

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



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**Regular Meeting**

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**Date:** Wednesday, June 26, 2013

**Time:** 4:15 p.m.-6:00 p.m.

**Location:** 650 West 100 North  
Provo, Utah

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**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 Craig Carlile, Commissioner David Gardner, Commissioner Buddy Richards were present. Commissioner Valerie Lee 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.

- 2. Approval of Minutes for April 24, 2013:** Vice-Chair Kau moved to approve the minutes from April 24, 2013, and Commissioner Richards seconded the motion. The motion passed unanimously, 5:0.

The meeting was presented in the following order: Partial Report of the Executive Director, Discussion Item #1 Conference Call with Leo Dauwer to Discuss Executive Director Search, Continuation of Report of the Executive Director, Discussion Items 2 & 3, Action Items, Adjournment

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**Report of the Executive Director**

- 1. Property Sales Report:** Chairperson Gale asked the Executive Director to give his report. Mr. Carlson referred to the Tab 2, which contained an update of the Property Sales Report. He informed the Board that the 955 South property has closed this afternoon. He continued the report by stated that the 392 South property is under contract to close on July 19<sup>th</sup>. He stated that the next challenge will be to find a multi-unit property which will meet the goals of the Supportive Housing program and the Housing Authority, to provide and safe and secure housing, but will also be marketable and strategic for the population that it will serve. The market is currently tight for multi-unit properties. Mr. Carlson went on to say that one option could be to use the currently being developed duplexes on the Ekins property.

Mr. Carlson informed the Board that four of the five energy-efficient homes have been sold. The final home is required to be sold to a family at 80% or below area median income.

- 2. Development Projects Updates:** Mr. Carlson stated that Franklin Heights CROWN, the project at 5<sup>th</sup> and 5<sup>th</sup>, is progressing well. The contractor has been selected and the plans have been approved. He stated that he expected that construction would begin the last week of July. He informed the Board that the benefits the Housing Authority will gain from this project, in addition to providing affordable housing, are a developer fee when the project is build and occupied then at the end of the 15 years the Housing Authority will share some equity with Utah Housing Corporation.

Mr. Carlson informed the Board that the Ekins property duplex project is progressing slowly. He stated that there are several small details in the subdivision plan that are currently being negotiated with

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Community Development. Mr. Carlson explained to the Board the details regarding land negotiation between the Engineering Department and the Housing Authority which will give the Housing Authority responsibility for developing the cul-de-sac, but will ultimately save the project money.

Mr. Carlson informed the Board that there will be a ribbon cutting ceremony for the South Franklin Community Center on July 30<sup>th</sup>. He stated the landscaping plan for the Community Center has been redone, and as with the building, it will necessitate a lot of volunteer labor and materials. He went on to say that Habitat for Humanity will absorb 2/3s of their developer fee and will essentially be doing their work on this project pro bono, as the Housing Authority has.

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### Discussion Items

1. Conference Call with Leo Dauwer to Discuss Executive Director Search: The Board briefly discussed the terms of the contract with Dauwer & Associates. Mr. Dauwer explained interview process and the time necessary for the selection of the new Executive Director. The Board discussed with Mr. Dauwer the unique needs of the Provo City Housing Authority, and the expectations the new director will need to meet, and the salary expectations the new director will have.
2. HUD Rental Assistance Demonstration (RAD): Chairperson Gale referred the Board to Tab 4, which contained a PowerPoint presentation about HUD's Rental Assistance Demonstration (RAD). Mr. Carlson briefed the Board about the program, which essentially would be an alternative way to fund Public Housing, in a more sustainable way, similar to the Housing Choice Voucher program.
3. Letter of Recommendation for the Reappointment of Valerie Lee to the PCHA Board of Commissioners: A letter of recommendation for the reappointment of Valerie Lee to the PCHA Board of Commissioners was distributed and signed by the individual members of the Board.

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### Action Item

1. **Approval of the PCHA Annual Plan for FY2013:** Chairperson Gale referred the Board to Tab 6, which contained the Annual Plan for FY2013 and 5-Year Plan for the PCHA. Mr. Carlson explained that the Annual Plan and 5-Year Plan are specifically for HUD to approve expenditures from the Capital Fund Grant. Each year we identify as broadly as we can the needs of the Housing Authority, and this will give us the flexibility of how we spend the funds. Commissioner Richards moved to approve the PCHA Annual Plan for FY2013. Commissioner Carlile seconded the motion. The motion passed unanimously 5:0.
2. **Approval of the G.E. Capital Construction Loan Payoff for the PHA Sustainable Homes Project:** Chairperson Gale referred the Board to Tab 7, which contained information about the G.E. Capital Construction Loan. Mr. Carlson explained to the Board that the loan has an outstanding balance which has been extended twice. He recommended that the balance be paid, even though the final energy-efficient home has not been sold. Commissioner Carlile moved to approve the G.E. Capital Construction Loan Payoff for the PHA Sustainable Homes Project. Commissioner Gardner seconded the motion. The motion passed unanimously 5:0.

Commissioner Gardner was excused at 5:42 pm.

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**Adjourn:** Commissioner Richards moved to adjourn. Vice-Chair Kau seconded the motion. The motion passed unanimously, 4:0. The meeting closed at 6:07 p.m.

The next Regular Meeting of the Board of Commissioners of the Provo City Housing Authority is scheduled for Wednesday, July 17, 2013 at 4:15 pm.

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