

**HOUSTON LAND BANK
MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING
HOUSTON, TEXAS**

August 17, 2023

A regular meeting of the Board of Directors ("Board") of the Houston Land Bank ("HLB"), a Texas non-profit corporation created and organized by the City of Houston as a local government corporation pursuant to the Texas Transportation Code Annotated, Section 431.101, *et seq.*, and the Texas Local Government Code Annotated, Section 394.001 *et seq.*, was held at 50 Waugh Drive, Houston, Texas, on Thursday, August 17, 2023 at 12:00 p.m. Written notice of the regular meeting, which included the date, hour, place and agenda for the regular meeting, was posted in accordance with the Texas Open Meetings Act.

Board members in attendance were:

Elaine Morales	Janae Ladet
David Collins	Danielle Keys Bess
Chrishelle Palay	Marilyn Muguerra
Matt Zeis	

Board directors absent were: Jesus DeAnda, Antoinette Jackson, Victor A. Mondragón, Tonzaino Bailey, Dwantrina Russell, and Laurie Vignaud. Others in attendance included: Christa Stoneham, Chief Executive Officer/President of the HLB; Donald Hughes, Acquisition and Development Director for the HLB; LaTosha Okoiron, In-house Legal Counsel and Compliance Director for the HLB; Isai Mendez, Finance Director for the HLB; Mark Glanowski (Paralegal) of Winstead PC, outside legal counsel for the HLB; Lindsey Williams, Director of Community Development for the HLB; Donesha Albrow, Administrative Manager for the HLB; Jen Allison, Chief Operations Officer for the HLB; Gracie Saenz, outside legal counsel for the HLB; Charles Keys, Asset and Disposition Manager for the HLB; and Shelby Duncan, Geographic Information Systems Analyst for Community Lattice.

I. Call to Order and Roll Call

Chairman Zeis called this regular meeting to order at 12:13 p.m. A roll call of the Board members attending in person immediately followed. Chairman Zeis then announced that an in-person quorum of the Board was present for this meeting.

II. Public Speakers

Nothing to report.

III. Consideration and Adoption of Meeting Minutes

a. July 13, 2023 Board Meeting

Chairman Zeis noted that the minutes for the July 13, 2023 regular meeting of the Board were previously circulated for review and comment. He asked if there were any comments for discussion to such minutes. Hearing none he asked for a motion on the minutes.

Director Morales made a motion to approve the minutes of the Board meeting held on July 13, 2023, as written, which motion was then duly seconded by Director Muguerza and passed with the unanimous vote of the Board.

IV. Chairman's Greeting: Matt Zeis

Chairman Zeis stated that he attended a field trip to explore the Settegast Forest with Jaime Gonzalez of The Nature Conservatory and Carolyn _____ of Harris County and photographed the interior of this forested area which was dense and hot. He mentioned that they found some powerlines in the back of the Settegast Forest along with a number of survey stakes. Mr. Gonzalez with The Nature Conservatory will furnish a report on the findings made during this visit.

V. Committee Reports:

a. Executive Committee: Matt Zeis, Chair

Chairman Zeis reported that the Executive Committee met last week to discuss the RFQ for professional services which closes tomorrow, which included a briefing by HLB staff, funding opportunities for the HLB Fund 501(c)3 including the Hershey Grant, and the update on the status of builder non-compliance under the construction contracts for affordable houses.

b. Finance Committee: Laurie Vignaud, Chair

Mr. Mendez reported that the Finance Committee met on July 25, 2023 to discuss the current financial statement, funding for the NHDP, the appraised valuations of the lots in the lot inventory, and closing out of Fiscal Year 2023.

c. Partnership and Program Development Committee: Janae Ladet, Chair

Director Ladet reported that the Partnership Committee met and reviewed the results of the GIS mapping project prepared by Shelby Duncan of Community Lattice.

d. Real Estate Acquisition and Disposition Committee: Victor Mondragón, Chair

Don Hughes reported that the READ Committee met to discuss the status of the development of the Yellow Cab site, data related to the lot price analysis, and the presentation by The Goodman Corporation with regard to the Settegast Project.

Mr. Hughes reported that the analysis conducted of the median household income by neighborhood yielded a key finding which revealed that the buyers can only afford houses priced between \$200,000 to \$215,000 as their average income is in the \$30,000 to \$40,000 range. Most buyers are only able to afford a monthly mortgage payment of approximately \$1,500 before taxes and insurance. He also reported that the home builders are concerned about the current lot sale prices.

Mr. Hughes asked if HLB can operate a sustainable housing program if 5,000 square foot lots are necessary, and does not recommend increasing the lot prices at this time.

e. Procurement and Oversight Committee: Jesus DeAnda, Chair

Chairman Zeis reported that the Procurement and Oversight Committee met on Monday which included Christa Stoneham, Jesus DeAnda, LaTosha Okoiron, and Jen Allison to discuss the RFQ for various professional services. Chairman Zeis said he was impressed with the diversity of the pool of vendors to choose from.

VI. President's Report: Christa Stoneham, CEO/President

Ms. Stoneham announced the hiring of Charles Keys who will manage the assets and dispositions for the HLB and work to reduce the number of home builders who are out of compliance with regard to their construction contracts. She then mentioned the creation of the Community Purpose Lot Program last month, and the need for the HLB to take the lead on stakeholder engagement to facilitate information gathering from local developers.

Ms. Stoneham then reported that LaTosha Okoiron attended the 45th Annual Advanced Real Estate Law Course: Land Banking. She requested Ms. Okoiron to report on her experience at the course. Ms. Okoiron indicated that there was great interest in HLB's programs, and that this course was another opportunity to learn about land banking.

Lastly, Ms. Stoneham reminded everyone that the Builders RFQ ends tomorrow.

VII. Houston Land Bank Real Estate Inventory Presentation: Donald Hughes

Chairman Zeis requested that the Board discuss this Agenda item in Executive Session before taking any action on this item.

Director Bess made a motion for the Board to enter into Executive Session to discuss the status of the lot inventory which motion was duly seconded by Director Palay. The Board then entered into Executive Session at 12:29 p.m.

At 1:01 p.m., Director Bess made a motion to adjourn the Executive Session and return to the regular meeting which motion was duly seconded by Director Palay and passed with the unanimous vote of the Board. The meeting returned to its regular session at 1:03 pm.

Chairman Zeis announced that any action on this Agenda item will be taken at the next Board meeting.

VIII. Board Action Items

a. **Consideration and Possible Action to Approve the Successful Bidders under the Request for Qualifications for Professional and Technical Real Estate Development Services**

Ms. Stoneham announced that approval of this Agenda item will authorize HLB to create a resource pool of professional and technical real estate developers as described in the Houston Land Bank Request for Qualifications for Professional and Technical Real Estate Development Services issued March 31, 2023. She noted that each of the successful vendors will then qualify for one 2- year term.

Ms. Stoneham noted that the HLB issued this RFQ on March 31, 2023, which closed on April 27, 2023. As a result of the RFQ, 53 submissions were received among the various categories, with 38 of those being successful vendors as determined by HLB staff. Each submission category had an HLB procurement panel of four staff members reviewing and evaluating the submissions. The evaluation criteria were based on those posted in the RFQ.

The HLB conducted its search for consultants for the following areas of expertise: market analysis and feasibility services, urban programming and community engagement services, master urban planning services, architectural design services, engineering services, historic preservation services, environmental and brownfield consultants, construction estimation services, tactical urbanism services, real estate brokerage services, and fundraising services.

The HLB welcomed respondents certified as HUBs or MWBEs (Minority Women, Business Enterprise) by the City of Houston or comparable public entities. HLB's goals in seeking statements of qualifications include:

1. Qualify firms to support housing, community, and economic development planning efforts in various Houston neighborhoods to guide affordable home development strategy and provide community-centric real estate development and redevelopment plans as needed.
2. Organize firms by area of expertise and capacity to identify potential team members for numerous projects and as-identified project needs.
3. Encourage and support holistic and resilient planning and development efforts that create affordable housing units and encourage community-centric redevelopment of underutilized land tracts in various Houston sub-markets.

After review and evaluation of the submissions, the scoring results contain the points assessed for each submission based on the highest possible points of 100 (see below). Submissions receiving a combined average score of 80 points or more were considered successful and be included in the contractor pool upon Board approval.

Historic Preservation Consultants

Post Oak Preservation Solutions, LLC Combined Score: 98.75

Urban Planning and Programming

Architangent Combined Score: 89.5
Asakura Robinson Combined Score: 98
UH – Community Design Resource Center Combined Score: 74.25
Hines Architecture + Design Combined Score: 63
Opticos Design, Inc Combined Score: 86.50
Realinc, LLC Combined Score: 71.25
Street Plans Combined Score: 68.75
SWA Group Combined Score: 95.50
TBG Partners Combined Score: 93.37
The Goodman Corporation Combined Score: 94.75
UltraBarrio Combined Score: 93.75

Engineering Services

Doucet & Associates, Inc. Combined Score: 100
The Goodman Corporation Combined Score: 100

Architectural Design Services

3rd Business Solutions Combined Score: 70
Architangent Combined Score: 97.50
Asakura Robinson Combined Score: 99.50
Element Architects Combined Score: 98.75
GSMA Combined Score: 100
HarrisonKornberg Architects Combined Score: 94
Hines Architecture and Design Combined Score: 82.75
Mirador Group Combined Score: 96.75
Opticos Design, Inc. Combined Score: 96
TBG Partners Combined Score: 94.75
UltraBarrio Combined Score: 98.75

Construction Estimation Services

Urbangreen Spaces Combined Score: 81.25

Urban Tactical Services

Asakura Robinson Combined Score: 94.75

UH-Community Design Resource Center Combined Score: 82.50

Community Lattice Combined Score: 53.25

Realinc, LLC Combined Score: 60

Street Plans Combined Score: 97.50

UltraBarrio Combined Score: 98.25

Realty Brokerage Services

Berkshire Hathaway Premier Properties Combined Score: 85.37

CCD Ventures LLC Combined Score: 92.50

Cortney Johnson Combined Score: 0.00 (incomplete)

Equinox Realty Group Combined Score: 70.75

ERA Legacy Living Combined Score: 83

George E. Johnson Properties LLC Combined Score: 98.75

KLPTX Group, LLC Combined Score: 91.87

Realinc, LLC Combined Score: 87.37

Transwestern Combined Score: 77

Yves Ozoude Combined Score: 82.25

Environmental and Brownfield Consultant

Community Lattice Combined Score: 100

Ensafe Combined Score: 100

The Goodman Corporation Combined Score: 89.5

Market Analysis and Feasibility

3rd Business Solutions Combined Score: 67.50

Community Lattice Combined Score: 78.50

Hines Architecture + Design Combined Score: 64.50

Realinc, LLC Combined Score: 72.00

The Goodman Corporation Combined Score: 95.25

Fundraising Services

Amny Consulting Group, LLC	Combined Score: 95
Citrine Solutions Group	Combined Score: 72
Community Lattice	Combined Score: 98.75

Director Morales made a motion to approve the named highlighted successful bidders under the Request for Qualifications, which motion was then duly seconded by Director Mugerza.

Director Collins and Director Morales voiced concerns that they have business relationships with one or more of these vendors and therefore would need to abstain from voting on this Agenda item. Chairman Zeis agreed to postpone the vote on this Board Action Item until the next meeting.

IX. Executive Session

Director Bess made a motion for the Board to enter into Executive Session to discuss the status of the lot inventory which motion was duly seconded by Director Palay. The Board then entered into Executive Session at 1:29 p.m.

At 1:01 p.m., Director Bess made a motion to adjourn the Executive Session and return to the regular meeting which motion was duly seconded by Director Palay and passed with the unanimous vote of the Board. The meeting returned to its regular session at 1:03 pm.

X. Board Member Comments

Nothing to report.


XI. Adjournment

Chairman Zeis asked if there were any additional matters to be discussed or considered by the Board. Hearing none, this regular Board meeting then adjourned at 1:17 p.m. with the motion of Director Collins which was duly seconded by Director Mugerza and passed with the unanimous vote of the Board.

Minutes Prepared By:

Mark Glanowski (Paralegal) of Winstead PC and
Graciela Saenz of Law Offices of Graciela Saenz, PLLC

Signed on the 10/06 / 2023, 2023.


Secretary