

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, April 29, 2015
Time: 4:26 p.m. – 5:14 p.m.
Location: 650 West 100 North
Provo, Utah 84601

Opening Business

- 1. Welcome and Roll Call:** Chairman Doug Gale welcomed the Board and opened the meeting at 4:26 pm. The following members of the Board of Commissioners and Staff were in attendance: Chairman Doug Gale; Commissioner Craig Carlile; Commissioner Valerie Lee; Commissioner David Gardner; Jeremy Runia, Executive Director; Donna Smith, Financial Services Manager; Cindy Daley, Rental Subsidy Manager; April Smith, Owned Housing Manager; Dean Clement, Facilities Manager; and Pamela Liston, Resident Programs Coordinator. Commissioners Kau and Richards were excused.
 - 2. Approval of Minutes for Wednesday, March 25, 2015:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for March 25, 2015. Commissioner Lee moved to approve the Minutes for March 25, 2015. Commissioner Carlile seconded the motion. The motion passed unanimously, 4:0.
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Executive Directors Report

- 1. St. Francis Apartments:** As of March 30, 2015 the St. Francis Project was 33% complete. All three floors are framed and plumbing, electric and HVAC are all being installed. The weather has been warm enough that the old water and gas lines in the street are being capped. 95% of the money has been drawn from Provo City Redevelopment, so the PHA has not had to tap into the construction loan. Because of that, there has been no interest accrued. The PCHA has completed Draw #5 and should not use the construction loan until Draw #7.

The Provo City arborist approved the removal of two large trees on the north side of the property along 200 North. The trees were old and were encroaching on lines and foundations and needed to be removed.

- 2. Dixon Court:** Dixon Court has two completed and occupied duplexes. The plans to build the third duplex on the property are moving forward. The same architect that did the plans for the first two is designing the third one. The Housing Authority will be doing an RFP to hire a contractor once those plans are complete.
- 3. Staff Update:**

Becky had her baby on April 24 and both mom and baby are doing great. Donna is still retiring sometime in September 2015. The PHA put out two local ads and two national ads to try and get applicants with the right qualifications. So far there has been 12 applications received and out of those there are only 3-4 that are qualified. The interviews will be set for May and June to try and have a new person hired by the 1st of July.

In April some PHA Staff attended the Annual NAHRO Conference in St. George. The conference had some very good speakers and the conference was very informative. Jeremy would like to encourage any Board member that wants to attend to do so in the future.

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Discussion Items

- 1. Public Comment:** No members of the public were in attendance.
- 2. Term Lengths for Existing Board of Commissioners:** Chairman Gale referred the Board to Tab 2, which contained the current terms for the Board. Three of the Commissioners terms end July 30, 2017 and the other three end June 30, 2016. New officers need to be elected because those terms end 4/30/2015.
- 3. Presentation of Annual Report:** Chairman Gale referred the Board to Tab 3, which contained a rough draft of the 2014 Annual Report for the Housing Authority. The final report will be changed to make it a little smaller and easier to hand out. Commissioner Gardner noticed that one of the graphs was not labeled properly and Chairman Gale was asked if the letter from him included in the report was final. Jeremy told the Board that going forward the Annual Report will stay in the same format updating the information each year.
- 4. Board Retreat:** The Board retreat is scheduled for September 17, 18 & 19. Dinner will be provided on Thursday, the 17th and then sessions will follow on the morning of the 18th. Some accommodations have been secured and others are in process.

Action Items

- 1. Election of Officers, Provo City Housing Authority Board:** The Board didn't want to make a change in the Chair or Vice Chair. Commissioner Gardner moved that Doug Gale be appointed Board Chairman and Jonathan Kau as Vice-Chairman. Commissioner Carlile motioned to second the motion. The vote was unanimous 4:0
- 2. St. Francis Apartments Name Change:** The name for the new apartments is causing some concern because of the affiliation of a certain church. Some people have questioned if they can apply. The PHA wants people to feel comfortable living there no matter what religious affiliation they have. Jeremy is proposing the name be changed to Cascade Gardens Apartments. This name change will not change the legal ownership of the project. The DBA (doing business as) name will be Cascade Gardens Apartments. Commissioner Carlile made the motion that the name of the current St. Francis project be changed to Cascade Gardens Apartments. Commissioner Gardner seconded the motion and the vote was unanimous, 4:0.

Adjourn: Commissioner Carlile moved to adjourn the meeting. Commissioner Gardner seconded the motion. The motion passed unanimously 4:0. The meeting was closed at 5:45 pm. The next meeting of the Provo City Housing Authority Board of Commissioners is scheduled for Wednesday, May 20, 2015.
