Meeting Minutes

Tooele County Housing Authority (TCHA) Board of Commissioners held a regularly scheduled Board Meeting on Wednesday, June 24, 2026 at 3:30pm at 66 West Vine Street, Tooele, Utah 84074.

1. Welcome - *Tiffany Lancaster, Board Chair, welcomed everyone to the meeting at 3:33pm.*

2. Roll Call
    a. Tiffany Lancaster — Board Chair – *attended in person*
    b. Jeff England — Board Chair Vice – *attended in person*
    c. Todd Castagno — Acting Board Member – *excused*
    d. Travis Sutherland — Board Member – *attended in person*
    e. Todd Brashear — Fee Accountant – *attended virtually*
    f. Karen Kuipers — Executive Director – *attended in person*

3. New Business:
    a. Approval of February 5, 2026 meeting minutes.
        i. *Jeff motioned to approve the meeting minutes of the 2/5/2026 board meeting. Travis seconded, all in favor. Minutes approved.*
    b. Review of 1st Quarter Financial Statements - Todd Brashear (TCHA Accountant)
        i. *Todd Brashear reviewed the 1st quarter financial statements. Questions were asked and answered to the board's satisfaction.*
    c. Clark Cove Cottages Year 15 Disposition – Enterprise Community Asset Management
        i. Review of Assignment and Assumption of Interest – Post Y15 LPA Clark Cove Cottages (Enterprise to Tooele County Housing Development)
            1. *Todd explained the process of a LIHTC investor withdrawal, and reviewed the Assignment and Assumption of Interest agreement which will transfer the American Express West Equity fund ownership to the substitute investor – Tooele County Housing Development (TCHD).*
        ii. Review of Second Amendment to the First Amended and Restated Agreement of Limited partnership of Clark Cove Cottages L.P. and Further Assurances and Covenants – Amendment Post Y15 LPA Clark Cove Cottages (Simultaneous Withdrawal of Enterprise)
            1. *Todd further explained the process of a LIHTC investor withdrawal, and reviewed the Second Amendment to the partnership agreement, which will withdraw American Express West Equity fund from the Clark Cove Cottages Limited Partnership, and add TCHD to the partnership.*

      iii. Resolution 2026-02 – Approval of Second Amendment to the First Amended and Restated Agreement of Limited partnership of Clark Cove Cottages L.P. and Further Assurances and Covenants – <u>Amendment Post Y15 LPA Clark Cove Cottages</u> (Simultaneous Withdrawal of Enterprise)
         1. *Jeff motioned to approve the Resolution 2026-02 with the condition that the Executive Director will bring the matter back to the board if any material changes to the document are required before signing. Tiffany seconded the motion. All in favor, motion carried.*

d. Motion to Recess TCHA Board of Commissioners meeting to Convene Tooele County Development Corporation Board Meeting
   i. *Tiffany motioned to recess the TCHA Board of Commissioners meeting to convene the Tooele County Development Corporation board meeting. Travis seconded. Meeting recessed.*

e. Motion to Reconvene TCHA Board of Commissioners Meeting – Call to Order
   i. *Jeff motioned to reconvene the TCHA Board of Commissioners meeting. Tiffany seconded. Meeting called to order at 4:25pm.*
   ii. *Roll Call.*
      1. Tiffany Lancaster — Board Chair – *attended in person*
      2. Jeff England — Board Chair Vice – *attended in person*
      3. Todd Castagno — Acting Board Member – *excused*
      4. Travis Sutherland — Board Member – *attended in person*
      5. Todd Brashear — Fee Accountant – *attended virtually*
      6. Karen Kuipers — Executive Director – *attended in person*

f. Clark Cove Cottages Year 15 Disposition – Continued. TCHD and TCHA transfers
   i. Resolution 2026-03 – Approve Third Amendment to the First Amended and Restated Agreement of limited partnership of Clark Cove Cottages LP and further assurances and covenants – <u>CCLP Third Amendment Post Y15 – LPA (transfer General Partner interest from TCHA to TCHD, and transfer Limited Partner interest from TCHD to TCHA.)</u>
      1. *Jeff motioned to approve the Resolution 2026-03. Travis seconded the motion. All in favor, motion carried.*
   ii. Resolution 2026-04 – Approve Assignment of Investor's Interest - <u>CCCLP Transfer Agreement</u> (transfer 99.99% interest from TCHD to TCHA, and .01% interest from TCHA to TCHD)
      1. *Jeff motioned to approve the Resolution 2026-04. Travis seconded the motion. All in favor, motion carried.*

g. Review of Redline – DAI Utah – Brentwood – Purchase Agreement with Tooele Housing. *Karen reviewed the proposed Purchase and Sale agreement for the Brentwood subdivision lots. Questions were asked and answered to the satisfaction of the board. Karen stated* *that the agreement could not be signed until the Environmental Review Report was completed by the Tooele County Environmental Review officer, due to the use of HUD funds.*

    i. Resolution 2026-05 - Approval to move forward with purchase of Grantsville lots for Mutual Self Help Housing Program
        1. *Jeff motioned to approve the Resolution 2026-05. Travis seconded the motion. All in favor, motion carried.*

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. Board Appointments & Vacancies. *Karen reminded the board of the vacancy that needs to be filled. The board discussed prior decisions to seek others that would be interested in serving, even if not able to find someone who would represent the prioritized geographical areas of the County, or the desired sector representation. Direction was given in prior meeting to for 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

6. Other
    a. Update Board Meeting Schedule (3rd Quarter). *It was determined that the 3rd Quarter meeting will be rescheduled to September 16th @ 9am.*

7. Adjourn
    a. *Tiffany motioned to adjourn. Travis seconded. All in favor. Meeting adjourned at 5:28pm.*