

Tooele County Housing Authority (TCHA) Board of Commissioners held a regularly scheduled Board Meeting on Thursday, January 23, 2025, at 3:00 pm (66 West Vine Street, Tooele, Utah 84074)

1. Welcome – Tiffany Lancaster, Board Chair, welcomed all in attendance
2. Roll Call

Tiffany Lancaster	Board Chair
Jeff England	Board Chair Vice
Todd Castagno	Board Member
Travis Sutherland	Board Member – Excused
DeAnn Christiansen	Prior Executive/Development Director
Todd Brashear	Fee Accountant
Scott Farnes	FJ & Associates, Auditor
Karen Kuipers	Executive Director
Kristine Baldwin	EMG Regional Manager

3. Executive Director Report
 - a. Current director (Karen Kuipers) and prior director (DeAnn Christiansen) reviewed the Executive Director report which summarized the quarter October – December 2024, and annual highlights for 2024. Questions were asked and answered to the satisfaction of the board, including occupancy rates, program utilization, budget utilization, and results of monitoring visits.
 - b. Tiffany Lancaster motioned to approve the Executive Director report, Jeff England seconded the motion, all in favor.
4. New Business:
 - a. Minutes from September 17, 2024, September 26, 2024, and October 8, 2024, meetings
 - i- Tiffany Lancaster motioned to approve the September 17th meeting minutes, Jeff England seconded the motion, all in favor.
 - ii- Jeff England motioned to approve the October 8, 2024 meeting minutes, Tiffany Lancaster seconded the motion, all in favor.
 - iii- Referenced September 26, 2024 meeting minutes not available. Approval tabled pending confirmation as strategic planning session was rescheduled.
 - b. 2023 Audit Report- Presentation by Scott Farnes FJ & Associates
 - i- Appreciation was expressed for working partnership of TCHA management, Accountant, and Auditor for meticulous attention to detail which results in a positive audit.
 - ii- Scott Farnes presented the report, and gave assurances that the auditor agreed with information provided by TCHA management and Accountant.
1. Discussion on restrictions on funds from sale of Public Housing (Westwood Mesa) which have only been approved by HUD to be used for the Murdock subdivision and Phase II of Harris.

2. Highlighted positive cash flow, investment activities, and capital which had netted an overall increase for operations.
 3. Single audit required since TCHA receives federal funds. NO findings.
 4. No issues identified in Audit.
 5. Note that cash flow anticipated to decrease in 2025 due to significant developer fees paid prior to 2024.
- iii- Tiffany Lancaster motioned to approve the 2023 Audit, Todd Castagno seconded the motion, all in favor.
- c. 4th Quarter Financial Statements and year end transfers- Todd Brashear (TCHA Accountant)
- i- Kristina Baldwin with EMG answered questions related to the Harris Apartment budget.
 - ii- Highlighted comments:
 1. State Assistance - <\$20K>. Loans stay outstanding until homeowner beneficiaries of CDBG DPA funds sell their homes. New DPA funds anticipated to offset administrative funds of overall program.
 2. Mutual Self Help – anticipate applying for new grant and/or extension to continue program.
 3. EMG managed properties (Valley Meadows, Grantsville Apartments, and Clark Cove Cottages) rent revenue could be better in this market.
 4. EMG managed Harris Community Village is doing well with keeping units leased. Rent revenue has been impacted by ability to raise rents annually with State AHG contract, can only be done every 2 years.
 5. Todd is considering how to depreciate Harris building based on what investor (Goldman Sachs) needs per tax credits.
 6. Reviewed terms of 15-year lease with Switchpoint, regarding upfront contributions to rehab of Resource Center and reasons behind budget for Resource Center not included in annual TCHA budget.
 7. Cash position is good.
 8. Discussion on interfund transfers typically necessary at end of year.
- d. Resolution 2025-01 Overall TCHA Budget for 2022- Todd Brashear (TCHA Accountant).
- i- Tiffany Lancaster motioned to approve the 2024 4th quarter financials, and the 2025 budget. Todd Castagno seconded, all in favor.
- e. Resolution 2025-02 Write off stale dated checks and bad debt 2024 calendar year- Todd Brashear (TCHA Accountant)
- i- Jeff England motioned to approve Resolution 2025-02, Tiffany Lancaster seconded, all in favor.
- f. Resolution 2025-03 Strategic Plan
- i- Karen reviewed the proposed strategic plan, which is intended to be a live document which will continue to evolve.

- ii- Tiffany Lancaster motioned to approve resolution 2025-03 for the 5-year strategic plan, Todd Castagno seconded, all in favor.
 - g. Consideration of Cost-of-Living Raises (COLA) and staff Salary Adjustments-Bonuses
 - i- Tiffany motioned to go into closed meeting to discuss item 4(g), Jeff England seconded motion, all in favor, meeting paused to go into closed session.
 - ii- Tiffany motioned to go back into session, Jeff England seconded motion, all in favor, meeting resumed.
 - h. Consideration to master lease the 5 plex – tabled until more information is available.
 - i. Housing Quality Standards Inspection contract
 - i- The HQS contract has been entered into with a new contractor at the same price as the previous contractor.
 - ii- Tiffany Lancaster motioned to ratify the contract for HQS inspections, Jeff England seconded the motion, all in favor.
 - j. Tiffany Lancaster Board term extension
 - i- Tiffany Lancaster was asked if she was willing to accept the new term, per the appointment made by the Tooele County Commission. She accepted.
 - k. Development Agreement with GIV for Harris Phase II
 - i- DeAnn advised that she met with the GIV group twice before she retired. The GIV group would like to come back and present a concept plan.
 - l. Landscaping contract for Grantsville Apartments
 - m. Real Estate opportunity for purchase of 3 building lots
5. Old Business:
- a. Maintenance staffing - covered in Executive Director report.
 - b. Update on revamping the Website- Karen Kuipers. Karen gave a brief overview of changes being made to website framework, which will go live once some grammar and content corrections are made by the IT contractor.
 - c. Murdock Subdivision update – covered in Executive Director report.
 - d. Mutual Self Help Program update - covered in Executive Director report.
 - e. Harris Community Villages update- Karen Kuipers - covered in Executive Director report.
 - f. CROWN Homes update - covered in Executive Director report.
 - g. Grantsville Apartments update - covered in Executive Director report.
6. Other - none
7. Adjourned at 6:26pm

Board members may attend electronically.

Pursuant to the Americans with Disability Act, individuals needing special accommodations during this meeting should notify Tooele County Housing Authority at 435-882-7875 prior to the meeting.