

**SAN ANTONIO HOUSING TRUST FOUNDATION**  
**2023 OFFICIAL MEETING MINUTES**

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**DATE:** September 29, 2023

**TIME AND PLACE:** The San Antonio Housing Trust Foundation met in session at 2:00 p.m., via Zoom and in person at 114 W Commerce St, San Antonio, TX 78205.

**PRESENT:** Antoinette Brumfield, Mark Carmona, Councilman John Courage, Jordan Ghawi, Councilman Jalen McKee-Rodriguez, Marinella Murillo, Jane Paccione, Councilwoman Adriana Rocha Garcia.

**ABSENT:** Councilwoman Teri Castillo, Eric Cooper, and Councilwoman Phyllis Viagran.

**STAFF/VISITORS PRESENT:**

Pedro Alanis- Executive Director San Antonio Housing Trust Foundation.; Nicole Collazo- Director of Operations San Antonio Housing Trust Foundation; Susan Snowden- Financial Director San Antonio Housing Trust Foundation; Tom Roth- Director of Development San Antonio Housing Trust Foundation; Jessica Kuehne- Director of Asset Management San Antonio Housing Trust Foundation; John Hernandez- Senior Asset Manager San Antonio Housing Trust Foundation; Lauren Bejaran- Senior Administrative Assistant San Antonio Housing Trust Foundation; Ruben Lizalde- D3; Edward Muniga- D4; Justin Renteria- D5; Milee Ray- D9; Mirla Lopez- SEFLA Languages Interpreter; Nikisha J. Baker- SAMMinistries; Jill Flynn- Cornerstone Housing Group; Alma Cobb- Realtex Development; Brad McMurray- Prospera Housing Community Services; Raymond Lucas- Prospera Housing Community Services; Jacque Woodring- Prospera Housing Community Services; Karla Desatnik- OCI Group.

1. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order by President Adriana Rocha Garcia and the roll was called by Nicole Collazo.
2. **DISCUSSION AND POSSIBLE ACTION TO APPROVE MINUTES OF AUGUST 18, 2023.**

**MINUTES COMMISSION ACTION:**

Rachell Hathaway motioned, and Jane Paccione seconded to approve the August 18, 2023, minutes.

**AYES: 9**

**NAYS:**

**ABSTAINED:**

**THE MOTION PASSED.**

3. **PUBLIC COMMENT – INTERESTED SPEAKERS WILL HAVE 3 MINUTES EACH TO ADDRESS THE BOARD ON AGENDA ITEMS OR HOUSING POLICY RELATED MATTERS.**

**NONE.**

**NO ACTION TAKEN.**

4. **DISCUSSION AND POSSIBLE ACTION TO APPROVE A RESOLUTION FOR THE SAN ANTONIO HOUSING TRUST FOUNDATION FISCAL YEAR ANNUAL PLAN AND BUDGET.** Pete Alanis briefed the board on the proposed Annual Plan and Budget. San Antonio Housing Trust Staff initially presented the proposed FY 2024 Annual Plan and Budget on August 18, 2023, to the Foundation Board. The board provided feedback to adjust the annual priorities. The Annual Plan had revisions to

Objective's 1, 2, 3, 4, 5, and 6, as well as revisions made to the Vitals measurements for how many PSH units are in development. A slight reduction was made to the amount of funds to be awarded for non-profit affordable housing initiatives in FY 2024. This reduction was reflected in the PFC Budget.

The SAHT Finance & Audit Committee met on September 19, 2023, to review the revised FY Annual Plan and final Budget for the SAHT Foundation. The budget adjusted a line-item of \$10,385 from rental expense to payroll expenses. There is no change to net-position. The SAHT Foundation Finance & Audit Committee recommended moving forward to the full Foundation board for consideration.

**MINUTES COMMISSION ACTION:**

Councilman John Courage motioned, and Councilman Jalen McKee-Rodriguez seconded, to approve a resolution for the San Antonio Housing Trust Foundation Fiscal Year 2024 Annual Plan and Budget.

**AYES: 9**

**NAYS:**

**ABSTAINED:**

**THE MOTION PASSED.**

**5. BRIEFING, DISCUSSION AND POSSIBLE ACTION REGARDING THE ANNUAL CITY OF SAN ANTONIO PROFESSIONAL SERVICES AGREEMENT FOR FISCAL YEAR 2024.**

Pete Alanis briefed the board on the proposed Professional Services Agreement with the City of San Antonio for Fiscal Year 2023. Each year, the SAHT Foundation contracts with the City of San Antonio to manage funds awarded by the Trust, PFC, and Finance Corporation, and serves as an escrow agent for assisting the City on certain housing programs. SAHT is also required by the City of San Antonio to act as an escrow agent and vendor to expedite funding approximately up to \$1.2 million in support of the City's homebuying programs. The Annual Agreement also allows the Foundation to be the managing entity for Trust loans and any future funding rounds for Trust Funds awards.

San Antonio City Council approved the agreement through the FY 2024 Budget process, and staff recommends approval for Executive Director to execute an annual agreement with the City of San Antonio.

**MINUTES COMMISSION ACTION:**

Councilman John Courage motioned, and Jane Paccione seconded, to approve Executive Director to execute the annual City of San Antonio Professional Services Agreement for Fiscal Year 2024.

**AYES: 9**

**NAYS:**

**ABSTAINED:**

**THE MOTION PASSED.**

**6. BRIEFING, DISCUSSION AND POSSIBLE ACTION TO APPROVE A RESOLUTION AUTHORIZING RELEASING A REQUEST FOR PROPOSALS FOR THE MCILVAINE FARMHOUSE.**

Pete Alanis briefed the board on the proposed resolution authorizing a Request for Proposals for the McIlvaine Farmhouse. The San Antonio Housing Trust owns an office building, known as the 'McIlvaine Farmhouse', located at 2515 Blanco Road, San Antonio, Texas 78212. The Farmhouse was relocated in 2001 by SAHT and was renovated for SAHT executive offices in 2004. SAHT will be relocating its headquarters on November 6, 2023. Staff is seeking to release a RFP to provide the available office space to a local non-profit organization for a purpose that aligns with SAHT's mission and goals, and the City of San Antonio's Strategic Housing Implement Plan (SHIP).

SAHT is seeking proposals that describe programmatic needs and a reasonable plan to improve and maintain property for a reduced or no cost long-term lease. The Foundation Finance & Audit Committee met on September 19, 2023, and recommended staff present to the full Foundation board for consideration. Staff recommends the release of Request for Proposals for use of the McIlvaine Farmhouse.

Jordan Ghawi asked Pete Alanis how the San Antonio Housing Trust intends to advertise the RFPs for the McIlvaine Farmhouse. Pete replied stating SAHT will reach out to several non-profit entities to notify them of the release of RFPs for the McIlvaine Farmhouse.

Councilman Jalen McKee-Rodriguez asked if Pete could add local preference points added to the RFP to ensure there is priority for non-profit organizations located in San Antonio. Pete stated staff will make sure that the RFP has more clarification to ensure SAHT receives proposals from local non-profits.

Rachell Hathaway asked Pete if the reduced or no cost long-term lease is accounted for in the FY 2024 budget. Pete stated staff has estimated a 6-month hold on maintenance costs in the budget. Once the 6 months are done, the non-profit who will be using the McIlvaine Farmhouse for their executive offices will be 100% responsible for maintaining the property.

Councilman Jalen McKee-Rodriguez asked if staff could include in the contract, for staff to conduct inspections of the McIlvaine Farmhouse every 6 months to make sure the non-profit is maintaining the property. Pete stated that staff will be inspecting the McIlvaine Farmhouse every quarter to ensure the building is being maintained properly by the leasing organization.

**MINUTES COMMISSION ACTION:**

Councilman John Courage motioned, and Rachell Hathaway seconded, to approve a resolution authorizing releasing a Request for Proposals for the McIlvaine Farmhouse.

**AYES: 9**

**NAYS:**

**ABSTAINED:**

**THE MOTION PASSED.**

**5. ADJOURNMENT**

President Rocha Garcia adjourned the meeting. There being no further business, the meeting was adjourned at 2:18 p.m.