

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, May 20, 2015
Time: 4:23 p.m. – 5:14 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 4:23 pm. The following members of the Board of Commissioners and Staff were in attendance: Chairman Doug Gale; Commissioner Valerie Lee; Commissioner David Gardner; Vice-Chairman Jonathan Kau, Jeremy Runia, Executive Director; Donna Smith, Financial Services Manager; Cindy Daley, Rental Subsidy Manager; April Smith, Owned Housing Manager; Dean Clement, Facilities Manager; Pamela Liston, Resident Programs Coordinator, and Lance Mercer, Audit Manager. Commissioner Richards was excused.
- 2. Approval of Minutes for Wednesday, April 29, 2015:** Chairman Gale referred the Board to Tab 1 which contained the Minutes for April 29, 2015. Vice Chairman Kau moved to approve the minutes and Commissioner Lee seconded the Motion. The motion passed unanimously 4:0.

Executive Directors Report

- 1. Cascade Garden Apartments formerly known as St. Francis Apartments:** As of April 30, 2015 the St. Francis Project was 33% complete. All three floors are framed and plumbing, electric and HVAC are all being installed. The completion date remains August or early September. Draw #6 used about 1% of the construction loan so interest is now being incurred. Contingency utilization is 34%.
- 2. Dixon Court:** The PHA has received the final set of plans for the third duplex and the architect is in the process of completing the draft of the bid language for the RFP. The building permit needs to be submitted to Provo City.
- 3. Staff Update:**

The first round of interviews is complete to fill the Financial Services Manager position. The 2nd interview of 3 of the candidates will be on May 26. A final decision will be made shortly following. The plan is to have the successful candidate start on July 6.
- 4. New Board Member**

Jeremy received a call from Mayor Curtis stating that he wants to add another member to the Housing Authority Board. The Mayor desires to appoint a Provo City Council person to the PHA Board. The matter should come before the Provo City Council in June.

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Discussion Items

- 1. Public Comment:** No members of the public were in attendance.
- 2. Presentation of Financial Statements for the Year ending September 30, 2014 – Baird, Blackburn and Associates:** Lance Mercer – Audit Manager for Baird, Blackburn and Associates presented the results of the audit that was conducted on the Housing Authority. There were no audit findings and the Housing Authority showed a great internal control standard. A brief discussion ensued regarding the financial statements. The board was content with the audit results.

Action Items

- 1. Approval of PCHA 5-Year and Annual Plan:** This plan is something that is required by HUD each year. This year the VAWA (Violence Against Women Act) language was added as well as Fair Housing goals. The Plan has to be approved by Board Resolution so Commissioner Gardner moved to approve the PCHA 5-Year and Annual Plan. Vice-Chairman Kau seconded the motion and the vote was unanimous 4:0.

Adjourn: Commissioner Lee moved to adjourn the meeting. Vice-Chairperson Kau. The motion passed unanimously 4:0. The meeting was closed at 5:13 pm. The next meeting of the Provo City Housing Authority Board of Commissioners is scheduled for Wednesday, June 24, 2015.
