

**HOUSTON LAND BANK
MINUTES OF THE BOARD OF DIRECTORS SPECIAL MEETING
OPEN SESSION
HOUSTON, TEXAS**

November 5, 2020

A special 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 by video conference due to the City of Houston Stay Home Work Safe Order, and Governor Abbott's Executive Order Regarding Public Meetings during the time of the COVID 19 pandemic, in Houston, Texas, on Thursday, November 5, 2020 at 12:00 p.m. Written notice of the special meeting, which included the date, hour, place and agenda for the special meeting, was posted in accordance with the Texas Open Meetings Act.

Board members in attendance were:

Matt Zeis	Mario Castillo
David Collins	Curtis Lampley
Antoinette Jackson	Jesus DeAnda
Carol Galloway	John David Vasquez

Board members absent were: Laurie Vignaud, Victor A. Mondragón, Courtney Johnson Rose and Pastor Steve Hall

Others in attendance included: Anne Haynes, the CEO/President for the Houston Land Bank; Jennifer Allison, Property Operations and Engagement Manager of the Houston Land Bank; David Benson, Director of Organizational Excellence for HLB; Marye Barba, Administrative Assistant for HLB; Greg Erwin and Mark Glanowski (Paralegal) of Winstead PC, outside legal counsel for the HLB; Gonzalo Gonzalez, Director of Finance and Accounting for HLB; Gracie Saenz, In-house counsel for HLB; Darice Harris, Legal Counsel and Program Director for HLB; Christa Stoneham, Board Liaison Ex-Officio Board Member; Nicholas J. Foran, appointee to the HLB Advisory Board; Ivan Zapata, Project Manager for Real Estate & Acquisitions for the HLB; and Rupa Sen, Real Estate Manager for the City of Houston.

I. Call to Order and Roll Call

Chairman Matt Zeis called the special meeting to order at 12:08 p.m. A roll call of the Board members in attendance immediately followed. Chairman Zeis noted that a quorum of the Board was present.

II. Public Speakers

Ms. Haynes stated that no public speakers signed up to attend the special meeting by the 5:00 p.m. deadline on Wednesday, November 4, 2020.

III. Board Action Items

- a. Consideration and Possible Action to Execute a Professional Services Contract with the ESE Partners to Provide Final Phase II Environmental Analysis Services of \$11,800**

Director Castillo made a motion to move this Agenda item to after the Executive Session portion of the special meeting which motion was duly seconded by Director Galloway and passed with the unanimous vote of the Board.

IV. Executive Session

- a. Discussion of Potential Acquisition of Real Property**

The Board was then placed in to a virtual breakout room at 12:15 p.m. for the Executive Session.

Chairman Zeis requested that the Executive Session portion of the Special meeting now be closed and reconvene the Special Meeting in the Open Session to vote on the action to execute a contract with ESE Partners to provide final Phase II environmental analysis services for \$11,800.

The Open Session was reconvened at 12:59 pm, however, Chairman Zeis noted that the Board no longer had a quorum to take the vote on the matter for the contract with ESE Partners for the monitoring wells as Director Galloway and Director Jackson dropped off the video conference. Chairman Zeis then adjourned the meeting at 1:00 pm due to the lack of a quorum of the Board.

V. Board Update Items

- a. Discussion of Pre-Qualified Planning Vendors for Planning and Economic Development consulting professional services, resulting from the Urban Planning RFQ of 2020**

Nothing to report.

- b. Review of Program Committee recommendation for Board Approval Regarding the Houston Land Bank Limited Alternative Land Use Program (Prior Right of First Refusal Program)**

Nothing to report.

- c. Update and Discussion Regarding Proposed Adjustments to New Home Development Program Held Properties List**

Nothing to report.

- d. Discussion of Potential Financing for the Acquisition of Real Property**

Nothing to report.

VI. Adjournment

Chairman Zeis noted that Director Galloway and Director Jackson exited the video conference at 1:00 p.m. therefore the special Board meeting was adjourned at 1:00 p.m. due to the lack of a quorum of the Board.

Minutes Prepared By:

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

Signed on the ____ day of _____, 2020. 12 / 22 / 2020

Maria Castillo

Secretary

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