

PORT ARTHUR HOUSING AUTHORITY

Board of Commissioners Special Meeting

March 14th, 2023 at 5:30 p.m.



Board Membership

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

Executive Director

Seledonio "Cele" Quesada



EXECUTIVE DIRECTOR
CELE QUESADA

COMMISSIONERS:
ROOSEVELT PETRY, CHAIRMAN
DEBRA AMBROISE, VICE-CHAIRMAN
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 **14th** day of **March, 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 January 23, 2023 Regular Meeting and February 16, 2023 Special Meeting
6. Consideration and discussion a motion to approve award of Contract No. C22015, Edison Square Drainage and Site Improvements.
7. Consideration and discussion of a motion to approve extension of Omnia Contract No. R192006, cooperative purchase with Lowe's Home Centers.
8. Consideration and discussion a motion to approve changing the logo for the Port Arthur Housing Authority.
9. Consideration and discussion a motion to approve Amending By-Laws to hold Regular Board Meetings on a different day of the month.
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. Consideration and discussion a motion to authorize forensic audit of O.W. Collins.
12. Consideration and discussion a motion to approve proposal to restructure partnership with Alliant, LP. as related to O.W. Collins.
13. Future Agenda Items
14. Adjournment

Done and posted the 10th day of March, 2023 at 10:59 am, at the PORT ARTHUR HOUSING AUTHORITY ADMINISTRATION BUILDING and PROPERTIES, in Port Arthur, Texas before 5:30 p.m.

Delivered by:

Received by:



EXECUTIVE DIRECTOR
CELE QUESADA

COMMISSIONERS:
ROOSEVELT PETRY, CHAIRMAN
DEBRA AMBROISE, VICE-CHAIRMAN
RHONDA CONNER
FRED VERNON
BRENT SMITH

March 14, 2023

Subject: Consideration and discussion of a motion to approve the minutes from the Board of Commissioners Regular Meeting on January 23, 2023 Special Meeting on February 16, 2023.

Recommendation:

A recommendation is being made for the Board to approve the minutes for the Board of Commissioners Regular Meeting on January 23, 2023 Special Meeting on February 16, 2023.

Background:

A regular meeting was held on January 23, 2023 and a special meeting was held on February 16, 2023 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 REGULAR
MEETING OF THE HOUSING AUTHORITY
OF THE CITY OF PORT ARTHUR, TEXAS HELD ON
THE 23RD OF JANUARY, 2023.

The Board of Commissioners of the Housing Authority of the City of Port Arthur, Texas, met in Regular Session on Monday, January 23, 2023 at 920 DeQueen Blvd., Port Arthur, TX 77640.

Agenda Item No. 1 – Call to Order. The meeting was called to order at 5:30 p.m. by Roosevelt Petry, Chairman.

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

PRESENT: Board Members in Attendance:
Roosevelt Petry, Chairman
Debra Ambroise, Vice-Chairman
Rhonda Conner, Commissioner
Fred Vernon, Commissioner
Brent Smith, Commissioner

ABSENT: None

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

CONTRACTORS: Leanna Ledet-McCown, ITEX
Paula Watts, ITEX
Cris Feldman, Attorney
Hannah LaCour, Legal Assistant

VISITORS: David Belvin, ITEX Representative

Agenda Item No. 3 – Invocation. The invocation was given by Commissioner Brent Smith.

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

Agenda Item No. 5 – Minutes for January 10, 2023 Special Meeting. A motion to approve the minutes was made by Vice-Chairman Ambroise and seconded by Commissioner Conner.

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.

Agenda Item No. 7 – Consideration and discussion to approve award of Contract No. C22011, Temporary Employee Services. Mr. Quesada requested the Board to table this item. A motion was made to table by Vice-Chairman Ambroise and seconded by Commissioner Conner.

AYES: All

NAYS: None

The motion carried.

Agenda Item No. 8 – Consideration and discussion of O. W. Collins Corporate Structure. No action was taken.

Agenda Item No. 9 – Consideration and discussion to move into 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

The motion to move into Executive Session was made by Commissioner Vernon and seconded by Vice-Chairman Ambroise.

The motion carried to go into Executive Session – In accordance with Texas Open Meetings Act, Section 551.072 at 5:34 p.m.

At 7:05 p.m. the Housing Authority Board of Commissioners returned to open session. Roll call by Seledonio Quesada, Executive Director noted the following in attendance:

PRESENT: Board Members in Attendance:
Roosevelt Petry, Chairman
Debra Ambroise, Vice-Chairman
Rhonda Conner, Commissioner
Fred Vernon, Commissioner
Brent Smith, Commissioner

ABSENT: None

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

CONTRACTORS: Leanna Ledet-McCown, ITEX
Paula Watts, ITEX
Cris Feldman, Attorney
Hannah LaCour, Legal Assistant

VISITORS: David Belvin, ITEX Representative

Agenda Item No. 10 – Future Agenda Items – Commissioner Orientation of Procurement

Agenda Item No. 11 – Adjournment

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

AYES: All

NAYS: None

Meeting adjourned at 7:15 p.m.

Chairman, Board of Commissioners

ATTEST:

Executive Director/Secretary

MINUTES OF THE SPECIAL
MEETING OF THE HOUSING AUTHORITY
OF THE CITY OF PORT ARTHUR, TEXAS HELD ON
THE 16TH OF FEBRUARY, 2023.

The Board of Commissioners of the Housing Authority of the City of Port Arthur, Texas, met in Special Session on Thursday, February 16, 2022 at 920 DeQueen Blvd., Port Arthur, TX.

Agenda Item No. 1 – Call to Order. The meeting was called to order at 6:00 p.m. by Roosevelt Petry, Chairman.

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

PRESENT: Board Members in Attendance:
Roosevelt Petry, Chairman
Debra Ambroise, Vice-Chairman
Rhonda Conner, Commissioner
Fred Vernon, Commissioner
Brent Smith, Commissioner

ABSENT: None

STAFF: Shanel Dixon, Director of Affordable Housing
Wendy Bledsoe, Operations HR/ Finance Analyst
Jaclyn Herrington, Procurement Officer
Horatio Dumas, Accounting Director

CONTRACTORS: Cris Feldman, Attorney (via Zoom)

VISITORS: David Belvin, ITEX Representative

Agenda Item No. 3 – Invocation. The invocation was given by Commissioner Brent Smith.

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

Agenda Item No. 5 – Public Comments – None

Agenda Item No. 6 – Procurement Presentation – given by Jaclyn Herrington.

Agenda Item No. 7 – Consideration and discussion of a motion to approve award of Contract No. C22011, Temporary Employee Services. A motion was made to table and move to reprocure was made by Commissioner Ambroise and seconded by Commissioner Conner.

AYES: All

NAYS: None

The motion carried.

Agenda Item No. 8 – Consideration and discussion to move into 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. 9 – Future Agenda Items – None

Agenda Item No. 10 – Adjournment

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

AYES: All

NAYS: None

Meeting adjourned at 7:00 p.m.

Chairman, Board of Commissioners

ATTEST:

Executive Director/Secretary



**EXECUTIVE DIRECTOR
CELE QUESADA**

COMMISSIONERS:
ROOSEVELT PETRY, CHAIRMAN
DEBRA AMBROISE, VICE-CHAIRMAN
RHONDA CONNER
FRED VERNON
BRENT SMITH

March 14, 2023

Subject: Consideration and discussion of a motion to approve award of Contract No. C22015, Edison Square Drainage and Site Improvements.

Recommendation:

A recommendation is hereby made for the Board of Commissioners to approve a motion to award a contract to Geofill Material Technology, of Schertz, Texas, in the amount of \$288,750.00.

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 December 30, 2022; two bids were received and were opened February 15, 2023 at 3:00 PM (CT). The following is a tabulation of those bids:

(1)	(2)	(3)
Bidder	Final Rank	Base Bid
Geofill Material Technology	1	\$288,750.00
Texas Plumbing LLC	2	\$445,000.00
*Responsive and Responsive Bidder that submitted the lowest cost.		

Budget/Fiscal Effect:

\$288,750.00 to be funded by GLO (General Land Office) Grant Funding Contract No. 19-097-043-B664 awarded in the amount of \$809,408.00.

Staffing/Employee Effect:

None.

**PORT ARTHUR HOUSING AUTHORITY
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
TUESDAY, MARCH 14, 2023**

RESOLUTION NO. 03142023 – 01

**APPROVAL OF AWARD OF CONTRACT NO. C22015,
EDISON SQUARE DRAINAGE AND SITE IMPROVEMENTS**

WHEREAS, The Port Arthur Housing Authority requires a contractor to complete the flood prevention measures as well as miscellaneous site improvements at Edison Square; and

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

WHEREAS, Geofill Material Technology'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 \$288,750.00.

EXECUTED THIS 14th DAY OF MARCH 2023

CHAIR

ATTEST:

SECRETARY



**EXECUTIVE DIRECTOR
CELE QUESADA**

COMMISSIONERS:
ROOSEVELT PETRY, CHAIRMAN
DEBRA AMBROISE, VICE-CHAIRMAN
RHONDA CONNER
FRED VERNON
BRENT SMITH

March 14, 2023

Subject: Consideration and discussion of a motion to approve extension of Omnia Contract No. R192006, cooperative purchase with Lowe's Home Centers

Recommendation:

A recommendation is hereby made for the Board of Commissioners to approve a contract renewal with Lowe's Home Centers, with an additional \$25,000.00 which will raise the total annual NTE amount to \$75,000.00. This is the third option year renewal; one option year remains.

Background:

Within Section 14.2.B.5 of HUD Procurement Handbook 7460.8 REV 2 it states that our housing agency (hereinafter, "the Agency") may purchase "supplies and services through a local, county or State government's supply, service or equipment contractor." This practice is also encouraged and allowed by 2 CFR §200.318(e). In 2020 the Agency entered into a cooperative purchase with Lowe's Home Improvements via Omnia R192006. The agency seeks to expand on the NTE due to continued additional work being performed at Villa Main.

Budget/Fiscal Effect:

\$25,000.00

Staffing/Employee Effect:

None.

**PORT ARTHUR HOUSING AUTHORITY
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
TUESDAY, MARCH 14, 2023**

RESOLUTION NO. 03142023 – 02

**APPROVAL OF CONTRACT EXTENSION TO OMNIA R192006
LOWE'S HOME CENTERS**

WHEREAS, The Port Arthur Housing Authority has a cooperative purchasing agreement with Lowe's Home Centers via Omnia Contract No. R192006, originally executed by Region 4 Education Service Center (ESC).

WHEREAS, the Agency has previously completed a Piggy-Back-Joinder, in keeping with its Procurement policy and procedures; and

WHEREAS, additional work needed at Villa Main requires an increase in maintenance, repair, and operation orders at Lowe's Home Centers.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port Arthur Housing Authority that the contract for maintenance hardware and supplies with Lowe's Home Centers shall be renewed with an additional \$25,000.00, bringing the not-to-exceed total to \$75,000.00. This renewal is the third renewal option; one option remains.

EXECUTED THIS 14th DAY OF MARCH 2023

CHAIR

ATTEST:

SECRETARY