MINUTES 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, June 22, 2011
Time:	5:30 p.m. - 6:00 p.m.
Location:	650 West 100 North Provo, Utah

Opening Business

1. **Welcome and Roll Call:** Chairperson Gale welcomed the Board who were attending both at the Housing Authority offices and electronically from Park City, and called the meeting to order at 5:35 pm. Chairperson Douglas Gale and Vice-Chair Jonathan Kau were present at the PCHA Board Room, which is the anchor location for all Regular Meetings. Commissioner Valerie Lee, Commissioner Cindy Richards, and Doug Carlson, Executive Director, were present via electronic video conference. Commissioner David Gardner and Commissioner Craig Carlile were excused from the meeting.

   Donna Smith, Financial Services Manager, Dean Clement, Facilities Manager, and Erin Haley, Executive Assistant from the staff were also present.

2. **Approval of Minutes from May 25, 2011:** Chairperson Gale referred the Board to Tab 1, which contained the Minutes from May 25, 2011, and asked if there were any questions or comments. There were no questions or comments. Vice-Chair Kau moved to approve the Minutes from May 25, 2011. Commissioner Lee seconded the motion. The motion passed unanimously, 4:0.

Report of the Executive Director

1. **Project Updates:** Chairperson Gale asked the Executive Director to update the Board on the current projects. Mr. Carlson stated that the State LIHTC (Low Income Housing Tax Credit) applications will take place in October. There have been some significant changes to the application process since the last time the Housing Authority has applied for tax credits, and stated that he would like to hire a consultant for the process.

   Mr. Carlson stated that the raised garden beds are currently under construction at Mountain View for the community garden. He stated that the cost of the project has significantly exceeded the budget, and as a result the Housing Authority maintenance staff are constructing the beds, instead of contracting out the labor as was originally planned.

   Mr. Carlson stated that the progress on the Community Center is slower than he preferred, but seemed to be progressing. The cost for the building is expected to be higher than budgeted, and he is concerned that it will be difficult to raise additional resources.

   Mr. Carlson stated that he has begun the process of requesting to have the Taylor House removed from the local Landmarks list. He stated that while the residents who have attended and commented in the neighborhood meetings and the Public Hearing have expressed that they understand the obstacles to saving the building and are supportive of the proposed senior housing project, there have been some comments made on the internet suggesting that there might be significant opposition to the delisting.

   Mr. Carlson stated that WPA is working on a contract for a feasibility study for the possibility of housing at the Community Action site. He stated that he expected that WPA would begin their study soon.

2. **Public Housing Assessment System (PHAS) Score Report for Fiscal Year End September 30, 2010:** Chairperson Gale referred the Board to Tab 2, which contained a preliminary score for PHAS (Public Housing Assessment System). This score is based on the unaudited financial and information entered into the IMS/PIC (Inventory Management System (IMS)/ PIH Information Center). The PCHA's score is 94, which is categorized as

High Performer. Mr. Carlson explained that the score could change with the submission of the audited financials, but he expected that the score would remain in the range of High Performer.

Action Items

Approval of Resolution 6-A-11, Approving G.E. Capital Construction Loan of $1.1 Million for the Development of Five Single Family Homes as the PHA Sustainable Homes Project: Chairperson Gale referred the Board to Tab 3, which contained Resolution 6-A-11, Approving G.E. Capital Construction Loan of $1.1 Million for the Development of Five Single Family Homes. Mr. Carlson informed the Board that while they had approved him to sign the loan documents at the Regular Meeting in May, G.E. Capital required the Resolution. Mr. Carlson stated that the City had raised the permit fees, and this would increase the costs of the construction, and subsequently increase the subsidy that the Housing Authority might need to provide to complete the project. Mr. Carlson stated that he would try to get those fees reduced.

Chairperson Gale asked if there were any questions about the Resolution. There were not any questions. Vice-Chair Kau moved to approve Resolution 6-A-11, Approving G.E. Capital Construction Loan of $1.1 Million for the Development of Five Single Family Homes as the PHA Sustainable Homes Project. Commissioner Richards seconded the motion. The motion passed unanimously, 4:0.

Adjourn: Commissioner Lee moved to adjourn. Vice-Chair Kau seconded the motion. The motion passed unanimously, 4:0. The meeting closed at 5:56 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, July 27, 2011 at 4:15 p.m.