

Tooele County Housing Authority (TCHA) Board of Commissioners held a Special Board Meeting, Wednesday, November 30, 2022 at 3:30 pm at 66 West Vine Street, Tooele, Utah 84074.

1. Welcome- Tiffany Lancaster Board Chair welcomed all in attendance.
2. Roll Call-
 - Ron Elton-Board Vice Chair via phone
 - Tiffany Lancaster- Board Chair
 - Bob McIntyre- Board Member
 - Todd Castagno- Board Member
 - Susan Cummings- Board Member
 - DeAnn Christiansen- Executive Director acting Secretary
 - Melissa Jensen- GIV Group
 - Ivan Carroll- GIV Group
3. Approval to hold this special meeting- Tiffany Lancaster made a motion to hold the meeting, Todd Castagno seconded the motion and all voted in favor.
4. Executive Director Report was provided in a written format to the Board listing oversight agency visits, occupancy, program utilization and updates on development projects.
5. New Business:
 - a. Minutes from October 27, 2022 Board meeting- Tiffany Lancaster made a motion to approve and Todd Castagno seconded the motion, all voted in favor.
 - b. Harris Community Village documents for financing and LIHTC Program-Melissa Jensen and Ivan Carroll presented a summary of all of the closing documents for the Harris Community Village, LLC project. The closing is slated for December 30, 2022. Questions were asked regarding various documents and answered to the satisfaction of the Board. Bob McIntyre made a motion to approve all closing documents on the board summary and authorize the Director to sign the closing for Harris Community Village, LLC, Tiffany Lancaster seconded the motion and all voted in favor. Summary attached hereto.
 - c. Consideration of giving all staff a Bonus for office restructure and organizational goals met in 2022 was discussed. Ron Elton made a motion to deny the bonus request at this time. And suggested that management present a plan for the annual budget, to include colas and performance bonus policy for the Board's consideration. Bob McIntyre seconded the motion and all voted in favor. The personnel policy does not currently address performance bonuses for staff. It may take some time for a draft policy to be prepared.
 - d. Revised Section 8 Administrator job description- with the change in Section 8 Administrator duties DeAnn presented the written updated job description that was

previously presented to the Board. Ron Elton made a motion to approve the updated Section 8 Administrator job description as presented. Tiffany Lancaster seconded the motion and all voted in favor.

- e. Schedule Board Christmas Breakfast will be held December 9, 2022 at 9 am at Virgs restaurant.
- f. 2023 Regular Quarterly Board Meeting Schedule was provided and has been posted on State of Utah website

6. Old Business:

- a. Update on developments, DeAnn provided a written and verbal summary of development progress as follows:

Blue Lakes LLC- is complete, occupied and been running for a year now. The cost certification is done. Developer fee has been received.

Buffalo Ridge LLC- is complete, the certificates of occupancy were received several months ago, staff are working to get the homes occupied. There are 12 total with 5 remaining to be filled.

Murdock Subdivision- building permits have been submitted for the Mutual Self-Help homes. The CROWN homes received LIHTC funding and will be put out to bid early 2023. The infrastructure is nearly complete with the asphalt and the road monuments, and utility hookups outstanding. TCHA has received partial reimbursements of the Performance Bond posted with Tooele City as allowed by contract. Upon completion of the improvements, Tooele City will hold 10% of the Bond for 12 months for a warranty period.

Mutual Self-Help program- Participant loans are slated to close prior to year end and construction to begin on the first 5 homes in January. The next group of 7 is slated to close in February and begin construction in March or April of 2023.

Harris Community Village-Is well under way with construction. Open house will be scheduled and closing with Goldman Sachs for the LIHTC is slated to happen before year end.

7. Other- there was no other business discussed

- 8. Adjourn Todd Castagno made a motion to adjourn and Susan Cummings seconded, all voted in favor and the meeting adjourned at approximately 5:00 pm.



Tiffany Lancaster, Board Chair



DeAnn Christiansen acting Board
Secretary