

# MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS & PROVO NONPROFIT HOUSING DEVELOPMENT CORPORATION BOARD OF DIRECTORS



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## Regular Meeting

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**Date:** Wednesday, June 27, 2012  
**Time:** 4:15 p.m. - 6:00 p.m.  
**Location:** 650 West 100 North  
Provo, Utah

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### Opening Business

- 1. Welcome and Roll Call:** Chairperson Gale welcomed the Board and called the meeting to order at 4:22 p.m. Chairperson Douglas Gale, Vice-Chair Jonathan Kau, Commissioner Valerie Lee, Commissioner David Gardner, Commissioner Craig Carlile and Commissioner Cindy Richards were present.

Douglas Carlson, Executive Director, Cindy Daley, Rental Subsidy Manager, April Smith, Owned Housing Manager, Donna Smith, Financial Services Manager, Dean Clement, Facilities Manager, and Pamela Liston, Resident Programs Coordinator from the staff were present.

- 2. Approval of Minutes from May 23, 2012:** Chairperson Gale asked if there were any questions or comments from the Minutes from May 23, 2012. There were no questions or comments. Commissioner Kau moved to approve the Minutes from May 23, 2012. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.

The Board discussed the appointment of the new commissioner, Buddy Richards, to the Board. The Board thanked Commissioner Cindy Richards for her service and support during her appointment to the Provo City Housing Authority Board. Commissioner Carlile moved to recognize and thank Commissioner Richards for her service to the Housing Authority. Commissioner Kau seconded the motion. The motion passed unanimously.

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### Report of the Executive Director

**Project Reports:** Chairperson Gale asked Mr. Carlson to update the Board on the progress of all current projects.

**City Council Tour of PCHA:** Mr. Carlson informed the Board that the Provo City Council were present for a tour of PCHA properties and projects that morning. John Curtis, Mayor was also in attendance. There was a Q & A session after the tour and good questions were asked by the Council members.

**St. Francis Apartments:** Mr. Carlson stated that he has met with the various parties needed to put together a LIHTC (Low Income Housing Tax Credits) application with Utah Housing Corporation, and all is progressing for the application.

**Ekins Property:** Mr. Carlson stated that the purchase agreement for the property had been approved last month and NeighborWorks of Provo currently has the agreement for approval from their Board. Mr. Carlson has met with an architect, Gil Rand, to design a proposal for the two duplexes for the property.

**Public Housing/Capital Fund:** Mr. Carlson informed the Board that on July 11<sup>th</sup> - 12<sup>th</sup> Econometrica, and staff members from the HUD offices in Denver as well as staff from other local Housing Authorities would be meeting at the PCHA for training about the Capital Fund Financing Program, which allows housing authorities to use a portion of the Capital Fund to finance loans to upgrade Public Housing units. Econometrica is contracted with HUD to train, analyze, and evaluate housing authority properties to see if the Capital Fund Financing Program is a feasible option.

**PCHA Offices:** Mr. Carlson stated that the Housing Authority is in great need of a new office building.

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### Discussion Items

**PCHA Planning Retreat, October 25<sup>th</sup>-27<sup>th</sup> 2012:** Chairperson Gale referred the Board to Tab 2, which contained a calendar for with the month of October with the Planning Retreat scheduled for October 25<sup>th</sup>-27<sup>th</sup>. Mr. Carlson informed

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the Board that Leo Dauwer will moderate the planning retreat. Mr. Dauwer is an experienced moderator and trainer for Housing Authority Boards of Commissioners. Future and existing development planning will be a part of the retreat.

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## Action Items

- 1. Approval of an Inter-local Cooperative Agreement for Housing Inspection Services with the Housing Authority of Utah County:** Chairperson Gale referred the Board to Tab 3, which contained an Inter-Local Agreement for Housing Inspection Services with the Housing Authority of Utah County. Mr. Carlson explained that HUD had made a requirement that housing authorities cannot perform HQS (Housing Quality Standard) inspections on LIHTC or other housing authority owned properties which are not Public Housing. They have determined that they believe it is a conflict of interest. The PCHA and the HAUC have made an agreement to trade services for the inspection of these properties. The agencies have drafted an agreement which will allow them to do each other's inspections. The agreement states that the Housing Inspector will go with the inspector from the other Agency to complete the inspections once a year and anytime there is a new move-in for these properties.

Commissioner Lee moved to approve the Inter-Local Cooperative Agreement for Housing Inspection Services with the Housing Authority of Utah County. Commissioner Gardner seconded the motion. The motion passed unanimously, 6:0.

- 2. Approval of the PCHA Five-Year Action Plan and Annual Plan:** Chairperson Gale referred the Board the Tab 4, which contained the Five-Year Action Plan and Annual Plan. Mr. Carlson explained that these documents are required to receive funding for the Capital Fund and the Public Housing subsidy. He stated that the Five-Year Plan and Annual Plan are as general as possible so adjustments may be made as needed.

Commissioner Carlile moved to approve the PCHA Five-Year Action Plan and Annual Plan. Commissioner Gardner seconded the motion. The motion passed unanimously 6:0.

- 3. Approval of Resolution 6-A-12 Resolution to Authorize Provo City Housing Authority to Obtain Credit through Utah Housing Corporation for the Development of Franklin Heights CROWN Homes:**

This item was postponed.

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**Adjourn:** Commissioner Gardner moved to adjourn. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0. The meeting closed at 5:05 p.m.

The next Regular Meeting of the Board of Commissioners of the Provo City Housing Authority will be on Wednesday, July 25, 2012 at 4:15 pm.

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