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

Regular Meeting

Date:	Wednesday, October 26, 2011
Time:	4:15 p.m. - 5:30 p.m.
Location:	650 West 100 North Provo, Utah

Opening Business

1. **Welcome and Roll Call:** Chairperson Gale welcomed the Board and called the meeting to order at 4:17 p.m. Chairperson Douglas Gale, Vice-Chair Jonathon Kau, Commissioner Valerie Lee, and Commissioner Dave Gardner, Commissioner Cindy Richards, and Commissioner Craig Carlile 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 Erin Haley, Executive Assistant from the staff were present.

2. A**pproval of Minutes from September 28, 2011:** Chairperson Gale referred the Board to the Minutes, which had been distributed electronically to the Board. Commissioner Carlile moved to approve the Minutes from September 28, 2011. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0.

Report of the Executive Director

Project Reports: Chairperson Gale requested that Mr. Carlson give the Board an update of current projects.

South Franklin Community Center: Mr. Carlson stated that the buildings plans for the South Franklin Community Center had been submitted to the City for approval. After the City has responded, the bidding process can begin. Mr. Carlson stated that he anticipates that at the current financing levels will not cover the building costs and is looking for alternative labor sources to reduce labor costs. Possibilities include organizing volunteer work through Habitat for Humanity, hiring building crews from the State prison system, or working with the Construction Management program through Utah Valley University.

St. Francis Senior Housing: Mr. Carlson stated that the Utah State application for Low-Income Housing Tax Credits is very competitive this year, and that he believes the St. Francis application will score every point possible for a senior housing project, but that other projects might receive higher points because other types housing programs might receive a higher priority.

Mr. Carlson informed the Board that the Landmarks Commission had denied the request for delisting the Taylor House from the Landmarks Register. He stated that the Landmarks Commission as a whole was complementary about the Housing Authority. Councilperson Beck was in attendance and pledged that he would support future applications for CDBG funds to restore the building. Mr. Carlson stated that the Housing Authority would submit an application for CDBG funds for restoration of the Taylor House on October 27, 2011.

The Board discussed predevelopment and funding issues related to the St. Francis Senior Housing project as well as sources of funding for and the level of debt service which the rehabilitation of the Taylor House would require.

Other Projects: Mr. Carlson stated that NeighborWorks of Provo (formerly Neighborhood Housing Services of Provo) has a property for sale which boarders some properties that the Housing Authority currently owns. The property in question is currently a negative influence on the neighborhood. The Board discussed benefits to the neighborhood, and the possibility of a future project at the site.

Action Items

1. **Authorization to Apply for CDBG and HOME Funding:** Mr. Carlson informed the Board about the process for receiving and the availability of HOME and CDBG funds through the City of Provo. He stated that with the Board's approval he would apply for CDBG funds for the Taylor House, and for HOME funds for the housing for homeless families for Community Action.

   Commissioner Gardner moved to authorize the Executive Director to apply for CDBG funds for the Taylor House, and for HOME funds for the Myla Dutton Homes. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.

2. **Board Meeting Schedule:** Chairperson Gale referred the Board to a calendar for the remainder of 2011, and asked Mr. Carlson to lead discussion about the meeting schedule. Mr. Carlson stated that currently there were no items necessary to hold a November meeting, and since as the Housing Authority Board had held more than the required six meetings in the year 2011, he recommended that the Board consider cancelling the November meeting. He also recommended changing the date of the December Meeting to accommodate for the holidays. The Board discussed their availability in December. A consensus was reached to cancel the November meeting and to reschedule the December meeting from Wednesday, December 28th to Tuesday December 20th.

Adjourn: Commissioner Lee moved to adjourn the Regular Meeting. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0. The meeting closed at 5:04 p.m.

The next meeting of the Provo City Housing Authority Board of Commissioners and Provo Nonprofit Housing Development Corporation Board of Directors is scheduled for Tuesday, December 20, 2011 at 4:15 p.m.

Site Tour of PHA Sustainable Homes at approximately 241 South 1600 West, Provo: Following the meeting, members of the Board and the Executive Director went on a tour of the PHA Sustainable Homes project.