HOUSING AUTHORITY OF SALT LAKE CITY  
(HASLC)  

ANNUAL BOARD MEETING MINUTES  
Housing Authority of Salt Lake City  
1776 South West Temple  
Monday, January 27, 2020  
11:15 a.m. – 1:39 p.m.  

The regular meeting of the Board of Commissioners of the Housing Authority of Salt Lake City was held from 11:15 a.m. – 1:39 p.m.  

Commissioners in Attendance  
Dave Mansell, Chair  
Brenda Koga, Vice Chair  
Cindy Gust-Jenson, Commissioner  
David Litvack, Commissioner  

Excused  
Palmer DePaulis, Commissioner  
Les Sparks, Commissioner  

Staff in Attendance  
Daniel Nackerman, Executive Director  
Britnee Dabb, Deputy Director  
Kim Wilford, Deputy Executive Director  
Zac Pau’u, Deputy Director  
Ryan Webb, Acting Finance Director  
Charlene Owen, Administrative Assistant  

Legal Counsel  
Caitlin Benson, Gilmore & Bell
Chair Mansell convened the annual meeting of the Housing Authority of Salt Lake City (HASLC) at 11:15 a.m.

Roll Call of the Board Members present.

PUBLIC COMMENT

None

ELECTION OF OFFICERS

There was an extensive discussion about the election process and the number of members that make up the Commission. There was information contained in the bylaws of the Housing Authority of Salt Lake City regarding the Election rules. The process is the Commissioners elect a Chair and Vice Chair. The Commissioners nominated Brenda Koga as Chairman and Cindy Gust-Jenson as Vice Chairman. Chairman Koga will conduct the meeting from this point forward.

MOTION FOR APPROVAL OF THE HASLC COMMISSION MEETING MINUTES OF NOVEMBER 25, 2019

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

Chair Koga called for a motion.

Motion

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

NEW EMPLOYEES

We have several new employees that have started in their positions since our last Commission Meeting of November 25, 2019. They were introduced and each told a little bit about themselves.

NEW BUSINESS

A) PUBLIC HEARING
The Public Hearing was opened to hear or receive any comments or suggestions from the public on the Annual PHA Plan drafted and distributed on 11/25/2019. Since there was no public in attendance, the Public Hearing was closed.

B) **APPROVE RESOLUTION #727-2020** approving the 2020 Annual PHA Plan

_Dan Nackerman, Executive Director and Kim Wilford, Deputy Executive Director_

The U.S. Department of Housing and Urban Development (HUD) requires all of the 3,200 Housing Authorities in the U.S. to prepare an Annual PHA Plan which serves as a ready source for interested parties to locate basic Public Housing Authority (PHA) policies, rules, and requirements concerning the PHA’s operations, programs and services and it informs HUD, families served, and members of the public the PHA’s mission, goals and objectives.

The draft plan was distributed 11/25/2019 to the public, resident leaders, staff and in common areas as well as the Housing Authority front desk and to the Commissioners. Notice of the draft plan was posted on the Agency Website. An advertisement was published in the local newspaper over the week-end of December 7 and 8, 2019. The public comment period will close following the RAB Board Meeting on 1/29/20. No comments have been received up to this point.

Minimal changes have been made from the previous Annual Plan and the changes are listed in the Board Report in the board packet.

**Motion**

Commissioner Mansell made a motion to approve **RESOLUTION #727-2020** approving the 2020 Annual PHA Plan. The motion passed unanimously with Commissioners Gust-Jenson, Koga, Litvack, and Mansell voting in favor. There were no objections or abstentions.

C) **RATIFY** Property & General Liability Insurance Change and Coverage from the Utah Local Government Trust to Housing Authority Insurance Group (HAI)

_Daniel Nackerman and Ryan Webb, Acting Finance Director_

Dan introduced Ryan Webb, our Acting Finance Director and gave a little bit of his background. Ryan has previous experience in Finance.
In late July 2019, the Housing Authority of Salt Lake City (HASLC) was suddenly notified by its current carrier, Utah Local Governments Trust (ULGT), that a significant insurance rate increase was looming. Specifically, rates of overall coverage were set to surge from $457,000 to $1,062,000 annually. This $605,000 difference was attributed primarily to property insurance increasing by $593,000, with initial explanations that they were getting out of the Housing Authority insurance business then later admitting a major loss (fire) at Jefferson Apartments was likely the cause.

The policy was set to expire on 8/31/2019 and the significant rate increase posed a huge problem for budgeted funds. HASLC was able to negotiate in the short-term and has remained on month-to-month coverage so as to not incur a lapse in coverage. However, a long term solution is still needed.

Over the past several months, HASLC has taken steps to secure a new insurance provider. We have now completed our due diligence in undertaking a competitive bid process in the marketplace.

The most competitive quote has come from the Housing Authority Insurance (HAI) Group of out Cheshire, CT with a rate of $514,000 for property and general liability insurance. This represents a significant reduction and cost savings for HASLC. HAI Group specializes in serving the public and affordable housing communities for over 30 years.

In order to immediately bind the coverage and begin substantial savings retroactive to January 1, 2020 for part of the coverage, the Executive Director executed key documents in early January and is seeking ratification of those actions today.

Discussion among the commissioners and staff ensued regarding the insurance rates. Commissioner Gust-Jenson recommended writing a letter to the Insurance Commissioner regarding the premium increase from Utah Local Governments. Everyone agreed that this would be a positive thing to do.

**Motion**

Commissioner Gust-Jenson made a motion to ratify selection of and contract with HAI Group for general liability, property and related insurances for most or all of HASLC and HAME programs and properties. Commissioner Mansell seconded. The motion passed unanimously with Commissioners Gust-Jenson, Koga, Litvack, and Mansell voting in favor. There were no objections or abstentions.

D) **RATIFY** the execution of a fire repair construction contract with Balfor Restoration for interior repairs at Jefferson School Apartments in the maximum amount of $769,531.42.
Daniel Nackerman, Executive Director and Ryan Webb, Acting Finance Director

On June 20, 2019, a major fire occurred in an apartment at the Jefferson School Apartments. The insurance carrier estimated the overall damage, code upgrades and projected rent losses at $2,500,000.00. The carrier later managed fire remediation and exterior repairs. An RFP process for contractor selection by HASLC regarding interior repairs was performed. Details of the RFP and the selection process are contained within the Board packet.

Due to no commission meeting being held in December 2019, and to prevent continued loss of rents and fire restoration delays, the contract for the interior repairs was executed in December 2019, prior to a board vote.

Balfour Restoration Service offered the best price and value as they had the second lowest bid. It was determined that Balfour Restoration Services contract be executed and therefore be considered for ratification at a later Commission meeting.

Motion

Commissioner Mansell moved to RATIFY the execution of a fire repair construction contract with Balfour Restoration for interior repairs at Jefferson School Apartments in the maximum amount of $769,531.42. Commissioner Litvack seconded. The motion passed unanimously with Commissioners Gust-Jensen, Koga, Litvack, and Mansell voting in favor. There were no objections or abstentions.

E) AUTHORIZE negotiation and execution of a contract with a Third Party Property Management Company for the planned Capitol Homes Project.

Daniel Nackerman, Executive Director

HAME and HASLC have managed properties directly for many years. The industry of Property Management is often considered relatively unstable with many employees staying for a short period in a field that offers relatively low pay and large responsibilities. The profession has also grown as technology advances with most systems such as rent collection, work orders, purchase/contracting and property accounting almost completely on-line.

HAME and HASLC have experienced stability in these areas until recently when new Property Managers and maintenance staff seem to be either in short supply or they leave soon after employment starts.

In May 2019, we competitively procured a Third Party firm; first for two sites (Jefferson School I and II), then for a third as a major fire caused further management
reassignments. Note that existing employees were and are protected from layoffs as attrition balances the workload.

The Acting Director of Property Management solicited proposals from over 10 firms and ranked them, along with the Executive Director, according to cost, qualifications, and similar work. The rankings are shown on the Board Report in the board packet. The overall ranking was approved by the Board in May 2019 and RPM/Wasatch was selected and contracted for work, with Cornerstone as a back-up in case negotiations with RPM are unsuccessful and are asking the Commission to ratify that decision.

**Motion**

Commissioner Litvack moved to **Authorize** the negotiation and execution of a contract with a Third Party Property Management company (RPM/Wasatch or Cornerstone Property Management) for the planned Capital Homes project. Commissioner Gust-Jenson seconded. The motion passed unanimously with Commissioners Gust-Jenson, Koga, Litvack, and Mansell voting in favor. There were no objections or abstentions.

**F) APPROVE** Proposed 2020 Commission Meeting schedule.

*Daniel Nackerman, Executive Director*

The proposed meeting dates for 2020 are contained within the board packet. The Commissioners reviewed the schedule and approved the proposed dates.

**Motion**

Commissioner Gust-Jenson moved to approve the proposed meeting dates for 2020. Commissioner Mansell seconded. The motion passed unanimously with Commissioners Gust-Jenson, Koga, Litvack, and Mansell voting in favor. There were no objections or abstentions.

There were two Closed Session items that the Executive Director decided to make Open:

Dan reminded the Commissioners about the proposed Zwick Non-Profit Corporation. We had been in negotiations with Zwick about forming the non-profit corporation in lieu of money they owed us. The non-profit would go to training homeless individuals, low income youth and others with trades within the construction industry. We were to form the non-profit corporation, recruit board members from both HASLC and Zwick. There were a few formative meetings which Darin Zwick attended. We were informed by Darin Zwick in May 2019 that he would no longer be able to participate in our meetings and was recommending his father, Craig Zwick, would be taking his place. We received
an initial note from Craig Zwick stating that he would be bringing three recommended board members to serve on the non-profit. We have sent out meeting invitations with no response from Mr. Zwick. Therefore, we are issuing a letter to Mr. Zwick today stating if he is no longer interested in the proposed non-profit corporation, then we would pursue legal action for the monies owed to us. We will keep the board updated as to the results.

The other Closed Session item has to do with a Fair Housing Issue. We have had numerous complaints from a tenant, Miya Clark reporting to HUD as to re-locating her to another apartment, parking issues, and complaints against property management. We will keep the board updated as to the status of this complaint.

COMMUNICATIONS

EXECUTIVE DIRECTOR REPORT

- Our October application in applying for 9% Tax Credit funding on our Book Cliffs Lodge site made the initial cut but was unsuccessful by 150 points. The project scored very high in all areas except “Cost and Credit Efficiency” where it actually tied for the lowest score among 21 applications. This is technically the 4th time we have applied for 9% tax credits without an award. We have several developer partners, including Cardinal Development out of Wisconsin and Blueline Development out of Montana. We have also had several service partners such as the Confederated Tribe of the Goshute Reservation and the Utah Pride Center. This project would include 55-61 units depending on iterations and often had 10-15 “set aside” units for those experiencing domestic violence and/or those coming out of homelessness.

- The rehabilitation of the City Plaza Senior Housing is moving a little slow, with the County as our partner. Kim Wilford has been working diligently to re-direct the primary strategy of moderate renovation to substantial renovation with significant relocation elements.

- We successfully coordinated with the owners of the Statesman Apartments in downtown Salt Lake City as they decided to leave the long standing HUD program known as Moderate Rehabilitation (“Mod-Rehab”). While affordability was lost to some extent, additional vouchers were issued to most tenants thereby adding to our capacity. HUD has issued new vouchers for the residents through us and we have been scrambling to either help the residents find a new place with their voucher or arrange to stay utilizing the new voucher.

- Our construction of Pamela’s Place Apartments is proceeding well. The roof is in place thereby helping avoid weather delays.

- The Executive Director was proud to serve on the new Mayor’s (mayor-elect at the time) Transition Team Housing Subgroup to publish an initial list of Key Opportunities, Short-Term goals and Long Term goals in the area of housing.
The group included 19 members and was coordinator by a past city employee. HASLC has key role in certain areas going forward but most of the published goals are a scattered variety of both concepts and very specific actions that are not new or defined in a way for execution. Hopefully the very short time periods for meetings were the cause.

OUTREACH

- The Homeless Programs Director presented at the January Community Development & Capital Improvement Programs Advisory Board on funding applications for an eviction prevention grant and Community Development block Grant for development funding.
- The Public Housing Authorities Directors Association (PHADA) 2020 Commissioners Conference was attended by Commissioner Koga and the Deputy Director. Sessions included topics on new Commissioners orientation and planning, Rental Assistance Demonstration (RAD), Housing Choice Voucher (commonly known as Section 8) and Public Housing programs.
- In mid-December, the Homeless Programs Director met with leaders from the state of Utah and the County of Salt Lake to discuss tenant selection for Pamela’s Place and their desire for the site to be devoted to a chronic homeless population.

There are may other Outreach items which the Commissioners were encouraged to read.

RESOURCE MANAGEMENT SUMMARY REPORT

The Resource Management Summary report provides an insight to key areas of Human Resource progress, changes and initiatives.

Britnee Dabb review some of the statistics such as Who We Are, Diversity, Recruitment Strategies, Employment/Recruitment Data Year-to-Date, Employee Accomplishment, Awards, and Recognition.

CHAIR REPORT

Chair Brenda Koga encouraged all Commissioners to attend any of the trainings and conferences listed on the Chair Report. She reported on her attendance at the recent PHADA Commissioners Conference and how useful it was to her. Any commissioner wishing to attend a conference can contact Dan or Charlene.

Motion

Commissioner Gust-Jenson made a motion to adjourn the Housing Authority Meeting and move into HAME. Commissioner Litvack seconded the motion. The motion passed
unanimously with Commissioners Gust-Jenson, Koga, Litvack, and Mansell voting in favor. There were no objections or abstentions.

The Housing Authority Meeting adjourned at 1:39 p.m.

Brenda Koga, Board Chair

Daniel Nackerman, Executive Director
HOUSING ASSISTANCE MANAGEMENT ENTERPRISE
(HAME)

REGULAR BOARD MEETING MINUTES
Housing Authority of Salt Lake City
Sorenson Unity Center
1383 South 900 West
Salt Lake City, UT

Monday, January 27, 2020
1:40 p.m. – 1:49 p.m.

The regular meeting of the Board of Directors of the Housing Assistance Management Enterprise was held from 1:40 p.m. – 1:49 p.m.

Board Members in Attendance
Dave Mansell, Board Chair
Brenda Koga, Board Vice Chair
Cindy Gust-Jenson, Board Member
David Litvack, Board Member

Excused
Phel Bernal
Palmer DePaulis
Les Sparks, Board Member

Staff in Attendance
Daniel Nackerman, President, HAME
Kim Wilford, Deputy Executive Director
Britnee Dabb, Deputy Director
Zac Pau’u, Deputy Director
Ryan Webb, Acting Finance Director
Charlene Owen, Administrative Assistant

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

PUBLIC COMMENT

None

MOTION FOR APPROVAL OF THE HAME BOARD MEETING MINUTES OF NOVEMBER 25, 2019

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

Chair Koga called for a motion.

Motion
Board Member Litvack approved the HAME Meeting Minutes of November 25, 2019. Board Member Gust-Jenson seconded. The motion passed unanimously with Board Members DePaulis, Gust-Jenson, Koga, and Mansell voting in favor. There were no objections or abstentions.

ELECTION OF OFFICERS

HAME Bylaws were provided for the election of officers.

As in the Housing Authority of Salt Lake City meeting, Brenda Koga was nominated as Board Chairman and Cindy Gust-Jenson was nominated for Vice Chair.

Motion
Board Member Litvack moved to elect Brenda Koga as Board Chairman and Cindy Gust-Jenson as Board Vice Chairman. Board Member Mansell seconded. The motion passed unanimously with Board Members Gust-Jenson, Koga, Litvack and Mansell voting in favor. There were no objections or abstentions.

NEW BUSINESS

A. AUTHORIZE the President to finalize and execute a contract with Kier Construction for the completion of Capitol Homes, a new 93-unit tax credit complex on State Street, at a guaranteed maximum cost of approximately $14,000,000.

President of HAME
Capitol Homes Apartments is a 93-unit, mixed affordable, market and commercial space development to be located at 1749 South State Street in Salt Lake City. The neighborhood welcomes and supports this project as it has replaced the former crime-ridden and poorly managed Capitol Motel. Currently, HAME is partnering with the "Home Inn" Innkeeper group to use the existing motel as a transitional housing facility that serves the very hard to house individuals. Tax credits were obtained some time ago for the major portion of financing as were commitments from the Redevelopment Agency (RDA) and others. Progress on the project has been very slow.

On October 14th, an invitation to bid (ITB) for general contractor services was issued to all interested parties in compliance with HAME/HASLC procurement policies. 10 specific general contracting companies were sent invitations to respond. After much analysis, Kier Construction was selected (other contractors are listed in the Board Report).

Kier Construction has a long history working with HASLC and HAME including one large project where major cost and schedule overruns were incurred and disputed at the end of the project. Both parties lost significant funds through an out-of-court settlement and a lawsuit was avoided. The quality of work on that project was very good.

Motion

Board Member Mansell moved to authorize the President to negotiate and execute a final contract with Kier Construction for the construction of Capitol Homes project in a guaranteed maximum amount of approximately $14,000,000. Board Member Litvack seconded. The motion passed unanimously with Board Members Gust-Jenson, Koga, Litvack and Mansell voting in favor. There were no objections or abstentions.

Motion

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

The HAME Meeting adjourned at 1:49 p.m.

Brenda Koga, Board Chair

Daniel Nackerman, Executive Director
HOUSING DEVELOPMENT CORPORATION OF SALT LAKE CITY

ANNUAL BOARD MEETING MINUTES

Housing Authority of Salt Lake City
Sorenson Unity Center
1383 South 900 West
Salt Lake City, UT

Monday, January 27, 2020
1:50 p.m. – 1:55 p.m.

The annual meeting of the Board Members of the Housing Development Corporation of Salt Lake City was held on January 27, 2020 from 1:50 p.m. – 1:55 p.m.

Board Members in Attendance
Brenda Koga, Board Chair
Cindy Gust-Jenson, Board Vice Chair
Dave Mansell, Board Chair
David Litvack, Board Member

Excused
Phil Bernal, Board Member
Palmer DePaulis, Board Member
Les Sparks, Board Member

Staff in Attendance
Daniel Nackerman, President, HDC
Kim Wilford, Deputy Executive Director
Britnee Dabb, Deputy Director
Ryan Webb, Acting Finance Director
Zac Pau‘u, Deputy Director
Charlene Owen, Administrative Assistant

Legal Counsel in Attendance
Caitlyn Benson, Gilmore & Bell
Chair Koga convened the annual meeting of the Housing Development Corporation of Salt Lake City (HDC)

Roll Call

Public Comment
None

**MOTION FOR APPROVAL OF THE HDC MEETING MINUTES OF NOVEMBER 25, 2019**

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

Chair Koga called for a motion.

**Motion**

Board Member Gust-Jenson moved to approve the HDC Meeting Minutes of November 25, 2019. Board Member Mansell seconded the motion. The motion passed unanimously with Commissioners Gust-Jenson, Koga, Litvack and Mansell voting in favor. There were no objections or abstentions.

**ELECTION OF OFFICERS**

HDC Bylaws were provided for the election of officers.

As in the Housing Authority of Salt Lake City meeting, Brenda Koga was nominated as Board Chairman and Cindy Gust-Jenson was nominated for Vice Chair.

**Motion**

Board Member Litvack moved to elect Brenda Koga as Board Chairman and Cindy Gust-Jenson as Board Vice Chairman. Board Member Mansell seconded. The motion passed unanimously with Board Members Gust-Jenson, Koga, Litvack and Mansell voting in favor. There were no objections or abstentions.

**Motion**

Board Member Gust-Jenson moved to adjourn the HDC Open Meeting. Board Member Litvack seconded the motion. The motion passed unanimously with Board Members
Gust-Jenson, Koga, Litvack and Mansell voting in favor. There were no objections or abstentions.

_The HDC Meeting adjourned at 1:55 p.m._

Brenda Koga, Board Chair

Daniel Nackerman, Executive Director