

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, March 25, 2015
Time: 4:19 p.m. – 5:16 p.m.
Location: 650 West 100 North
Provo, Utah 84601

Opening Business

- 1. Welcome and Roll Call:** Chairman Doug Gale welcomed the Board and opened the meeting at 4:19 pm. The following members of the Board of Commissioners and Staff were in attendance: Chairman Doug Gale; Commissioner Craig Carlile; Commissioner Buddy Richards; Commissioner Valerie Lee; Jeremy Runia, Executive Director; Cindy Daley, Rental Subsidy Manager; Dean Clement, Facilities Manager; and Becky Chipman, Executive Assistant. Commissioner David Gardner was not in attendance. Vice-Chair Kau joined the meeting at 4:26pm.
 - 2. Approval of Minutes for Wednesday, February 25, 2015:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for February 25, 2015. Commissioner Richards moved to approve the Minutes for February 25, 2015. Commissioner Lee seconded the motion. The motion passed unanimously, 4:0.
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Executive Directors Report

- 1. St. Francis Apartments:** As of Feb. 28, 2015 the St. Francis Project was 13% complete. Lumber has been delivered and it's still on schedule for completion. Weather has been good for the development. PCHA has started the lease up process in the last 30 days. In the next two weeks the second and third levels will be going up. There haven't been any security issues or problems with neighbors on this project. Some discussion ensued regarding the name of the project.

Discussion Items

- 1. Public Comment:** No members of the public were in attendance.
 - 2. Rent Modification for Tax Credit Projects:** Chairman Gale referred the Board to Tab 2, which contained the rent modification for tax credit projects. There are three scenarios presented to the Board. The second scenario shows a change in rents being proposed. This will increase rents to grow the reserve amount for maintenance. Mr. Runia directed the Board to the attached spreadsheet to discuss the impact of increasing rent on the section 8 program.
 - 3. NAHRO Conference:** Chairman Gale referred the Board to Tab 3, which contained information for the annual NAHRO conference held in St. George in April 2015.
 - 4. Board Retreat:** Chairman Gale referred the Board to Tab 4, which contained the Board Retreat Questionnaire. Mr. Runia issued a handout to the board members to get a vote on which date in September 2015 was desired by the board members.
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Action

- 1. Capital Fund Program Annual Plan:** Chairman Gale referred the Board to Tab 5, which contained the Capital Fund Program Annual Plan. The annual plan for the capital fund is the dollar amount PCHA will use to maintain the public housing units. The approval is to permit the housing authority to receive these funds. Commissioner Lee moved to approve the motion. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0.
- 2. Capital Fund Program Five Year Action Plan:** Chairman Gale referred the Board to Tab 6, which contained the Capital Fund Program Five Year Action Plan. PCHA must list any future maintenance expenditure that can be foreseen in the next 5 years. Vice-Chair Kau moved to approve. Commissioner Richards seconded the motion. The motion passed unanimously, 5:0.
- 3. Minimum Rent Change for Housing Choice Voucher, Shelter Plus Care and Public Housing:** Chairman Gale referred the Board to Tab 7, which contained the Minimum Rent Change for Housing Choice Voucher, Shelter Plus Care and Public Housing. PCHA staff attended a recent training which explained that the amount of minimum rent can be \$0. HUD guidelines allows for this amount to be set at \$0. Commissioner Richards moved to approve. Commissioner Carlile seconded the motion. The motion passed unanimously, 5:0.
- 4. Board Meeting Date Change:** Chairman Gale referred the Board to Tab 8, which contained the Board Meeting Date Changes. Due to conflict with the April and May board meetings Mr. Runia would like to suggest having these dates changed. The April adjustment is due to the NAHRO conference and May is because of graduation for some of the staff family members. The April 22, 2015 Board Meeting will be changed to April 29, 2015 and May 27, 2015 Board Meeting will be changed to May 20, 2015. Commissioner Carlile moved to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0.

Adjourn: Chairman Gale moved to adjourn the meeting at 5:16 p.m. Vice-Chair Kau motioned to approve. Commissioner Carlile seconded the motion. The motion passed unanimously, 5:0. The meeting was closed at 5:16 pm. The next meeting of the Provo City Housing Authority is scheduled for April 29, 2015 @ 4:15 p.m.
