

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday August 26, 2015
Time: 4:32 p.m. - 4:49 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 4:32 pm. The following members of the Board of Commissioners and Staff were in attendance: Chairman Doug Gale; Vice-Chair Jon Kau; Commissioner David Gardner; Commissioner Buddy Richards; Jeremy Runia, Executive Director; Donna Smith, Financial Services Manager; Shannon Dalley, Financial Services Manager; Cindy Daley, Rental Subsidy Manager; April Smith, Owned Housing Manager; Dean Clement, Facilities Manager; Becky Chipman, Executive Assistant. Commissioner Valerie Lee and Commissioner Craig Carlile were excused.
- 2. Approval of Minutes for Wednesday July 22, 2015:** Chairman Gale referred the Board to Tab 1 which contained the Minutes for July 22, 2015. Commissioner Richards moved to approve the minutes and Commissioner Gardner seconded the Motion. The motion passed unanimously 4:0.

Executive Directors Report

- 1. Cascade Garden Apartments (formerly known as St. Francis Apartments):** This project is anticipated to be complete the end of September. There has been an issue with the lack of laborers. Furniture and appliances have been ordered. The ribbon cutting ceremony will take place after lease up likely to be October or November. PCHA's Owned Housing Manager has been diligent with pre-leasing activity. As of July 31st it was 60% complete.
- 2. Canyon View / Maple View:** PCHA is actively working with the investors to exit the partnership for these two tax credit properties. Mr. Runia is waiting for legal counsel to provide the paperwork for this.
- 3. Dixon Court:** Building permit was issued and construction began approximately August 4. The contract requires a 75 day build with a delivery date in the middle of October.
- 4. Staff Report:** A luncheon was held for Donna Smith's retirement where she was presented a gift and a plaque. PCHA has hired a full time maintenance employee.

Discussion Items

- 1. Public Comment:** No members of the public were in attendance.
 - 2. Board Retreat:** PCHA's annual retreat is coming up Sept. 17-18 in St. George. Some discussion ensued regarding the Board Retreat and attendance.
 - 3. Night at the Rec Center:** Mr. Runia referred the Board to Tab 2 which included a flyer for a Provo City Fund Raiser for a Utah County Fund to help the homeless which was discussed amongst the Board.
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Adjourn: Commissioner Richards moved to adjourn the meeting. Vice-Chair Kau seconded the motion. The motion passed unanimously 4:0. The meeting was closed at 4:49 pm. The next meeting of the Provo City Housing Authority Board of Commissioners is scheduled for Wednesday, September 23, 2015 @ 4:15pm.
