

# **PORT ARTHUR HOUSING AUTHORITY**

## **Board of Commissioners Regular Meeting**

**January 10<sup>th</sup>, 2023 at 5:30 p.m.**



### **Board Membership**

Debra Ambrose, Commissioner  
Roosevelt Petry, Commissioner  
Rhonda Conner, Commissioner  
Fred Vernon, Commissioner  
Brent Smith, Commissioner

### **Executive Director**

Seledonio "Cele" Quesada



EXECUTIVE DIRECTOR  
CELE QUESADA

COMMISSIONERS:  
DEBRA AMBROISE  
ROOSEVELT PETRY  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

**HOUSING AUTHORITY OF THE CITY OF PORT ARTHUR  
BOARD OF COMMISSIONERS**

Notice is hereby given that on **Tuesday the 10<sup>th</sup> day of January, 2023 at 5:30 p.m.**, the Board of Commissioners of the Housing Authority of the City of Port Arthur will hold a special meeting. The Port Arthur Housing Authority offers accommodations for persons accessing its facilities, as required by the Americans with Disabilities Act. If you require special accommodations, please contact the Port Arthur Housing Authority office for assistance. Hearing impaired may contact Relay Texas 1-800-735-2989 or TDD.

Open Meeting – 5:30 p.m.

1. Call to Order
2. Roll Call
3. Invocation
4. Pledge of Allegiance
5. Minutes for November 15, 2022 Regular Meeting
6. Consideration and discussion of a motion to approve the nomination and election of Officers of the Board of Commissioners.
7. Consideration and discussion of a motion to approve Contract Amendment #3 regarding Change Order #3 of Contract No. C22005, Valley View Estates Exterior Painting.
8. Consideration and discussion of a motion to approve NTE increase for PBJ for Project Management & Mixed Finance Real Estate.
9. Consideration and discussion of a motion to approve Contract Award to PMGR Development Group for the installation of gutters at Valley View Estates.
10. Consideration and discussion to move into Executive Session – Convene an Executive Session to discuss:
  - A. Personnel matters in accordance with Section 551.074 of the Texas Government Code
  - B. Legal Issues in accordance with Section 551.071 of the Texas Government Code
  - C. Real Estate matters in accordance with Section 551.072 of the Texas Government Code
11. Future Agenda Items
12. Adjournment

Done and posted the 5<sup>th</sup> day of January, 2023 at 12:02pm at the PORT ARTHUR HOUSING AUTHORITY ADMINISTRATION BUILDING and PROPERTIES, in Port Arthur, Texas before 5:30 p.m.

Delivered by:  Received by: 

HOUSING AUTHORITY OF THE CITY OF PORT ARTHUR  
920 DEQUEEN, P.O. BOX 2295, PORT ARTHUR, TEXAS 77643  
(409) 982-6442. FAX (409) 983-7803

# Housing Authority of the City of Port Arthur

## Table of Contents

January 10<sup>th</sup>, 2023

### OPEN MEETING 5:30 P.M.

- Call to Order
- Roll Call
- Invocation
- Pledge of Allegiance

### MISSION STATEMENT

To provide adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

*- Board of Commissioners  
Port Arthur Housing Authority*

### MINUTES

### Page

Approval of Minutes

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### DISCUSSION/POSSIBLE ACTION

- Consideration and discussion of a motion to approve Contract Amendment #3 regarding Change Order #3 of Contract No. C22005, Valley View Estates Exterior Painting 4-7
- Consideration and discussion of a motion to approve NTE increase for PBJ for Project Management & Mixed Finance Real Estate 8-9
- Consideration and discussion of a motion to approve Contract Award to PMGR Development Group for the installation of gutters at Valley View Estates 10-12



**EXECUTIVE DIRECTOR**  
CELE QUESADA

**COMMISSIONERS:**  
DEBRA AMBROISE  
ROOSEVELT PETRY  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

**January 10, 2023**

**Subject:        Consideration and discussion of a motion to approve the minutes from the Board of Commissioners Special Meeting on November 15, 2022.**

**Recommendation:**

A recommendation is being made for the Board to approve the minutes for the Board of Commissioners Special Meeting on November 15, 2022.

**Background:**

A special meeting was held on November 15, 2022 at 920 DeQueen Blvd., Port Arthur, TX 77640 and via teleconference. See attached copy of the minutes.

**Budget/Fiscal Effect:**

None

**Staffing/Employee Effect:**

None

MINUTES OF THE SPECIAL  
MEETING OF THE HOUSING AUTHORITY  
OF THE CITY OF PORT ARTHUR, TEXAS HELD ON  
THE 15<sup>TH</sup> OF NOVEMBER, 2022.

The Board of Commissioners of the Housing Authority of the City of Port Arthur, Texas, met in Regular Session on Tuesday, November 15, 2022 at 920 DeQueen Blvd., Port Arthur, TX 77640 and via telephone conference US Toll-free (844) 857-5555; Meeting ID: 7805200.

Agenda Item No. 1 – Call to Order. The meeting was called to order at 5:15 p.m. by Robert Reid, Chairman.

Agenda Item No. 2 – Roll Call. Seledonio Quesada, Executive Director noted the following attendance:

PRESENT: Board Members in Attendance:  
Robert Reid, Chairman (via telephone)  
Melvin Getwood, Ph.D., Vice-Chairman  
Bart Bragg, Commissioner  
Debra Ambrose, Commissioner (via telephone)

ABSENT: Cleveland Keal, Commissioner

STAFF: Shanel Dixon, Director of Affordable Housing (via telephone)  
Wendy Bledsoe, Operations HR/ Finance Analyst  
Jaclyn Herrington, Procurement Officer  
Anicia Salinas, HCV Program Manager  
Horatio Dumas, Accounting Director

CONTRACTORS: Cris Feldman, Attorney  
Hannah LaCour, Legal Assistant

VISITORS: None

Agenda Item No. 3 – Invocation. The invocation was given by Vice-Chairman Melvin Getwood.

Agenda Item No. 4 – Pledge of Allegiance. This was spoken by all.

Agenda Item No. 5 – Consideration and discussion of a motion to approve the minutes from the Regular Board of Commissioners Meeting held on Monday, October 24<sup>th</sup>, 2021. The motion was made by Commissioner Bragg and seconded by Commissioner Ambrose.

AYES: All

NAYS: None

The motion carried.

Agenda Item No. 6 – Executive Director/Secretary Report – Reports were made available by the Executive Director/Secretary regarding the various housing programs. An Internal Control Report was given that addressed any procurements, contracts and checks, open audit findings, the status of any open capital funds.

Agenda Item No. 7 – Consideration and discussion of Internal Auditor’s Report for FYE 2021. Report was distributed to the board members. Discussion to be held at a future date.

Agenda Item No. 8 – Consideration and discussion of a motion to approve award of Contract No. c22009, Annual Audit Services. The motion was made by Vice-Chairman Getwood and seconded by Commissioner Bragg.

AYES: All

NAYS: None

The motion carried.

Agenda Item No. 9 – Consideration and discussion of a motion to approve the 2022 Port Arthur Housing Authority Administrative Plan. The motion was made by Commissioner Ambroise and seconded by Commissioner Bragg.

AYES: All

NAYS: None

The motion carried.

Agenda Item No.10 – Consideration and discussion of a transfer of funds from Section 8 Administrative fees to Port Arthur Housing Corporation for funding of repairs at Villa Main. The motion was made by Vice-Chairman Getwood and seconded by Commissioner Ambroise.

AYES: All

NAYS: None

The motion carried.

Agenda Item No. 11 – Consideration and discussion to move into Executive Session-Executive Session - Convene an Executive Session to discuss:

- A. Personnel matter in accordance with Section 551.074 of the Texas Government Code
- B. Legal Issues in accordance with Section 551.071 of the Texas Government Code
- C. Real Estate matters in accordance with Section 551.072 of the Texas Government Code

Agenda Item No. 12 – Future Agenda Items – None

Agenda Item No. 13 – Adjournment

The motion to adjourn was made by Vice-Chairman Getwood and seconded by Commissioner Bragg, the following was recorded:

AYES: All

NAYS: None

Meeting adjourned at 5:41 p.m.

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Chairman, Board of Commissioners

ATTEST:

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Executive Director/Secretary



**EXECUTIVE DIRECTOR**  
CELE QUESADA

**COMMISSIONERS:**  
DEBRA AMBROISE  
ROOSEVELT PETRY  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

**January 10, 2023**

**Subject: Consideration and discussion of a motion to approve Contract Amendment #3 regarding Change Order #3 of Contract No. C22005, Valley View Estates Exterior Painting.**

**Recommendation:**

A recommendation is hereby made for the Board of Commissioners to approve Contract Amendment #3 to C22005 – Valley View Estates Exterior Repairs & Painting.

**Background:**

The Agency has uncovered unexpected and severe wood rot after removing the wood trim at Valley View Estates and is expanding on the Scope of Work of Contract No. C22005 to include complete 100% replacement of all wood trim with like materials instead of partial replacement or splicing. Geofill responded to the Agency’s request with a cost increase of \$125,350.00 and time extension of 60 days. The total NTE is still below the Agency’s original cost estimate for this project.

<b>GEOFILL CONSTRUCTION - C22005 - Valley View Estates Exterior Repairs &amp; Painting</b>	
<b>Contract Original Award NTE (7-25-22):</b>	<b>\$172,500.00</b>
<b>Contract Amendment #1 Change Order #1 (09-15-22):</b>	<b>\$171,662.00</b>
<b>Contract Amendment #2 Change Order #2 (10-18-22):</b>	<b>\$48,975.00</b>
<b>Contract Amendment #3 Change Order #3 (12-15-22):</b>	<b>\$125,350.00</b>
<b>TOTAL NTE:</b>	<b>\$518,487.00</b>

**Budget/Fiscal Effect:**

\$518,487.00 to be funded by GLO (General Land Office) Grant Funding Contract No. 19-097-040-B661 (awarded in the amount of \$747,377.00).

**Staffing/Employee Effect:**

None.

# PROPOSAL FROM GEOFILL FOR CHANGE ORDER #3



## Proposal

November 28, 2022

Property Name: Valley View Estates

Address: 5801 Twin City Hwy  
Port Arthur, TX 77642

### Description: Replacement of Door Trim, Corner Trim, and Inside Window Trim Change Order

- Replace trim around (416) doors
- Replace trim around all inset windows
- Replace all remaining corner trim
- Caulk all repairs
- Paint all replaced wood

**Total: \$125,350.00**

\_\_\_\_\_  
Authorized Signature  
Submitted by: Justin Ellington

**Bid does not include any hidden or unforeseen issues or damage. Issues will be addressed upon written consent from management. No sheetrock repair or paint included in bid unless noted. Repairs not guaranteed to match existing color, unless otherwise stated.**

**One year warranty included on workmanship and materials. Warranty does not cover acts of God. Bid good for (30) days.**



**ORIGINAL INDEPENDENT COST ESTIMATE PERFORMED FOR B22005:**

This Independent Cost Estimate (ICE) is being conducted as required by 2 CFR 200.323(a) and as detailed within Section 3.2 of HUD Procurement Handbook 7460.8 REV 2.

**DEFINITION:** An ICE is the Agency's estimate, based on previous history or current market conditions, of how much the Agency expects the item(s)/service(s) to cost.

**JUSTIFICATION:** The basis for this ICE is attached.

[Table No. 1

(1) Mark "X" if applicable	(2) Description
	Examined the price paid in the most recent contract(s) and factored in escalation or changed market conditions;
	Detailed cost estimate previously received from potential supplier/contractor;
	Published catalog or price list;
X	Other (explain): Estimate prepared by retained consultant (Sengsouvana)

[Table No. 2

(1) IFB Section	(2) Item No.	(3) Qty	(4) U/M	(5) Service Description	(6) Calculated Extended Total
3.2.1.1	1	1	Each	Firm fixed fee (labor and materials) to remove and replace wood, trim, eaves, and soffits; replace all rotten wood with like size Fiber Cement Hardie products; paint exterior of all buildings at Valley View	\$584,333.00
<b>Calculated Total (the sum of all foregoing "Calculated Totals")</b>					<b>\$584,333.00</b>
<b>Legend:</b>					
Columns (1)-(5): As listed within the IFB Documents issued.					
Column (6): Based on an estimate prepared by retained consultant.					

**PORT ARTHUR HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
SPECIAL BOARD MEETING  
TUESDAY, JANUARY 10, 2023**

**RESOLUTION NO. 01102023 - 01**

**APPROVAL OF CHANGE ORDER #3 TO CONTRACT NO. C22005,  
VALLEY VIEW ESTATES EXTERIOR REPAIRS & PAINTING**

**WHEREAS**, The Port Arthur Housing Authority awarded Geofill Contract No. C22005 to repair wood, trim, eaves, and soffits as well as paint the exterior of Valley View Estates in the amount of 172,500.00; and

**WHEREAS**, The Agency has uncovered unexpected and extensive wood rot after removing the damaged wood trim around the windows and doors. The Agency has expanded on the Scope of Work to include complete 100% replacement of wood trim around all doors and windows with like materials instead of partial replacement or splicing; and

**WHEREAS**, Geofill Construction has proposed the required costs of Change Order #3 mentioned above in the amount of \$125,350.00 to cover the additional replacement of all wood trim and labor; and

**WHEREAS**, Since the Scope of Work has been expanded, The Agency is also requesting an extension of 60 days to Contract No. C22005, for a new completion date of January 18, 2023.

**WHEREAS**, The amount proposed above still falls in line with the Agency's cost estimate and GLO funding amount.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port Arthur Housing Authority that Change Order #3 of \$125,350.00- and 60-day extension be applied to Contract No. C22005 - Valley View Estates Exterior Painting for a total award amount of \$518,487.00 and completion date of January 18, 2023.

**EXECUTED THIS 10<sup>th</sup> DAY OF JANUARY 2023**

\_\_\_\_\_  
**CHAIR**

**ATTEST:**

\_\_\_\_\_  
**SECRETARY**



EXECUTIVE DIRECTOR  
CELE QUESADA

COMMISSIONERS:  
DEBRA AMBROISE  
ROOSEVELT PETRY  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

January 10, 2023

**Subject:** Consideration and discussion of a motion to approve award of Contract No. C22013, Valley View Estates Gutter Installation.

**Recommendation:**

A recommendation is hereby made for the Board of Commissioners to approve a motion to award a contract to PMGR Development Group Corp., of Houston, Texas, in the amount of \$69,947.89.

**Background:**

An Invitation for Bids was conducted in keeping with the Agency’s Procurement Policy and Procurement Procedures to obtain a contractor for the exterior repairs and exterior painting of Valley View Estates. The solicitation has been open since September 30, 2022; three bids were received and were opened November 16, 2022 at 3:00 PM (CT). The following is a tabulation of those bids:

(1) Bidder	(2) Final Rank	(3) Base Bid
PMGR Development Group Corp.	1	\$69,947.89
Crystal Roofing	2	\$74,745.00
Priest Construction	3	\$89,950.00
*Responsive and Responsive Bidder that submitted the lowest cost.		

**Budget/Fiscal Effect:**

\$69,947.89 to be funded by GLO (General Land Office) Grant Funding Contract No. 19-097-040-B661 awarded in the amount of \$747,377.00.

**Staffing/Employee Effect:**

None.

**PORT ARTHUR HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
SPECIAL BOARD MEETING  
TUESDAY, JANUARY 10, 2023**

**RESOLUTION NO. 01102023 - 02**

**APPROVAL OF AWARD OF CONTRACT NO. C22013,  
VALLEY VIEW ESTATES GUTTER INSTALLATION**

**WHEREAS**, The Port Arthur Housing Authority requires a contractor to install a complete gutter system on all 29 buildings and clubhouse at Valley View Estates; and

**WHEREAS**, The Agency has conducted an Invitation for Bids in keeping with its Procurement policy and procedures; and

**WHEREAS**, PMGR Development Group Corp's bid was lowest responsible and responsive bid of the three bids received.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port Arthur Housing Authority that a contract for Brittany Place Exterior Painting Phase II shall be awarded to PMGR Development Group Corp in the amount of \$69,947.89.

**EXECUTED THIS 10<sup>th</sup> DAY OF JANUARY 2023**

\_\_\_\_\_  
**CHAIR**

**ATTEST:**

\_\_\_\_\_  
**SECRETARY**



**EXECUTIVE DIRECTOR**  
CELE QUESADA

**COMMISSIONERS:**  
DEBRA AMBROISE  
ROOSEVELT PETRY  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

**January 10, 2023**

**Subject: Consideration and discussion of a motion to approve award of Contract No. C22016, Project Management and Mixed Finance Real Estate Consulting Services to Sengsouvana Consulting, LLC**

**Recommendation:**

A recommendation is hereby made for the Board of Commissioners to approve a motion to award a contract to Sengsouvana Consulting, LLC, of Houston, Texas, in the annual NTE amount of \$165,000.00. This contract will be executed for the period of 1 year with the option, at the Agency's discretion, of 3 additional one-year periods, for a maximum total of 4 years (total aggregate NTE of \$660,000.00).

**Background:**

This contract is a piggy-back on a contract issued by the Housing Authority of the City of Montgomery, Alabama. A contract of this type requires a thorough review of how the RFP was conducted and awarded, to ensure that all steps were completed in compliance with HUD requirements and with the Agency's Procurement Policy.

**Budget/Fiscal Effect:**

\$165,000.00

**Staffing/Employee Effect:**

None.

**PORT ARTHUR HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
SPECIAL BOARD MEETING  
TUESDAY, JANUARY 10, 2023**

**RESOLUTION NO. 01102023 - 03**

**APPROVAL OF AWARD OF CONTRACT NO. C22016  
PROJECT MANAGEMENT and MIXED FINANCE CONSULTING SERVICES**

**WHEREAS**, The Port Arthur Housing Authority desires to retain project management and mixed finance real estate consultant services for development and construction related HUD program compliance; and

**WHEREAS**, such services will be assigned by PAHA to the project management consultant on an as needed basis which may include any of the following services:

1. Plans, directs and coordinates the development, acquisition, and redevelopment activities for the Port Arthur Housing Authority (the Agency) housing development programs following HUD requirements in order to ensure compliance with Federal, State, and local regulations.
2. Coordinates the preparation of applications for loans and grants available through State, Federal, and local agencies.
3. Provides input on project design and makes sure project plans and specifications are received in a timely manner.
4. Assists the construction team to ensure a financially feasible and operationally viable development in a timely and cost-effective manner.
5. Manages construction phase of the project as the owner's representative.
6. Schedules and attends monthly construction meetings with construction team to track project progress.
7. Oversees general contractor's request for payment and monitors costs related to design and construction as per the contract.
8. Manages the construction process including compliance with local government and lender requirements.
9. Recommends decisions regarding and process change order requests.
10. Coordinates the management of all contracts, expenditures, plans, organization activities, communication activities, governmental requirements, housing needs, and safety functions of the modernization, development, acquisition and construction program.
11. Maintains records and reports regarding modernization/development projects using a computer following HUD guidelines in order to submit reports to HUD.
12. Maintains monthly report of compliance schedule for all designated projects.
13. Secures architectural, construction and other project approvals from planning and building departments and other regulatory agencies, as requested.

14. Prepares portions of modernization proposals for each project from data collected for submission to the Department of Housing and Urban Development in conformity with HUD guidelines and existing policies of the Housing Authority.
15. Develops, prepares, and submits applications and budgets for federal funding for demolition and for the development of new units and modernization of existing units, as requested.
16. Assists in preparation of the Agency's modernization five-year and annual plans.
17. Assists with the development of strategic, long-term plan for the Agency.
18. Assists with due diligence requirements for Investors/Lenders at partnership/ loan closings.
19. Organizes, coordinates, documents and facilitates escrow closings, as requested.
20. Researches and recommends financial real estate development strategies for the Agency. Strategies shall include, but are not limited to, mixed finance, low-income housing tax credits, revenue bonds, private mortgage financing, and other financing approaches typically utilized in redevelopment projects.
21. Identifies and evaluates potential property and/or buildings for acquisition.
22. Performs ad-hoc duties as assigned – including, but not limited to, Real Estate Development, Maintenance and Property Financing.

**WHEREAS**, The Agency awarded a Piggyback contract based on a Request for Proposals conducted by the Housing Authority of the City of Montgomery, Alabama, in keeping with its Procurement policy and procedures; and

**WHEREAS**, the top firm scored highest in the evaluation process; and

**WHEREAS**, the top firm is Sengsouvana Consulting, LLC,

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port Arthur Housing Authority that a contract award for Project Management and Mixed Finance Real Estate Consulting Services shall be awarded to Sengsouvana Consulting, LLC, in a total amount not to exceed \$165,000.00. This contract will be executed for the period of 1 year with the option, at the Agency's discretion, of 3 additional one-year periods, for a maximum total of 4 years (total aggregate NTE of \$660,000.00).

**EXECUTED THIS 10<sup>th</sup> DAY OF JANUARY 2023**

\_\_\_\_\_  
**CHAIR**

**ATTEST:**

\_\_\_\_\_  
**SECRETARY**