

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

**December 4, 2024
THE POST – COMMON DESK BOARDROOM, STE 200
402 FRANKLIN, HOUSTON, TX.**

cc

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 The Post, Common Desk Boardroom, Ste. 200, located at 401 Franklin Street, Houston, Texas. Written notice of the rescheduled regular meeting, which included the date, hour, place, and agenda for the regular meeting, was posted in accordance with the Texas Open Meetings Act.

The board members in attendance were:

David Collins	Danielle Keys Bess
Matt Zeis, Chair	Francisco Castillo
Marilyn Muguerza	Chrishelle Palay
Tonzaino Bailey	

Others in attendance included: Christa Stoneham, Chief Executive Officer/President of the HLB; LaTosha Okoiron, In-House Legal Counsel and Compliance Director for the HLB; Isai Mendez, Finance Director for the HLB; Graciela Saenz outside Legal Counsel for HLB; Ms. Lindsey Williams, Director of Community Development for the HLB; Ms. Melanie Young, Director of Operations; Donesha Albrow, Program Manager for the HLB; Charles Keys, Asset and Disposition Manager for the HLB; LeKendra Drayton, Administrative Assistant for the HLB.

There was a preliminary session before the meeting, and we were called to order at 5:10 p.m. due to lack of quorum. Chair Zeis made a quick report. The meeting was finally called to order when Board Member Castillo joined the meeting, and the meeting officially started at 5:15 p.m.

- I. Chair Zeis made the roll call, and a quorum was present to begin the deliberations.
- II. Public Speakers & Registered Attendees – there were no public speakers or attendees.
- III. Consideration and Adoption of Meeting Minutes for October 17th, 2024, Board Meeting. One correction to the minutes was made for the name of Board member Francisco Castillo. The minutes are to be corrected to reflect his last name as Castillo as opposed to the minutes that reflected Garcia.
Change to the minutes were accepted and the items moved by Bd Member F. Castillo and 2nd by Bd Member Keys-Bess. Item unanimously passed.
- IV. Chairman's Greeting by Matt Zeis – stated that only had a small presentation and confirmed the meeting of the Executive Committee to go over the agenda.

V. Committee Reports:

a. Executive Committee - allowed the President/CEO Stoneham to give report. Ms. Stoneham reported the following:

- Attended the opening ceremony for AA Exhibit about housing disparities.
- Attended the Faith and Affordable Housing Summit hosted by the Houston Housing Authority and had the COH Housing Dept; the Houston Land Trust and everybody from the groups working on affordable housing participated in discussion regarding comprehensive housing strategies.

Board Member Castillo asked - How much undeveloped land are owned by Churches that need to be developed and looking at how to develop.

Christa stated that the faith-based sponsored by CM Thomas spoke of these opportunities and the goal was to get them to look at how to use them to provide affordable housing. She asked if CM Castillo attended, and he stated no.

Ms. Stoneham then stated that the HLB was featured by People's Practice Wanted. This would be a partnership with Fannie Mae. The article was written to show many designs for the adaptation of ADA compliant design, transforming underutilized properties into vibrant spaces. These articles are intentional for getting the word out about what the HLB can do.

There was an RVP Conference as well -Center for Community Progress which is created every two years and HLB was invited to speak on the work they are doing.

Ms. Stoneham then introduced a new HLB Team member, Ms. Melanie Young, who will be the new Director of Operations. She brings with her an impressive tech background in housing.

She also announced that there was a check ceremony for a \$21,000 donation from Veritex Bank.

She also stated that there is an opening for a Brokerage company and cleaning services for development of an RFQ. She stated that when trees fall on properties there needs to be cleaned up to better protect the HLB's assets and this will help the team.

Thirty-five properties are available, and 10 to 11 properties are about ready and ready to get the properties on the market.

Ms. Stoneham also gave the following as upcoming events:

- Community Meeting held for discussion on the 7811 Harrisburg site. It is presently a brownfield in the East End and is now free and clear for development. The work now is to work with the community in partnership w CM Joaquin Martinez (District I). There is discussion about a 51% mixed use. The sponsored meeting w CM Martinez will be this Saturday, Dec 7 at the Magnolia Park Multi-Service Center from 8 to 10 a.m. What will their vision for this site be?

- There will then be another meeting, Jan 25, 2025, to present to the community what HLB may think they heard from the community and then a final meeting sometimes afterwards with a presentation of plans for the area.

The HLB is working through an EPA Brownfield grant of \$500,000 and another program will get the feasibility study to know the needs such as size and hopefully should have final report by the end of Feb. 2025.

In another project and in partnership with the Houston Land Trust and Centerpoint, the HLB will be hosting an immersive event at the Authenticus Inc. Warehouse located at 6309 Guhn Rd., Bldg B, Houston, Tx. on Friday the 13th of Dec from 10 a.m. to 2 p.m. The event will have architects from all the areas of the communities and help with cataloguing home designs which will then be available and completed by Sept 2025. What can a home look like? The Workshop is “Make Your Voice Heard,” especially for residents and the community voice.

- b. Finance Committee – No report by Danielle Keys Bess, Chair but the budget and financial are in the board packet.
- c. Partnership & Program Development Committee Report – Chrishelle Palay, Chair – no report.
- d. Real Estate Acquisition & Disposition – Tonzaino Bailey, Chair – the information as given by the Executive Committee report gave information.
- e. Procurement and Oversight – Board Member Elaine Morales, Chair was absent. CEO Stoneham stated that the Procurement Committee is looking at two items: providing legal services for land acquisitions and other legal needs that the HLB may have. There were several legal firms that applied and all five scored enough to qualify as vendors including Winstead and Husch Blackwell. They were all qualified and could be used in the future by the HLB. Also discussion about General Contractor services

VI. Board Action Items –

- a. Consideration and Possible action to Approve the 2024 Houston Land Bank Legal Service Providers per the RFQ for Legal Services as posted on August 30, 2024. The motion was made by Bd Member Bess and second by Board Member Castillo. Discussion followed passed w/unanimously approval. -

ITEMS b and c were held back due to one of the board members who has conflict and once he leaves the board meeting would lose quorum.

d. Consideration to approve Adapta, Inc as the service provider management of the EPA Grant Management Services. Moved by Bd Member Bess and second by Bd Member Murgueza. Discussion followed – the management would be a 4-year oversight contract of a \$5 million dollar grant for clean up of contaminated lots. The grant requires oversight of procurement reports and other EPA reports, as well as the needed community engagement. The item was unanimously passed and approved.

- e. Consideration and authorization of the of 0 Arabell to the Greater Ward African Methodist Episcopal Church. The purchase price is based on fair market value. Item was

moved by Bd Member Bailey and second by Bd Member Murgueza. Discussion followed:

Bd Member Collins asked if the property could be given to the church, but the answer was no. It had to be sold for the fair market value of \$40,000. The vote was held with Bd Member Collins abstaining from the vote and item was finally approved.

- f. Consideration was given to authorize the exchange of an HLB lot located at 8305 Brandon, previously awarded to Europa Homes, for the HLB inventory lot located at 4406 Larkspur to Europa Homes due to encroachment that would not permit the construction of an affordable home. They requested a swap for something favorable. Item was moved by Bd Member Bailey and seconded by Bd Member Castillo. Discussion ensued. Bd Member Bess asked about the encroachment. A description was made by staff that the lot was positioned in the middle of church activity and not in a suitable location. The property was appraised for \$75,000 and as of now the church cannot purchase it. They are using the property for now. Vote held and the motion was unanimously approved. –

VII. Executive Session – No need for any items to go into executive session.

Adjourned at 6:01 p.m.

Meeting Minutes Prepared By:

Mark Glanowski (Paralegal) of Winstead PC and

Graciela Saenz of Law Offices of Graciela Saenz, PLLC

Signed on the 02/21 / 2025, 2025

Elaine Morales

Houston Land Bank Secretary

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