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

June 12, 2025

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 United Way Building located at 50 Waugh Drive, Houston, Texas, on Thursday, June 12, 2025 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-Diaz	David Collins
Matt Zeis	Chrishelle Palay
Ge'Juan Cole	Marilyn Muguerza
Thomas Simpson	

Board directors absent were: Francisco Castillo, Janae Ladet and Dwantrina Russell. Others in attendance included: Christa Stoneham, Chief Executive Officer/President of the HLB; LaTosha Okoiron, in-house counsel and Compliance Manager; Isai Mendez, Finance Director for the HLB; Lindsey Williams, Director of Community Development for the HLB; 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; Graciela Saenz, outside legal counsel to the HLB, and Mark Glanowski (Paralegal) of Winstead PC.

I. Call to Order and Roll Call

Chairman Zeis called this regular meeting to order at 12:19 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 now present for this meeting.

II. Public Speakers & Registered Attendees

Nothing to report.

III. Consideration and Adoption of Meeting Minutes

a. April 10, 2025 Board Meeting

Chairman Zeis then requested that the vote on the approval of the minutes for the April 10, 2025 regular meeting of the Board which were previously circulated for review and comment be passed over at this time in order to vote on approvals for the Action Items on the Agenda.

IV. Chairman's Greeting: Matt Zeis

Chairman Zeis thanked everyone for attending today's meeting.

V. Swearing-in and Oath of Office of Newly (C.J. Eisenbarth, Harger-Position Two & Thompson Simpson – Position Five) and Reappointed (David L. Collins, Sr. – Position One & Matt Zeis – Position Three and Board Chair) Houston Land Bank Directors

Gracie Saenz proceeded with the Oath of Office swearing-in for Thomas Simpson who was newly appointed to the Board. Mr. Simpson introduced himself to the Board and stated that he works as a real estate economic and financial consultant.

VI. Committee Reports:

a. Executive Committee: Matt Zeis, Chair

Chairman Zeis reported that the Executive Committee met the previous week to discuss the fiscal year 2026 budget revisions in addition to the other items on the meeting Agenda. The Committee also discussed the progress with those builders that are out of compliance under their construction contracts. The Committee then discussed the status of the pipeline of buyers to be generated for the New Hope Development housing program.

b. Finance Committee: Open Chair

Chairman Zeis reported that the Finance Committee meet last week regard to the discussions with the Houston Housing Director concerning funding for the next fiscal year which begins July 1, 2025. He noted that this Committee needs a Chair to lead and manage this Committee.

c. Partnership and Program Development Committee: Chrishelle Palay, Chair

Director Palay reported that the Partnership Committee meet to discuss the scoring the applications submitted for the Community Purpose Lots. She requested assistance from the other Board members to score the applications. Lastly, she noted that name of the Juice & Justice initiative is a concern for some attendees, and therefore is in need of re-branding to the name of "Sip & Sustain."

d. Real Estate Acquisition and Disposition Committee: Open Chair

Donesha Albrow reported that the Real Estate Acquisition and Disposition Committee met May 28, 2025 to discuss the design updates for the Traditional Builder lots located within the flood plain and the increase in the builder costs associated with construction within the flood plain. The Board may consider utilizing funds from Harris County to cover these additional costs.

Ms. Albrow reported that the READ Committee is wrapping up the scoring for the submissions from the builders for sale of lots during the recent Round 9 Lot Sales. The scoring results will be submitted to the Board for review in July. The Committee also discussed the status of the replats in progress, however some had to be re-submitted to obtain approval.

Lastly, Ms. Albrow reported that the READ Committee discussed the status of the builders who are out of compliance under their construction contracts.

e. **Procurement and Oversight Committee: Elaine Morales-Diaz, Chair**

Director Morales-Diaz reported that the Procurement and Oversight Committee met June 2, 2025 to discuss the response for the procurement concerning Acres Homes, and to move forward with the three vendors who submitted bids for the RFP for cleaning services.

Lastly, she reported that there are two active procurements open.

VII. Board Action Items

a. **Consideration and Possible Action to Approve the Land Banking Interlocal Agreement between Harris County and the Houston Land Bank.**

Chairman Zeis announced that this Agenda item will authorize the HLB to conduct land banking in Harris County under a one-year Land Banking Interlocal Agreement with Harris County local government.

Director Morales-Diaz made a motion to approve the Land Banking Interlocal Agreement with Harris County which motion was seconded by Director Muguerza and approved with the unanimous vote of the Board.

b. **Consideration and Possible Action to Accept and Acknowledge Subrecipient Agreement under the American Rescue Plan Act (ARPA) with Harris County.**

Chairman Zeis announced that this Agenda item will authorize the HLB to execute the Subrecipient Agreement with Harris County to initiate funding under the Act.

Director Cole made a motion to accept the Subrecipient Agreement with Harris County under the American Rescue Plan Act, which motion was duly seconded by Director Collins and approved with the unanimous vote of the Board.

c. **Consideration and Possible Action to Approve the Successful Bidders (Proedge Cleaning Services, Schliks Home & Commercial Services, and Twins Construction & Home Repair Services, LLC) under the Request for Proposals for Cleaning Services re-issued April 14, 2025.**

Chairman Zeis announced that this Agenda action item is necessary to facilitate the cleaning of HLB-NHDP constructed homes and HLB office space.

Director Muguerza made a motion to approve the successful bidders under the RFP for cleaning services, which motion was duly seconded by Director Morales-Diaz and approved with the unanimous vote of the Board.

d. **Consideration and Possible Action to Adopt the Houston Land Bank Proposed Fiscal Year 2026 Budget.**

Chairman Zeis announced that this item will authorize the HLB to submit the proposed preliminary budget for Fiscal Year 2026 to the City of Houston, as required by local government corporation regulations.

The preliminary budget is based on historical costs and anticipated operational needs for the upcoming year. It includes administrative expenditures, staff salaries and essential operating expenses, as well as maintenance costs for HLB's real estate assets. The budget accounts for specific program activities and their associated costs, ensuring that financial planning aligns with the organization's goals and ongoing initiatives.

Director Morales-Diaz asked for disclosure of the amount of funds the City of Houston is directly funding to the HLB. Chairman Zies indicated that the City would be funding $750,000.00.

Director Collins made a motion to adopt the proposed Fiscal Year 2026 budget, which motion was duly seconded by Director Muguerza and approved with the unanimous vote of the Board.

e. **Consideration and Possible Action to Approve Houston Land Bank's CEO to execute the agreement to accept $90,000.00 grant funds from the Rockwell Fund, Inc. for Rooted in Kashmere Gardens as described in the April 23, 2025 proposal submitted by the Houston Land Bank**

Ms. Stoneham announced that this Agenda item relates to request for approval of the one-year grant from the Rockwell Fund, Inc. in the amount of $90,000.00 in support of Rooted in Kashmere Gardens, an initiative focused on equitable redevelopment in Super Neighborhood 52. She noted that the Houston Land Bank owns 1.5-acres which is located just outside of the Kashmere Gardens neighborhood which land will need to be re-platted to consolidate a subdivision.

Director Palay made a motion to approve the agreement to accept $90,000.00 in grant funds from the Rockwell Fund, Inc., which motion was duly seconded by Director Cole and approved with the unanimous vote of the Board.

VIII. Executive Session

No need for any Agenda items to go into Executive Session.

IX. Board Member Comments

No comments.

X. 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 12:26 p.m. upon the motion of Director Collins which was duly seconded by Director Palay 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 _____ day of __________, 2025.

____
Secretary

Signature: Elaine Morales
Elaine Morales (Aug 27, 2026 10:19:26 CDT)
Email: elainemoralesdiaz@gmail.com

HLB Regular Meeting Minutes June 2025 Approved August 14 2025

Final Audit Report 2026-08-27

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