

## AGENDA

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**A Regular Board Meeting for:  
SAN ANTONIO HOUSING TRUST FINANCE CORPORATION**

**will be held at Municipal Plaza B Room**

**114 W Commerce St., San Antonio, TX 78205**

**<https://us02web.zoom.us/j/85615593596?pwd=a3emvgpQKPFI9YqHXSyKoLMBmHQLHg.1>**

**DIAL-IN NUMBER: 1-346-248-7799 MEETING ID: 856 1559 3596 PASSWORD: 255893**

**On Friday, September 16, 2022, beginning at 2:00 p.m. or immediately following the adjournment of the San Antonio Housing Trust Public Facility Corporation Board Meeting**

**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 August 19, 2022.
3. Public Comment – Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters.
4. Consideration and possible action to approve the San Antonio Housing Trust Finance Corporation's annual budget and to authorize the expenditures contained therein.
5. 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**

**SAN ANTONIO HOUSING TRUST FINANCE CORPORATION**

**BOARD MEMBERS:**

Council Member Jalen McKee-Rodriguez (District 2), Council Member Phyllis Viagran (District 3), Council Member Dr. Adriana Rocha Garcia (District 4), Council Member Teri Castillo (District 5), Council Member John Courage (District 9), Jane Paccione, Jordan Ghawi

**Attendance by Other Elected or Appointed Officials:** It is possible that members 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 accommodations 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 Finance Corporation**  
**Agenda Item 2**

This item includes the approval of minutes from the **August 19, 2022**, meeting.

**SAN ANTONIO HOUSING TRUST FINANCE CORPORATION**  
**OFFICIAL MEETING MINUTES**

**Date: Friday, August 19, 2022**

The Finance Corporation met in session at 4:41 p.m., via Zoom and in person at 114 W Commerce St, San Antonio, TX 78205.

**PRESENT: Antoinette Brumfield, Councilwoman Teri Castillo, Eric Cooper, Jordan Ghawi, Marinella Murillo, Jane Pacione, and Councilwoman Phyllis Viagran.**

**ABSENT: Mark Carmona, Councilman John Courage Councilwoman, Adriana Rocha Garcia, and Councilman Jalen McKee-Rodriguez.**

**STAFF/VISITORS PRESENT:**

Pedro Alanis- Executive Director San Antonio Housing Trust Foundation INC.; Nicole Collazo- Director of Operations San Antonio Housing Trust Foundation INC.; Susan Snowden- Director of Finance San Antonio Housing Trust Foundation INC.; Lauren Bejaran- Sr. Administrative Assistant San Antonio Housing Trust Foundation INC.; Ruben Lizalde- D3; Edward Muniga- D4; Ileana Sandoval- D9; Norma Little- Leal & Carter, P.C.; Jason Arechiga- NRP Group; Mark Tolley- Mission Development Group; Steve Poppoon- LPDC, LTD; Nancy Poppoon- LPDC, LTD; Andrew Poppoon- LPDC, LTD; Jason Hauck- Morgan Group; Avis Chaisson- Palladium USA; Summer Greathouse- Attorney Bracewell; Cynthia Trevino- Attorney DNRBZ.

1. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order by Vice President Jane Pacione and the roll was called by Lauren Bejaran.
2. **DISCUSSION AND POSSIBLE ACTION TO APPROVE MINUTES FOR MAY 25, 2022.**  
Jordan Ghawi motioned, and Councilwoman Phyllis Viagran seconded for approval of the May 25, 2022, minutes with the noted corrections.

**AYES: 4**

**NAYS:**

**ABSTAINED:**

**THE MOTION PASSED.**

3. **CITIZENS TO BE HEARD**  
**NONE. NO ACTION WAS TAKEN.**
4. **PRESENTATION AND POSSIBLE ACTION REGARDING THE SAN ANTONIO HOUSING TRUST FINANCE CORPORATION AUDIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2021.**

Norma Little, SAHT's CPA from Leal & Carter PC, briefed to the board on the audit for the San Antonio Housing Trust Finance Corporation. Norma presented the Independent Auditor's Report stating that the balances were fairly stated by the SAHT FC. The Financial statements begin with statements of net position with assets listed at \$1,822,777 and liabilities at \$21,132. Operating Revenues are listed at \$917,430, which include revenues from bond issuer fees and application fees. Operating Expenses include the administrative fees owned to the Foundation and are listed at \$235,432. Operating Income is listed at \$681,998 which include a grant that was returned from the City of San Antonio and contributions to the city for risk mitigation

Councilwoman Phyllis Viagran thanked Norma Little for all the work she contributed to SAHT on the 3 audits for SAHTF, SAHTPFC, SAHTFC.

**MINUTES COMMISSION ACTION:**

Jordan Ghawi motioned, and Councilwoman Teri Castillo seconded to approve the San Antonio Housing Trust Finance Corporation Audit for fiscal year ending September 30, 2021, with the noted corrections.

**AYES: 4**

**NAYS:**

**ABSTAINED:**

**THE MOTION PASSED.**

**5. BRIEFING AND DISCUSSION ON THE FISCAL YEAR 2023 PRELIMINARY BUDGET.**

Pete Alanis briefed to the board about the fiscal year 2023 preliminary budget for the SAHT Finance Corporation. The FC is expected to earn \$716,000 in net revenues by the end of FY 2022 through Private Activity Bond Issuance Fees and Annual Bond Fees. For FY 2023, the FC is estimated to earn \$136,000 in revenues from 18 projects' annual fees. Operating Expenses for the FC in FY 2023 are an estimated \$45,530 in fees to the Foundation and compliance monitoring costs. At the start of FY 2023, the FC shall have \$1.79 million in unrestricted cash. Assuming no additional cash is expended, the Finance Corporation shall have \$1.88 million in unrestricted cash.

**NO ACTION TAKEN.**

**6. ADJOURNMENT**

Vice President Jane Paccione adjourned the meeting. There being no further business, the meeting adjourned at 4:47 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.

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

*Consideration and possible action to approve the San Antonio Housing Trust Finance Corporation's annual budget and to authorize the expenditures contained therein.*

## **SAHT Finance Corporation**

Last month, staff presented the preliminary San Antonio Housing Finance Corporation budget.

The Finance and Audit Committee met on September 9, 2022 to review and consider the Finance Corporation budget as presented.

The table below shows the no changes from the Preliminary budget presented to the board on August 19, 2022, and the proposed FY 2023 budget.

<b>FY 2023 FC Budget</b>	<b>Prelim Budget August Committee</b>	<b>Proposed Budget September Committee</b>
Operating Revenues	\$ 136,720	\$ 136,720
Operating Expenses	45,530	45,530
Operating Income	91,190	91,190

### *Operating Expenses*

The Finance Corporation is expected to spend \$45,530, primarily due to the 25% Foundation payout of \$34,180. The remaining amount is to support \$7,750 in direct asset financial monitoring and estimated \$3,600 in compliance monitoring services. These costs were charged to the Finance Corporation in FY 2022.

In September 30, 2021, we had \$1.27 million and by September 30, 2022 we anticipate having \$1.79 million in cash. Assuming the cash flow considers the 25% administrative fee to the Foundation and the professional fees for compliance and asset management, the Finance Corporation shall be at \$1.88M by end of FY 2023.

### **Attachment:**

FY 2023 Proposed Finance Corporation Budget



SAN ANTONIO  
HOUSING  
T R U S T

SAN ANTONIO HOUSING TRUST FINANCE CORP

FY 2023 Proposed Budget

	FY 2023 Proposed Budget
<b>OPERATING REVENUES</b>	
Annual Issuer Fee	\$ 136,720
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 136,720</b>
<b>OPERATING EXPENSES</b>	
Administrative Fees	\$ 34,180
Professional Services	
Asset Management Services	7,750
Compliance Monitoring Services	3,600
Total Professional Services	\$ 11,350
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 45,530</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ 91,190</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	
Interest Income - Banks	\$ 90
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<b>\$ 90</b>
<b>INCREASE (DECREASE) IN NET POSITION</b>	<b>\$ 91,280</b>