

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, December 16, 2015
Time: 4:26p.m. - 5:40 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 4:26 p.m. The following members of the Board of Commissioners and Staff were in attendance: Chairman Doug Gale; Vice-Chair Jonathan Kau; Commissioner Craig Carlile; Commissioner Valerie Lee; Jeremy Runia, Executive Director; Dean Clement, Facilities Manager and Becky Chipman, Executive Assistant. Commissioner David Gardner, Cindy Daley, Rental Subsidy Manager, Shannon Dalley, Financial Services Manager and April Smith, Owned Housing Manager were excused from the meeting. Commissioner Buddy Richards joined the meeting at 4:50pm.
 - 2. Approval of Minutes for Wednesday, November 18, 2015:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for November 18, 2015. Vice-Chair Kau moved to approve the minutes for November 18, 2015. Commissioner Lee seconded the motion. The motion passed unanimously, 4:0.
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Executive Directors Report:

- 1. Cascade Gardens Apartments:** The development is 99% complete and the Certificate of Occupancy was issued on 12/15/2015 for the entire property. The furniture for the common areas has been delivered. Two tenants were able to move in today. There a slide show presented by Mr. Runia and some questions were answered.
 - 2. Staff:** There have been a few health challenges with some of the staff and their families. The annual financial submission for REAC was made prior to deadline. There was a GRAMMA request hearing where documents were ordered to be provided. Those were sent within the time frame ordered.
 - 3. PCHA (Office Report):** The next step is to execute the contract with the architect after the first of next year.
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Discussion Items

- 1. Public Comment:** No members of the Public were present.
 - 2. 2016 Fair Market Rent Update:** Chairman Gale referred the Board to Tab 2, which contained 2016 Fair Market Values (FMR). There will be no adjustments to this year's payment standards based on the new 2016 FMR's.
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Executive Session

- 1. Adjourn to Executive Session to Discuss Executive Director Performance.** Commissioner Lee moved to exit to Executive Session. Commissioner Richards Seconded the motion. The motion passed unanimously 5:0.
Commissioner Lee motioned to adjourn executive session. Commissioner Richards seconded the motion. The motion passed unanimously. 5:0.
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Action Items

- 1. Executive Director Compensation:** The board addressed the Executive Director on recent accomplishments and the transition that was made. The Board likes his consideration of the staff. The Board feels that the PCHA is well represented by Mr. Runia and appreciates how he keeps the board well informed on all that is happening. The Board Chair recommended an increase to the Executive Director's Salary. Commissioner Carlile moved to approve. Commissioner Richards Seconded the motion. The motion passed unanimously 5:0.

- 2. Approval of Budget Revisions for the Fiscal Year Ending December 31, 2015:** Chairman Gale referred the Board to Tab 3, which contained the Budget Revisions for year ending December 31, 2015. These are the budget revisions which reflect the actual year end numbers. The Board asked several questions as they examined the budgets that were satisfied by PCHA staff.
 - a. Revision to the Maple View Apartments Operating Budget:** Commissioner Richards moved to approve. Commissioner Carlile seconded the motion. The motion passed unanimously.5:0.
 - b. Revision to the Canyon View Apartments Operating Budget:** Commissioner Richard moved to approve. Commission Carlile seconded the motion. The motion passed unanimously. 5:0.
 - c. Revision to the Maeser Apartments Operating Budget** Commissioner Richards moved to approve. Commissioner Carlile seconded the motion. The motion passed unanimously 5:0.
 - d. Revision to the Franklin Heights CROWN Operating Budget:** Commissioner Richards moved to approve. Commissioner Carlile seconded the motion. The motion passed unanimously 5:0.

- 3. Approval of Budget for the Fiscal Year Ending December 31, 2016:** Chairman Gale referred the Board to Tab 5 which contained the Budget for Fiscal year ending Dec. 31, 2016. The Board asked several questions as they examined the budgets that were satisfied by PCHA staff.
 - a. Approval of the Maple View Apartments Operating Budget:** Commissioner Carlile moved to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously. 5:0.
 - b. Approval of the Canyon View Apartments Operating Budget:** Commissioner Carlile moved to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously. 5:0.
 - c. Approval of the Maeser Apartments Operating Budget:** Commissioner Carlile moved to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously. 5:0.
 - d. Approval of the Franklin Heights CROWN Operating Budget:** Commissioner Carlile moved to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously. 5:0.
 - e. Approval of the Cascade Gardens Apartments Operating Budget:** 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 5:40 pm. Commissioner Lee motioned to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0. The meeting was closed at 5:40 pm. The next meeting of the Provo City Housing Authority is scheduled for January 19, 2016 @ 4:15 p.m.
