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

Regular Meeting

Date:	Wednesday, August 24, 2011
Time:	4:15 p.m. - 5:30 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 4:19 p.m., Commissioner Valerie Lee, and Commissioner Gardner were present. Vice-Chair Jonathan Kau joined the meeting at 4:20 p.m. and Commissioner Carlile joined the meeting at 4:22.

   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.

   Mayor John Curtis was also present.

2. **Approval of Minutes from July 27, 2011:** Chairperson Gale referred the Board to Tab 2, which contained the Minutes from July 27, 2011. Commissioner Richards moved to approve the Minutes from July 27, 2011. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.

   The Board discussed the Agenda items in the following order: Welcome and Roll Call, Approval of Minutes, Executive Session, Approval of the Minutes, Action Items, and Report of the Executive Director.

Report of the Executive Director

Project Updates: Mr. Carlson stated that he is currently reviewing the process for the tax credit application for the St. Francis project. He stated that he had submitted the application to the Provo Landmark's Commission to have the Taylor House removed from the Landmark's Register for economic hardship reasons. He stated that he believed the application is good, but he has not heard back from the Commission, and has not been told when they will meet to make their decision. The Board briefly discussed issues related to the application for removal from the Landmark's Register, including the engineer's report about the alternatives to demolition.

Mr. Carlson stated that the South Franklin Community Center plans are currently waiting utility easements. To connect the Community Center to City utilities, two easements must be obtained from two different property owners. Mr. Carlson stated that both property owners have given verbal consent. Mr. Carlson stated that he was working with attorney the owners' attorneys to obtain the easements.

The Board discussed possibilities for a combined retreat with the Board of the Housing Authority of Utah County and their availability in late October or early November.

Executive Session

Strategy Session to Discuss the Purchase, Exchange or Lease of Real Property: Vice-Chair Kau moved to adjourn the Regular Meeting and convene the Executive Session to discuss the purchase, exchange or lease of real estate for future affordable housing development. Commissioner Gardner seconded the motion. The motion passed unanimously with a 6:0. The Regular Meeting closed at 4:23 p.m.

Commissioner Carlile moved to close the Executive Session and to reconvene the Regular Meeting. Vice-Chair Kau seconded the motion. The motion passed unanimously 6:0. The Regular Meeting reconvened at 6:12 p.m.

Discussion Item

Board Appointments: Mr. Carlson informed the Board that there had been an objection raised to the Mayor about the reappointment of Cindy Richards to the Board and that all Board reappointments will likely be pulled from the City Council's agenda. Mr. Carlson stated that this was an unusual situation, and seemed to be politically motivated. The Board briefly discussed issues related to Board reappointments.

Action Item

1. **Approval of a HOME Sub-Recipient Loan Agreement with Provo City for the Property Acquisition/Development of the St. Francis Block:** Chairperson Gale referred the Board to Tab 2, which contained the HOME Sub-Recipient Loan Agreement. Mr. Carlson stated that the City had already allocated these HOME funds to the Housing Authority, but this Sub-Recipient agreement formalizes the terms. He stated that essentially the HOME funds are a 0% interest deferred loan paid back at the end of the tax credit period of 15 years.

   Vice-Chair Kau moved to approve the HOME Sub-Recipient Loan Agreement with Provo City. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.

2. **Approval of a Change Order/Modification #1 to the ThyssenKrupp Contract for Valley Villa Elevator Renovation in the Amount of $51,130**. Chairperson Gale referred the Board to Tab 3, which contained Change Order/Modification #1 to the ThyssenKrupp Contract for Valley Villa Elevator Renovation. Mr. Carlson stated that according to Housing Authority Procurement Policy, contracts exceeding $50,000 are brought to the Board for approval. The Change Order adds the third elevator to the original contract, which only addressed two of the three elevators at Valley Villa. Mr. Carlson stated that there is some economy of scale to doing all three elevators at the same time. The Board discussed issues related to the Environmental Review for the project.

   Commission Richards moved to approve Change Order/Modification #1 to the ThyssenKrupp Contract for Valley Villa Elevator Renovation in the Amount of $51,130. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.

Adjourn: Commissioner Carlile moved to adjourn the Regular Meeting. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0. The meeting closed at 6:28 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, September 28, 2011 at 4:15 p.m.