

**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, February 22, 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 4:23 pm. The following members of the Board and PCHA staff were in attendance when the meeting was called to order. Chairperson Douglas Gale, Vice-Chair Jonathan Kay, Commissioner David Gardner, Commissioner Craig Carlile, Commissioner Cindy Richards, Commissioner Valerie Lee, Douglas Carlson, Executive Director, Dean Clement, Facilities Manager, Cindy Daley, Rental Subsidy Manager, Donna Smith, Financial Services Manager, April Smith, Owned Housing Manager, and Erin Haley, Executive Assistant.
  2. **Approval of Minutes from December 20, 2011:** Chairperson Gale asked if there were any questions or comments from the Minutes from December 20, 2011. There were not any questions or comments. Commissioner Carlile moved to approve the Minutes from December 20, 2011. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.
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**Report of the Executive Director:**

**1. Project Reports**

- a. **St. Francis/CDBG Funding Application:** Chairperson Gale referred the Board to Tab 2, which contained HOME and CDBG committee recommendations for 2012/2013. Mr. Carlson informed the Board that the Housing Authority's application for CDBG funds for the rehabilitation of the Taylor House would not be recommended funding. However, Habitat for Humanity did receive a recommendation funding for HOME funds for the Taylor House. The Board discussed issues related to the development of the St. Francis Senior Housing, and the competition for HOME and CDBG funding.
- b. **HOME Funding for Myla Dutton Homes:** Mr. Carlson stated that the Housing Authority's application for HOME funds for the Myla Dutton Homes project was also not recommended for funding by the committee. The Board discussed how the loss of funds would affect the LIHTC applications for this project and the St. Francis Senior Housing project in the fall.
- c. **PHA Sustainable Homes:** Mr. Carlson updated the Board on the progress of the PHA Sustainable Homes. Commissioner Richards asked what actions are being taken to ensure that the HOA will be viable past the sale of the homes. Mr. Carlson stated that the HOA will be organized simply, and will only have responsibility for snow removal and maintenance and water for the play area. The homes owners will have some training for the mechanical systems, and will need to be able to monitor and maintain their systems on their own.

Mr. Carlson stated that he was concerned that in the current housing market the selling price of the homes as well as the unique features of the homes will limit the pool of potential buyers who qualify at 80% or below median income. He went on to say that with the HOME funds it could be possible to sell only one home to 80% or below median income, and removing the income restriction to the remaining four homes. Commissioner Carlile expressed concern that without the income restriction, the project would not fall under the mission of the Housing Authority. Commissioner Richards and Commissioner Lee expressed concerns about the social interactions if only one household of the five were at the target of 80%. Chairperson Gale stated that he liked the idea of mixed income housing. Commissioner Gardner expressed interest in the new direction for marketing the homes. The Board discussed the benefits of mixed income housing, and the success mixed income projects that other organizations have had in Provo and the benefits of exploring new marketing options for the project.

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- d. **Capital Fund Allocation for FY2012:** Chairperson Gale referred the Board to Tab 3, which contained an email from the office of Senator Orrin Hatch regarding the Capital Fund grant. Mr. Carlson stated that the Capital Fund applies to Public Housing, and is allocated each year for capital improvements. This year the Housing Authority will receive \$296,209. This is less than was allocated last year, which was less than the previous year.
  - e. **Personal Injury Claim:** Mr. Carlson informed the Board that during the rehabilitation of the elevators at Valley Villa, an elderly tenant was injured when she stepped into the elevator and the elevator unexpectedly moved. The incident was recorded on the building's security cameras and it is obvious that accident would have been prevented if the elevator was functioning properly. The tenant is not suing for damages, but has requested payment of her medical bills. ThyssenKrupp is liable under the terms of the construction contract.
2. **Personnel Change:** Mr. Carlson informed the Board that Wayne Smith, who has been employed by the Housing Authority for just under ten years, retiring due to poor health and will be applying for disability. The Housing Authority will be advertising his job in the following week.
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**Discussion Item**

**Presentation of Master Plan for Homeless Family Housing at the Mountainlands Community Action Site- Myla Dutton Homes:** Chairperson Gale asked Mr. Carlson to present the master plan for Myla Dutton Homes. Mr. Carlson presented the master plan, which included floor plans, site plans and elevation drawings for two design options. The plans include building two floors of apartments above the current Community Action warehouse. Each level will have 14 apartments: the first level with 12 2-bedroom apartments and 2 3-bedroom apartments, and the second with 11 2-bedroom apartments and 3 3-bedroom apartments. The Board discussed the design of the project, including parking, ADA access, and play area possibilities.

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**Action Item**

**Authorization to Pursue Funding for a CROWN Project at 500 West 500 South in Provo:** Chairperson Gale referred the Board to Tab 4, which contained preliminary plans completed by NeighborWorks of Provo for "Franklin Heights." Mr. Carlson explained that the City of Provo was in danger of HUD recapturing HOME funds on seven projects where the land had been purchased, but the housing projects have not been built. This could cost the City several million dollars. City staff have approached Mr. Carlson with the request to discuss with the Board the possibility of undertaking a new CROWN project on a lot on the corner of 500 West and 500 South in Provo. What had been planned previously, by NeighborWorks of Provo, was a 20 unit townhome development. This concept has proven unfeasible. Mr. Carlson stated he had spoken with the CROWN program administrators, and they are unwilling to do more than six CROWN homes at any site.

The Board discussed the benefits this project would be to both the neighborhood and the City, as well as the possible issues related to taking on a new project at this time. Commissioner Gardner recommended ways to keep the development costs down, including asking the City to use their sidewalk improvements funds to assist with the site improvement costs. The Board discussed use of the existing driveway, possible lot boundaries, and time limitations.

Commissioner Richards moved to authorize the Executive Director to continue discussions with the City and pursue funding for a CROWN project at 500 West 500 South in Provo. Vice-Chair Kau seconded the motion. The motion passed unanimously 6:0.

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**Adjourn:** Vice-Chair Kau moved to adjourn the meeting. Commissioner Richards seconded the motion. The motion passed unanimously, 6:0. The meeting was adjourned at 5:55 pm. The next Regular Meeting of the Board of Commissioners of the Provo City Housing Authority and Board of Directors of the Provo Nonprofit Housing Development Corporation is scheduled for March 28, 2012 at 4:15 pm.

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