

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, October 21, 2015
Time: 4:23 p.m. - 5:19 p.m.
Location: 650 West 100 North
Provo, Utah

Opening Business

- 1. Welcome and Roll Call:** Chairman Doug Gale welcomed the Board and opened the meeting at 4:23 p.m. The following members of the Board of Commissioners and Staff were in attendance: Chairman Doug Gale; Vice-Chair Jonathan Kau; Commissioner Buddy Richards; Commissioner David Gardner; Commissioner Valerie Lee; Jeremy Runia, Executive Director; Cindy Daley, Rental Subsidy Manager; April Smith, Owned Housing Manager; and Becky Chipman, Executive Assistant. Commissioner Craig Carlile, Shannon Dalley and Dean Clement were excused from the meeting.
 - 2. Approval of Minutes for Wednesday, September 23, 2015:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for September 23, 2015. Vice-Chair Kau moved to approve the minutes for September 23, 2015. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 5:0.
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Executive Directors Report:

- 1. Cascade Gardens (Formerly St. Francis):** This project is 77% complete as of Sept. 30th. HVAC has set the project back quite a bit. There were some challenges getting an inspector for the elevator which will be November 4th. PCHA anticipates moving in some of the residents around mid-November. A ribbon cutting ceremony is anticipated in December or January. Preleasing is still taking place and is going really well. The Board discussed meeting at the development to take a tour and would be interested.
 - 2. Dixon Court:** The development consisting of 2 units will be delivered on time and if needed used as "over flow" for Cascade Gardens.
 - 3. Staff:** There was Capital Funds training in Denver that Dean attended. The Housing Authority staff received bed bug training in response to an increase with this bug.
 - 4. PCHA Office Update:** Working with HUD to confirm the funds PCHA for the office building are eligible for constructing a new office building. The Board inquired whether PCHA anticipates any issues with the funding. Mr. Runia explained he does not anticipate any issue's it's just a matter of time.
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Discussion Items

- 1. Public Comment:** No members of the Public were present.
- 2. Board Term Letters:** Chairman Gale referred the Board to Tab 2A, which contained the Board Term Letters which were provided by the Mayor's office.
- 3. Provo.org Housing Authority Board:** Chairman Gale referred the Board to Tab 2B, which contained a screen shot of the Provo.org website listing the Board Members of Provo City Housing Authority and current terms.

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4. **Proposed Staggered Terms:** Chairman Gale referred the Board to Tab 2C, which contained a spreadsheet with the proposed staggered terms for the Board Members. PCHA would like to propose the first year there be no turnover. The second year would have three board members terms expire. Year three would be no terms expire and year 4 would have the other three board members terms expire.
5. **Canyon View and Maeser School Inspection Report:** Chairman Gale referred the Board to Tab 3, which contained a recent Canyon View and Maeser School Inspection Report. This is the most recent inspection on these two tax credit projects. There were no findings.
6. **IPM – Guide for Affordable Housing:** Chairman Gale referred the Board to Tab 4A, which contained the Integrated Pest Management: A guide for Affordable Housing. This is an informational guide to educate the Board of the growing issue of bed bugs in the city of Provo.
7. **Bed Bug Equipment:** Chairman Gale referred the Board to Tab 4B, which contained Bed Bug Equipment Services Quote. This is a quote of four different treatment options and general numbers of the cost of treating this issue internally by staff.
8. **Bed Bug Analysis 10-2015:** Chairman Gale referred the Board to Tab 4C, which contained a Bed Bug Analysis which lists the total cost of bed bug extermination. Some discussion ensued regarding bed bugs and how to treat the problem.

Adjourn: Chairman Gale moved to adjourn the meeting. Commissioner Lee motioned to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0. The meeting was closed at 5:19 p.m. The next meeting of the Provo City Housing Authority is scheduled for Nov. 18, 2015 @ 4:15 p.m.
