

**HOUSING AUTHORITY OF SALT LAKE CITY**  
**(HASLC)**

**BOARD MEETING MINUTES**  
Housing Authority of Salt Lake City  
1776 South West Temple  
Monday, April 30, 2018  
11:00 p.m. – 1:20 p.m.

The annual meeting of the Board of Commissioners of the Housing Authority of Salt Lake City was held from 11:00 a.m. – 1:20 p.m.

**Board Members in Attendance**

Palmer DePaulis, Chair  
Dave Mansell, Vice Chair (by telephone)  
Cindy Gust-Jenson, Commissioner  
Brenda Koga, Commissioner  
David Litvack, Commissioner  
Les Sparks, Commissioner

**Excused**

Alfonsa Price, Commissioner

**Guest**

Phil Bernal, HAME and HDC Board Member

**Staff in Attendance**

Daniel Nackerman, Executive Director  
Kim Wilford, Deputy Executive Director  
Britnee Dabb, Deputy Director  
Mark Short, Director of Finance  
Laryn Hill, Director of Property Management  
Joe Post, Director of Real Estate Development  
Zac Pau'u, Acting Deputy Director  
Charlene Owen, Administrative Assistant

**Legal Counsel**

Ryan Warburton, Gilmore & Bell

**Chair DePaulis convened the annual meeting of the Housing Authority of Salt Lake City (HASLC) at 11:00 a.m.**

**Roll Call of the Board Members present.**

**PUBLIC COMMENT**

None

**MOTION FOR APPROVAL OF THE HASLC OPEN MEETING MINUTES OF MARCH 26, 2018**

The Executive Director has provided each Commissioner with a copy of the written minutes of the March 26, 2018 Open Meeting. The Commissioners acknowledged they had sufficient time to review these minutes. Chair DePaulis called for a motion.

**Motion**

Commissioner Sparks moved to approve the HASLC Open Meeting Minutes of March 26, 2018. Commissioner Litvack seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, Mansell, and Sparks voting in favor. There were no objections or abstentions.

**NEW BUSINESS**

**A) MOTION TO APPROVE** execution of a contract with AAA Restoration and Carpet Cleaning, Inc., for the replacement of 95 windows and sliding doors at the Romney Plaza Apartments.

*Daniel Nackerman, Executive Director*

The windows in Romney Plaza have been a problem for many years; we've had it in our plans for many years to replace the windows with a solid vinyl window. The bids ranged from \$66,138 to \$96,870 for this work. The lowest bidder was AAA Restoration and Carpet Cleaning partnering with Valley Glass in the amount of \$66,138.

**Motion**

Commissioner Gust-Jenson moved to approve execution of a contract with AAA Restoration and Carpet for the replacement of 95 windows and sliding doors at the Romney Plaza Apartments. Commissioner Koga seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, Mansell, and Sparks voting in favor. There were no objections or abstentions.

**B) MOTION TO APPROVE** execution of contract with ProGreen for annual landscaping 2018 season upon further refinement by our attorney prior to execution

*Daniel Nackerman, Executive Director*

We solicit bids and award a contract annually for landscape maintenance for various housing authority properties. Our staff landscape expert has retired and this year we will not be maintaining any properties in house. This annual contract will cover all housing authority owned properties, including public housing properties. The Procurement Department sent an invitation to bid to 330 vendors and posted on the Utah State public procurement website. Six contractors submitted qualified bids for this maintenance work. We are recommending assigning the 2018 contract to ProGreen in the amount of \$60,970. They will maintain 29 properties with an expanded scope contract.

**Motion**

Commissioner Sparks moved to approve the execution of a contract with ProGreen for annual landscaping for 2018. Commissioner Koga seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, Mansell, and Sparks voting in favor. There were no objections or abstentions.

**C) MOTION TO RECEIVE** compensation study overview and presentation.

*Daniel Nackerman, Executive Director*

HASLC has not performed a compensation study for several years. The Commission requested a study last year. Trends at HASLC now include poor recruitment responses and some turnover likely due to competitors hiring away staff.

HASLC launched a procurement in late 2017 for a professional firm to conduct studies. The firm of NFP in Utah was selected under a competitive process as they were deemed very qualified and their fee was well below other firms.

NFP gathered internal data from HASLC then selected comparative agencies and cities including some of those comparable municipalities Salt Lake City uses in their studies. NFP also maintains a large data base of standard business system compensation which served well for traditional job titles and descriptions such as Accountants. The consultant contacted 27 Housing Authorities that were similar in size to ours. Only 14 HA's gave them data to use.

The primary recommendations are to move the ranges of salaries, and secondly to adjust existing compensation to any of the positions that are well below average. For the few

positions that would require downward adjustment it was recommended that we “freeze” those salaries.

A power point presentation detailing the study was shown to the Board. It shows comparable Housing Authorities and salaries, and provided an outline for making adjustments. HASLC will rely mostly on the “average” compensation levels to adjust compensation up or down to meet those averages. This method will ensure longer tenured staff are participants to the same degree as others.

**D) MOTION TO APPROVE** concept and strategy in considering utilization of tools of Eminent Domain working with city officials to improve two blighted sites.

*Daniel Nackerman, Executive Director*

The subject at hand is really blighted, poorly managed properties such as motels and apartment complexes that exist in every urban community. These existing developments often negatively impact the neighborhoods and communities in which they dwell. So as cities search for solutions they come out with things such as imposing fines, back charging the landlords or issuing court orders to take over management of such properties. There are tools nationwide when owners don't cooperate very much or those other tools don't seem to be working. One solution is to force the sale of a property through Eminent Domain, which also has a more ominous term of “condemnation”. This state and city don't use those tools very often. We think the Housing Authority is the right leader to take care of some of these properties. We were looking at buying some older motels and eliminating blight; two properties are possibilities – the Gateway Motel and the Georgia Apartments.

Salt Lake City can exercise Eminent Domain through the Redevelopment Agency. We would work closely with City officials and legal representatives to formalize the next steps, if any. No formal actions would be taken without advance Commission approval (and likely City Council and/or RDA approval) at future meetings.

### **Motion**

Commissioner Gust-Jenson made a motion that staff continue to evaluate and that the Board retain full awareness of all housing and development tools in conjunction with the City including Eminent Domain for purposes of housing. We recognize Eminent Domain as a last resort tool and should exercise extreme caution for a very solid public purpose in cooperation with the City. Commissioner Koga seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, Mansell, and Sparks voting in favor. There were no objections or abstentions.

**E) MOTION TO APPROVE RESOLUTION #611-2018** procurement policy for HASLC and all subsidiaries

*Daniel Nackerman, Executive Director and Mark Short, Finance Director*

Procurement and contract management is very high on our agenda to improve. We're making steady progress. We have re-vamped our procurement policy. Every Housing Authority has to have their own procurement policy although we're guided by federal requirements as to what those should look like. Mark Short and his staff have worked for several months on this new policy. We had a major update in May of 2016 but there have been several changes on the federal side since then. Some of the highlights of the changes are:

- The definition of conflicts of interest expanded by the new CRF to address if an agency is unable or appears to be unable to be impartial in conducting a procurement action. The previous policy used the terminology "conflict of interest, either real or apparent". The new language we are asked to use is "Or if it appears there be a conflict."
- Contracts in excess of \$150,000 must address administrative contractual, or legal remedies and provide appropriate sanctions and penalties.
- Every contract in excess of the Simplified Acquisition Threshold (\$150,000) must have a cost or price analysis performed. The threshold was not previously defined in the old policy.
- The agency must comply with the Solid Waste Disposal Act for procuring items designated in the EPA guidelines of 40 CFR 247.
- Procurements without competition, i.e. micro-purchases of \$3,000 or less, must be distributed equitably among qualified suppliers (\$2,000 for construction awards subject to Davis-Bacon Act)

We spent a lot of time last year creating thresholds for board approval of \$40,000 for any contract and \$25,000 for consulting contracts. I would recommend that the motion retains these thresholds.

**Motion**

Commissioner Koga moved to approve Resolution #611-2018 procurement policy for HASLC and all subsidiaries retaining the current thresholds for board approval. Commissioner Gust-Jenson seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, and Mansell voting in favor. Commissioner Sparks abstained from the vote until he can thoroughly review the policy. This issue may be revisited at a future meeting.

## **COMMUNICATIONS**

### **EXECUTIVE DIRECTOR REPORT**

*Daniel Nackerman, Executive Director*

#### **Informal Settlement of Construction Dispute with Zwick Construction Completed**

We have spent many hours meeting with Zwick representatives. They've come down a long way in their demands as have we. We are moving in the right direction.

#### **RFQ Issued for Developer Partner and Construction Entity on Overniter Motel Demolition and New Construction (In order to respond to City RDA Request for Proposals)**

The Redevelopment Agency of the City issued a RFP for the developers of the Overniter site. We issued an RFQ to have a developer partner with us. If we don't get a partner we might not apply. We are looking for Board direction as to how to proceed. We do know the project quite well. A discussion ensued as whether we should apply and work with a developer. There was concern expressed as to our capacity and not take on too many projects.

#### **Zions Bank Loan Update**

We thought we would have this signed by now. The interest rate changed slightly from what they originally told us. This loan is to "piece in" the rest of the short-term financing on the Capitol Motel. It is for \$2 Million.

#### **Interim Office Space Completed**

Since we bought the Bookcliffs Lodge land that has some old houses and an office building on it, we're going to use that office building as interim office space until we tear it down. We'll probably start moving a few staff over there as interim use.

#### **Staff Toured Utah Asian Association Facilities and Coordinated Architecture for New Projects**

We have been working with the Utah Asian Association to do some potential housing projects with them. We're meeting with them fairly regularly and touring their facility as they are touring our facilities.

### **Difficult HUD Deadline for Obligation of Capital Funds Met**

We had a rather ominous obligation deadline for our Capital Funds. If you don't obligate the funds by a certain date you get lowered in your score card with HUD. Thanks to really aggressive and creative work by our staff we made that obligation deadline.

### **Perfect Score on SEMAP Submission**

We received a perfect score on our Section Eight Management Assessment program (SEMAP) Report to HUD. The Board acknowledges and congratulates Jackie Rojas for this achievement.

### **MONTHLY UPDATE ON VETERAN HOUSING**

We appreciate the board encouraging us to be more aggressive with the VA. We have notified them both in writing and verbally that we're bringing in homeless people; they may not be in the Grant Per Diem program. We are getting a lot of push back including using police officers to remove the people we bring. Board Member Bernal and Executive Director Nackerman visited Senator Hatch while they were attending the NAHRO conference in Washington, D.C. Senator Hatch's staff wrote a letter to the VA Secretary in February. They told us they understand the issues and if it turns negative, it won't be negative towards the Housing Authority.

### **Motion**

Commissioner Sparks made a motion to adjourn the Housing Authority Meeting. Commissioner Koga seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, Mansell, and Sparks voting in favor. There were no objections or abstentions.

The Housing Authority Board Meeting adjourned at 1:20 p.m.

  
Palmer DePaulis, Board Chair

  
Daniel Nackerman, Executive Director

**HOUSING ASSISTANCE MANAGEMENT ENTERPRISE**  
**(HAME)**

**BOARD MEETING MINUTES**  
Housing Authority of Salt Lake City  
1776 South West Temple  
Monday, April 30, 2018  
1:20 p.m. – 1:29 p.m.

A meeting of the Board of Directors of the Housing Assistance Management Enterprise was held from 1:20 p.m. – 1:29 p.m.

**Board Members in Attendance**

Palmer DePaulis, Board Chair  
Dave Mansell, Vice Chair (by telephone)  
Philip Bernal, Board Member  
Cindy Gust-Jenson, Board Member  
Brenda Koga, Board Member  
David Litvack, Board Member  
Les Sparks, Board Member

**Excused**

Alfonsa Price, Board Member

**Staff in Attendance**

Daniel Nackerman, Executive Director  
Kim Wilford, Deputy Executive Director  
Britnee Dabb, Deputy Director  
Mark Short, Director of Finance  
Laryn Hill, Director of Property Management  
Joe Post, Director of Real Estate Development  
Zac Pau'u, Acting Deputy Director  
Charlene Owen, Administrative Assistant

**Legal Counsel in Attendance**

Ryan Warburton, Gilmore & Bell



**Board Chair DePaulis convened the meeting of the Housing Assistance Management Enterprise (HAME) of Salt Lake City.**

**PUBLIC COMMENT**

None

**MOTION FOR APPROVAL OF BOARD HAME MEETING MINUTES OF March 26, 2018**

The Executive Director has provided each Board Member with a copy of the written HAME Open Meeting minutes of March 26, 2018 and the Board acknowledged they had sufficient time to review these minutes. Vice Chair Mansell called for a motion.

**Motion**

Board Member Koga moved to approve the HAME Meeting Minutes of March 26, 2018. Board Member Sparks seconded the motion. The motion passed unanimously with Board Members Bernal, DePaulis, Gust-Jenson, Koga, Litvack, Mansell, and Sparks voting in favor. There were no objections or abstentions.

**NEW BUSINESS**

**A) APPROVE RESOLUTION #612-2018** authorizing HAME President with the authority to enter into and execute contracts

*Daniel Nackerman, Executive Director and President of HAME*

One of our lenders is demanding that there is a Resolution that the Executive Director can sign documents as President as HAME. This resolution provides financial institutions evidence of authority to execute and deliver documents on behalf of HAME.

**Motion**

Board Member Sparks moved to approve Resolution #612-2018 authorizing the HAME President with the authority to enter into and executive contracts on behalf of HAME. Board Member Koga seconded. The motion passed unanimously with Board Members DePaulis, Bernal, Gust-Jenson, Litvack, Koga, Mansell, and Sparks voting in favor. There were no objections or abstentions.

OPEN MEETING MINUTES

HAME


April 30, 2018


President Nackerman advised the Board that some of the neighbors around the Capitol Motel project have been adversely informing the public that the Capitol Motel is going to be a homeless shelter as an interim project and have been circulating flyers with that information. Some of the representatives of the neighborhood met with our attorney and staff a week ago. President Nackerman has tried calling them and has written them a letter. We will keep the Board informed.

**Motion**

Board Member Sparks moved to adjourn HAME. Board Member Bernal seconded. The motion passed unanimously with Board Members Bernal, DePaulis, Gust-Jenson, Koga, Litvack, Mansell and Sparks voting in favor. There were no objections or abstentions.

The HAME Meeting adjourned at 1:29 p.m.

  
Palmer DePaulis, Board Chair

  
Daniel Nackerman, Executive Director