Tooele County Housing Authority

Meeting Minutes

Tooele County Housing Authority (TCHA) Board of Commissioners held a regularly scheduled Board Meeting on Thursday, March 27, 2025, at 3:30 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 Vice Chair
Todd Castagno	Board Member (Joined virtually)
Travis Sutherland	Board Member
Karen Kuipers	Executive Director
Todd Brashear	TCHA Fee Accountant (Joined virtually)

3. Executive Director Report – Karen Kuipers shared the Executive Director report including occupancy rates, program utilization and budget utilization. Questions were asked and answered to the satisfaction of the Board.

4. New Business:
   a. Approval of January 23, 2025 meeting minutes, and September 26, 2024 meeting minutes
      i. Jeff motioned to approve the September 26, 2025 minutes, Travis seconded, all in favor. Minutes approved.
      ii. Travis motioned to approve the January 23, 2025 minutes, Tiffany seconded, all in favor. Minutes approved.
   b. Discussion – revise dates of future board meetings to facilitate timely review of quarterly financial statements.
      i. It was decided that annual schedule would be revised to ensure that quarterly financials would be available for review. The new meetings dates were set for July 31st, and October 23rd. A special meeting was scheduled for My 15th to hear a presentation from the GIV group on a concept plan for future development at Harris Community Village. Tiffany motioned to approve revised future meeting schedule, Jeff seconded, all in favor. Motion carried.
   c. The foundational expectations of Board were discussed for new Executive Director , including level of detail, communication, priorities, and spending.
   d. The Harvey Subdivision infrastructure contract was discussed, and the board provided input on the terms and conditions regarding liquidated damages if completion goes beyond

contracted time, allowable percentage of draw in lieu of bond, and release of final payment.

   i. Travis motioned to accept the bid of MDX Dirt Worx, and to move forward with terms of an 8 weeks build time, an allowable maximum draw of 50% of contract in lieu of a bond, and a non-completion clause with liquidated damages of at least $100 per day. Tiffany seconded, all in favor. Motion carried.

e. The Cornerstone Construction Proposal for 5-Plex Awning was reviewed, and it was determined that the Executive Director would approve the work to move forward.
f. Crown Homes management was discussed. The Sellers Group declined, and Karen planned to follow up with LB Hunt. If TCHA is unable to find an experienced management company, she will bring a proposal back to the board to hire an Independent Contractor or to create a new position for an employee.
g. Annex leases were discussed, regarding the necessity to revise the leases to address pest control and other issues that have come up.
h. Admin building roof warranty was discussed, which has been voided due to hail damage. Minor repairs will be carried out, and the staff will monitor closely for new leaks. It will be necessary to ensure that the roof replacement is in the Capital Expense plan.
i. Staffing needs were discussed.
j. Office Equipment – The new copier contract was reviewed. Although the expense is within the purview of the Executive Director, Karen wanted to ensure that the board was aware of the need and rationale to replace it.
k. A presentation from GIV group for Harris Phase II was set for May 15, 2025.
l. Board Vacancy was discussed, the board members were asked to assist in finding a private attorney to fill the vacant position.

5. Old Business:
   a. Karen provided an update on sale of building lots in Murdock Subdivision by Afforda to Habitat for Humanity.
   b. Karen updated the status of the AmeriCorps VISTA grant. The program has been sunset due to federal funding cuts, so the new VISTA member will not be joining TCHA as planned.

6. Other
   a. Karen reviewed several upcoming contracts and issues that TCHA needs legal advice for, which has not been available without an attorney on the board. The board discussed the need to do a future RFP for legal services, and in the interim Tiffany will provide the name of a recommended attorney to handle issues that cannot wait for the RFP process to be completed.

7. Adjourn
   a. Tiffany motioned to adjourn, Jeff seconded, all in favor. Meeting adjourned at 5:48pm.

Tiffany Lancaster, Board Chair

Karen Kuipers, Acting Secretary