

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



---

**Regular Meeting**

---

**Date:** Wednesday, December 18, 2013

**Time:** 4:15 p.m.-6:00 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 4:24pm. The following Commissioners were present when the meeting was called to order: Chairperson Douglas Gale, Vice-Chair Jonathan Kau, Commissioner Craig Carlile Commissioner David Gardner, and Commissioner Buddy Richards and Commissioner Valerie Lee.

The following members of the staff were present: Douglas Carlson, Executive Director; Donna Smith, Financial Services Manager; Dean Clement, Facilities Manager; Cindy Daley, Rental Subsidy Manager; April Smith, Owned Housing Manager; and Erin Haley, Executive Assistant.

Jeremy Runia was also present.

2. **Approval of Minutes for November 20, 2013:** Chairperson Gale referred the Board to Tab 1, which contained the minutes from November 20, 2013 and asked if anyone had any questions or comments about the Minutes. Commissioner Lee moved to approve the Minutes from November 20, 2013. Commissioner Richards seconded the motion. The motion passed unanimously 6:0.
- 

**Report of the Executive Director**

1. **St. Francis Apartments LIHTC Application:** Chairperson Gale referred the Board to Tab 2, which contained a summary of the awarded Federal and State Housing Tax Credit Awards for 2014. Mr. Carlson stated that he was happy to announce that the St. Francis Apartments project would be awarded Federal tax credits which will finance the project. He stated that the project should move quickly forward from this point, with the financing being structured over the next few months. He stated that he anticipated a permanent loan through the Olene Walker Housing Trust. He stated that the construction would be able to start once the financing was in place and the leases of the tenants in the remaining home had expired and the home had been demolished.
  2. **410 South University Avenue Property:** Mr. Carlson reported that there has been a heating problem related in the building which has incurred some costs which were not anticipated. As the Board had recommended to hold the property, due to the less than desirable appraisal, staff has gone forward with making long-term repairs on the heating system. The repairs are expensive, but the property has been highlighted by the City as one with potential for future community development.
  3. **South Franklin Neighborhood Community Center:** Chairperson Gale referred the Board to Tab 3, which contained a final report of expenses for the South Franklin Neighborhood Community Center. Mr. Carlson stated that after receiving more information from Habitat for Humanity which has acted as the General Contractor for the project the project is \$31,000 over budget. The relationship which Habitat for Humanity has to the project is not a traditional one that an owner has with a general contractor since this project was outside their mission yet the project would not have been successful at all without their ability
-

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



to draw on volunteer labor. Mr. Carlson stated that their efforts are all unpaid for labor, but there is a deficit for materials which needs to be met. The Board discussed options of how to address the final costs of the project and agreed that all partners in the project should shoulder some of the responsibility. Mr. Carlson stated that he would discuss the issue with the City, The Boulders management, Community Action, and United Way.

- 4. Google Fiber:** Mr. Carlson stated that Google Fiber is proceeding with their installations. Mr. Carlson stated that Google was planning on bringing computer literacy programs to some of the senior buildings and other sites where possible. The Board discussed the many advantages of having free internet access and educational opportunities for the tenants.
- 5. Other Projects:** Mr. Carlson stated that the Ekins project had completed with the landscaping plans. He went on to say the Franklin CROWN project is progressing well, and is beginning to look like a subdivision.

Mr. Carlson informed the Board that the last PHA Energy Efficient home had sold. The Board expressed appreciation for the project.

---

### Discussion Items

- 1. Utah County Homeless Housing Issues:** Chairperson Gale referred the Board to Tab 4, which contained three newspaper articles about homelessness in Utah County. Mr. Carlson informed the Board that while the topic is trending, HUD is putting pressure on the Continuum of Care to provide housing on a "Housing First" model. Salt Lake County is currently providing housing for homeless on a "Housing First" model and they feel that it is a successful program. He stated that this topic has been difficult among housing providers in Utah County who have traditionally felt that homeless services are more successful when coupled with supportive services. Mr. Carlson stated that he felt the best way to address the "Housing First" model successful would be with a new development designed exclusively for the housing homeless without services, specifically, refocusing the Community Action project which had been designed for homeless families and redesigning it to serve single individuals. The Board discussed this concept and other housing options in the community. Mr. Carlson stated he would discuss the Community Action concept with Myla Dutton and Bill Hulterstrom, from United Way, who owns the lease on the Community Action building.
- 2. South Franklin Neighborhood Community Center Overruns:** This was discussed during the Report of the Executive Director.
- 3. Press Release for New Executive Director:** The Board reviewed and made changes to the proposed press release which announced the retirement of the current Executive Director, Doug Carlson and announced the hiring of the new Executive Director, Jeremy Runia.

---

### Action Items

- 1. Approval of the Executive Director Employment Agreement for Jeremy Runia:** Chairperson Gale referred the Board to Tab 5, which contained the Executive Director Employment Agreement for Jeremy Runia. Commissioner Carlile moved to approve the Employment Agreement. Commissioner Gardner seconded the motion. The motion passed unanimously, 6:0.
- 2. Adjustment to the Provo City Housing Authority Compensation Grades and Ranges Scale by**

**Reclassifying the Housing Specialist (5 positions) and Maintenance II (4 positions) from Grade 5 to Grade 6:** Chairperson Gale referred the Board to Tab 6, which contained a new compensation grades and ranges scale which reclassified the Housing Specialist and Maintenance II positions from Grade 5 to Grade 6. Mr. Carlson recommended to the Board that this compensation reclassification be approved. Commissioner Gardner moved to approve the Provo City Housing Authority Compensation Grades and Ranges Scale by Reclassifying the Housing Specialist (5 positions) and Maintenance II (4 positions) from Grade 5 to Grade 6. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.

- 3. Approval of a GE Capital Floating Rate Secured Credit for Construction of Duplexes (2) at PCHA 1 Plat C:** Chairperson Gale referred the Board to Tab 7, which contained an Indicative Term Sheet for the GE Capital line of credit for the construction of the duplexes at PCHA1 Plat C. Mr. Carlson stated that this mechanism is simpler than a construction loan and the terms are favorable. Commissioner Richards moved to approve the GE Capital Floating Rate Secured Credit for Construction of Duplexes (2) at PCHA 1 Plat C. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.
- 4. Approval of Revision No. 1 to the Maple View Apartments, LLC Operating Budget for the Fiscal Year Ending December 31, 2013:** Mr. Carlson stated that this project is currently meeting its debt service and reserve requirements and the building is well kept. This project is nearing the end of its 15- year tax credit life. Vice-Chair Kau moved to approve revision No. 1 to the Maple View Apartments, LLC Operating Budget for the Fiscal Year Ending December 31, 2013. Commissioner Richards seconded the motion. The motion passed unanimously, 6:0.
- 5. Approval of Revision No. 1 to the Canyon View Partners, LLC Operating Budget for the Fiscal Year Ending December 31, 2013:** Mr. Carlson stated that this project is currently meeting its debt service and reserve requirements and the building is well kept. Vice-Chair Kau moved to approve revision No. 1 to the Canyon View Partners, LLC Operating Budget for the Fiscal Year Ending December 31, 2013. Commissioner Richards seconded the motion. The motion passed unanimously, 6:0.
- 6. Approval of Revision No. 1 to the Maeser School Partners, LLC Operating Budget for the Fiscal Year Ending December 31, 2013:** Mr. Carlson stated that this project is currently meeting its debt service and reserve requirements and the building is well kept. Vice-Chair Kau moved to approve revision No. 1 to the Maeser School Partners, LLC Operating Budget for the Fiscal Year Ending December 31, 2013. Commissioner Richards seconded the motion. The motion passed unanimously, 6:0.
- 7. Approval of Revision No. 1 to the Provo CROWN, LLC Operating Budget for the Fiscal Year Ending December 31, 2013:** Mr. Carlson stated that this project is currently meeting its debt service and reserve requirements and the building is well kept. This project is nearing the end of its 15- year tax credit life. Vice-Chair Kau moved to approve revision No. 1 to the Provo CROWN, LLC Operating Budget for the Fiscal Year Ending December 31, 2013. Commissioner Richards seconded the motion. The motion passed unanimously, 6:0.
- 8. Approval of Revision No. 1 to the Provo Nonprofit Housing Development Corporation Operating Budget for the Fiscal Year Ending December 31, 2013:** Mr. Carlson stated that the revisions to the Provo Nonprofit Housing Development Corporation Operating Budget are year-end adjustments and asked if there were any questions. There were not any questions from the Board. Vice-Chair Kau moved to approve Revision No. 1 to the Provo Nonprofit Housing Development Corporation Operating Budget for the Fiscal Year Ending December 31, 2013. Commissioner Richards seconded the motion. The motion passed unanimously, 6:0.

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



- 9. Approval of the Maple View Apartments, LLC Operating Budget for the Fiscal Year Ending December 31, 2014:** Mr. Carlson stated that the budget attempt to get as close as possible to a break-even at the end of the year and are based on projections of rental trends and property needs. Vice-Chair Kau moved to approve the Maple View Apartments, LLC Operating Budget for the Fiscal Year Ending December 31, 2014. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.
- 10. Approval of the Canyon View Partners, LLC Operating Budget for the Fiscal Year Ending December 31, 2014:** Mr. Carlson stated that the budget attempt to get as close as possible to a break-even at the end of the year and are based on projections of rental trends and property needs. Vice-Chair Kau moved to approve the Canyon View Partners, LLC Operating Budget for the Fiscal Year Ending December 31, 2014. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.
- 11. Approval of the Maeser School Partners, LLC Operating Budget for the Fiscal Year Ending December 31, 2014:** Mr. Carlson stated that the budget attempt to get as close as possible to a break-even at the end of the year and are based on projections of rental trends and property needs. Vice-Chair Kau moved to approve the Maeser School Partners, LLC Operating Budget for the Fiscal Year Ending December 31, 2014. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.
- 12. Approval of the Provo Nonprofit Housing Development Corporation Operating Budget for the Fiscal Year Ending December 31, 2014:** Vice-Chair Kau moved to approve the Provo Nonprofit Housing Development Corporation Operating Budget for the Fiscal Year Ending December 31, 2014. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.
- 13. Approval of Collection Accounts Write-offs for Projects with Fiscal Years Ending December 31, 2014:** Mr. Carlson stated that the budget attempt to get as close as possible to a break-even at the end of the year and are based on projections of rental trends and property needs. Commissioner Gardner moved to approve the Collection Account Write-offs for Projects with Fiscal Years Ending December 31, 2014. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.
- 14. Set Provo City Housing Authority/ Provo Nonprofit Housing Development Corporation Regular Board Meeting Schedule for 2014:** Chairperson Gale referred the Board to Tab 18, which contained a calendar of 2014. The Board discussed their availability for the coming year. The 2014 Regular Meeting Schedule was set for January 22<sup>nd</sup>, February 26<sup>th</sup>, March 26<sup>th</sup>, April 23<sup>rd</sup>, May 28<sup>th</sup>, June 25<sup>th</sup>, July 23<sup>rd</sup>, August 27<sup>th</sup>, September 24<sup>th</sup>, October 22<sup>nd</sup>, November 19<sup>th</sup>, and December 17<sup>th</sup>. Each meeting will be held at 4:15 pm. Commissioner Lee moved to approve the Provo City Housing Authority Board of Commissioners/Provo Nonprofit Housing Development Corporation Board of Directors Regular Meeting Schedule for 2014. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0.

---

**Adjourn:** Commissioner Gardner moved to adjourn. Commissioner Carlie seconded the motion. The motion passed unanimously, 6:0. The meeting adjourned at 5:17 p.m.

The next Regular Meeting of the Board of Commissioners of the Provo City Housing Authority is scheduled for Wednesday, January 22, 2014 at 4:15 pm

---