

## MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

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### Regular Meeting

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**Date:** Wednesday, October 17, 2018  
**Time:** 4:20 p.m. – 5:37 p.m.  
**Location:** 650 West 100 North  
Provo, Utah

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#### Opening Business

**1. Welcome and Roll Call:** Chairman Doug Gale welcomed the Board of Commissioners and opened the meeting at 4: p.m. The following members of the Board of Commissioners and staff in attendance were: Chairman Doug Gale; Vice-Chair Jon Kau; Commissioner Buddy Richards; Commissioner Craig Carlile; Robert Vernon, Chief Executive Officer; Cindy Daley, Rental Subsidy Manager; Shannon Dalley, Financial Services Manager; Dean Clement, Facilities Manager and Becky Chipman, Executive Assistant.

**Approval of Minutes for Wednesday, September 19, 2018:** Chairman Doug Gale referred the Board to Tab 1, which contained the Minutes for September 19, 2018. Vice-Chair Jon Kau made a motion to approve the minutes for Wednesday, September 19, 2018. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 4:0.

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#### Chief Executive Officer Report

- Mr. Vernon gave an update on the ACC rule HUD put in place that he spoke of in September. The original contract was created back in the 30's that can't be changed.
  - There was an update on our programs and some training that are taking place.
  - There was some discussion about new software and upgrading it.
  - Mr. Clement gave an update on the new office building its status of completion and the problems that come with it.
  - The permit has been filed for the maintenance building addition Mr. Vernon and Mr. Clement are going to be the General Contractors on this project. There was some discussion about why the new maintenance building won't require Davis Bacon wages.
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#### Discussion Items

**1. Public Comment:** None of the public was present for comment.

**2. Change November Board Meeting to November 14<sup>th</sup> and Cancel December Board Meeting:** Commissioner Craig Carlile will not be available that day. The other Commissioners were agreeable with that date.

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#### Action Items

**1. August 2018 Financial Statements and Distributions:** Chairman Doug Gale referred the board to tab 2, which contained the August 2018 Financial Statements and Distributions. Mrs. Dalley gave some explanation. Commissioner Craig Carlile made a motion to approve. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 4:0.

**2. Approve Lease Agreement for New Office:** Chairman Doug Gale referred the board to handout #1, which contained the Commercial "Triple Net" Lease Agreement between Utah Regional Housing and Provo City Housing Authority. Commissioner Craig Carlile made a motion to adopt resolution No. 10-B-18 to approve the Commercial Triple Net Lease Agreement with the rates per sq. ft. listed in the lease also be included on the resolution. Vice-Chair Jon Kau Seconded the motion. The motion passed unanimously, 4:0.

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**3. Approve PCHA Transfer 1% Ownership of Canyon View and Maple View to Provo Nonprofit Housing Development Corporation as of September 30, 2018:** This will be a retro-active approval. Commissioner Craig Carlile made a motion to approve resolution no. 10-C-18. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 4:0.

**4. Approve PCHA to Sell Land and Building for \$1.00 as of September 30, 2018**

- Crimson Court
- West Gate
- Dixon Court
- Pioneer Homes
- Sunrise/Sunset

The Board of Commissioners asked several questions that were satisfied by Mr. Vernon. Commissioner Craig Carlile made a motion to adopt resolution 10-D-18. Vice-Chair Jon Kau seconded the motion. The motion passed unanimously, 4:0.

**5. Approve PCHA to Contract Employees to Utah Regional Housing Corporation as of September 30, 2018:** Commissioner Craig Carlile asked some question with how this will work. Mr. Vernon is going to a lot employee's time for working at properties owned by Utah Region Housing. The non-profit does not have employees. Commissioner Craig Carlile made a motion to approve resolution no. 10-E-18 making it renewable every 2 years. Vice-Chair Jon Kau seconded the motion. The motion passed unanimously, 4:0.

**6. Resolution No. 10-A-18 Zoning Lot Declaration:** Mr. Vernon referred the board to handout #2, which contained resolution no. 10-A-18. Commissioner Buddy Richards made a motion to adopt resolution no. 10-A-18. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 4:0.

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**Adjourn:** Chairman Doug Gale asked for a motion to adjourn the meeting. Vice-Chair Jon Kau made a motion to adjourn. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 4:0. The meeting was closed at 5:37 pm. The next meeting of the Provo City Housing Authority is Wednesday, November 14, 2018 @ 4:15 p.m.

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