  - Discussion of a Non-Profit to assist Housing Authorities
- IV. Administrative Agenda
  - A. Administration
    - Approval of Interlocal Agreement with Harris County
    - Approval of the creation of a non-profit "HCHA Housing America"
  - B. FY 2008 Budget Adjustment

Action Item: Approval of FY2008 Budget Adjustments

- C. Disaster Housing Assistance Program (DHAP) Overview and Status Report
  - Report on Harris County DHAP
    - o Administration
    - Social Services and Case Management
  - Report on DHAP USA
    - o Administration
    - Social Services
  - Report on DHAP New Orleans
    - Administration
    - Social Services
- D. Report on Housing Choice Voucher Program
  - Report on Housing Choice Voucher Programs Lease Rates
  - Report on Disaster Voucher Program Lease Rates

- Report on Jackson Hinds Garden SRO Lease Rates
- Report on MOD Rehab Lease Rates

#### E. Report on Affordable Housing Division Developments

- Cornerstone Village
- Louetta Village
- Primrose at Bammel
- Baybrook Park
- Waterside Court
- Magnolia Estates

### V. Financial Agenda

**Monthly Financials** 

- VI. Other Business
- VII. Public Comment (Comments are limited to three minutes for each speaker.)
- VIII. Executive Session

Discussion of real property matters that involve HCHA and Magnolia Estates – a 160 unit affordable housing development located at 101 Normandy, Houston, Texas

- IX. Reconvene in Public Session
- X. Comments by Commissioners
- XI. Comments or Announcements by Chair
- XII. Adjournment

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## **Board Agenda**

Monday, June 23, 2008 11:30 a.m.

- I. Call to Order; Attendance
- II. Presentation and Approval of Minutes of the April 16, 2008 Board meeting
- III. Executive Summary & Executive Director's Report

Presentation of HCHA Annual Audit.

- IV. Administrative Agenda
  - A. Administration

Consideration and approval of contract with MJLM for DHAP services in New Orleans.

- B. Disaster Housing Assistance Program (DHAP) Overview and Status Report
  - Report on Harris County DHAP
    - o Administration
    - o Social Services and Case Management
  - Report on DHAP USA
    - o Administration
    - Social Services
  - Report on DHAP New Orleans
    - o Administration
    - Social Services
- C. Report on Housing Choice Voucher Program
  - Report on Housing Choice Voucher Programs Lease Rates
  - Report on Disaster Voucher Program Lease Rates
  - Report on Jackson Hinds Garden SRO Lease Rates
  - Report on MOD Rehab Lease Rates

### D. Report on Affordable Housing Division Developments

- Cornerstone Village
- Louetta Village
- Primrose at Bammel
- Baybrook Park
- Waterside Court
- Magnolia Estates

### V. Financial Agenda

**Monthly Financials** 

- VI. Other Business
- VII. Public Comment (Comments are limited to three minutes for each speaker.)
- VIII. Executive Session

Discussion of real property matters that involve HCHA and Magnolia Estates – a 160 unit affordable housing development located at 101 Normandy, Houston, Texas

- IX. Reconvene in Public Session
- X. Comments by Commissioners
- XI. Comments or Announcements by Chair
- XII. Adjournment

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### **Board Agenda**

Wednesday, August 20, 2008 11:30 a.m.

- I. Call to Order; Attendance
- II. Presentation and Approval of Minutes of the June 23, 2008 Board meeting
- III. Executive Summary & Executive Director's Report
  - A. New Board Member Peggy Kruckemeyer, Precinct 4
  - B. NAHRO Awards Received
  - C. Request for Proposals Issued
    - 07-01 Banking Services
    - 07-02 Independent Auditing Firm
    - 07-03 Legal Counsel
    - 07-04 Public Relations Firm
  - D. Alternative Housing Pilot Program Michael Gerber
  - E. Magnolia Estates Grand Opening Friday, September 12, 2008 10:00 a.m. 12:00 p.m.
- IV. Administrative Agenda
  - A. Administration
  - B. Disaster Housing Assistance Program (DHAP) Overview and Status Report
    - Report on Harris County DHAP
      - o Administration
      - Social Services and Case Management
    - Report on DHAP USA
      - o Administration
      - o Social Services
    - Report on DHAP New Orleans
      - o Administration
      - Social Services

- C. Report on Housing Choice Voucher Program
  - Report on Housing Choice Voucher Programs Lease Rates
  - Report on Disaster Voucher Program Lease Rates
  - Report on Jackson Hinds Garden SRO Lease Rates
  - Report on MOD Rehab Lease Rates
- D. Report on Affordable Housing Division Developments
  - Cornerstone Village
  - Louetta Village
  - Primrose at Bammel
  - Baybrook Park
  - Waterside Court
  - Magnolia Estates
- V. Financial Agenda

**Monthly Financials** 

- VI. Other Business
- VII. Public Comment (Comments are limited to three minutes for each speaker.)
- VIII. Executive Session
- IX. Reconvene in Public Session
- X. Comments by Commissioners
- XI. Comments or Announcements by Chair
- XII. Adjournment

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# **Board Agenda**

Wednesday, August 20, 2008 11:30 a.m.

- I. Call to Order; Attendance
- II. Presentation and Approval of Minutes of the June 23, 2008 Board meeting
- III. Executive Summary & Executive Director's Report
  - A. Welcome New Board Member Peggy Kruckemeyer, Precinct 4
  - B. NAHRO Awards Received
  - C. Request for Proposals Issued
    - 08 07-01 Banking Services
    - 08 07-02 Independent Auditing Firm
    - 08 07-03 Legal Counsel
    - 08 07-04 Public Relations Firm
  - D. Alternative Housing Pilot Program Michael Gerber, CEO Texas Department of Housing and Community Affairs
  - E. Magnolia Estates Grand Opening Friday, September 12, 2008 9:00 a.m. 2p.m.
  - F. Employee Appreciation Luncheon Friday, August 29, 2008
- IV. Administrative Agenda
  - A. Administration
  - B. Disaster Housing Assistance Program (DHAP) Overview and Status Report
    - Report on Harris County DHAP
      - o Administration
      - o Social Services and Case Management
    - Report on DHAP USA
      - o Administration
      - o Social Services

- Report on DHAP New Orleans
  - o Administration
  - Social Services
- C. Report on Housing Choice Voucher Program
  - Report on Housing Choice Voucher Programs Lease Rates

Waiting List Opened

- Report on Disaster Voucher Program Lease Rates
- Report on Jackson Hinds Garden SRO Lease Rates
- Report on MOD Rehab Lease Rates
- D. Report on Affordable Housing Division Developments
  - Cornerstone Village
  - Louetta Village
  - Primrose at Bammel
  - Baybrook Park
  - Waterside Court
  - Magnolia Estates
- G. Request for Qualifications Issued and Received August 15, 2008
- E. Financial Overview for the HCHA
- V. Financial Agenda

**Monthly Financials** 

- VI. Other Business
- VII. Public Comment (Comments are limited to three minutes for each speaker.)
- VIII. Executive Session
- IX. Reconvene in Public Session
- X. Comments by Commissioners
- XI. Comments or Announcements by Chair
- XII. Adjournment

8410 Lantern Point Houston, Texas 77054 Tel: 713-578-2100 Fax: 713-578-2200

## **Board Agenda**

September 17, 2008 9:00 a.m.

- I. Call to Order; Attendance
- II. Administrative Agenda
  - a. Action Item. Consideration and approval of Resolution authorizing Harris County Housing Authority to assist Harris County in connection with Hurricane Ike.
- III Public Comment (Comments are limited to three minutes for each Speaker.)
- IV. Comments by Commissioners
- V. Comments or Announcements by Chair
- VI. Adjournment

The Harris County Housing Board of Commissioners may go into executive session, if necessary, pursuant to chapter 551 of the Texas Government Code, for one or more of the following reasons: (1) consultation with the Attorney to seek or receive legal advice or consultation regarding pending or contemplated litigation; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion about security personnel or devices; (6) discussion of certain economic development matters or other matters as authorized by law. The Housing Authority Board of Commissioners may announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of chapter 551 of the Texas Government Code.

### NOTICE OF EMERGENCY MEETING

**September 17, 2008** 

Notice to hereby given that the Board of Commissioners of the Harris County Housing Authority will meet in emergency session on Wednesday, September 17, 2008, at 9:00 o'clock a.m. in the offices of the Authority, 8410 Lantern Point Drive, Houston, Texas 77054, to consider the following agenda Items:

Consideration of and possible action on a Resolution to approve Harris County Housing Authority to assist Harris County regarding staffing and other administrative matters.

Consideration of and possible action authorizing the Executive Director to take action regarding emergency management preparations that may be necessary or appropriate in connection with Hurricane Ike and to provide any guidance or orders the Board deems appropriate.

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## **Board Agenda**

Wednesday, October 15, 2008 11:30 a.m.

- I. Call to Order; Attendance
- II. Presentation and Approval of Minutes of the August 20, 2008 Board meeting
- III. Executive Summary & Executive Director's Report
  - A. Hurricane Ike Activities
    - PODs
    - Residential Damage Assessment
    - Housing Services Contract
    - Social Services Assessment
  - B. DHAP Ike
- IV. Administrative Agenda
  - A. Administration
  - B. Disaster Housing Assistance Program (DHAP) Overview and Status Report
    - Report on Harris County DHAP
      - o Administration
      - o Social Services and Case Management
    - Report on DHAP USA
      - o Administration
      - Social Services
    - Report on DHAP New Orleans
      - o Administration
      - o Social Services
  - C. Report on Housing Choice Voucher Program
    - Report on Housing Choice Voucher Programs Lease Rates

Waiting List Opened – Extended through October 15<sup>th</sup> due to Hurricane Ike

- Report on Disaster Voucher Program Lease Rates
- Report on Jackson Hinds Garden SRO Lease Rates
- Report on MOD Rehab Lease Rates
- D. Report on Affordable Housing Division Developments
  - Cornerstone Village
  - Louetta Village
  - Primrose at Bammel
  - Baybrook Park
  - Waterside Court
  - Magnolia Estates
- E. Review of Developer Briefings held on September 23<sup>rd</sup>
- F. Developer Presentations scheduled October 21st
- V. Financial Agenda

**Monthly Financials** 

- VI. Other Business
- VII. Public Comment (Comments are limited to three minutes for each speaker.)
- VIII. Executive Session
- IX. Reconvene in Public Session
- X. Comments by Commissioners
- **XI.** Comments or Announcements by Chair
- XII. Adjournment

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### **Board Agenda**

Wednesday, November 19, 2008 11:30 a.m.

- I. Call to Order and Attendance
- II. Presentation and Approval of Minutes of the October 15, 2008 Board meeting
- III. Executive Director's Report
  - A. Consideration and Approval of Recommendations for Award of Professional Services Contracts
    - 1) ACTION ITEM: Award to Amegy Bank of Texas for the provision of Commercial Banking services pursuant to HCHA RFP 07-01
    - 2) ACTION ITEM: Award to Breedlove and Associates L.P. for the provision of Independent Audit services pursuant to HCHA RFP 07-02
    - 3) ACTION ITEM: Award to Pierpont Communications for the provision of Public Relations services pursuant to HCHA RFP 07-04
- IV. Administrative Agenda
  - A. Administration
    - 1) ACTION ITEM: Ratification of emergency purchase of one (1) single family manufactured home to be used exclusively by the Galveston County Housing Authority to assist victims displaced from their homes by Hurricane Ike on Galveston Island
    - 2) ACTION ITEM: Ratification of emergency purchase of Nine (9) Sport Utility Vehicles to be used exclusively by the Harris County Housing Authority (3 vehicles), the Harris County Sheriff's Office (3 vehicles), the Harris County Office of Emergency Management (2 vehicles) and the HCHA Disaster Housing Assistance Program (1 vehicle) to address transportation needs relating to Hurricane Ike disaster relief activities
    - 3) ACTION ITEM: Ratification of invoices for joint project management services rendered by McConnell Jones Lanier & Murphy, LLP in connection with emergency protective measures resulting from Hurricane Ike including: Social Services, Points of Distribution (PODs), Property Damage Assessment, and Housing Services Centers. FEMA reimbursement item.

- B. Disaster Housing Assistance Program (DHAP)
  - 1) Report on DHAP activities related to Hurricane Ike
    - a) Points Of Distribution (POD) locations
    - b) Social Services Assessment
    - c) Service Center
    - c) Damage Assessment
  - 2) Report on Harris County DHAP
    - a) Administration
    - b) Social Services and Case Management
  - 3) Report on DHAP USA
    - a) Administration
    - b) Social Services
  - 4) Report on DHAP New Orleans
    - a) Administration
    - b) Social Services
- C. Housing Choice Voucher Program
  - 1) Report on Housing Choice Voucher Program Lease Rates
  - 2) Report on Disaster Voucher Program Lease Rates
  - 3) Report on Jackson Hinds Garden SRO Lease Rates
  - 4) Report on MOD Rehab Lease Rates
- D. Affordable Housing Division Developments
  - 1) Presentation of Status Report on Cornerstone Village development
  - 2) Presentation of Status Report on Louetta Village development
  - 3) Presentation of Status Report on Primrose at Bammel development
  - 4) Presentation of Status Report on Baybrook Park development
  - 5) Presentation of Status Report on Waterside Court development
  - 6) Presentation of Status Report on Magnolia Estates development
- E. ACTION ITEM: Consideration and Authorization to enter into a contract to participate with the Texas Department of Housing and Community Affairs (TDHCA) in an Alternative Housing Pilot Program and approval for the Executive Director to execute contract documents related thereto
- F. ACTION ITEM: Consideration and Authorization to enter into a contract to purchase land to be used for the development of twenty (20) single-family

Page 3 Board Agenda

> homes to be used in the above-referenced TDHCA Alternative Housing Pilot Program and approval for the Executive Director to execute contract documents related thereto

- G. ACTION ITEM: Consideration of and Authorization to enter into a sales contract to purchase land for the development of a proposed Veterans Housing community to be located in the vicinity of Lake Houston and approval for the Executive Director to execute contract documents related thereto
- V. Financial Agenda
  - A. Monthly Financials
- VI. Public Comment (Comments are limited to three minutes for each speaker.)
- VII. Executive Session

Consideration of matters involving terms and conditions of employment for HCHA CEO and possible action in Public Session thereafter

- VIII. Reconvene in Public Session
- IX. Comments by Commissioners
- X. Comments or Announcements by Chair
- XI. Adjournment

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# **Board Agenda**

Wednesday, December 17, 2008 11:30 a.m.

I.	Call	Call to Order and Attendance		
II.	Presentation and Approval of Minutes of the November 19, 2008 Board meeting			
III.	Executive Director's Report			
		A.		
		В.		
		C.		
IV.	Administrative Agenda			
	A.	Administration		
	В.	B. Disaster Housing Assistance Program (DHAP)		
		1)	Report on DHAP activities related to Hurricane Ike a) Administration b) Social Services and Case Management	
		2)	Report on Harris County DHAP a) Administration b) Social Services and Case Management	
		3)	Report on DHAP USA a) Administration b) Social Services	
		4)	Report on DHAP New Orleans a) Administration b) Social Services	

- C. **Housing Choice Voucher Program** 
  - 1) **Report on Housing Choice Voucher Program Lease Rates**
  - 2) **Report on Disaster Voucher Program Lease Rates**
  - Report on Jackson Hinds Garden SRO Lease Rates 3)
  - 4) **Report on MOD Rehab Lease Rates**
- D. **Affordable Housing Division Developments** 
  - 1) Presentation of Status Report on Cornerstone Village development
  - Presentation of Status Report on Louetta Village development 2)
  - 3) Presentation of Status Report on Primrose at Bammel development
  - 4) Presentation of Status Report on Baybrook Park development
  - Presentation of Status Report on Waterside Court development 5)
  - **6**) Presentation of Status Report on Magnolia Estates development
- V. **Financial Agenda** 
  - A. **Monthly Financials**
- VI. **Public Comment (Comments are limited to three minutes for each speaker.)**
- VII. **Executive Session**
- **Reconvene in Public Session**
- IX. **Comments by Commissioners**
- X. **Comments or Announcements by Chair**
- XI. Adjournment