

SAN ANTONIO HOUSING TRUST FOUNDATION
2023 OFFICIAL MEETING MINUTES

DATE: July 28, 2023

TIME AND PLACE: The San Antonio Housing Trust Foundation met in session at 2:34 p.m., via Zoom and in person at 114 W Commerce St, San Antonio, TX 78205.

PRESENT: Councilwoman Adriana Rocha Garcia, Antoinette Brumfield, Eric Cooper, Councilwoman Phyllis Viagran, Jordan Ghawi, Rachell Hathaway, Jane Paccione, and Marinella Murillo.

ABSENT: Mark Carmona, Councilwoman Teri Castillo, Councilman John Courage, and Councilman Jalen McKee-Rodriguez.

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; Mirla Lopez- SEFLA Languages Interpreter; Adam Martin- Lake Flato Architects; Trent Tunks- Alamo Architects; Beverly Baldwin- Alamo Architects; Beth Hudson- Alamo Architects; Valentina Fernandez- City of San Antonio Neighborhood and Housing Services.

- 1. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order by President Rocha Garcia and the roll was called by Lauren Bejaran.
- 2. **DISCUSSION AND POSSIBLE ACTION TO APPROVE MINUTES OF JUNE 16, 2023.**

MINUTES COMMISSION ACTION:

Eric Cooper motioned, and Jordan Ghawi seconded to approve the June 16, 2023, minutes.

AYES: 8

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. **BRIEFING, DISCUSSION, AND POSSIBLE ACTION TO APPROVE A RESOLUTION APPROVING A BUDGET AMENDMENT FOR THE SAN ANTONIO HOUSING TRUST FOUNDATION FOR FISCAL YEAR 2023 TO ADDRESS OPERATING EXPENSES, AMENDMENTS, AND ADJUSTMENTS.**

Pete Alanis briefed the board on the proposed resolution to approve the SAHT proposed budget for the fiscal year 2023. Foundation revenues will increase from \$1.43M to \$1.57M due to the increase in PFC Administrative Income. Expenses for the Foundation will decrease to \$1.56M from the anticipated \$1.66M due to reduction in payroll expenses by \$129k, reduction in software licenses of \$116k, reduction in professional services by \$91k due to more accurate cost allocation, and reduction in rent expense of \$43k for the new office space for SAHT. Increases in expenses that will be accounted for as part of the \$1.56M include an increase in Foundation program expense by \$240k for the MAUC CLT and SEED sponsorship, and increase in office, insurance, travel, and food expenses by \$42k.

Eric Cooper asked Pete Alanis if the \$240,000 for the SEED program is restricted for that program. Pete responded stated that \$40,000 for the SEED program, and the \$200,000 for MAUC are strictly going to be for those programs. SAHT is still negotiating how much of the \$200,000 will be needed for MAUC, but the funds will not exceed the \$200,000.

Eric Cooper asked if the cash balances were presented to the Finance & Audit Committee. Pete responded stating that the cash balances were not presented to the committee, and Councilman Courage asked for the balances to be presented in future committee meetings.

MINUTES COMMISSION ACTION:

Eric Cooper motioned, and Antoinette Brumfield seconded to approve a resolution to approving the budget amendment for the San Antonio Housing Trust Foundation for Fiscal Year 2023 to address operating expenses, amendments, and adjustments.

AYES: 8

NAYS:

ABSTAINED:

THE MOTION PASSED.

5. EXECUTIVE DIRECTOR'S REPORT

Pete Alanis briefed the board on the PFC, Finance Corporation, and Foundation annual revenues and annual expenditures for Quarter 3. The PFC is currently at 63% of annual revenues and 80% of annual expenditures. SAHT does not anticipate exceeding the PFC budget through the end of the year. The Finance Corporation is at 43.5% of annual revenues, short of the anticipated revenues expected for the Finance Corporation due to SAHT no longer receiving the annual revenue for bonds that have been paid off. Annual Expenditures for the Finance Corporation are at 66.8%. The Foundation received about 91% of the estimated annual revenues, and the annual expenses are at about 47.3%.

Operational Highlights include 456 units combined from Echo East and Canyon Pass that were placed in service in Q3, approval of two 4% LIHTC new construction projects, Leon Creek and Palladium, approval of two PFC projects, Salado Creek and Sonterra, approved budget for two site acquisition efforts, the closing on Freddie Mac Permanent Financing for St. John's, \$295k grant awarded to MAUC for CLT development, Friedrich commencing demolition, completed environmental remediation on Lofts at Creekview, finalized Sustainability & Universal Design Guideline elements, board approval of the Investment Policy, negotiated land acquisition facility, City of San Antonio agreement to Foster Youth Forum, advertised Development Coordinator position, completed quarterly site visits of SAHT properties, briefing to SAHT board on PFC legislative changes, SAHT Development Director serving on "Invest San Antonio" Panel, and SAHT Executive Director attending the NH&RA Spring Developers Forum in Denver, Colorado.

NO ACTION TAKEN.

6. ADJOURNMENT

President Rocha Garcia adjourned the meeting. There being no further business, the meeting was adjourned at 2:53 p.m.