HOUSING AUTHORITY OF SALT LAKE CITY  
(HASLC)  

VIDEO CONFERENCE BOARD MEETING MINUTES  
Housing Authority of Salt Lake City  
Monday, May 18, 2020  
11:08 a.m. – 12:00 p.m.  

A video conference via Webex meeting of the Board of Commissioners of the Housing Authority of Salt Lake City was held from 11:08 a.m. – 12:00 p.m.  

**Commissioners in Attendance**  
Brenda Koga, Vice Chair  
Cindy Gust-Jenson, Commissioner  
Palmer DePaulis, Commissioner  
David Litvack, Commissioner  
Dave Mansell, 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  
Andrew Miller, COO, HAME and HDC  
Ryan Webb, Acting Finance Director  
Charlene Owen, Administrative Assistant  

**Legal Counsel**  
Ryan Warburton, Gilmore & Bell
Chair Koga convened the video webinar meeting of the Housing Authority of Salt Lake City (HASLC) at 11:08 a.m.

Roll Call of the Board Members present.

PUBLIC COMMENT

None

MOTION FOR APPROVAL OF THE ANNUAL HASLC COMMISSION MEETING MINUTES OF APRIL 27, 2020

The Executive Director has provided each Commissioner with a copy of the written minutes of the April 27, 2020 Commission Meeting. The Commissioners acknowledged they had sufficient time to review these minutes.

Chair Koga called for a motion.

Motion

Commissioner Sparks moved to approve the HASLC Commission Meeting Minutes of April 27, 2020. Commissioner Mansell seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, Mansell and Sparks voting in favor. There were no objections or abstentions.

NEW BUSINESS

A) ADOPT RESOLUTION #737-2020 authorizing the Executive Director to confirm the selection of and execute a contract with EJ Architecture for the Architecture and Engineering work at the New City Plaza project working jointly with Housing Connect in the maximum amount of $925,830.

Daniel Nackerman, Executive Director and Kim Wilford, Deputy Executive Director

This Resolution authorizes us to select and execute a contract with EJ Architecture as the official Architecture/Engineer team for the redevelopment of the City Plaza/County High Rise Community. This new venture will be led by the newly formed limited liability company, New City Plaza Partners.

HASLC joined with the Housing Connect to issue a Request for Proposals (RFP) in early March 2020 for all architecture and engineering for the $18.5 million dollar project. Three qualified proposals were received by deadline and a seven member committee
comprised of staff and community business members analyzed and rated the proposals pursuant to the published criteria. Estimated fees varied widely and those of EJ Architecture were deemed reasonable at $925,830.

The costs will be paid through the project financing and the fiscal responsibility between the primary agencies, HASLC and Housing Connect can be conceptually described as 50/50 split.

**Motion**

Commissioner Mansell made a motion to authorize the Executive Director to confirm the selection of and execute a contract with EJ Architecture for the Architecture and Engineering work at the New City Plaza project working jointly with Housing Connect in the maximum amount of $925,830. Commissioner DePaulis seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jensen, Koga, Litvack, Mansell and Sparks voting in favor. There were no objections or abstentions.

**B) ADOPT RESOLUTION #738-2020** authorizing the Executive Director to execute an Omnibus Written Consent, which in Consent lists each of the transaction documents necessary for the financing, construction, and operation of Capitol Homes Apartments on behalf of HASLC, HAME, and Capitol Homes, LLC which will have HAME as its managing member. A similar companion item and Resolution will be considered at today’s HAME meeting.

*Daniel Nackerman, Executive Director*

The site of this project consists of four parcels near 1749 State Street, including the site of the old Capitol Motel. HAME began negotiating purchase of the motel and adjacent lots in late 2017 and completed acquisition in early 2018. The motel was quickly developed in order to accomplish its interim use as transitional housing. Transition of all of the temporary-occupancy tenants of the motel is complete. Final financing is currently expected to take place late-June. The owner and construction lender’s title company has reviewed the project and approved pre-close demolition work, which is expected to begin once the demolition permits are issued. Kier, who is also the general contractor, will complete the demolition work starting at the end of May. Method Studio is the architect.

A table showing the anticipated sources of funds for the transaction and an outline of the Key Financing Terms and Milestones are attached in the board packet for review. In addition, the Omnibus Written Consent with Exhibits and related documents are attached in the board packet. These are the documents that will need to be signed.
We recommend adopting Resolution #738-2020 authorizing the HAME President and HASLC Executive Director, Daniel Nackerman, to execute the Omnibus Written Consent, which in turn will authorized the Executive Director of HASLC and President of HAME to author the loan agreements and documents necessary for the transaction as described.

**Motion**

Commissioner DePaulis made a motion to adopt Resolution #738-2020 authorizing the HAME President and HASLC Executive Director to execute an Omnibus Written Consent, which in Consent lists each of the transaction documents necessary for the financing, construction, and operation of Capitol Homes Apartments on behalf of HASLC, HAME, and Capitol Homes, LLC which will have HAME as its managing member. Commissioner Sparks seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, Mansell and Sparks voting in favor. There were no objections or abstentions.

C) **AUTHORIZE** the Executive Director to execute a contract with iCAST for the installation of a generator system at Rendon Terrace Apartments at a maximum cost of $63,172 (attachments)

_Daniel Nackerman, Executive Director_

Rendon Terrace Apartments were recently converted to the HUD Rental Assistance Demonstration program (RAD). This provided new voucher based rents and additional funding over the coming years. Included in the approved conversion was a commitment to update all work noted in the formal inspection of the property, which included the installation of a back-up generator system. A sealed bid process was warranted for this scope of work. HASLC publicly issued an Invitation for Bid (IFB) through the HASLC website and on the state procurement site.

One responsive bid was received by the IFB deadline. The one proposal received was from the International Center for Appropriate and Sustainable Technology (ICAST) and was deemed a qualified and responsive bidder as well as providing all required documentation.

The HASLC cost analysis/independent cost estimate before bidding was $76,827 and the low bid by iCAST is $63,172. Sufficient funding is available within the HUD Capitol Fund transfer to cover the costs.
Motion

Commissioner Mansell made a motion to authorize the Executive Director to execute a contract with iCAST for the installation of a generator system at Rendon Terrace Apartments at a maximum cost of $63,172. Commissioner DePaulis seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, Mansell and Sparks voting in favor. There were no objections or abstentions.

D) REPORT AND DISCUSSION on possible populations served at the future New City Plaza project

Daniel Nackerman, Executive Director and Kim Wilford, Deputy Executive Director

We have had conversations the last month as part of the two housing authorities that oversee the New City Plaza. Over the years the definition of the population of this facility has changed. Currently City Plaza is a Senior and Disability Housing facility. As we go forward, it is our position to retain the senior population. The County Housing Authority had a project somewhere that would have introduced more disability population. The disability population includes Mental Health disabilities which requires a range of services and may not be a good mix with the senior population.

We wanted to inform the board that these discussions are taking place and we will keep the Board updated.

EXECUTIVE DIRECTOR REPORT

Daniel Nackerman, Executive Director

- A recommendation for contracting with a Third Party to manage another site is being considered due to recent results at three similar properties with RMP Management such as better customer service; maintenance is improving; more consistent fair treatment of residents, and improved lease enforcement, vacancy control and rent collection.
- HASLC, HAME and HDC are working with legal counsel to streamline the conducting of our board meetings and also many other protocol and efficiency measures.
- The state of Utah significantly cut HASLC funding in May for services to previously homeless residents as well as our landlord outreach program for hard-to-house applicants. We have another program “Shelter Plus Care” that assists the disabled and homeless with housing and services. These reductions to HASLC will have far-reaching negative impacts on fragile populations unless we can find alternate funding. These cuts will take effect in July.
- Covid response activities in recent weeks have proven effective as work production stays at acceptable levels, customer service continues, properties remain full, and most importantly levels of illness remain low for staff and residents.
- A demand letter was issued to Utah Local Government Trust insurance services in an effort to regain lost resources when bad faith practices caused elimination of most insurance coverage.

**Motion**

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

*The Housing Authority Meeting adjourned at 12:00 p.m.*