

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



Regular Meeting

Date: Wednesday, April 27, 2011
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 Cindy Richards, and Commissioner Craig Carlile, were present when the meeting was called to order. Commissioner David Gardner was excused.

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.

James Wood, from University of Utah, was also present.

- 2. Approval of Minutes from March 23, 2011:** Chairperson Gale asked if there were any questions or comments from the Minutes from March 23, 2011. There were no questions or comments. Commissioner Richards moved to approve the Minutes from March 23, 2011. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.

Mr. Carlson recommended that the Board proceed with the Agenda items in the following order: Discussion Item 1. Discussion of the Sustainable Communities Grant, Housing Component presented by James Wood. Report of the Executive Director, Discussion Items, Action Items.

Report of the Executive Director

- 1. Review of Board Appointment Terms:** Chairperson Gale referred the Board to Tab 2, which contained information about the Board Member's terms. Mr. Carlson stated SB 197 had been interpreted by the City attorney to be effective as of May 10, 2011. This will shorten the terms of the Board Members, and according to the schedule produced by the Mayor's office, Commissioners Richards, Carlile, and Gale terms will expire June 30, 2011. Mr. Carlson stated that he has an appointment with the Mayor to discuss the Board appointments and the procedure for reappointments.
- 2. Project Reports:** Mr. Carlson stated that uncollected rent from projects owned and operated by Provo Nonprofit Housing Development Corporation, such as the former Clifford Motor property, will have a negative effect on the Public Housing program scoring by HUD. He stated that Certified Auto has a significant amount of uncollected rent and he is continuing to negotiate for unpaid rent for 2010, while requiring all rent payments for 2011 to be current.
 - a. PHA Sustainable Homes:** Mr. Carlson stated that the site plan for the project is in process of being reviewed in anticipation of building permits. He stated that he is also in process of applying for a construction loan with GE Capital.
 - b. South Franklin Community Center:** Mr. Carlson stated that all agreements have been executed by all parties involved, the funds have been committed by The Boulders and Provo City Housing Authority, and the grant agreement with Provo City for the CDBG funds has been approved.
 - c. St. Francis:** Mr. Carlson stated that in preparation for the LIHTC (Low Income Housing Tax Credit) application in the October, he has realized that the application has changed since the last application prepared by the Housing Authority. He stated that it might be necessary to hire a consultant to navigate the process. Mr. Carlson

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informed the Board that there would be a Public Hearing on Wednesday, May 18, 2011 to discuss the disposition of the Taylor House. He informed the Board that in addition to posting the Public Notice, anyone he has knowledge of with interest in the property would be notified of the Hearing.

d. Community Action Housing: Mr. Carlson informed the Board that he had met with the Executive Committee of the Housing Board of Community Action to discuss the potential project. Mr. Carlson stated that the Committee had given approval to proceed with feasibility studies.

3. HUD Funding Report- Donna Smith: Chairperson Gale referred the Board to Tab 3, which contained information about the changes in HUD program funding for CY2011. Ms. Donna Smith briefed the Board in the changes from estimated funding for CY 2011 to the funding announcements which were not received until April, 2011. The Housing Authority has seen a decrease in administrative funding to the Housing Choice Voucher program and the Family Self Sufficiency program, but an increase in funding to the Public Housing program. Ms. D. Smith stated that by reallocating some portions of salaries and benefits for three employees, the Housing Authority will not be negatively affected by the funding loss.

Discussion Items

1. Discussion of the Sustainable Communities Grant, Housing Component- James Wood: Mr. Carlson introduced Mr. James Wood. Mr. Wood presented the Board with information about the Sustainable Communities Grant which had been applied for by the Wasatch Front Regional Council and the Mountainlands Association of Governments. Utah was one of two communities nationwide that was granted an allotment of \$5 million. This grant will be used to create a regional model for housing and infrastructure. Within the region, Provo is one of six identified catalytic sites. Approximately 1/5 of the funding will go toward modeling software that will be made available to municipalities and organizations to identify impediments and resolve issues related to infrastructure.

The Board discussed issues related to affordable housing, interagency coordination, transportation and planning processes.

2. Possible 2011 PCHA Retreat Agenda: Mr. Carlson discussed with the Board possibilities for a fall retreat, including the possibility of outreach to increase communications with other City offices.

3. NAHRO Regional Conference, June 23-24, Deer Valley, UT: Chairperson Gale referred the Board to Tab 4 which contained information about the NAHRO Regional Conference. Mr. Carlson briefed the Board about the Conferences and asked if they had interest in attending that they contact him.

Action Items

1. Approval of Construction Contract with Jarrett Construction: Chairperson Gale referred the Board to Tab 5, which contained information about a contract for door and porch post replacement. The Board briefly discussed the contract.

Commissioner Carlile moved to approve the Construction Contract with Jarrett Construction. Commissioner Richards seconded the motion. The motion passed unanimously 5:0.

2. Donation of \$327,845 from Section 8 Administrative Reserves to Provo Nonprofit Housing Development Corporation: Chairperson Gale referred the Board to Tab 6 which contained Resolution 4-A-11, Authorizing the Donation of \$327,845 from the Section 8 Housing Choice Voucher Program Reserves to Provo Nonprofit Housing Development Corporation. Mr. Carlson explained that previous to 2004, unspent administrative fees for the Section 8 program could be used for affordable housing related projects by the Housing Authority. Since 2004, HUD has restricted the use of unused administrative funds to projects related to the Section 8 Housing Choice Voucher program. To protect these funds from future funding changes, these funds can be transferred to the Provo Nonprofit Housing Development Corporation for future affordable housing projects. Vice-Chair Kau moved to approve

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Resolution 4-5-11 Authorizing the Donation of \$327,845 from the Section 8 Housing Choice Voucher Program Reserves to Provo Nonprofit Housing Development Corporation. Commissioner Richards seconded the motion. The motion passed unanimously 5:0.

Adjourn: Commissioner Carlile moved to adjourn. Commissioner Richards seconded the motion. The motion passed unanimously, 6:0. The meeting closed at 6:13 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 May 25, 2011 at 4:15 p.m.
