



HOUSING CONNECT

MINUTES OF THE OCTOBER 2023 REGULAR MEETING OF THE BOARD OF COMMISSIONERS

October 18, 2023

PRESENT:

Phil Bernal – Vice Chair
Kat Johnson – Commissioner
Erin Litvack – Commissioner (virtual)
Christine Nguyen – Commissioner
Gwen White – Commissioner

EXCUSED:

Spencer Moffat – Chair
Wendy Leonelli – Commissioner

PUBLIC:

Karl Westbrook

STAFF PRESENT:

Janice Kimball – Chief Executive Officer
Andre Bartlome – Chief Financial Officer
Mike Kienast – Chief Operations Officer
Kirk Moorhead – Real Estate Development Director
Kyle Zabriskie – Information Technology Director
Dan Pincock – Executive Administrator

COMMENCE

The Housing Connect October 2023 Board of Commissioners Meeting took place on Wednesday, October 18, 2023, and commenced at 11:42 a.m. Vice Chair Phil Bernal facilitated and led the meeting.

1. GUESTS/PUBLIC COMMENT

Karl Westbrook attended the meeting as a member of the public. He is a former member of both the Housing Authority of the County of Salt Lake and the Resident Advisory boards. He indicated that he was attending as part of a re-introduction to involvement in housing.

2. CONSENT AGENDA

The Consent Agenda contained only the staff update. It was pointed out that there are not very many open positions. Chief Operating Officer Mike Kienast noted that incentives are working.

Commissioner Nguyen motioned to approve the Consent Agenda, while Commissioner White seconded the motion. All Board members present (Vice Chair Bernal and Commissioners Johnson, Nguyen, and White) supported the motion, and the Consent Agenda was approved.

3. ACTION ITEMS

The Board voted on two items, as indicated below:

- September 2023 Housing Connect Board Meeting minutes: The Board did not have any questions or concerns, and Commissioner Johnson motioned to approve the minutes. Commissioner Nguyen then seconded the motion. All Board members present (Vice Chair Bernal and Commissioners Johnson, Nguyen, and White) voted in favor, and the September 2023 Board Meeting minutes were approved.

- Resolution #1093 – Approval of owner’s agent for New City Plaza (NCP): Given the significant challenges with the construction contractor

(on both NCP and East 72), Housing Connect went out for bids for an owner's agent for New City Plaza. Eight firms were solicited, and two firms submitted proposals. Housing Connect management has recommended using OAC Consulting, who had the higher average score and has more direct experience in working with multi-family housing than the other firm. OAC Consulting also happens to be working with Housing Connect at East 72. Vice Chair Bernal provided his support for the proposed selection as the best choice (rather than selecting by the lowest price). Real Estate Development Director Kirk Moorhead further explained that one of the reasons for this procurement request was because Housing Connect wanted someone on-site on a regular basis. The sources and uses were then discussed to present to the Board how the agency is planning to pay for these services.

Commissioner Johnson motioned to approve Resolution #1093, with Commissioner White seconding the motion. All Board members present (Vice Chair Bernal and Commissioners Johnson, Litvack, Nguyen, and White) voted in favor, and Resolution #1093 (Approval of owner's agent for New City Plaza) was approved.

4. REAL ESTATE DEVELOPMENT UPDATE

- New City Plaza (NCP): Construction is moving forward. Building A (the second half) is essentially complete, and the construction for Building B is proceeding. On Thursday, October 12, there was a meeting with the City's fire marshal and others. While the fire safety plan has already been approved, the fire marshal's office wants Housing Connect to improve some things and bring the building further up to code (related to fire alarms, smoke detectors, etc.). In order to move tenants over from Building B to Building A, the fire marshal wants a life safety plan, so that he is comfortable that the residents are safe during the construction process. The life safety plan should show that there is adequate separation between construction and the living space. It would also include having appropriate exit signs throughout the renovation, fire extinguishers, and two means of egress, as well as a fire-rated wall between spaces. In order to move the tenants, the fire marshal wants Housing Connect to be able to show that the existing system works as designed. A moving consultant is also involved with the moving of tenants.

- East 72: Construction is proceeding, although the schedule is uncertain. The project is about 82% complete, and there is about \$200,000 in contingency remaining. There is an indication from the contractor that the project will not be completed by the deadline. This is new information and we will keep the board apprised.

- Granger: The Section 18 disposition application was approved by HUD. Housing Connect has received the notice to proceed from the equity investors (Wells Fargo) for construction to start. The tentative closing date has been set for Thursday, October 26. On Wednesday, November 1, at 2:00 p.m., Housing Connect will hold a celebratory kickoff.

5. CEO's REPORT

CEO Janice Kimball reported to the Board the following items:

- recent fire at the Medina Apartments: The Medina Apartments are 40 units, co-owned with First Step House. No one was injured in a recent fire, and the sprinklers did a really good job. Five units were damaged, and eight households were relocated, and four of them should be able to move back soon.

- pending federal government shutdown: CEO Kimball noted that Housing Connect's programs will continue, as Housing Connect is deemed essential.

- outreach opportunity #1: CEO Kimball participated in a Pacific Islander community outreach event on Friday, September 22, at Salt Lake Community College.

- outreach opportunity #2: Jeff Olivet, the Executive Director of the U.S. Inter-agency Council on Homelessness, recently toured the Central City property. This was an opportunity to highlight Housing Connect's partnership with First Step House and that particular housing model.

6. CLOSED MEETING

At 12:15 p.m., Commissioner Nguyen motioned for the Board to enter Closed Meeting to discuss real estate and possible litigation issues. Commissioner Litvack seconded the motion, and all Board members present (Vice Chair Bernal and Commissioners Johnson, Litvack, Nguyen, and White) voted in support, and the Board entered Closed Meeting.

At 12:38 p.m., Commissioner Johnson made a motion for the Board to return to regular (open) session, with Commissioner White seconding the motion. All Board members present (Vice Chair Bernal and Commissioners Johnson, Litvack, Nguyen, and White) voted favorably, and the Board returned to regular session.

7. 2024 BUDGET TIMELINE

Chief Financial Officer (CFO) Andre Bartlome provided a timeline for the 2024 budget and said he and Controller Tom Biesinger had been working on it since the beginning of September, meeting with department directors. He will have a preliminary budget by November 1 and will send it to the owners and investors of Low-Income Housing Tax Credit entities that day. Revised budgets will be completed before the Finance Committee meeting (the proposed date for that is Thursday, November 9). The 2024 budget will be discussed at the November 15 Board meeting, and he asked that Board members provide their input at either the Finance Committee meeting or at the following Board meeting (on November 15), in order for the budget to be wrapped up and approved at the December Board meeting (currently scheduled for December 20). The Housing Opportunities, Inc. (HOI) and the Affordable Housing Associates, Inc. (AHA) boards will also meet then to approve their respective 2024 budgets, while the Housing Connect Fund (HCF) Board will approve its budget at the December 4 HCF Board meeting.

8. FINANCIAL REPORT

CFO Bartlome provided the Board with a financial summary of programs for the 14 months ending August 2023, including asset management projects, public housing, ROSS FSS, central office, central management, development, owned units, supportive housing, and Housing Choice Voucher (HCV), as well as other entities, such as AHA, HOI, and HCF. He also reviewed LIHTC properties for the 8 months ending August 2023, and he provided a summary of reserves (restricted, unrestricted). Overall, the agency is doing well.

9. COMMISSIONERS INPUT

Commissioners provided the following input:

- Commissioner White: She informed the Board that there was no RAB meeting, but she said they worked on recruitment and a new flyer. The next RAB meeting will be Wednesday, November 8.
- Commissioner Nguyen: She attended the NAHRO conference in early October and said that it was very interesting and that she learned a lot. She highlighted the hotel conversion (to apartments) session. She said she is now part of the national NAHRO professional development committee. The Housing Authority of New Orleans did a tour of its properties which she participated in and remarked that the properties that they have developed (since Hurricane Katrina) are amazing.
- Vice Chair Bernal: He also attended the NAHRO conference and said that people are hoping that new things are to come. The enthusiasm is there, and people are trying to come up with new ways to develop housing.
- Commissioner Johnson: She informed the Board that United Way's 5-year focus is on S. Salt Lake or West Millcreek. She also mentioned someone who highlighted the Bud Bailey Apartments.

10. OTHER

CEO Kimball briefly went over the Continuum of Care awards which Housing Connect is proposed to receive.

She also reminded the Board about two upcoming conferences:

- PHADA Commissioners Conference, January 7–10, in San Diego, California;
- NAHRO Legislative Conference, April 8-10, in Washington, DC

ADJOURN

At 1:05 p.m., Commissioner Nguyen motioned to adjourn the meeting, and Commissioner White seconded the motion, which passed with all Board members present (Vice Chair Bernal and Commissioners Johnson, Litvack, Nguyen, and White) voting affirmatively. The Board meeting was then adjourned.

Respectfully submitted,

Dan Pincock
Executive Administrator