

## MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

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### Regular Meeting

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**Date:** Wednesday, December 17, 2014  
**Time:** 4:16 p.m. – 5:06 p.m.  
**Location:** 650 West 100 North  
Provo, Utah 84601

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#### Opening Business

- 1. Welcome and Roll Call:** Chairman Doug Gale welcomed the Board and opened the meeting at 4:16 pm. The following members of the Board of Commissioners and Staff were in attendance when the meeting was called to order: Chairman Doug Gale; Vice-Chair Jonathan Kau; Commissioner David Gardner; Commissioner Buddy Richards; Commissioner Valerie Lee; Jeremy Runia, Executive Director; April Smith, Owned Housing Manager; Donna Smith, Financial Services Manager; Cindy Daley, Rental Subsidy Manager; Dean Clement, Facilities Manager; and Becky Chipman, Executive Assistant.
- 2. Approval of Minutes for Wednesday, November 19, 2014:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for November 19, 2014. Commissioner Richards moved to approve the minutes for November 19, 2014. Commissioner Lee Seconded the motion. The motion passed unanimously, 5:0.

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#### Executive Directors Report

- 1. St. Francis Apartments:** Mr. Runia informed the Board the St. Francis Apartments are now under construction. The Contractor is about a week ahead of schedule.
- 2. Dixon Court:** Mr. Runia updated the board Internet access is now available to the development.
- 3. Franklin Heights CROWN:** Mr. Runia let the Board know PCHA has rectified all the issues with the contractor for the Franklin Heights Project. The retro-appraisal for 2012 has been completed. Permitting investor's final draw and other closout process to occur.
- 4. Provo CROWN I:** The final Provo CROWN I unit has been sold. Mr. Runia shared an email from a resident who participated in the CROWN program and wanted to express his gratitude.
- 5. Staff:** PCHA held their annual Christmas party a good time was had by all. Mr. Runia announced the Executive Assistant Becky Chipman is expecting a baby in April and will be taking FMLA at that time.

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#### Discussion Items

- 1. Public Comment:** No members of the public were available for comment.
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#### Executive Session

- 1. Adjourn to Executive Session to Discuss Executive Director Performance.** Commissioner Lee motioned to Adjourn for Executive Session. Commissioner Gardner Seconded the motion. The motion passed unanimously 5:0.
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### Action Items

**1. Executive Director Compensation:** The board addressed the Executive Director on recent accomplishments and the transition that was made. The Board likes his consideration of the staff. The Board feels that the PCHA is well represented by Runia and appreciates how he keeps the board well informed on all that is happening. The Board Chair recommended an increase to the Executive Director's Salary. Commission Richards moved to approve Commissioner Gardner. Seconded the motion. The motion passed unanimously 5:0.

**2. Senior Housing Inspector Position:** Chairman Gale referred the board to Tab 3, which contained the Senior Housing Inspector Position. Mr. Runia proposed to create a new position a Senior Housing Inspector. It contains the same duties as the current Housing Inspector job title and in addition 10 + years of experience. Vice-Chair Kau motioned to approve the Senior Housing Inspector Position. Commissioner Richards Seconded the motion. The motion passed unanimously 5:0.

**3. Resident Programs Coordinator:** Chairman Gale referred the board to Tab 4, which contained the Resident Programs Coordinator position. Mr. Runia informed the Board that PCHA's Resident Programs Coordinator has reached the height of her pay scale and would like to change the paygrade to a 7. This employee is valuable and is able to cover many different positions within the housing authority. Commission Gardner moved to approve the Resident Programs Coordinator pay grade change. Vice-Chair Kau seconded the motion. The motion passed unanimously 5:0.

**4. 2015 Fair Market Value (FMR):** Chairman Gale referred the board to Tab 5, which contained the 2015 Fair Market Values. PCHA is looking at making an adjustment to the payment standard based on the new 2015 FMR's. This will help applicants looking for apartments. Chairman Richards moved to approve the motion. Vice-Chair Kau Seconded the motion 5:0.

**5. Approval of Budget Revisions for the Fiscal Year Ending December 31, 2014:** Chairman Gale referred the Board to Tab 6, which contained the Budget Revisions for year ending December 31, 2014. These are the budget revisions which reflect the actual year end numbers. The Board asked several questions as they examined the budget that were satisfied by PCHA staff.

**a. Revision to the Maple View Apartments Operating Budget:** Commissioner Richards moved to approve. Vice-Chair Kau Seconded the motion. The motion passed unanimously 5:0.

**b. Revision to the Canyon View Apartments Operating Budget:** Commissioner Richards moved to approve. Vice-Chair Kau Seconded the motion. The motion passed unanimously 5:0.

**c. Revision to the Maeser Apartments Operating Budget** Commissioner Richards moved to approve. Vice-Chair Kau Seconded the motion. The motion passed unanimously 5:0.

**d. Revision to the Provo CROWN I Operating Budget:** Commissioner Richards moved to approve. Vice-Chair Kau Seconded the motion. The motion passed unanimously 5:0.

**e. Revision to the Franklin Heights CROWN Operating Budget:** Commissioner Richards moved to approve. Vice-Chair Kau Seconded the motion. The motion passed unanimously 5:0.

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**6. Approval of Budget for the Fiscal Year Ending December 31, 2015:** Chairman Gale referred the Board to Tab 7 which contained the Budget for Fiscal year ending Dec. 31, 2015. The Board asked several questions as they examined the budgets that were satisfied by PCHA staff.

**a. Approval of the Maple View Apartments Operating Budget:** Commissioner Lee moved to approve the motion. Commissioner Gardner Seconded the motion. The motion passed unanimously 5:0.

**b. Approval of the Canyon View Apartments Operating Budget:** Commissioner Lee moved to approve the motion. Commissioner Gardner Seconded the motion. The motion passed unanimously 5:0

**c. Approval of the Maeser Apartments Operating Budget:** Commissioner Lee moved to approve the motion. Commissioner Gardner Seconded the motion. The motion passed unanimously 5:0

**d. Approval of the Franklin Heights CROWN Operating Budget:** Commissioner Lee moved to approve the motion. Commissioner Gardner Seconded the motion. The motion passed unanimously 5:0

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**Adjourn:** Chairman Gale moved to adjourn the meeting at 5:06 pm. Vice- Chair Kau motioned to approve. Commissioner Gardner Seconded the motion. The motion passed unanimously, 5:0. The meeting was closed at 5:06 pm. The next meeting of the Provo City Housing Authority is scheduled for January 21, 2015 @ 4:15 p.m.

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