

FIRST AMENDED AGENDA

SAN ANTONIO HOUSING TRUST FOUNDATION, INC.

A meeting of the SAN ANTONIO HOUSING TRUST FOUNDATION, INC BOARD OF DIRECTORS will be held at Paloma Blanca, 5800 Broadway Suite #300, San Antonio, TX 78209 on Monday, December 16, 2019 at 6:00 p.m., to consider the following matters:

NOTICE: *This meeting of the Board of the San Antonio Housing Trust Foundation, being held for the reasons listed below, is authorized in accordance with the Texas Government Code, Sections 551.001 - 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of the Executive Director. Closed meeting, if required, is authorized by the statute and will be conducted prior to the conclusion of the meeting. If, during the course of the meeting, any discussion of any item listed on the agenda should be held in closed meeting, the Board will convene in such closed meeting in accordance with Texas Government Code Sections 551.071 - 551.084. The Board may take action in the open portion of the meeting on items discussed in the closed meeting. The Board will consider, discuss, and take appropriate action regarding the following items.*

1. Call to Order and Roll Call
2. Approval of Board Meeting Minutes for November 13, 2019
3. Citizens to be heard – Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters; a total of 15 minutes will be provided
4. Ceremonial Item
5. Treasurer’s Report – November 2019
6. Executive Director’s Report – November 2019
7. Discussion, consideration and possible action regarding election of Board President
8. Discussion, consideration and possible action regarding Operating Reserve Policy
9. Funding Round Committee recommendation regarding a Foundation award of \$67,000 to the Salvation Army San Antonio Area Metropolitan Area Command for facility improvements to Hope Center located at 515 Elmira and Resolution regarding the same.
10. Executive Session pursuant to 551.071, 551.072, 551.074 of the Texas Government Code (Consultation with attorney on personnel, contracts, real estate and litigation matters may be discussed)
 - a. 551.071: Consultation with Attorney; 551.074 Personnel; Discussion regarding recruitment of Executive Director regarding process, status, and other matter related thereto.

ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED ON IN OPEN
SESSION

11. Adjournment

ACCESSIBILITY STATEMENT

Paloma Blanca Restaurant at 5800 Broadway Suite # 300 is wheelchair accessible. Auxiliary aids and services, including Deaf interpreters, must be requested forty-eight [48] hours prior to the meeting. For assistance, call (210-735-2772) or 711 (Texas Relay Service for the Deaf).

AGENDA ITEM 2

SAN ANTONIO HOUSING TRUST FOUNDATION
2019 BOARD OF DIRECTORS
MINUTES

DATE: Wednesday, November 13, 2019

TIME AND PLACE: 1:00 P.M.; Board Room

PRESENT: Randy Rice, Celina Peña, John Whitsett, Paul Demanche, John Harris II

ABSENT: Estrella Garcia-Diaz, Marco Flores and Laura Martinez

STAFF MEMBERS: Pedro Alanis- Interim Executive Director Nicole Collazo-Assistant Director, Mark Sanchez-Attorney, and Maria Bradley- Senior Administrative Assistant

VISITORS: Allison Shea-NHSD, Councilman John Courage- District 9, Veronica Soto-NHSD, Jameene Williams- City Attorney's Office, Alejandro Tijerina-COSA

1. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 1:01 P.M.
2. **APPROVAL OF BOARD MEETING MINUTES FOR OCTOBER 9, 2019.**
Director John Whitsett motioned; Director Celina Peña seconded to approve October 9, 2019 meeting minutes.
MOTION CARRIES 5-0.
3. **CITIZENS TO BE HEARD-INTERESTED SPEAKERS WILL HAVE 3 MINUTES EACH TO ADDRESS THE BOARD ON AGENDA ITEMS OR HOUSING POLICY RELATED MATTERS; A TOTAL OF 15 MINUTES WILL BE PROVIDED.**
NONE.
4. **TREASURER'S REPORT- OCTOBER 2019**
Pete Alanis gave the Treasurer's report in the absence of Director Estrella Garcia-Diaz. The Operating budget for FY 2020 has a total of \$716,433 and out of that \$36,931.17 are expenses that is through the end of October. It includes approximately 5% of the total General Operating budget. Pete Alanis also explained all unencumbered cash balances as of November 4, 2019. The Public Facility Corporation Account is at \$1,539,165 and Finance Corporation Account is at \$1,798,612

Director Celina requested to do the Financial snapshot quarterly.

NO MOTION NEEDED.

5. **EXECUTIVE DIRECTORS REPORT – OCTOBER 2019**

Pete Alanis went over an established policy stating that 25% of all revenues generated by the Public Facility Corporation and Finance Corporation are transferred to the Trust Foundation to support staff

operations. There is currently \$702,456 available for Foundation account. Pete recommended to the Board that at the next board meeting an Operating Reserve Policy should be established that would set forth guidance on utilizing the Operation Reserves.

Pete discussed the Foundation forecast of revenues and contributions received by PFC and FC. He stated there are 16 Commercial loans out of those 2 were balloon Commercial notes. There was also a discussion of all 13 Residential Loans and out of Residential loans 5 of those are delinquent. The forecast source of revenues from those loans for FY 2020 is only \$12,835. Pete informed the Board that there is not a capacity in house to case manage the delinquent accounts. Director Celina Pena brought up that the delinquent accounts that are over 120 days should have been written off at this point due to Financial standards. Councilman John Courage was provided a courtesy by the Chair and inferred if NHSD could help with counseling with these Residential clients. City Attorney Jameene Williams responded that we would have to get with our Foundation Attorney because there could be administrative and contractual issues that City would have to address before engaging with the Foundation.

Pete informed the Board members of the following projects that were approved by the PFC/FC

- City Base Apartments-Inducement Resolution approval
- South Flores Lofts Apartments- Inducement Resolution approval
- Woodlawn Ranch-loan modification to lower the interest rate from 4.2% to 3.1%

6. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING ESTABLISHING A \$700,00 LIMIT FROM OPERATING RESERVES TO SUPPORT THE CITY OF SAN ANTONIO HOMEOWNERSHIP INCENTIVE PROGRAM (HIP) FLOAT ACCOUNT FOR FISCAL YEAR 2020 AND RESOLUTION REGARDING THE SAME

Pete Alanis explained on how the HIP program works. The goal for FY 2020 is to assist 165 first time home buyers. The recommendation is to have a cap on HIP loans to \$700,000 for FY 2020.

Director Celina asked if there is a reimbursement timeframe requirement with the City. Pete replied there isn't a reimbursement timeframe, but our Foundation attorney could draft an MOU to add that timeframe. Director Paul asked if we could increase the cap in the event where the market rises. Pete replied that an exception rule would be a good idea in an emergency case.

Director Celina Peña motioned and Director John Whitsett seconded to approve as presented with an addition of an exception policy to allow the City to go over the \$700,000 cap.

Motion passed. 5-0.

7. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING THE TRANSFER OF AUTHORIZATION FOR THE BROADWAY BANK ACCOUNTS AND RESOLUTION REGARDING THE SAME

Pete Alanis is recommending the approval of the Resolution to authorize the Assistant Director, Nicole Collazo signature rights to sign checks and access information of Broadway bank.

Director John Whitsett motioned and Director Paul DeManche seconded to approve the Broadway Bank Resolution.

Motion passed. 5-0.

8. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING A FOUNDATION AWARD OF \$67,000 TO THE SALVATION ARMY SAN ANTONIO AREA METROPOLITAN AREA COMMAND FOR FACILITY IMPROVEMENTS TO HOPE CENTER LOCATED AT 515 ELMIRA AND RESOLUTION REGARDING THE SAME

Pete Alanis briefed on the Salvation Army requesting \$67,000 from the Foundation Board for a boiler system and a backup boiler for installation at the Hope Center. Staff recommendation to provide up to \$67,000 to the Hope Center.

Director Celina requested the Foundation should have a process for when people are asking for funds ruling out an RFP or LOI approach. Pete agrees to do begin drafting a process.

Director Celina is not comfortable moving forward because we did not have anything in writing or a policy in place.

Director John Harris is opposed and mentioned he wanted to see if there are other non-profits that would be able to match.

Item 8 will be tabled. Motion not passed. The Funding Round Committee will schedule a meeting to review the Salvation Army application. Then the Funding Round Committee they will develop a recommendation. If the item moves forward it will be forwarded for full Board approval.

9. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING THE STATEMENT OF POSITION ON NALCAB ASSESSMENT ON SAN ANTONIO HOUSING TRUST

Pete Alanis provided a briefing on recommendations related to the NALCAB assessment at the PFC/FC Board meeting. The PFC/FC Board was open to the idea of participating in interview process for the permanent Executive Director position. Councilwoman Viagran, Councilman Treviño and Councilwoman Gonzales would like to be in the selection panel for the Executive Director search.

Director Celina motioned and Director Paul DeManche seconded to move to issue the Version 3 letter statement of position on NALCAB assessment as presented.

Motion passed. 5-0.

10. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING PERSONNEL COMMITTEE RECOMMENDATION OF SEARCH FIRM FOR THE EXECUTIVE DIRECTOR RECRUITMENT

Motion out of Committee to go with Reaction Search International to help in the search for the Executive Director.

Motion passed. 5-0.

11. EXECUTIVE SESSION: Pursuant to 551.071, 551.072, 551.074 of the Texas Government Code (consultation with attorney, personnel, contracts, real estate and litigation matters may be discussed)

ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED UPON IN OPEN SESSION.

Into Executive Session at 2:43PM

Director John Harris Motion and Director Celina Pena to rescind the previous motion regarding the selection of Reaction International Search Firm and to authorize the Personnel Committee to conduct the search process.

Motion passed. 5-0.

12. ADJOURNMENT- Without objection the chair adjourned the meeting at 2:56 p.m.

Director Paul DeManche motioned, and Director John Whitsett seconded to adjourn.

Motion passed. 5-0.

Signed this _____ of _____, 2019

Respectfully Submitted by:

Secretary

San Antonio Housing Trust Foundation, Inc.

Agenda Item 3

Agenda Date: 12-16-19

DEPARTMENT: San Antonio Housing Trust Foundation, Inc.

SUBJECT:

Citizens to be heard [Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters; a total of 15 minutes will be provided]

SUMMARY:

This item will allow 3 minutes each for interested speakers to address the Board

San Antonio Housing Trust Foundation, Inc.

Agenda Item 4

Agenda Date: 12-16-19

DEPARTMENT: San Antonio Housing Trust Foundation, Inc.

SUBJECT:

Ceremonial Item presented to Laura Martinez.

San Antonio Housing Trust Foundation, Inc.

Agenda Item 5

Agenda Date: 12-16-19

DEPARTMENT: San Antonio Housing Trust Foundation, Inc.

SUBJECT:

Treasurer's Report for November 2019.

ATTACHMENTS:

*Budget Report November 2019

**SAN ANTONIO HOUSING TRUST FOUNDATION
OPERATING BUDGET FY 2020**

	<i>Adopted FY 2020 Budget</i>	<i>FY 2020 Actuals Thru End of November</i>	<i>FY 2020 Remaining Budget</i>	<i>% Expended</i>
<i>Personnel Services</i>				
Salaries	\$ 439,518	\$ (26,150.70)	\$ 413,367	
Auto Allowance	\$ 9,000		\$ 9,000	
Taxes-Payroll	\$ 31,334	\$ (2,000.52)	\$ 29,333	
Taxes-Unemployment	\$ 1,620	\$ -	\$ 1,620	
Insurance - Workmen's Comp	\$ 550	\$ (485.10)	\$ 65	
Insurance - health & life	\$ 300	\$ (37.44)	\$ 263	
Retirement Plan Exp.	\$ 45,135	\$ (1,898.32)	\$ 43,237	
Travel & Training	\$ 8,000	\$ -	\$ 8,000	
<i>Subtotal Personnel Services</i>	\$ 535,457	\$ (30,572.08)	\$ 504,885	6%
<i>Contractual Services</i>				
Audit	\$ 6,500	\$ -	\$ 6,500	
Contract-Bookkeeping	\$ 7,320	\$ (1,720.00)	\$ 5,600	
Legal Fees	\$ 2,980	\$ (150.00)	\$ 2,830	
Fees to Professional	\$ 109,500	\$ (7,723.63)	\$ 101,776	
Maint. & Repairs	\$ 21,001	\$ (6,104.50)	\$ 14,897	
Rental of Equipment	\$ 2,000	\$ 460.51	\$ 2,461	
Telephone and Internet	\$ 3,275	\$ (339.33)	\$ 2,936	
<i>Subtotal Contractual Services</i>	\$ 152,576	\$ (15,576.95)	\$ 136,999	10%
<i>Commodities</i>				
Bind, print & reproduction	\$ 150	\$ -	\$ 150	
Mail & parcel post	\$ 350	\$ -	\$ 350	
Office Supplies	\$ 2,100	\$ (1,535.33)	\$ 565	
Utilities	\$ 6,700	\$ (1,065.37)	\$ 5,635	
<i>Subtotal Commodities</i>	\$ 9,300	\$ (2,600.70)	\$ 6,699	28%
<i>Insurance/Other Expenditures</i>				
Insurance - Business package	\$ 13,200	\$ (11,046.50)	\$ 2,154	
Advertising	\$ 500	\$ -	\$ 500	
Membership, Fees & Licenses	\$ 400	\$ (301.35)	\$ 99	
Subscriptions & Dues	\$ 700	\$ -	\$ 700	
Entertainment & food	\$ 1,300	\$ -	\$ 1,300	
<i>Subtotal Insurance/Other Expenditures</i>	\$ 16,100	\$ (11,347.85)	\$ 4,752	70%
<i>Capital Outlay</i>				
Equipment purchases	\$ 2,500	\$ (335.25)	\$ 2,165	
Furniture purchases	\$ 500	\$ -	\$ 500	
<i>Subtotal Capital Outlay</i>	\$ 3,000	\$ (335.25)	\$ 2,665	11%
Total General Operating Budget	716,433	\$ (60,432.83)	\$ 656,000	8%

SAN ANTONIO HOUSING TRUST FOUNDATION

EXECUTIVE DIRECTOR'S REPORT

For November 2019

Logo Designs

As part of our website redesign efforts, staff would like to showcase several new logo options for feedback.

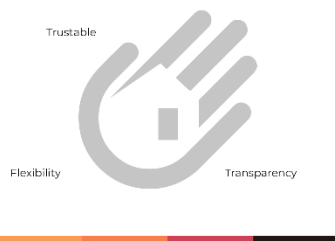
Option A



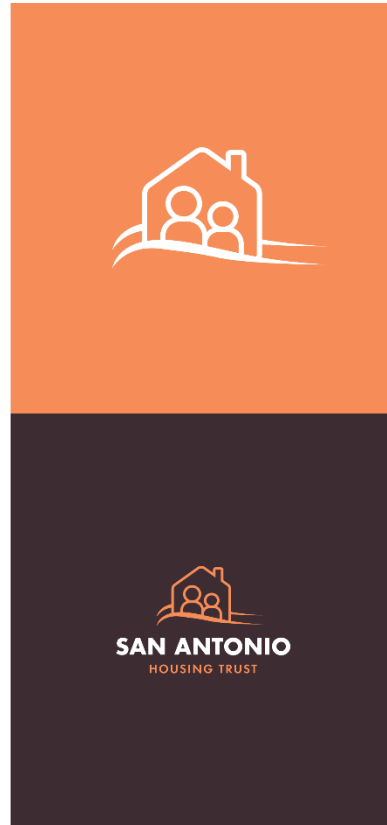
Option B



Option C



Option D



Residential Loan Management

The foundation manages 13 residential loans totaling approximately \$139k in outstanding principal. Eight of the thirteen loans are current and provide about \$1,070 in monthly income. At the last meeting, the Foundation Board asked for a solution to five delinquent loans that remain in a delinquent status accounting for \$2,317.79 per month in lost revenue.

Due to limited staff resources to effectively case manage residential loans, I sought out a proposal from NHS of San Antonio, who oversees a \$4 Million residential loan portfolio with over 400 active loans. NHS of San Antonio staff has the necessary experience to manage, evaluate, and monitor the performance of the 13 loans. They have provided a flat rate proposal of \$40/mo for each account which includes case management on the delinquent accounts. They have also provided a collection process that is fair and provides consultation with the SAHT prior to any final foreclosure situations.

Request for Applications

The Foundation Board provided direction last month concerning establishing a process for a future Request for Applications Funding Round. On November 20, staff met with representatives with LISC and the San

Antonio Area Foundation to discuss a potential collaborative funding application. LISC was supportive of the idea. SAAF needed to have more information but was open to supporting from an evaluation standpoint. On November 22nd, the Funding Round Committee was introduced to the idea of a possible collaboration and was generally supportive of the concept.

On December 20th, staff will have a work session with LISC San Antonio to discuss details on a joint funding application funding round which would provide additional capacity building dollars to support local housing non-profits. I would like the board and committee to also consider potentially await the City's New Chief Executive Officer coordination on the Affordable Housing Strategic Plan, which will identify from a coordination standpoint, how the Trust Entities and other housing entities can best coordinate to deliver on long term strategic goals.

On December 10, 2019 the PFC and FC approved the following:

Public Facility Corporation

Approval of a resolution inducing the Echo East Apartments, a new 192-unit 4% Low Income Housing Tax Credit multi-family project in partnership with Gardner Capital and the George Gervin Youth Center, Inc., located on 10 acres at approximately 301 Spriggdale in Council District 2.

Approval of a resolution inducing the Northview Apartments, a new 156-unit 4% Low Income Housing Tax Credit multi-family project in partnership with Pedcor Housing Corporation and Village Capital Corporation, located on 11.2 acres at 23132 US Highway 281 North in Council District 9.

Approval of a resolution inducing the Beitel Creek Flats Apartments, a new 338-unit mixed income affordable/market PFC structure in partnership with the NRP Group LLC, located on 14 acres at the eastern corner of Wurzbach Parkway & Thousand Oaks, across from The Upton at Longhorn Quarry in Council District 10.

Finance Corporation

Approval of an amended and restated Resolution increasing the inducement of the amount of tax-exempt bonds from \$12,000,000 to \$15,000,000 to finance the acquisition and rehabilitation of the Pan American Apartments located at 143 NW 36th Street.

Approval of a resolution concerning the application of Port SA Redevelopment, LP relating to the proposed financing of up to \$37,000,000 of the costs of the acquisition and rehabilitation of the Preserve at the Port Apartments, located at 402 Gillmore Avenue.

Approval of a resolution concerning the application of VCCPHC-San Antonio I, LP (a Pedcor affiliate) relating to the proposed financing of up to \$25,000,000 of the costs of the acquisition, construction, and equipping of the Northview Apartments, to be located at 23132 US Highway 281 North.

San Antonio Housing Trust Foundation, Inc.

Agenda Item 7

Agenda Date: 12-16-19

DEPARTMENT:

San Antonio Housing Trust Foundation, Inc.

SUBJECT:

Discussion consideration and possible action regarding election of Board President.

SUMMARY:

Director Laura Martinez announced to the board at the October board meeting that she will be resigning from the San Antonio Housing Trust Foundation board. Mrs. Martinez submitted her formal resignation on November 22, 2019.

In her absence, Director Randy Rice, the Vice President, has been acting as the Foundation Board President, in accordance with the Foundation Bylaws. Acting President Director Randy Rice has requested an election of officers.

Per Bylaw Article 6.01, the officers of the Foundation will consist of the President of the Board, a Vice President of the Board, a Secretary, a Treasurer, and any other officers that the Board may establish and designate by resolution adopted by a majority of the whole Board. Any person may hold any two or more offices of the Foundation except the offices of President and Secretary.

Nominations are accepted on the floor and an election by the majority of Directors Present is required.

San Antonio Housing Trust Foundation, Inc.

Agenda Item 8

Agenda Date: 12-16-19

DEPARTMENT: San Antonio Housing Trust Foundation, Inc.

SUBJECT:

Discussion, consideration and possible action regarding Operating Reserve Policy

SUMMARY:

Operating Reserves are unrestricted net assets available for use in emergencies to sustain financial operations in the unanticipated event of significant unbudgeted increases in operating expenses and/or losses in operating revenues.

Statement of Purpose

To protect the Foundation's operations, it is the policy of the Foundation to set aside funds as a "Rainy Day" fund in a separate bank account and/or low risk liquid investments that can be easily converted into cash without having a significant impact on its value. The Board recognizes how critical it is to ensure the Foundation's ability to manage operations through periods of unanticipated unbudgeted expenses or reductions due to market forces impacting the Foundation's revenue streams.

The Foundation shall establish a fully funded operating reserve of \$1,000,000.

The amount considered is based on multiple factors, including the FY 2020 General Operating budget level, future revenue risk associated with outstanding loans, corporation cash flow revenues being dependent on market forces, amount of cash currently on hand, risk factors associated with the condition of the headquarters building, and existing commitments to float City of San Antonio activities.

Procedure

The Executive Director shall be authorized to transfer funds from the Operating Reserve to the General Operating Fund if the action is done accordance with this operating policy or when specific Foundation Board action is taken to respond a 15 specific financial situation.

The Executive Director shall be authorized to transfer *unbudgeted* Operating Reserve funds to the Foundation Project Fund if there is a surplus in reserves. The Board previously approved utilizing reserve funds to float cash for City managed programs.

If there is a deficit or shortfall in the operating reserve fund, the Executive Director shall recommend to the Foundation Board a *build-up schedule* to the board when presenting the annual budget.

Access to Operating Reserve Funds

Operating reserves are used for the Foundation to meet commitments, obligations, or other contingencies for day-to-day operations. While Operating Reserves are available for use at the discretion of the Trust Foundation's Board, the board agrees the Executive Director shall be authorized to access Operating Funds in the following instances:

- If there is an unanticipated decrease in the project revenue stream to fund operations
- If there is an unanticipated delay in the projected revenue stream necessary to fund operations
- If there is an unanticipated or unplanned capital need for the headquarters building

The Foundation Board Chairperson may authorize the Executive Director to utilize a portion of operating reserve funds in response community disaster if a specific response to a community need is required expeditiously.

This policy should be reviewed every three years by the Foundation Board (or designated committee), or sooner if conditions warrant.

RECOMMENDATION:

Staff recommends adoption of the Operational Reserve Policy and transferring the surplus funds into the Foundation Project Fund.

San Antonio Housing Trust Foundation, Inc.

Agenda Item 9

Agenda Date: 12-16-19

DEPARTMENT: San Antonio Housing Trust Foundation, Inc.

SUBJECT:

Discussion, consideration and possible action regarding a Foundation award of the initial \$67,000 to the Salvation Army San Antonio Area Metropolitan Area Command for facility improvements to Hope Center located at 515 Elmira.

SUMMARY:

At the October 09, 2019 board meeting the Salvation Army gave a presentation about the types of housing programs they offered at the Hope Center located at 515 Elmira. They informed the board of their need for water softener and boiler repairs valued at \$67,000 at the Hope Center location. The amount was an initially estimated for their advisory board which including a 10% contingency.

On November 13, 2019 a grant request was discussed and considered at the board meeting. A motion was made to table grant request until the Funding Round Committee reviewed the application.

On November 22, 2019, the Funding Round Committee met to further review the grant application. The Funding Round Committee was favorable of the request if additional documentation was provided showing an adequate number of bids were received for the work. In addition, whether or not the Salvation Army could proceed through a reimbursement prior to receiving payment.

ISSUE:

The Salvation Army is now requesting a grant as a reimbursement for repairs and replacement of both systems. Due to the urgency of the facility's needs, the Salvation Army Divisional & Territorial Headquarters authorized releasing funds through their Capital Trust which had a \$304,000 balance prior to the request.

Water Softener System

The Salvation Army contracted with Kinetico Water Systems at a cost of \$31,894.50 to begin the repair on the water softener on November 21, 2019. The repair was completed on December 3, 2019. While Kinetico was higher than the second quote from Heat and Treat at \$22,506, the Salvation Army Board elected to go with the higher cost system, due to long term costs savings realized through operation and maintenance savings.

Hot Water Boiler

The Primary Boiler #1 had experienced a failure in September 2019. During the interim, their auxiliary boiler #2 began experiencing flame outs which required multiple resets daily. Due to this urgency the Salvation Army contracted with Tezel and Cotter Air Conditioning to replace boiler #1 at \$21,722 and repair boiler #2 at \$2,472, totaling \$24,194.

The Salvation Army did receive two other bids from Alamo Welding & Boiler Works, Inc totaling \$42,000 and Brandt totaling \$41,517.

The replacement work for the Hot Water Boiler 1 & 2 began on December 9, 2019.

RECOMMENDATION:

Due to the urgency of the work, provided documentation of bids, evidence that funds are authorized to pay for the cost up front, and the critical nature of the emergency housing that this Center provides, staff recommends a reimbursement grant of \$47,700 vs the \$56,088 actual cost. This amount is equal to the lowest bid on the Water Softener and the lowest bid on the cost of the boilers. This provides the Salvation Army with a matching contribution of \$9,388.

Water Softener Bids

Property Repair Expenditure Requisition

#PD3-0191644: San Antonio Hope Center - 521 W. Elmira
#PD3-0191644 Water Softener Equipment



tsamm.org/PD3-0191644

San Antonio Area Command

Status: Approved at THQ

Approvals: **Interim** - Lt. Col. Sam Henry, Territorial Property Secretary
Nicky Roberts, Director of Business Operations
Rhonda Bryant, Secretary: Property Department
Major Robert Webb, Area Commander

**PROPERTY
COUNCIL**

**DIVISIONAL
FINANCE
BOARD**

Approved at THQ
THQ 2019-11-21 PROPC
#41

Recommend Approval to
THQ
TX 2019-11-19 DFB #47



Lt. Col. Ronnie Raymer
Divisional Commander
Texas Divisional Headquarters

Executive Summary

TSAMM #PD3-0191644, in the amount of \$28,995 plus contingency, in the total of \$31,894.50, for labor and materials to replace commercial water softener system tanks and components using new Kinetico Premier Series Commercial System 3 tank hydrous water softener. This includes 4 year parts warranty and 1 year trip and labor warranty.

The water softening system servicing the area command Hope Center building has been down for several months. The build up of lime is already starting to affect our domestic water lines. In consultation with the property committee of the local board, the recommendation is to replace the system with Kinetico Premier Series Commercial System 3 tank hydrous water softener. While it is more expensive than the other quote, Kinetico is a demand based upflow system that doesn't rely on computer and electrical components to operate. It's more cost effective both in operation and in maintenance or future repairs. The company is extremely reputable and product gets excellent reviews and customer satisfaction. It should be noted that a local foundation is currently considering funding this purchase at 100%. However, notification may not be until after the new year. As such, the advisory board, as a contingency, unanimously approved the funding to come from San Antonio Capital Trust at its meeting on October 15, 2019.

Funding Source: San Antonio Capital Trust Account #P02-000-3150-010-8990700 (bal 11/12/19 - \$304,282)

San Antonio Advisory Board Minutes, October 15, 2019

Recommend Approval Not Approved Deferred Declined

Kevin Taylor

From: Richard Thomas <richralprop@gmail.com>
Sent: Friday, October 4, 2019 10:44 PM
To: Gibby De La Rosa
Cc: Kevin Taylor; Robert Webb
Subject: Re: Kinetico Commercial Quote
Attachments: Image-12.jpeg

Gibby,

Thank you for your email. We greatly appreciate Kinetico's desire to help The. Salvation Army serve those less fortunate in our community. I will put this item on the agenda for the Property Committee scheduled to meet this Wednesday. I will keep you informed.

God Bless you,

Richard Thomas

On Fri, Oct 4, 2019, 10:34 PM Gibby De La Rosa <gibby@kineticosa.com> wrote:
Thank you for your time today Mr. Thomas!

As per are conversation today, are Premier Series Commercial System (Hydrous Softener).

This is a 3 Tank Hydrous Water Softener, you would Need to handle your demand.



I wanted to show a picture of what it would look like if you decide to choose us as your water quality and service provider.

-System Regular Price \$34,995.00
-Install Fee \$1,500.00

On behalf of San Antonio Kinetico, we would like to Offer you are Quality Service and softener System at \$28,995.00 and waive the install fee of \$1,500.00 per Ownership.

To get you started:
-\$7,000.00 Down Payment
-12 month payments/In House Financing\$1,832.91
-Install Availability upon Request

Commercial Parts Warranty:
-4 year Parts warranty
-1 year trip and labor warranty

If you have any questions please don't hesitate to call me anytime.

Thank you again and have a wonderful weekend!

Gibby Delarosa
-San Antonio Kinetico Manager-
15678 Tradesman Rd.
San Antonio Texas 78249

210-430-7955 cell

Get Outlook for iOS



116 Commercial Place
 Schertz, Texas 78154
 Phone: (210) 509-7638
 Fax: (210) 509-7630
 Website: www.heatandtreat.com

Quotation

Date	Quotation No.
9/20/2019	21934

Name / Address
SALVATION ARMY 525 W ELMIRA STREET SAN ANTONIO, TX 78212 210-854-7218

Project
SOFTENER REPLACEMENT

Item	Description	Qty	Unit Price	Total
HT-42-0450-NT-3900FMSIMPLEX	ENTERED BY FRANK GARZA CALLED IN BY RICHARD THOMAS 210-492-1088 FOR KEVIN TAYLOR 210-352-2000 CELL 210-325-1978 KEVIN TAYLOR@USS SALVATIONARMY.ORG 30"X72" DUPLEX 3" VALVES RECOMMEND REPLACING WITH NEW EQUIPMENT NEW USER FRIENDLY CONTROLLERS NEW 5 YEAR WARRANTY HEAT & TREAT WATER SOFTENER MODEL # HT-42-0450-NT-3900FMSIMPLEX SYSTEM 450,000 GRAIN 3900 VALVE W/METER DELAY AND AIR FLOAT VALVE. SIMPLEX SYSTEM 1-22-2019-GJ	2	9,378.46	18,756.92T
REMOVE AND INSTALL	REMOVE OLD UNIT AND DISPOSE OF MATERIAL AND INSTALL NEW WATER SOFTENER IN ITS PLACE START UP EQUIPMENT AND PUT ONLINE GIVE OWNER TRAINING	1	3,750.00	3,750.00T

GOOD LUCK ! MAY WE HAVE YOUR ORDER ?

Subtotal	\$22,506.92
Sales Tax (0.0%)	\$0.00
Total	\$22,506.92

The above quotation is valid for 20 days. This quotation does not include freight to shipping address. All shipping is FOB origin, freight prepaid & add.

The quotation does not constitute an offer to provide and/or perform the product/work at this price but is instead a quotation for such services as outlined above and would be subject to Heat & Treat Standard Terms and Conditions. If for any reason the information provided to Heat & Treat is found to be inaccurate, incomplete, or otherwise changed, Heat & Treat reserves the right to provide an amended quotation.

Signature: _____

Boiler #1 & #2 Bids

TEZEL & COTTER AIR CONDITIONING, L.P.



MECHANICAL CONTRACTORS

AIR CONDITIONING
REFRIGERATION
SHEET METAL
CONTROLS
PLUMBING
HEATING
TESTING AND BALANCING

2730 Castroville Rd. • San Antonio, Texas 78237
(210) 734-5156 (VOICE) • (210) 734-5199 (FAX)
www.TezeLandCotter.com • TA CL A60230C • M 18837

September 25, 2019

**TO: Salvation Army
515 W Elmira
San Antonio, TX**

Quote #390919d

**Attn: Dickie Thomas
Re: Boiler Replacement**

We are pleased to provide the following quote to replace the Lochinvar CKN Boiler with a new Lochinvar Boiler of similar size and capacity. The new boiler has 3-5 week lead time and can be installed at your convenience. Installation should not cause an interruption of hot water. Feel free to call with any questions or concerns

Scope of work

- Remove and dispose of the existing Lochinvar Boiler
- Furnish and install one (1) new Lochinvar Boiler (same capacity)
- Startup and check for proper operation

Exclusions

- Sales Taxes
- Replacing pipe, isolation valves or control valves
- Replacing or repairing the second boiler
- Insulation beyond the immediate piping
- Replacing, relocating or modifying the flue pipe (none foreseen)
- Replacing, relocating or modifying the electrical connection (none foreseen)
- Temporary water connections
- Control modification
- Overtime

Quote

\$ 21,772.00

Sincerely,
Tezel and Cotter Air Conditioning, LP

**Tim McBrayer
Service Manager**

Accepted by:

Date:

Quote valid for 30 days

TEZEL & COTTER AIR CONDITIONING, L.P.



MECHANICAL CONTRACTORS

2730 Castroville Rd. • San Antonio, Texas 78237
(210) 734-5156 (VOICE) • (210) 734-5199 (FAX)
www.TezelandCotter.com • TACL A60230C • M 18837

AIR CONDITIONING
REFRIGERATION
SHEET METAL
CONTROLS
PLUMBING
HEATING
TESTING AND BALANCING

November 12, 2019

**TO: Salvation Army
515 W Elmira
San Antonio, TX**

Quote #391112a

**Attn: Dickie Thomas
Re: Boiler Repairs**

During the service call placed on November 12, our technician determined that the combustion blower motors are failing causing the fans to overheat and shutdown. Once the fans shutdown the boiler safety circuitry shuts down the boiler. Lochivar has the replacement fans available in Dallas with a 1-2 day lead time. Feel free to call with any questions or concerns

Scope of work

- Remove and dispose of the existing fans
- Furnish and install two (2) new fans
- Replace the Hot Surface ignitor
- Startup and check for proper operation

Exclusions

- Sales Taxes
- Replacing pipe, isolation valves or control valves
- Replacing or repairing the second boiler
- Additional repairs
- Expedited freight
- Control modification
- Overtime

Quote

\$ 2,472.00

Sincerely,
Tezel and Cotter Air Conditioning, LP

**Tim McBrayer
Service Manager**

Accepted by:

Date:

Quote valid for 30 days

September 11, 2019

For more than 60 years,
Brandt has worked to design, build and
service facilities that are energy efficient,
environmentally sensitive & cost effective.



BRANDT

190911TT01

**REPLACE LOCHINVAR BOILER
MODEL CWN1435 WITH NEW
HIGH EFFICIENCY RBI LCD
MODEL LW1480**

Proposal Presented To:

SALVATION ARMY

KEVIN TAYLOR

For Work Performed At:

SALVATION ARMY

KEVIN TAYLOR

515 W ELMIRA ST

SAN ANTONIO, TX 78212

Prepared By:

TONY TREVINO

SERVICE SALES

Cell: 210-906-6530

Fax: -

Email: tony.trevino@brandt.us

24 Hour Service Dispatch

(210) 599-6120



Austin • Dallas • Fort Worth • Houston • San Antonio • Waco



The Brandt Companies, LLC

6023 Corridor Pkwy, Ste 100, Schertz, TX 78154, (210) 599-6120, TACLA18441C/TECL20109/M41312

Proposal Date: September 11, 2019

Proposal#: 190911TT01

24 Hour Service Dispatch: (210) 599-6120

Reference: CWN1435 WITH NEW HIGH EFFICIENCY RBI

Reference: LCD MODEL LW1480

Customer:

Service Site:

**KEVIN TAYLOR
SALVATION ARMY
515 W ELMIRA ST

SAN ANTONIO, TX 78212**

**KEVIN TAYLOR
SALVATION ARMY
515 W ELMIRA ST

SAN ANTONIO, TX 78212**

Repair work proposals are for the scope as listed on the following page.

Equipment replacement proposals are for the scope of work as listed on the following page.

The Brandt Companies, LLC is pleased to submit the following price and general scope of work to be performed, (at the above-referenced service site), in the amount of: \$ 34,105.00 excluding any applicable taxes.

Remit To: The Brandt Companies, LLC, P.O.Box 227351, Dallas, TX 75222-7351 - Tax EIN: 37-1652957

• Austin • Dallas • Fort Worth • Houston • San Antonio • Waco

We appreciate the opportunity to provide you with our services. Upon receipt of a signed proposal, we will begin mobilizing material orders and contact you to coordinate the repairs. Our terms are net ten days from the invoice date, and past due after thirty days. This contract is not valid without attachment and signature of customer on Service Descriptions Page and Terms and conditions.

Best Regards,

TONY TREVINO

SERVICE SALES

Cell: 210-906-6530

Fax: -

Email: tony.trevino@brandt.us

Customer Acceptance

The Brandt Companies, LLC

Accepted By: _____

Accepted By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Company: _____

The Brandt Companies, LLC

Date: _____

Date: _____

Purchase Order Number: _____

www.brandt-companies.com

Regulated by The Department of Licensing and Regulation / P.O. Box 12157, Austin, TX 78711 / 1-800-803-9202 / 512-463-6599 / www.license.state.tx.us

Brandt Confidential: This proposal includes data that shall not be disclosed outside of the party or company to which it is intended, and shall not be duplicated, used or disclosed, in whole or in part, for any purpose other than to evaluate this proposal.



The Brandt Companies, LLC

6023 Corridor Pkwy, Ste 100, Schertz, TX 78154, (210) 599-6120, TACLA18441C/TECL20109/M41312

Proposal Date: September 11, 2019

Proposal#: 190911TT01

24 Hour Service Dispatch: (210) 599-6120

Reference: CWN1435 WITH NEW HIGH EFFICIENCY RBI LCD MODEL LW1480

Scope of Work:

- Brandt is pleased to provide all material, equipment, supervision and certified labor to replace one (1) Lochinvar boiler model CWN 1435. We will be replacing this boiler with a new higher efficiency RBI Model LCD. After demo of existing equipment, we will use certified boiler mechanics and technicians to pipe this into your existing system per manufacturer's recommendations. All electrical connections will be performed by our certified boiler technicians. Start-up of new unit and training is also included in this proposal.
- SCOPE OF SUPPLY: Water Heater RBI LCD Model LW 1480 Featuring bronze headers, 82% efficiency, low NOx | -1,480,000 BTU input, Natural Gas, on/off firing mode, cupronickel ASME heat exchanger, 125# relief valve, indoor installation. Pump, Taco, 3/4 HP TEFC Motor 1750 RPM, 1 1/2" 208-230/60/1, 5.25 Impeller, 2" Flange, Stainless Steel Body With Stainless Steel Impeller
- Existing Boiler Stack will be utilized.
- Boiler will be installed per manufacture's recommendation.
- Please note: This is a turnkey price. To include, new boiler, labor, materials, supervision, startup

Accepted By Customer: _____ Brandt: _____



The Brandt Companies, LLC

6023 Corridor Pkwy, Ste 100, Schertz, TX 78154, (210) 599-6120, TACLA18441C/TECL20109/M41312

Proposal Date: September 11, 2019

Proposal#: 190923TT01

24 Hour Service Dispatc (210) 599-6120

Reference:

**COMPLETE INTERNAL INSPECTION, REPLACE
IGNITION MODULE, IGNITORS & CLEAN BURNERS
AND HEAT EXCHANGER ON LOCHINVAR BOILER
WITH COMBUSTION TESTING**

Customer:

Service Site:

**KEVIN TAYLOR
SALVATION ARMY
515 W ELMIRA STREET

SAN ANTONIO, TX**

**KEVIN TAYLOR
SALVATION ARMY
515 W ELMIRA STREET

SAN ANTONIO, TX**

Repair work proposals are for the scope of work as listed below.

Equipment replacement proposals are for the scope of work as listed below.

The Brandt Companies, LLC is pleased to submit the following price and general scope of work to be performed,
(at the above-referenced service site), in the amount of: **\$ 7,412.00** excluding any applicable taxes.

Scope of Work: • Brandt is pleased to provide this proposal to perform the complete inspection on your Lochinvar Boiler # 2.

- Using genuin Lochinvar gasket kits, we will remove panels, clean burners and replace with new gaskes.
- We will replace the ingnitores on both boiler. Please note: boilers require two (2) Ignitores each.
- We will also inspect and clean the sensors. We will also replace the main board controller. This will require some rewiring.
- We will bring both units back online and check for proper operation.
- Once unit is back online our certified technician will perform the combustion analysis on both boilers. He will also check all safeties.
- We will check out with customer and provide all documentation.

Exclusions: • Anything not listed in the scope of work. Applicable Taxes.

Remit To: The Brandt Companies, LLC, P.O.Box 227351, Dallas, TX 75222-7351 - Tax EIN: 37-1652957

• Austin • Dallas • Fort Worth • Houston • San Antonio • Waco

We appreciate the opportunity to provide you with our services. Upon receipt of a signed proposal, we will begin mobilizing material orders and contact you to coordinate the repairs. Our terms are net ten days from the invoice date, and past due after thirty days. This contract is not valid without attachment and signature of customer on Service Descriptions Page and Terms and conditions.

September 11, 2019

For more than 60 years,
Brandt has worked to design, build and
service facilities that are energy efficient,
environmentally sensitive & cost effective.



BRANDT

190923TT01

**COMPLETE INTERNAL
INSPECTION, REPLACE IGNITION
MODULE, IGNITORS & CLEAN
BURNERS AND HEAT
EXCHANGER ON LOCHINVAR
BOILER WITH COMBUSTION
TESTING**

Proposal Presented To:

SALVATION ARMY

KEVIN TAYLOR

For Work Performed At:

SALVATION ARMY

KEVIN TAYLOR

515 W ELMIRA STREET

SAN ANTONIO, TX

Prepared By:

TONY TREVINO

SERVICE SALES

Cell: 210-906-6530

Fax: -

Email: tony.trevino@brandt.us

24 Hour Service Dispatch

(210) 599-6120



Austin • Dallas • Fort Worth • Houston • San Antonio • Waco

Alamo Welding & Boiler Works, Inc.

OFFICE (210) 227-6502

816 NORTH FLORES STREET
SAN ANTONIO, TX 78212

FAX (210) 227-6586

September 30, 2019

To: The Salvation Army, San Antonio Metropolitan Area Command
Attn: Kevin Taylor
kevin.taylor@uss.salvationarmy.org

Sir:

At your request we are quoting on replacing the #2 Lochinvar domestic hot water boiler and open, clean, and diagnose #1 Lochinvar boiler. The work will include the following:

- Remove Boiler #2 and set aside for spare parts.
- Furnish and install one Raypak 1,530,000 BTU domestic hot water boiler with 4 stage firing, bronze headers, cupronickel finned tubing and a P7 circulation pump.
- Modify boiler branch piping and existing flue vent to connect new boiler.
- Reuse existing electrical circuits and hot water storage tank.
- Open #1 boiler, clean heat exchanger, clean burners, inspect interior and test safety controls. We will inform you of any discrepancies we find and can quote additional repairs if necessary.

The cost as specified would be Forty Two Thousand (\$42,000.00) Dollars plus state and local taxes if applicable. We appreciate the opportunity to quote on this project and look forward to working with you.

Sincerely,



Jack Petty