

AGENDA

A Regular Board Meeting for:
SAN ANTONIO HOUSING TRUST FOUNDATION
will be held at the
Municipal Plaza B Room
114 W Commerce St., San Antonio, TX 78205
and virtually via ZOOM:

<https://us02web.zoom.us/j/88070033634?pwd=SnRLdUR6MVhpNFp1TzIUUnhaZzhvQT09>

DIAL-IN NUMBER: 1-346-248-7799 Meeting ID: 880 7003 3634 PASSWORD: 396957

On Friday, February 16, 2024, beginning at 2:00 p.m.

NOTICE: *A quorum of the board of directors will be physically located at 114 W Commerce St., San Antonio, TX 78205 at 2:00 p.m. One or more of the Directors may attend this meeting by video conference pursuant to the requirements set forth in the Texas Open Meetings Act. An electronic copy of the agenda packet may be accessed at the San Antonio Housing Trust website under the CALENDAR/Board Meeting date page prior to the meeting.*

NOTICE: *This meeting of the Board, 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.*

1. Call to Order and Roll Call
2. Discussion and possible action to approve minutes of January 26, 2023
3. Public Comment – Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters.
4. Executive Director’s Quarterly Report
5. Consideration and action on a resolution authorizing the lease of the **Mcllvaine Farmhouse** property located at 2515 Blanco Road, providing for a budget amendment in the amount not to exceed \$95,500.00 for property improvements contemplated in said lease, and authorizing the Executive Director to negotiate and execute service contracts for such improvements.
6. Consideration and action to approve a resolution to award a grant of \$45,000 in available Foundation funds to Emanuel United Methodist Church to fund a feasibility study for an affordable housing development on excess land owned by the church.
7. Adjournment.

Executive Session. The San Antonio Housing Trust reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development). **ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED ON IN OPEN SESSION**

Attendance by Other Elected or Appointed Officials: It is possible that members of City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other

boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or take action on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretative services must be made 48 hours prior to this meeting. Please contact Nicole Collazo, for concerns or requests, at (210) 735-2772 or FAX (210) 735-2112.

**San Antonio Housing Trust Foundation
Agenda Item 2**

This item includes the approval of minutes from the **January 26, 2024** meeting.

SAN ANTONIO HOUSING TRUST FOUNDATION
2024 OFFICIAL MEETING MINUTES

DATE: January 26, 2024

TIME AND PLACE: The San Antonio Housing Trust Foundation met in session at 2:32 p.m., via Zoom and in person at 8200 W Interstate 10, Suite 501, San Antonio, TX 78230.

PRESENT: Antoinette Brumfield, Councilmember Teri Castillo, Eric Cooper, Jordan Ghawi, Councilmember Sukh Kaur, Marinella Murillo, Jane Paccione, Councilmember Adriana Rocha Garcia, and Councilmember Phyllis Viagran.

ABSENT: Rachell Hathaway, Councilmember Jalen McKee-Rodriguez, and Mark Carmona.

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; Seema Kairam- Real Estate Development Manager; 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; Ryan Salts- D1; Edward Mungia- D4; Justin Renteria- D5; Liliana Sublette; Melanie Cawthon- DisABILITYsa; John R. Heard- DisABILITYsa; Lori Day- DisABILITYsa; Timothy Hope- DisABILITYsa; Sandy Leway- DisABILITYsa; Janice Perez- DisABILITYsa; Ryan Marrman- DisABILITYsa; Robert Garza- City of San Antonio; Jean Latsha- Pedcor; Mirla Lopez-SEFLA Languages Interpreter; Clarissa Rodriguez- Denton Navarro Rocha Bernal & Zech, P.C.; James Plummer- Bracewell; Summer Greathouse- Bracewell.

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 NOVEMBER 27, 2023. MINUTES COMMISSION ACTION:**
Marinella Murillo motioned, and Jane Paccione seconded to approve the November 27, 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. **BRIEFING AND POSSIBLE ACTION TO APPROVE A RESOLUTION BY THE BOARD OF DIRECTORS OF THE SAN ANTONIO HOUSING TRUST FOUNDATION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE A LEASE AGREEMENT WITH DISABILITYSA FOR THE PROPERTY LOCATED AT 2515 BLANCO ROAD IN SAN ANTONIO, TX.**

Melanie Cawthon briefed to the board on how disABILITYsa would use the office space at 2515 Blanco Road in San Antonio, TX.

Pete Alanis briefed the board on the RFP selection process for the McIlvaine House located at 2515 Blanco Rd.

MINUTES COMMISSION ACTION:

Jordan Ghawi motioned, and Councilmember Sukh Kaur seconded, to authorize and approve a resolution authorizing the Executive Director to negotiate a lease agreement with disABILITYsa for the property located at 2515 Blanco Road in San Antonio, TX.

AYES: 8

NAYS:

ABSTAINED: 1- Jane Paccione

THE MOTION PASSED.

5. ADJOURNMENT

President Rocha Garcia adjourned the meeting. There being no further business, the meeting was adjourned at 2:48 p.m.

**San Antonio Housing Trust Foundation
Agenda Item 3**

Public Comment

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. Instructions to sign up for Public Comment via Zoom video conference.

To sign up for Public Comment please call 210-735-2772 24 hours prior to this meeting to place your name on the list.

Los oradores interesados tendrán 3 minutos cada uno para dirigirse a la Junta sobre temas de la agenda o asuntos relacionados con la política de vivienda; Se proporcionará un total de 15 minutos.

Para inscribirse en Comentario Público, llame al 210-735-2772 24 horas antes de esta reunión para incluir su nombre en la lista.

**San Antonio Housing Trust Foundation
Agenda Item 4**

**Executive Director's Quarterly Report
1st Quarter FY 2024**

Quarter 1 Progress Report (thru December 31, 2023)

Objective	Q1 Priority	Result
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Clarify the Role of the Trust in the Local Housing System

Clarify Board Member Involvement post-election	<ul style="list-style-type: none"> Committee Assignments remained the same with replacement of CM Courage with CW Kaur in Finance/Audit
Educate Board Members	<ul style="list-style-type: none"> Orientation for Sukh Kaur; Lunch/Learns in Q2
Involvement w/ Systems of Care	<ul style="list-style-type: none"> Discuss with NAMI on Housing for those with Mental Illness
Educate Public on SAHT role housing continuum	<ul style="list-style-type: none"> Connected NAMI with Emanuel Village on housing concept
	<ul style="list-style-type: none"> Presentation to KC Chamber on SAHT/SHIP strategies
	<ul style="list-style-type: none"> Met w/ UT Law Team, United Methodist, NAMI, local nonprofit housing providers
Engage w/ target populations in developing affordable housing	<ul style="list-style-type: none"> Defer to 2024 (Inclusive Design Process)

Invest in the Trust's Capacity to Grow

Implement Staff Development Plan	<ul style="list-style-type: none"> Interviewed and hired Development Manager Position
Identify contributions to TRUST Fund	<ul style="list-style-type: none"> COSA did not award Trust Fund Investment
Develop Succession Plan	<ul style="list-style-type: none"> Defer to 2024
Explore alternative forms of capital	<ul style="list-style-type: none"> Executed 1st Frost Loan from new \$10M Facility
Review external teams for productivity	<ul style="list-style-type: none"> Cancelled TCAM Agreement in Q1; Hired Lobby CRE
Invest in staff professional development	<ul style="list-style-type: none"> TALHFA Conference; Opportunities in Q2

Facilitate the Preservation of Affordable Rental Housing

Identify Rehab Partners	<ul style="list-style-type: none"> Searching for potential buyers of Westwood Plaza
Equitable Land Acquisition Strategy	<ul style="list-style-type: none"> Co-Chair TOD Technical Working Group
Explore manufactured home communities	<ul style="list-style-type: none"> Meeting with ROC in Q2

Contribute to Construction of New Affordable Rental Housing

Participate in 5 LIHTC Developments	<ul style="list-style-type: none"> 12 LIHTC Properties in Predevelopment (2,986 Units)
Acquire 3 Land Parcels	<ul style="list-style-type: none"> Acquired 20 Acre VIDA Phase II Parcel
Close on 280 PSH Units	<ul style="list-style-type: none"> Acequia Commons (200) and four25 San Pedro (80) in 2024
Participate in 3 Mixed Income Developments (PFC/Essential Bond)	<ul style="list-style-type: none"> Approved S. Hausemen
	<ul style="list-style-type: none"> Closing Caroline at Sonterra/Friedrich in 2024 (prior approval)
	<ul style="list-style-type: none"> VIDA Development concept is Essential Bond Project

Support Neighborhood Preservation Efforts

Monitor CLT & Infill Housing Awards

Explore City owned Land Opportunities

Repurpose 2515 Blanco House

Research Teacher/Faculty Housing Options

- Set meetings with Esperanza CLT; Extended Our Casas LOC
- Met w/ City on funding acquisition with TIRZ funds
- RFP Issued for Non-Profit to lease property
- Defer to 2024

Engage in Advocacy at Local, State, and Federal Level

Educate on Complex Tools & Strategies

Assess Hsg Priorities & Meet Legislators

Support COSA Funding Applications

Monitor PFC/HFC legislative impacts

Monitor changes to LIHTC Program

Educate development community on public programs & incentives

- Defer to 2024
- Coordination with COSA /LISC on legislative priorities
- COSA did not move forward on \$10M grant proposal
- Attended TALHFA Conference; concerns with HFC usage in TX
- Legislative push on LIHTC improvements likely in Congress
- Met w/ developers and nonprofits during quarter

Q2 Vitals Dashboard (thru December 31, 2023)

Vital	Definition	5 YR Goal	FY 2024 Annual Target	FY 2024 Q1	FY 2024 Q2	FY 2024 Q3
Total # of MF units of existing housing preserved	Total # of existing units closed from Oct. 2022 thru Sept., 2027	3,711	770	0	-	-
	# of units preserved (below 30% AMI)	313	104			
	# of units preserved (31 and 80% AMI)	3,398	666			
Total # of MF new units added	Total # of new units closed from Oct. 2022 thru Sept., 2027	5,925	1250	0	-	-
	# of units added (below 30% AMI)	600	125			
	# of units added (31% and 60%AMI)	5,325	1125			
Total # of MF units placed in service	Running total of new rental units added	Rolling #	10,598	8,165	-	-
Total # of MF units preserved	Running total of preserved rental units	Rolling #	518	100	-	-
Total # of MF units under construction	Running total of all rental units under construction or renovation	Rolling #	2,990	3,739	-	-
# of PSH units produced	PSH units produced for persons experiencing chronic or at risk of homelessness	300	280	280	-	-
Total # of land parcels placed in Land Bank	Land parcels (acres) acquired for future housing projects	Rolling #	3	1	-	-
Amount of \$ for Community Land Trust(s)	CLTs established and funded to prevent displacement and support neighborhoods	Rolling #	\$0	0	-	-
Amount of \$ awarded to Non-Profits	Funding to non-profits to support the preservation & production targets in the SHIP and provide PSH-related services.	Rolling #	\$2.59M	0	-	-
Amount of tax-exempt bonds issued	Tax Exempt Bonds Issued by PFC/HFC	Rolling #	\$233.0M	0	-	-

Quarter 1 Staff Engagements

- October 2, 2023: Executive Director participated in judging ADU Competition
- October 3, 2023: Executive Director hosted UT Housing Policy Clinic Meeting
- October 4, 2023: SAHT met onsite at NAMI property with Pastor Maribel – Emanuel Methodist Church
- October 5, 2023: Executive Director presented to Kansas City Chamber on SHIP and SAHT strategies
Executive Director attended Texans for Reasonable Solutions event
Director of Development attended Prospera 30th Anniversary
- October 6, 2023: Executive Director participated in 2nd round of judging ADU Competition
Executive Director held intro meeting w/ Vermeulens on Inclusive Design Cost Analysis
- October 9, 2023: SAHT team met with ASCEND grant writing team
- October 9, 2023: Executive Director participated in final round of judging ADU Competition
- October 11, 2023: Executive Director participated in Housing Commission Meeting
- October 11, 2023: Ellison Groundbreaking Ceremony
- October 13, 2023: MAUC Partners Breakfast
- October 13, 2023: Executive Director met with District 7 Staff on S. Hausman Rd Project
- October 13, 2023: Executive Director participated in SHIP Partners Meeting
- October 13, 2023: Executive Director participated in Dashboard & Annual Report Subcommittee
- October 17, 2023: Executive Director participated in Removing Barriers Subcommittee
- October 18-19, 2023: Executive Director attended 2023 TALHFA Annual Conference (Fort Worth)
- October 20, 2023: SAHT Team participated in SALSA Quarterly Meeting
- October 24, 2023: Executive Director met with “Partners in Community Development.”
- October 25, 2023: SAHT Team met with Emmanuel Village team at Roseville Trust
- October 26, 2023: Executive Director attended Planning & Community Development Committee (COSA)
- October 27, 2023: Executive Director attended Texas Housing Group – Fishbowl Exercise
- November 1, 2023: Executive Director attended Housing Commission Priorities Workshop
- November 2, 2023: Housing Trust Orientation Meeting with CW Sukh Kaur
- November 7, 2023: Palladium Crestway Groundbreaking Ceremony
- November 8, 2023: Met with Julian Spindola (TX A&M Student Research Interview)
- November 11, 2023: SAHT Team attended ADU Design Competition Awards Ceremony
- November 13, 2023: Executive Director attended SANPHD Non-Profit Lunch
- November 14, 2023: Executive Director attended SHIP Partner Meeting
- November 17, 2023: SAHT team met with United Methodist Church representatives.
- November 21, 2023: SAHT team met with SACRED representatives on Housing Portal
Executive Director participated in Removing Barriers Subcommittee
- November 29, 2023: Executive Director attended Housing Commission Regular Meeting
- December 4, 2023: Executive Director met with Frost Bank
- December 8, 2023: Executive Director met w/ Vermeulens on Inclusive Design Cost Analysis methodology.
- December 13, 2023: Executive Director met w/ City on SHIP Event Coordination
Executive Director participated in Removing Barriers – Tech. Working Group Kickoff
- December 14, 2023: Executive Director met w/ VIA & EPS representatives on TOD.

Quarter 1 Treasurer's Report (thru December 31, 2023)

Foundation

As of December 31, 2023, the SA Housing Trust Foundation has received \$340,012 in operating revenues, approximately 32% of the FY 2024 Budget of \$1.04M. The Foundation also received \$31,398 in interest revenue through our investments. Through quarter 1 we have spent \$419,301 on operating expenses or 23% of the \$1.76M FY 2024 Budget.

Public Facility Corporation

As of December 31, 2023, the SA Housing Trust PFC has received \$924,851 in operating revenues, approximately 18% of the FY 2024 Budget of \$5.03M. The PFC also received \$74,051.41 primarily from interest revenue through our investments. Through quarter 1 we have spent \$1,596,222 on operating expenses or 29% of the \$5.5M FY 2024 Budget. This was primarily due to the acquisition costs associated with the 20-acre VIDA property.

Finance Corporation

As of December 31, 2023, the SA Housing Trust Finance Corporation has received \$5,760 in operating revenues, approximately 4% of the FY 2024 Budget of \$135,040. The PFC also received \$10,266.86 from interest revenue through our investments. Through quarter 1 we have spent \$19,963 on operating expenses or 23% of the \$86,195 FY 2024 Budget.

*Attached are the current **unaudited financial statements** and **budgets** for the Foundation, PFC, and FC ending 12-31-23.*

San Antonio Housing Trust Foundation
Agenda Item 5

Consideration and action on a resolution authorizing the lease of the McIlvaine Farmhouse property located at 2515 Blanco Road, providing for a budget amendment in the amount not to exceed \$95,500.00 for property improvements contemplated in said lease, and authorizing the Executive Director to negotiate and execute service contracts for such improvements.

Summary

In January 2024, the SAHT Foundation approved the selection of disABILITYsa as the new tenant of the McIlvaine Office. In preparation for negotiating the lease agreement, our Asset Management Team conducted an in-house preliminary capital needs assessment as well as estimated expected maintenance costs for the tenant.

Staff determined a significant number of repairs are necessary to correct deferred maintenance and foundation issues, as well as, to accommodate for required accessibility improvements. The estimated cost for repairs and improvements is estimated at \$141,250 based on initial bids obtained by our Asset Management Team. This includes a 25% contingency for unanticipated scope and costs.

- **Foundation:** Stabilize foundation to the exterior perimeter of the existing structure. Install new Sono Piers to the existing perimeter of the structure to stabilize and shore up sagging patio and exterior walls. Re-set shims, joist & beam repairs/replacement, pre & post drain inspection, removal of debris.
- **Accessibility:** Complete upgrades and modifications to interior and exterior. Exterior repairs and modifications to path of travel, parking, and common area access. Interior modifications to include kitchen, lavatory, and all areas where necessary.
- **Interior Paint & Repairs:** Provide upgrades to interior including sheetrock repair, paint, and flooring repairs.
- **Exterior Paint & Repairs:** Provide upgrades to repair or replace exterior wood and paint. Perform all wood repairs to soffit, fascia, post, and pillars. Scrape prime and paint structure, door windows and frames, railings, and front patio decking. Replace or repair exterior structure skirting.
- **Plumbing** - Install exterior water cut-off valve. Modify exterior plumbing, to allow for emergency water cutoff to the main structure. Anticipate plumbing repairs needed during foundation repairs.
- **HVAC Repair** - Estimate a (1) Air Condition/Heater 5-ton unit replacement unit.

Terms

In exchange for a five-year lease at a \$1/YR rent, disABILITYsa shall contribute a minimum of \$48,850 towards SAHT's capital needs for the building as well as maintenance costs valued at \$50,000. disABILITYsa is seeking to move into the property by March 1, 2024. They have agreed to utilize the space while repairs are ongoing. See below table of repairs and proposed cost sharing:

Repair/Improvements	Estimate	Disability SA			SAHT
		Cash	Grant Funding	In-kind	Cash
Foundation	\$32,000	20,750			11,250
Accessibility	25,000	4,000	18,850	5,250	0
Interior Paint & Repairs	5,000				5,000
Exterior Paint & Repairs	32,000				32,000
Plumbing	4,000				4,000
HVAC Replacement	15,000				15,000
<i>Subtotal</i>	\$113,000				\$67,250
<i>25% contingency</i>	<i>28,250</i>				<i>28,250</i>
Total	\$141,250	\$24,750	\$18,850	5,250	\$95,500

DisABILITYsa shall be responsible for ***maintaining*** the property including but not limited to:

- **Fire Safety:** Monitor extinguishers, smoke detectors and signage. Address trip hazards, smoke detectors, fire safety, access gate and conduct annual maintenance.
- **Erosion & Irrigation:** Monitor and maintain exterior gutters, irrigation, and erosion prevention.
- **Exterior Landscaping:** Monitor and maintain exterior landscape up to code. Tree trimming and overgrowth.
- **Mechanical Maintenance:** A/C, plumbing, lighting, interior & exterior safety.
- **General cleaning:** Upkeep of interior spaces and trash removal as well as maintaining the existing sidewalks.

Staff estimate the annual maintenance costs to be valued at \$10,000 per year.

Recommendation:

Staff is recommending authorizing the Executive Director to execute a Five-Year Lease Agreement with disABILITYsa for the property located at 2515 Blanco Road and authorize an amendment to the FY 2024 Foundation Operating Budget in the amount up to \$95,500 for capital improvements to the property and authorize the Executive Director to negotiate and execute the necessary service contracts.

Attachments:

- Resolution
- Draft Lease Agreement

**San Antonio Housing Trust Foundation
Agenda Item 6**

Consideration and action to approve a resolution to award a grant of \$45,000 in available Foundation funds to Emanuel United Methodist Church to fund a feasibility study for an affordable housing development on excess land owned by the church.

Background

San Antonio Housing Trust Foundation met with Emanuel United Methodist Church, The Handprint Initiative, Overland Partners, and Terrafirma Homes, a 501(c) (3) non-profit affiliate of Terramark Homes, who are working on a 4-acre *Faith Based Housing* project on located at 3225 W. Poplar Street in Council District 5. Together the group engaged in a collaborative visioning process to dream about the future of the property to align the mission of Emanuel United Methodist Church to care for the physical, mental, and spiritual needs of the neighborhood. Through iteration and input with members of the congregation and local community, the concept of “Be With Us” was created to guide the redevelopment of the property.

Project Details

Reverend Vasquez is interested in evaluating the feasibility of building affordable housing for seniors and families on excess land owned by the church, to be known as *Emanuel Village*. The development would also include flexible commercial space which would be used by the church to provide outreach services and healthcare to the residents and the community surrounding community. The initial concept would include one building containing 24 senior units with 1- and 2-bedroom units and 22 cottages for families containing 2- and 3-bedroom units. All the homes would be income and rent restricted with 2 units @30% AMI, 22 units @50% AMI, and 22 units @70% AMI. Total project cost is estimated at \$7.3 million and would be funded by donation of the land to the project, debt, and grant funding from the Methodist Foundation and other future sources to be identified.

Funding Request

SAHT and Emanuel Village Team have established a *Technical Feasibility Study* budget to conduct a comprehensive analysis of the property, assessing its suitability for affordable housing development, and undertaking four main areas of work. The church has obtained a commitment of \$5,000 from Prosper West. They have submitted a request for \$45,000 from the San Antonio Housing Trust.

Civil & Architectural design	\$28,000
Legal Services	10,000
Zoning review	8,500
Funding & Community Outreach	<u>3,500</u>
Total	\$50,000

Recommendation:

Staff recommends authorizing \$45,000 from available Foundation funds to commence the Technical Feasibility Study in support of the Emanuel Village Project.

Attachments

Proposal