The annual meeting of the Board of Commissioners of the Housing Authority of Salt Lake City was held from 11:00 a.m. – 1:19 p.m.

**Commissioners in Attendance**
Dave Mansell, Chair
Brenda Koga, Vice Chair
Cindy Gust-Jenson, Commissioner
Palmer DePaulis, Commissioner
Les Sparks, Commissioner

**Excused**
David Litvack, Commissioner
Alfonsa Price, Commissioner

**Guest**
Phil Bernal, HAME and HDC Board Member

**Staff in Attendance**
Daniel Nackerman, Executive Director
Britnee Dabb, Deputy Director
Mark Short, Director of Finance
Zac Pau’u, Deputy Director
Leah Bryner, Senior Housing Analyst
Charlene Owen, Administrative Assistant

**Legal Counsel**
Caitlyn Benson, Gilmore & Bell
Chair Mansell convened the regular meeting of the Housing Authority of Salt Lake City (HASLC) at 11:00 a.m.

Roll Call of the Board Members present.

PUBLIC COMMENT

No Public Comment

MOTION FOR APPROVAL OF THE HASLC OPEN MEETING MINUTES OF FEBRUARY 25, 2019

The Executive Director has provided each Commissioner with a copy of the written minutes of the February 25, 2019 Open Meeting. The Commissioners acknowledged they had sufficient time to review these minutes.

Chair Mansell called for a motion.

Motion

Commissioner DePaulis moved to approve the HASLC Open Meeting Minutes of February 25, 2019. Commissioner Koga seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Mansell, and Sparks voting in favor. There were no objections or abstentions.

CONTINUED ITEMS

none

NEW BUSINESS

A) RESOLUTION #708-2019 approving the submission and certification of the annual Housing Choice Voucher Program Section Eight Management Assessment Program (SEMAP) Report to HUD

Jackie Rojas, Director of Section 8

The Section Eight Management Assessment Program (SEMAP) measures the performance of Public Housing Agencies’ administration of the Housing Choice Voucher Program. This is an assessment of 14 key indicators of performance submitted annually to HUD by the Housing Authority. SEMAP is used to remotely measure PHA
performance and administration using HUD’s national database of tenant and auditor information.

Final HUD approved 2018 SEMAP results are expected within the next 30-60 days. Hard copies will be made available for board review.

**Motion**

Commissioner Koga made a motion to approve Resolution #708-2019 approving the submission and certification of the annual Housing Choice Voucher Program Section 8 Management Assessment Program (SEMAP). Commissioner DePaulis seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Mansell, and Sparks voting in favor. There were no objections or abstentions.

**B) APPROVE RESOLUTION #709-2019 approving budget revision #1 to annual 2019 budgets.**

_Daniel Nackerman, Executive Director_

This is a refreshment of the Consolidated Annual Budget that was adopted in October of 2018 for the FY 2019. Since then patterns of revenue and expenses have become clearer as have new program changes, funding adjustments and property acquisitions.

The primary changes occurring since the adoption of the original budget are defined below:

- A contract has been finalized with First Step House in operating the Valor House property. The negotiated monthly rent per unit is $154 per month with FSH taking over ongoing operating costs effective March 11, 2019.
- The Board approved a proposal to engage a firm to represent the agency with federal consulting and advocacy which necessitates adjustments to the budget.

The overall net effect on HASLC and its affiliates is a net favorable impact of $26,583 thus improving projected net surplus to $101,703.

We’re going to try to have a budget refreshment two or three times a year.

**Motion**

Commissioner Sparks made a motion to approve Resolution #709-2019 approving FY Budget Amendments to the 2019 Consolidated Budget. Commissioner DePaulis
seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Mansell, and Sparks voting in favor. There were no objections or abstentions.

C) APPROVE RESOLUTION #710-2019 amending Procurement Policy revision #2

Mark Short, Finance Director

The Board approved Revision #1 of the Procurement Policy in May 2018. In order to reflect corrections and amendments to the policy, it was determined that the Procurement Policy should be updated to reflect recommended changes.

A red-lined version of the revised Procurement Policy was distributed to Board Members, so they could see the recommended changes. These changes are also listed on the Board Report.

We are going to continue to bring changes to this policy.

Motion

Commissioner Sparks moved to approve Resolution #710-2019 amending Procurement Policy Revision #2. Commissioner Koga seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Gust-Jenson, Mansell, and Sparks voting in favor. There were no objections or abstentions.

CLOSED SESSION

Motion

Commissioner Koga moved to go into Closed Session. Commissioner Sparks seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Mansell, and Sparks voting in favor. There were no objections or abstentions.

Motion

Commissioner DePaulis moved to close the Closed Session. Commissioner Koga seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Mansell, and Sparks voting in favor. There were no objections or abstentions.
Motion

Commissioner DePaulis made a motion to recess from the Housing Authority to go into HAME. Commissioner Sparks seconded the motion. The motion passed unanimously with Commissioners DePaulis, Koga, Mansell, Price and Sparks voting in favor. There were no objections or abstentions.

The Housing Authority Meeting recessed at 1:00 p.m.

The Housing Authority meeting reconvened at 1:15 p.m.

Britnee distributed “Save the Date” notices for the Pamela’s Place Groundbreaking ceremony. The Governor and our Board Chair will be speaking at this event.

Dan announced that long-time homeless advocate, Lloyd Pendleton, recently passed away. We will be sending flowers to his service on behalf of the Board.

Motion

Commissioner DePaulis moved to adjourn the HASLC meeting. Commissioner Sparks seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Mansell, and Sparks voting in favor. There were no objections or abstentions.

The HASLC Meeting adjourned at 1:19 p.m.

Dave Mansell, Board Chair

Daniel Nackerman, Executive Director
The annual meeting of the Board of Directors of the Housing Assistance Management Enterprise was held from 12:47 p.m. – 1:14 p.m.

**Board Members in Attendance**
- Dave Mansell, Board Chair
- Brenda Koga, Board Vice Chair
- Phil Bernal, Board Member
- Palmer DePaulis, Board Member
- Cindy Gust-Jenson, Board Member
- Les Sparks, Board Member

**Excused**
- David Litvack, Board Member
- Alfonsoa Price, Board Member

**Staff in Attendance**
- Daniel Nackerman, President, HAME
- Britnee Dabb, Deputy Director
- Kim Wilford, Deputy Executive Director
- Mark Short, Director of Finance
- Joe Post, Director of Real Estate Development
- Zac Pau’u, Deputy Director
- Leah Bryner, Housing Analyst
- Charlene Owen, Administrative Assistant

**Legal Counsel in Attendance**
- Caitlyn Benson, Gilmore & Bell
Board Chair Mansell convened the annual meeting of the Housing Assistance Management Enterprise (HAME) of Salt Lake City.

PUBLIC COMMENT

None

MOTION FOR APPROVAL OF BOARD HAME OPEN MEETING MINUTES OF FEBRUARY 25, 2019

The Executive Director has provided each Board Member with a copy of the written HAME Open Meeting minutes of February 25, 2019. The Board acknowledged they had sufficient time to review these minutes. Board Chair Mansell called for a motion.

Motion

Board Member Koga moved to approve the HAME Meeting Minutes of February 25, 2019. Board Member DePaulis seconded the motion. The motion passed unanimously with Board Members Bernal, DePaulis, Gust-Jenson, Koga, Mansell, and Sparks. The motion passed.

NEW BUSINESS

A) DISCUSSION: Final Changes to 9th East Loft’s “Cost Certification”, “Development Service Agreement” and HASLC Loan (Note) per audit conclusion and new changes directed by Utah Housing Corporation.

Director of Real Estate Development and HAME President

There’s been some important changes that are happening at 9th East Lofts. Those changes are still changing daily. The numbers in the report in the board packet have now changed.

In August 2018, HASLC submitted its Cost Certification to UHC for the Project after many delays due primarily to construction defects effecting final energy-related certifications and rebate authority. In February 2019, UHC responded with certain concerns regarding the allowance of certain development expenses in the “eligible basis” of the Project. More detail is provided in the Board Report.

The conclusion is that the noteworthy, award-winning project ultimately cost less than planned despite many delays and difficulties. HASLC initially invested $1,184,235 plus a loan of $330,000 and expected a developer fee of approximately $824,600. These fees
are now less than planned at $486,095 but overall costs were maintained and major construction claims were avoided.

An amendment to the Development Services Agreement to reflect the reduced developer fee and the amendment to the Loan note to reflect the reduced principal balance caused by the consulting fee re-categorization – have been drafted and approved. The HAME President plans to execute these new amendments and then UHC will likely approve the final Cost Certification.

A discussion ensued about the ongoing changes.

No Board action is required.

**Motion**

Board Member Bernal moved to adjourn HAME. Board Member DePaulis seconded the motion. The motion passed unanimously with Board Members Bernal, DePaulis, Gust-Jenson, Koga, Mansell, and Sparks voting in favor. There were no objections or abstentions.

The HAME Meeting adjourned at 1:14 p.m.

Dave Mansell, Board Chair

Daniel Nackerman, Executive Director