Tooele County Housing Authority

Meeting Minutes

Tooele County Housing Authority (TCHA) Board of Commissioners held a regularly scheduled Board Meeting on Thursday, February 5, 2026, at 3:00 pm (66 West Vine Street, Tooele, Utah 84074)

1. Welcome – Tiffany Lancaster, Board Chair, welcomed everyone to the meeting at 3:03pm.
2. Roll Call
    a. Tiffany Lancaster — Board Chair – *attended in person*
    b. Jeff England — Board Chair Vice – *attended in person*
    c. Todd Castagno — Board Member – *attended virtually*
    d. Travis Sutherland — Board Member – *attended in person*
    e. Todd Brashear — Fee Accountant – *attended in person*
    f. Karen Kuipers — Executive Director – *attended in person*

3. New Business:
    a. Approval of October 23, 2025 meeting minutes.
        i. *Jeff motioned to approve the meeting minutes of the 10/23/2025 board meeting. Tiffany seconded, all in favor. Minutes approved.*

    b. 4th Quarterly Financial Statements and Year End Transfers- Todd Brashear (TCHA Accountant)
        i. *Todd Brashear reviewed the 4th quarter financial statements for the period ending 12/31/2025. Questions were answered and clarifications were made to the satisfaction of the board.*
            1. *Tiffany motioned to approve the 4th quarter financial statements. Travis seconded. All in favor, motion carried.*

    c. Resolution 2026-01 Overall TCHA Budget for 2026- Todd Brashear (TCHA Accountant)
        i. *Todd Brashear presented the proposed budget for 2026. Todd suggested that the vote to approve the resolution be tabled until after the closed session, since certain budget line items required review of performance of personnel and related COLA and salary adjustments/bonuses.*
        ii. *Following the closed session discussion, Tiffany motioned to approve the Resolution 2026-01 Overall TCHA Budget for 2026. Travis seconded, all in favor. Motion carried.*

    d. Stale dated checks and bad debt 2025 calendar year- Todd Brashear (TCHA Accountant)
        i. Todd B. reviewed the Memorandum of Record dated January 30, 2026, which stated that there was a zero balance of tenant's bad debt to be written off for 2025. No action necessary by the Board.

    e. Motion to Adjourn Open Session and Convene Closed Session (Roll Call Vote)
        i. *Jeff motioned to adjourn the open session and convene a closed session as properly noticed on the agenda, to discuss personnel issues and strategy regarding the potential purchase of real property. Tiffany seconded the motion. Roll call vote:*
            1. *Tiffany Lancaster – yes*
            2. *Jeff England – yes*
            3. *Travis Sutherland – yes*
            4. *Todd Castagno - yes*

f. Closed Session. *The board convened the closed session.*
   i. Reasons for closure:
      1. Personnel - Consideration of Cost-of-Living Raises (COLA), staff Salary Adjustments/Bonuses, and revisions to scope of responsibilities
      2. Strategy session to discuss the purchase of real property - Real Estate opportunity for purchase of 18 entitled building lots for three 6-plexes in Grantsville (Mutual Self Help Program)

g. Board Action on Topics Discussed in Closed Session. *Tiffany motioned to reconvene the open session of the February 5, 2026 board meeting. Jeff seconded the motion, all in favor. Meeting reconvened.*
   i. Personnel – COLA and staff salary and status adjustments.
      1. *Jeff motioned to approve the proposed budget line items related to personnel, including a 2.8% COLA increase and a 2.2% merit raise. The motion included approval of the proposal to change the status of an independent contractor to a full time employee for Homeless Programs & Supportive Services Specialist. Todd seconded the motion. All in favor, motion carried.*
   ii. URS Service Agreement – Authorization for Employee Elective Contributions for 401(k) for Tier 1, and 457(b) for Tier 1 and Tier 2.
      1. *Travis motioned to authorize employee elective contributions to the URS 401(k) plan and 457(b) plan, with the understanding that TCHA will not be providing an employer match to the 401(k) or 457(b) plans in 2026. Jeff seconded the motion, all in favor. Motion carried.*
   iii. Mutual Self-Help Program – Consideration of Board Authorization for Executive Director to Pursue Funding Opportunities for purchase of Grantsville Lots.
      1. *Tiffany motioned to authorize the Executive Director to pursue the purchase of the Grantsville lots for the continuation of the Mutual Self-Help program, with the stipulation that the Executive Director will keep the board informed and involved to address the specific terms outlined during the strategic planning session. Travis seconded, all in favor. Motion carried.*

h. Clark Cove Cottages Year 15 Disposition – Enterprise Community Asset Management
   i. *Tiffany motioned that the investor shares from Enterprise Community Asset Management should be transferred to Tooele County Housing Development upon the 15-year disposition of Clark Cove Cottages. Travis seconded, all in favor. Motion carried.*

i. Board Appointments & Vacancies. *The board discussed the difficulties recruiting board members to fill vacancies, particularly given the geographic restrictions outlined in the current bylaws. The board instructed the Executive Director prepare a draft of revised bylaws for board approval, which will omit the geographic requirements and identify geographic and sector preferences in lieu of requirements. Once approved by the TCHA board of commissioners, the revised bylaws will need to be approved by the Tooele County Council*
   i. South Tooele County (south of Stockton)
   ii. Grantsville area - Todd Castagno's term expired 12/31/25
   iii. Sector representation goal: Attorney, Community

j. Crown & 5-Plex Property Management Contract Awarded
   i. *Board was provided a copy of the executed CROWN & 5-Plex Property Management Contract for review.*

k. Administrative Plan Updates Pending

i. *Karen advised the board of updates that will be proposed to be included in the next planned update of the administrative plan.*

4. Executive Director Report
    a. *Karen provided a written copy of the Executive Directors report. Due to time constraints, priority points were highlighted, and board members were encouraged to review the report at their convenience.*

5. Old Business:
    a. Legal Services. *No action taken.*
    b. Harvey subdivision update. *Harvey subdivision updates were provided in the Executive Director report highlights.*

6. Other. *No other items were discussed.*

7. Adjourn. *Tiffany motioned to adjourn, Travis seconded. Meeting adjourned at 5:01pm. All in favor.*



Tiffany Lancaster, Board Chair

Karen Kuipers

Karen Kuipers, Acting Secretary

Dated this 24th day of June, 2026