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

PROVO CITY HOUSING AUTHORITY

PROVO NONPROFIT HOUSING DEVELOPMENT CORPORATION

Regular Meeting

Date:	Wednesday, May 25, 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 4:25 p.m. Chairperson Douglas Gale, Vice-Chair Jonathan Kau, Commissioner Valerie Lee, Commissioner Cindy Richards, and Commissioner David Gardner were present. Commissioner Gardner was excused at 5:25. Commissioner Craig Carlile was excused from the meeting.

   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.

2. **Approval of Minutes from April 27, 2011:** Chairperson Gale referred the Board to Tab 2, which contained the Minutes from April 27, 2011, and asked if there were any questions or comments from the Minutes from April 27, 2011. There were no questions or comments. Commissioner Richards moved to approve the Minutes from April 27, 2011. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.

   The Board discussed the Agenda items in the following order: Opening Business, Report of the Executive Director, Discussion Items, Action Items, Executive Session.

Report of the Executive Director

Project Updates: Chairperson Gale asked Mr. Carlson to update the Board on current projects. Mr. Carlson distributed copies of a proposal from WPA Architecture for a feasibility study for housing development at the Community Action site. Mr. Carlson stated that information from the feasibility study would determine if the site will accommodate the proposed Supportive Housing development.

Mr. Carlson informed to the Board that he had hired an attorney to prepare a loan agreement for Certified Auto. This loan for rent due during 2011 will be secured by property (equipment) owned by Certified Auto. The agreement requires the loan to be paid back on a five-year schedule. This will move the past-due rent out of accounts receivable, and facilitate a more favorable performance rating from HUD.

Mr. Carlson distributed preliminary elevation drawings for the South Franklin Community Center. He stated that during meetings with the architect, the spatial needs for the building exceed what is currently budgeted for the construction. The floor plans have been streamlined to meet the essential programs, but the shortfall will eventually need to be addressed by all parties involved in the project. The plans for the Community Center will go through the Design Review process on June 9th.

Mr. Carlson informed the Board that he had hired Kier Construction to begin preliminary cost estimates for the St. Francis project. Kier Construction has significant experience with the construction of senior housing. The contract is for the value engineering portion of the project, and does not guarantee a contract for the construction phase.

Mr. Carlson briefed the Board about the Public Hearing regarding the disposition of the Taylor House. Two members of the Provo Landmarks Commission were present as well as three representatives from the neighborhood. Commissioner Gardner, who was also present, reported that his impressions from the meeting were

positive, and the members from the Landmarks Commission were aware of the issues related to the condition of the building. They had expressed understanding of the lack of funding and the expensive nature of historic rehabilitation and how those factors affect the feasibility of restoration. Mr. Carlson stated that one neighborhood resident had proposed involving students from Brigham Young University as volunteer labor to reduce the cost of restoration.

Discussion Items

Recommendation to Mayor Curtis for Board of Commissioners Appointments: Chairperson Gale referred the Board to Tab 2, which contained information about the Board of Commissioner's terms. Mr. Carlson stated that after speaking with the Mayor's office, Board members who wish to be re-appointed would need to apply via the City's Commissioner Application page on the Provo City website. The Board discussed the pros and cons of adding a seventh Board member. Chairperson Gale and Mr. Carlson expressed appreciation for the serving Board Members.

Executive Session

Strategy Session to Discuss the Purchase of Real Estate for Future Affordable Housing Development: Commissioner Richards moved to adjourn the Regular Meeting, and convene the Executive Session to discuss the purchase of real estate for future affordable housing development. Commissioner Lee seconded the motion. The motion passed unanimously with 4:0. The Regular Meeting closed at 5:26 p.m.

Commissioner Richards moved to close the Executive Session and to reconvene the Regular Meeting. Vice-Chair Kau seconded the motion. The motion passed unanimously 4:0. The Regular Meeting reconvened at 5:47 p.m.

Action Items

1. **Approval of the Thyssen Krupp Elevator America's Contract for Renovation of Elevator Units 1&2 at Valley Villa Apartments:** Chairperson Gale referred the Board to Tab 4, which contained the Contract for the Modernization of Vertical Transportation Equipment for Valley Villa Apartments. Mr. Carlson stated that Thyssen Krupp Elevator America submitted the low bid. He stated that he was pleased that, with the proposed contract, the Housing Authority would be able repair two elevators this year, and the third elevator next year instead of one elevator a year for three years which as anticipated. The Board discussed the benefits of a new elevator system to the building.

   Commissioner Richards moved to approve the Thyssen Krupp Elevator America contract for the renovation of elevator units 1 & 2. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0.

2. **Approval of the PHA 5-Year and Annual Plan for the Fiscal Year Starting October 1, 2011:** Chairperson Gale referred the Board to Tab 5, which contained the PHA 5-Year and Annual Plan for the Fiscal Year Starting October 1, 2011. Mr. Carlson explained the HUD process for capital improvements, which includes planning for and anticipating Public Housing property improvement needs for the next five years. Mr. Carlson explained the HUD gives the Housing Authority flexibility to re-arrange items in the 5-Year plan according to need.

   Vice-Chair Kau moved to approve the PHA 5-Year and Annual Plan for the Fiscal Year Starting October 1, 2011. Commissioner Gardner seconded the motion. The motion passed unanimously, 5:0.

3. **Approval of the G.E. Capital Construction Loan for the PHA Sustainable Homes Project:** Chairperson Gale referred the Board to Tab 6, which contained a Commitment Letter for Construction Loan Financing for the PHA Sustainable Homes from G.E. Capital Financial. Mr. Carlson explained the G.E. Capital Financial had not be able to prepare the final loan documents for the meeting, and asked if the Board would be comfortable authorizing the Executive Director to enter into the loan based on the Commitment Letter. The Board discussed the aspects of the loan, including the anticipated interest rate. The Board also discussed the cost of the project based on the value

engineering process, and possible ways to fund the gap between the estimated costs and the funds available for the project.

Commissioner Gardner moved to accept the G.E. Capital Construction Loan for the PHA Sustainable Homes project. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.

4. **Approval of the Paulsen Construction CM/GC Contract for the Construction of the PHA Sustainable Homes Project:** Mr. Carlson explained the terms of the Construction Manager/General Contractor contract with Paulsen Construction. He explained the role of the Construction Manager/General Contractor, which include the process of contracting with the sub-contractors.

   Commissioner Gardner moved to approve the Paulsen Construction CM/GC Contract for the Construction of PHA Sustainable Homes project. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0.

5. Resolution of Support for the Sustainable Communities Grant, Housing Component: Chairperson Gale referred the Board to Tab 7, which contained Resolution 5-A-11, a Resolution of Support of the Sustainable Communities Regional Planning Project. The Board discussed the presentation of the Sustainable Communities Grant from the previous meeting.

   Vice-Chair Kau moved to approve Resolution 5-A-11, Resolution of Support for the Sustainable Communities Grant, Housing Component. Commissioner Richards seconded the motion. The motion passed unanimously, 5:0.

Adjourn: Vice-Chair Kau moved to adjourn. Commissioner Lee seconded the motion. The motion passed unanimously, 4:0. The meeting closed at 5:48 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, June 22, 2011 at 4:15 p.m.