

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



Regular Meeting

Date: Wednesday, May 23, 2012
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 4:29 p.m. Chairperson Douglas Gale, Vice-Chair Jonathan Kau, Commissioner Valerie Lee, Commissioner David Gardner, Commissioner Craig Carlile were present. Commissioner Richards was present via phone until she arrived while the meeting was in progress.

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 25, 2012:** Chairperson Gale asked if there were any questions or comments from the Minutes from April 25, 2012. There were no questions or comments. Commissioner Carlile moved to approve the Minutes from April 25, 2012. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.
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Report of the Executive Director

Project Reports: Chairperson Gale asked Mr. Carlson to update the Board on the progress of all current projects.

PHA Sustainable Homes: Mr. Carlson stated that the PHA Sustainable Homes have received their occupancy permits and have been listed. Most realtors have expressed the opinion that \$220,000 is too high and the homes will be more marketable at \$199,000- \$210,000. One of the homes will be staged, with an occupant living in the home. Commissioner Lee expressed interest in touring the homes again, now that they are completed. Commissioner Richards asked a few questions regarding the household income requirements, which Mr. Carlson answered.

St. Francis Apartments: Mr. Carlson stated that the LIHTC (Low Income Housing Tax Credits) application is in October, and that preparations have already begun to be prepared with the best possible application for the competitive program.

Fifth and Fifth (Franklin Heights): Mr. Carlson informed the Board that the Housing Authority now owns the property, and are moving forward with plans for development.

Ekins Property: Mr. Carlson deferred this discussion for the Action Item.

North Park Community Gardens at Mountain View Apartments: Mr. Carlson thanked the Board for their attendance at the Ribbon Cutting Ceremony on Tuesday, May 22nd. He stated that he felt the event was successful, and the gardens will be an asset to the community.

Clifford Motor Property: Mr. Carlson informed the Board that the property has been listed, at \$35 per square foot. The Board discussed advantages to selling the property including the possibility of building new offices.

Discussion Items

- 1. Board Member Appointments- Recommendations:** Mr. Carlson informed the Board that the Mayor had contacted him with information about Housing Authority Board appointments. Vice-Chair Kau stated that he had spoken with the Mayor about the appointments. The Board discussed the probability of losing Commissioner Cindy Richards, and the possibility of the appointment of Buddy Richards in her place. The Board discussed issues related to service
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length, experience, continuity, and support of the Housing Authority mission, and the possible effects the loss of Commissioner Richards would have on the Board's dynamic.

2. **2011 PCHA Annual Report:** The Annual Report for 2012 was distributed to the Board. The Board discussed the format.
3. **Planning Retreat:** Chairperson Gale asked Mr. Carlson to lead discussion about the possibility for a planning retreat. Mr. Carlson stated that with the possibility of a new Board member, as well as the many up-coming projects for the Housing Authority, he felt it was important to hold a planning retreat for the Board. He suggested Zion National Park for the location of the retreat, at Zion Lodge. The Board members discussed their availability during the month of October.
4. **PCHA Repositioning Concept:** Chairperson Gale referred to the Executive Director to lead the discussion about the possibility of "repositioning" the PCHA's Public Housing units. Mr. Carlson stated that HUD has redefined the parameters for qualifying for public housing disposition. However, since the issue of the need to rehabilitate ageing properties does not go away when HUD tightens the requirements for one opportunity, HUD has provided a few options for housing authorities to rehab and upgrade their properties, to make them more competitive in the rental housing market, as well as to benefit the residents who live in these units.

HUD has allowed housing authorities to set aside up to one third of their Capital Fund Grant to pay the debt service of a capital improvements loan. The Board discussed possibilities for the improvements, including adding covered porches, covered parking and solar panels. Mr. Carlson stated that HUD's consulting firm, Econometrica, hired to promote Capital Fund leveraging programs has agreed to spend two days at the PCHA in July 2012 to review the PCHA for possible inclusion in the program.

Action Items

Approval of Real Estate Purchase Contract with NeighborWorks Provo for the Ekins Property: Mr. Carlson distributed the Real Estate Purchase Contract to the Board. Mr. Carlson stated that the contract was simple one with a few contingencies. The Seller agrees to buyback a portion of the property if the Housing Authority is unable to develop three duplexes. Commissioner Carlile moved to approve the Real Estate Purchase Contract with NeighborWorks of Provo for the Ekins Property. Commissioner Richards seconded the motion. The motion passed unanimously. Commissioner Carlile and Commissioner Gardner were excused from the meeting at 5:51 pm.

Adjourn: Vice-Chair Kau moved to adjourn. Commissioner Lee seconded the motion. The motion passed unanimously, 4:0. The meeting closed at 6:20 p.m.

The next Regular Meeting of the Board of Commissioners of the Provo City Housing Authority will be on Wednesday, June 27, 2012 at 4:15 pm.
