

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



Regular Meeting

Date: Wednesday, December 19, 2012
Time: 4:15 p.m. – 5:45 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 4:22 p.m. Chairperson Douglas Gale, Vice-Chair Jonathan Kau, Commissioner Valerie Lee, Commissioner Buddy 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 Pam Liston, Resident Programs Manager from the staff were present.

Kena Mathews from Habitat from Humanity was also present.

2. **Approval of Minutes from November 28, 2012:** Chairperson Gale referred the Board to Tab 1, which contained the Minutes from November 28, 2012, and asked if there were any questions or comments. There were not any questions or comments. Commissioner Carlile moved to approve the Minutes from November 28, 2012. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0.
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Report of the Executive Director

1. **Project Updates:** The Franklin Heights CROWN Low Income Housing Tax Credit application was successful.
2. **St. Francis LIHTC Application:** Mr. Carlson stated that the PCHA was unsuccessful in receiving tax credits for the St. Francis project. Two factors which might have affected the application include the location of the St. Francis property: 1) the property is not in a TOD zone, and 2) the application did not contain a mixed income element.

The future of the St. Francis project will be determined by the Board when more information is available about next year's tax credit application. If the state's or HUD's priorities have changed or there are fewer potential projects, St. Francis might be a more successful project. However, if funding priorities remain consistent, it might be best to explore other projects.

Mr. Carlson stated that the duplex which was purchased with HOME funds has a deadline to be used as housing or the HOME funds will need to be returned. Mr. Carlson stated he will enter into discussions with Provo City to see what can be done with the property.

3. **PCHA Award from Wasatch Mental Health:** Mr. Carlson informed the Board that the PCHA has been presented with an award from Wasatch Mental Health for Community Partner of the Year.
4. **South Franklin Community Center:** Mr. Carlson stated that Ms. Kena Mathews was present to present to the Board an update on the progress of the construction of the South Franklin Community Center. Ms. Mathews stated that various issues have presented some unique challenges and as a result has pushed back the expected completion date. Some of these issues include: staffing conflicts, architectural design concerns, and volunteer gaps. However, the project has been recognized by Habitat Magazine.

United Way has begun a campaign to find a project sponsor which would help endow the operations of the community center. The Board discussed pros and cons of having a single sponsor rather than a community network

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and the benefits of have invested community support.

5. **Sale of Supportive Housing Properties (4):** Mr. Carlson briefly explained the history of these four properties. These properties were previously owned by Community Action Services, are difficult to rent and keep maintained, and the populations served by this program might be more successful in more appropriate housing.
6. **Changes to Shelter Plus Care and Supportive Housing Programs and Applications for Funding through Mountainlands Continuum of Care:** The Provo City Housing Authority operates 36 vouchers of Shelter Plus Care vouchers and 8 units (15 beds) of shared Supportive Housing (Sunrise and Sunset Apartments) through grants which are applied for and granted through the Mountainland Continuum of Care. The application process was substantially changed this year by the HEARTH Act. Renewal applications have been filed for both programs.

Discussion Items No Items for Discussion

Action Items

1. **Approval of PCHA Financial Management Policies and Procedures:** Mr. Carlson stated that this document is an internal document which dictates the financial management policies and procedures of the Housing Authority. Changes are made as necessary when HUD makes policy requirements or when practical changes are necessary. Current changes include a write-off policy made mandatory by HUD regulation and a direct deposit policy to keep current with management practices.

Commissioner Carlile moved to approve the PCHA Financial Management Policies and Procedures. Commissioner Richards seconded the motion. The motion passed unanimously, 5:0.

2. **Approval of Revision #1 to Operating Budgets for the Fiscal Year Ending December 31, 2012:**
 - a. **Crimson Court Apartments, L.C.**
 - b. **Provo CROWN I, LLC**
 - c. **Maeser School Partners, LLC**
 - d. **Canyon View Partners, LLC**
 - e. **Provo Nonprofit Housing Development Corporation**

Mr. Carlson stated that there are not any budgetary concerns related to these projects, and that they are well funded with high reserves. The Board briefly discussed rental income and trends related to housing.

Commissioner Lee moved to approve the Operating Budget Revisions for projects with a fiscal year ending December 31, 2012 which include Crimson Court Apartments, L.C., Provo CROWN I, L.L.C., Maeser School Partners, LLC, Canyon View Apartments, L.L.C., and the Provo Nonprofit Housing Development Corporation. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0.

3. **Approval of Operating Budgets for the Fiscal Year Ending December 31, 2013:**
 - a. **Provo CROWN I, LLC**
 - b. **Maeser School Partners, LLC**
 - c. **Maple View Apartments, LLC**
 - d. **Canyon View Partners, LLC**
 - e. **Provo Nonprofit Housing Development Corporation**

Mr. Carlson stated that the tax credit budgets attempt to get as close as possible to a break-even at the end of the year, and include spending on appropriate capital improvements. Adjustments will be necessary according to rental trends and property needs.

Commissioner Carlile moved to approve the Operating budgets for the following projects with the Fiscal Year Ending December 31, 2013: Provo CROWN I, L.L.C., Maeser School Partners, LLC, Maple View Apartments, L.L.C., Canyon View Apartments, L.L.C., and the Provo Nonprofit Housing Development Corporation. Commissioner Lee

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seconded the motion. The motion passed unanimously, 5:0.

- 4. Set Board Meeting Schedule for 2013:** The Board discussed their general availability and preferences. The Board chose the following schedule for 2013: January 23rd, February 27nd, March 27th, April 24th, May 22nd, June 26th, July 17th, August 28th, September 25th, October 23rd, November 20th, and December 18th, with a meeting time of 4:15 pm

Adjourn: Commissioner Carlile moved to adjourn the Regular Meeting. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0. The meeting closed at 5:34 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 Wednesday, January 23, 2013 at 4:15 p.m.
