



# SAN ANTONIO HOUSING FACILITY CORPORATION MEETING

**JUN 6  
2019**



**SAHA** | SAN ANTONIO  
HOUSING AUTHORITY  
Opportunity Lives Here





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HOUSING AUTHORITY  
Opportunity Lives Here

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**BOARD OF DIRECTORS**

Morris A. Stribling, DPM	Charles Clack	Jo-Anne Kaplan	Gabriel L. Lopez	Sofia A. Lopez	Marie R. McClure	Jessica Weaver
Chairman	Director	Director	Director	Director	Director	Director

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**SAN ANTONIO HOUSING FACILITY CORPORATION**  
**\*BOARD MEETING**

**818 S. Flores St., San Antonio, TX 78204**  
**1:00 p.m., Thursday, June 6, 2019**

**MEETING CALLED TO ORDER**

1. The Board of Directors may hold a closed meeting pursuant to Texas Government Code § 551.071-076 for consultation concerning attorney-client matters, real estate, litigation, personnel, and security matters. The Board reserves the right to enter into closed meeting at any time during the course of the meeting.

**MINUTES**

2. Minutes
  - Approval of the May 2, 2019, San Antonio Housing Facility Corporation Meeting minutes

**OPERATIONS**

3. Consideration and approval regarding Resolution 19FAC-06-06, authorizing the selection and award of a contract for East Meadows I Half Bath Modifications and Relocation of affected residents; authorizing the President and CEO, and his designated staff to further clarify and enhance the contractor's proposals; negotiate a construction contract with selected contractor; execute a contract in an amount not to exceed \$1,500,000.00 in Moving-to-Work Funds and/or Choice Neighborhood Initiative Funds; and ensure the performance of all matters in connection therewith (Lorraine Robles, Director of Development Services and Neighborhood Revitalization)
4. Adjournment

\*Note: Whenever the Texas Open Meetings Act (Section 551.001 et seq. of the Texas Government Code) provides for a closed meeting in matters concerning legal advice, real estate, contracts, personnel matters, or security issues, the Board may find a closed meeting to be necessary. For the convenience of the citizens interested in an item preceded by an asterisk, notice is given that a closed meeting is contemplated. However, the Board reserves the right to go into a closed meeting on any other item, whether it has an asterisk, when the Board determines there is a need and a closed meeting is permitted.

"Pursuant to § 30.06, Penal Code, (trespass by holder license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a concealed handgun."

"Pursuant to § 30.07, Penal Code, (trespass by holder license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a handgun that is carried openly."



**MINUTES**  
**SAN ANTONIO HOUSING FACILITY CORPORATION**  
**May 2, 2019**

**SCHEDULED: 1:00 p.m. Central Office of the San Antonio Housing Authority, 818 S. Flores, San Antonio, TX, 78204**

**COMMISSIONERS PRESENT:**

Jessica Weaver, Vice-Chair  
Jo-Anne Kaplan, Director  
Gabriel L. Lopez, Director  
Sofia A. Lopez, Director  
Marie R. McClure, Director

**COMMISSIONERS ABSENT:**

Morris A. Stribling, DPM, Chair  
Charles Clack, Director

**COUNSEL:** Darin Darby, Escamilla &  
Poneck, LLP

**TRANSLATOR:** None

**STAFF:**

David Nisiovocchia, President and CEO  
Muriel Rhoder, Chief Administrative Officer  
Timothy E. Alcott, Real Estate and Legal  
Services Officer  
Jo Ana Alvarado, Director of Innovative  
Technology  
Domingo Ibarra, Director of Security  
Aiyana Longoria, Director of Internal  
Audit  
Adrian Lopez, Director of Community  
Development Initiatives

Hector Martinez, Director of Construction Services and  
Sustainability  
Richard Milk, Director of Policy and Planning  
Steven Morando, Director of Procurement and  
General Services  
Brandee Perez, Director of Federal Housing Programs  
Michael Reyes, Director of Communications and Public  
Affairs  
Thomas Roth, Director of Asset Management  
Janie Rodriguez, Director of Human Resources

**Item 1:**           **Meeting called to order**  
Vice-Chair, Jessica Weaver, called the meeting to order at 1:33 p.m.

**Item 2:**           **Minutes**

- Approval of the April 18, 2019, San Antonio Housing Facility Corporation Meeting minutes

**Motion:**           Director Sofia A. Lopez moved to approve the April 18, 2019, minutes. Director McClure seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Jessica Weaver, Vice-Chair	X			

Jo-Anne Kaplan, Director	X			
Gabriel L. Lopez, Director	X			
Sofia A. Lopez, Director	X			
Marie R. McClure, Director	X			

**Item 3:**           **Consideration and approval regarding Resolution 19FAC-04-18, authorizing Franklin Development LLC, as developer of Our Lady of Charity transaction including: (I) execution of all documentation necessary to carry out transaction; (II) authorizing the San Antonio Housing Facility Corporation to serve as the sole member of the general partnership and as prime contractor; (III) to enter into an agreement of limited partnership for Our Lady of Charity; (IV) obtaining Texas Department of Housing and Community Affairs tax credits, as well as, historic tax credits and all other funding required for the project; (V) and other matters in connection herewith (Timothy E. Alcott, Real Estate and Legal Services Officer; Lorraine Robles, Director of Development Services and Neighborhood Revitalization)**

Consent item from April 18, 2019, meeting. Resolution 19FAC-04-18, corresponds with San Antonio Housing Authority Resolution 5926.

**Motion:**           Director Kaplan moved to approve Resolution 19FAC-04-18. Director Sofia A. Lopez seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Jessica Weaver, Vice-Chair	X			
Jo-Anne Kaplan, Director	X			
Gabriel L. Lopez, Director	X			
Sofia A. Lopez, Director	X			
Marie R. McClure, Director	X			

**Item 4:**           **Adjournment.**  
With no objections, Vice-Chair Weaver adjourned at 1:36 p.m.

**ATTEST:**

\_\_\_\_\_  
**Morris A. Stribling, DPM**  
**Chair, Board of Directors**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**David Nisivoccia**  
**Secretary/Treasurer**

\_\_\_\_\_  
**Date**

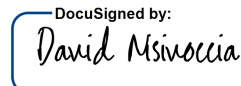



**SAN ANTONIO HOUSING FACILITY CORPORATION**

June 6, 2019

**BOARD OF DIRECTORS**

**RESOLUTION 19FAC-06-06, AUTHORIZING THE SELECTION AND AWARD OF A CONTRACT FOR EAST MEADOWS I HALF BATH MODIFICATIONS AND RELOCATION OF AFFECTED RESIDENTS; AUTHORIZING THE PRESIDENT AND CEO, AND HIS DESIGNATED STAFF TO FURTHER CLARIFY AND ENHANCE THE CONTRACTOR'S PROPOSALS; NEGOTIATE A CONSTRUCTION CONTRACT WITH SELECTED CONTRACTOR; EXECUTE A CONTRACT IN AN AMOUNT NOT TO EXCEED \$1,500,000.00 IN MOVING-TO-WORK FUNDS AND/OR CHOICE NEIGHBORHOOD INITIATIVE FUNDS; AND ENSURE THE PERFORMANCE OF ALL MATTERS IN CONNECTION THEREWITH**

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**David Nisivoccia**  
President and CEO

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**Lorraine Robles**  
Director of Development Services  
and Neighborhood Revitalization

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 19FAC-06-06, authorizing the selection and award of a contract for East Meadows I half bath modifications and relocation of affected residents; authorizing the President and CEO, and his designated staff to further clarify and enhance the contractor's proposals; negotiate a construction contract with selected contractor; execute a contract in an amount not to exceed \$1,500,000.00 in Moving-To-Work Funds and/or Choice Neighborhood Initiative Funds; and ensure the performance of all matters in connection therewith

**FINANCIAL IMPACT:**

The San Antonio Housing Authority (SAHA) will utilize Moving-To-Work (MTW) Funds in an amount not to exceed \$1,500,000.00 for the construction and relocation of affected resident costs associated with this project. SAHA has also requested the use of approximately \$200,000.00 in Choice Neighborhood grant funds that must be spent by September 30, 2019, to supplement some of the \$1,500,000.00 cost; however, approval is currently pending.

**SUMMARY:**

When East Meadows was originally designed, all townhome units had a half bath on the ground floor. During construction in 2015, SAHA became aware that the half baths on the bottom floor of the townhomes had been removed and a second full bath was added to the upstairs units.

Project Developer and Housing Lead, McCormack, Baron and Salazar (MBS) explained to SAHA that the removal of a half bath was due to new regulations imposed by the Texas Department of Housing and Community Affairs (TDHCA) in the 2014 Multi-Family Rules. TDHCA added the *number of bathrooms* to the definition of unit type/comparable unit, whereas previously, it was just the number of bedrooms. The change meant that in order for the townhomes to be considered comparable to the flats, the project had to remove the half bath on the ground floor

**SAN ANTONIO HOUSING FACILITY CORPORATION****June 6, 2019**

or seek a waiver.

MBS and the tax credit consultant had a number of urgent phone calls with TDHCA regarding this issue. TDHCA was very insistent that either the half bath be removed to comply or add a bedroom on the first floor of all the townhomes and then make 20% of those townhomes accessible as well. All of this was discovered post award and the changes were due right around commitment or carryover in the Fall of 2014.

Rather than seek a waiver of the regulations and risk the tax credit award through an unfavorable TDHCA decision, MBS chose to have the architect design the units to be in compliance with the current regulations. MBS determined that the most prudent approach to resolving this issue was to adhere to the regulations and design the units accordingly.

When this was brought to TDHCA's attention by SAHA, they admitted that they were not aware that this was an unknown consequence to a new rule. TDHCA revised their multi-family rules soon after requiring that all townhome units have a half bath on the first floor.

Since discovery, it has been SAHA's intent to retrofit all fifty-eight townhome units in order to provide residents and their visitors with a half bath on the first floor. Now that East Meadows has successfully converted to permanent lending, the development team is ready to start work on the half baths. The plan to relocate the residents is pending the selection of a general contractor. Upon selection of a general contractor, SAHA will work with the company to determine the duration of time the residents will need to be away from their units.

On April 18, 2019, MBS issued a Request for Proposal (RFP) from interested contractors to bid on the construction of interior modifications consisting of the addition of ground floor half baths to selected townhouse apartments. The selection includes a two step process; bidders were required to submit a cost proposal to construct the improvements, followed by interviews with the qualified respondents. The RFP provided a detailed description of the work, along with a set of design drawings and an expectation of 120 calendar days to complete all of the work once a notice to proceed was issued to the contractor. The design team consists of Durand-Hollis Rupe Architects, Inc., as the architect of record for the proposed improvements, Lundy & Franke Engineering for structural design, and H2MG for Mechanical Electrical Plumbing design.

The bid responses were due May 9, 2019, and interviews were scheduled for May 24, 2019. MBS will meet with SAHA on May 31, 2019, to discuss the recommended contractor, project budget and construction schedule. A construction contract will be entered into between the San Antonio Housing Facility Corporation and the selected contractor during the week of June 10, 2019, and the contractor will immediately be issued a notice to proceed to begin work during the week of June 17, 2019. Based on the 120 calendar days schedule, the project completion will occur no later than September 20, 2019.

**SAN ANTONIO HOUSING FACILITY CORPORATION**

**June 6, 2019**

**STRATEGIC GOAL:**

Preserve and improve existing affordable housing resources and opportunities.

**ATTACHMENTS:**

Certificate of Resolution

Resolution 19FAC-06-06



## CERTIFICATE FOR RESOLUTION 19FAC-06-06

The undersigned officer of the San Antonio Housing Facility Corporation (SAHFC), a Texas non-profit corporation created pursuant to the laws of the State of Texas hereby certifies as follows:

1. In accordance with the bylaws of SAHFC, the Board of Directors of SAHFC (Board) held a meeting on June 6, 2019, (Meeting) of the duly constituted officers and members of the Board, at which a duly constituted quorum was present. Whereupon, among other business transacted at the Meeting, a written

**RESOLUTION 19FAC-06-06, AUTHORIZING THE SELECTION AND AWARD OF A CONTRACT FOR EAST MEADOWS I HALF BATH MODIFICATIONS AND RELOCATION OF AFFECTED RESIDENTS; AUTHORIZING THE PRESIDENT AND CEO, AND HIS DESIGNATED STAFF TO FURTHER CLARIFY AND ENHANCE THE CONTRACTOR'S PROPOSALS; NEGOTIATE A CONSTRUCTION CONTRACT WITH SELECTED CONTRACTOR; EXECUTE A CONTRACT IN AN AMOUNT NOT TO EXCEED \$1,500,000.00 IN MOVING-TO-WORK FUNDS AND/OR CHOICE NEIGHBORHOOD INITIATIVE FUNDS; AND ENSURE THE PERFORMANCE OF ALL MATTERS IN CONNECTION THEREWITH**

was duly introduced for the consideration of the Board and discussed. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, said motion, carrying with it the adoption of the Resolution, prevailed and carried by a majority vote of the Board.

2. A true, full, and correct copy of the Resolution adopted at the Meeting is attached to and follows this Certificate; the Resolution has been duly recorded in the Board's minutes of the Meeting; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the Meeting; and the Meeting was held and conducted in accordance with the Bylaws of SAHFC.

**SIGNED AND SEALED this 6th day of June 2019.**



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David Nisivoccia  
Secretary/Treasurer

**San Antonio Housing Facility Corporation  
Resolution 19FAC-06-06**

**RESOLUTION 19FAC-06-06, AUTHORIZING THE SELECTION AND AWARD OF A CONTRACT FOR EAST MEADOWS I HALF BATH MODIFICATIONS AND RELOCATION OF AFFECTED RESIDENTS; AUTHORIZING THE PRESIDENT AND CEO, AND HIS DESIGNATED STAFF TO FURTHER CLARIFY AND ENHANCE THE CONTRACTOR'S PROPOSALS; NEGOTIATE A CONSTRUCTION CONTRACT WITH SELECTED CONTRACTOR; EXECUTE A CONTRACT IN AN AMOUNT NOT TO EXCEED \$1,500,000.00 IN MOVING-TO-WORK FUNDS AND/OR CHOICE NEIGHBORHOOD INITIATIVE FUNDS; AND ENSURE THE PERFORMANCE OF ALL MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, the San Antonio Housing Facility Corporation (SAHFC) desires to add half baths on the ground level of 58 townhomes at East Meadows I; and

**WHEREAS**, SAHFC has entered into an additional services agreement with MBS for the oversight of the half bath modifications construction and relocation of affected residents; and

**WHEREAS**, SAHFC will approve McCormack, Baron and Salazar (MBS) to procure a general contractor and relocation consultant for the construction and relocation oversight; and

**WHEREAS**, SAHFC is approved to utilize Moving-To-Work funds in an amount not to exceed \$1,500,000.00 for the construction and relocation costs associated with this project; and

**WHEREAS**, SAHFC has also requested the use of approximately \$200,000.00 in Choice Neighborhood grant funds that must be spent by September 30, 2019, to supplement some of the \$1,500,000.00 cost; however, approval is currently pending.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Antonio Housing Facility Corporation hereby:

- 1) Approves Resolution 19FAC-06-06, authorizing the selection and award of a contract for East Meadows I half bath modifications and relocation of affected residents; authorizing the President and CEO, and his designated staff to further clarify and enhance the contractor's proposals; negotiate a construction contract with selected contractor; execute a contract in an amount not to exceed \$1,500,000.00 in Moving-To-Work Funds and/or Choice Neighborhood Initiative Funds; and ensure the performance of all matters in connection therewith.
- 2) Authorizes the Secretary/Treasurer to execute all necessary documents and extensions.

**Passed and approved the 6th day of June 2019.**

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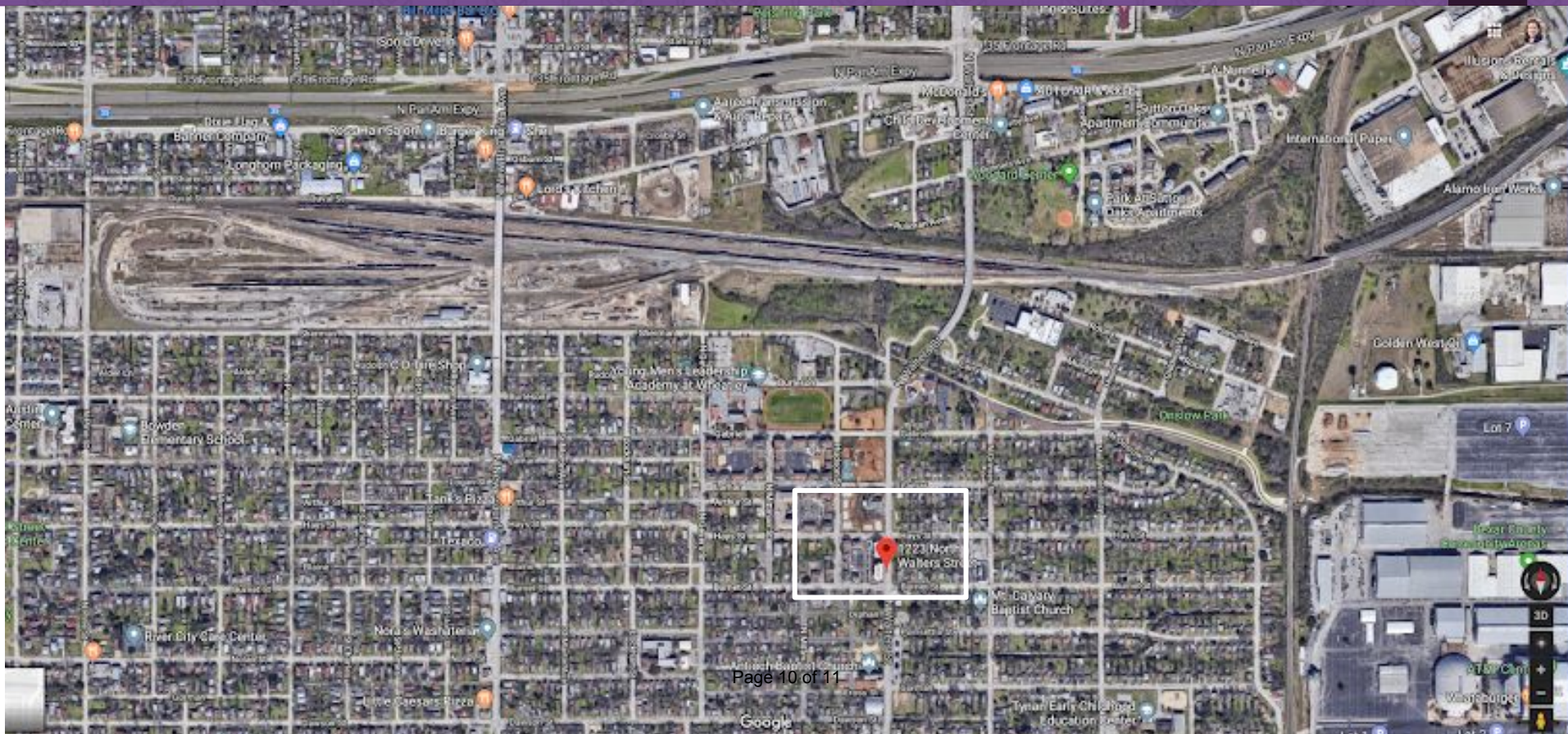
**Morris A. Stribling, DPM**  
Chair, Board of Directors

**Attested and approved as to form:**

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**David Nisivoccia**  
Secretary/Treasurer

# EAST MEADOWS MAP





# EAST MEADOWS I PHOTO

