

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, July 15, 2020
Time: 4:15 p.m. (Virtual Meeting via Zoom)
Location: 688 West 100 North
Provo, Utah

Opening Business

- 1. Welcome and Roll Call:** The Board appeared through Zoom a meeting held virtually. Chairman Doug Gale welcomed the Board of Commissioners and staff and opened the meeting at 4:17 p.m. The following members of the Board of Commissioners and staff were attendance: Chairman Doug Gale; Commissioner George Handley; Commissioner Craig Carlile, Commissioner Lynette Hemsath, Co-Chairperson, Lauren Manzione; Robert Vernon, Chief Executive Officer; Cindy Daley, Rental Subsidy Manage; and Pamela Liston, Special Projects Manager. Excused were: Shannon Dalley, Financial Services Manager and Commissioner Buddy Richards.
- 2. Approval of Minutes for PHA Board Meeting June 17, 2020:** Chairman Doug Gale ask for discussion and approval of the minutes for the Board Meeting that was held via Zoom on June 17, 2020. Commissioner Carlile made a motion to approve the minutes for June 17, 2020. Commissioner Hemsath seconded the motion. The motion passed unanimous 4:0.

Discussion Items

- 1. Public Comment:** None of the public was present for comment.
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Chief Executive Officer's Report

Coronavirus: The Housing Authority office has opened as of July 1, but is open limited hours from 10:00 a.m. to 2:00 p.m. The clients still have access to all the documents that are necessary outside of the office. The tenants are also able to pay their rent online so that has cut foot traffic through the Office.

The Holly Hall home is slowly being cleaned up. The Housing Authority has provided her with a dumpster which has been filled twice. All of the other people who were staying with her have been left. The owners of the houses and tri-plex on either side of the Hall Home have been approached by the Housing Authority to see if they would be interesting in selling. All of the owners have responded and are willing to sell. Robert is working on the financing to see what would be feasible. This would be used for the new Valley Villa building and maybe another project on the side of 600 West and 200 North.

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Repositioning is moving forward. A list has been compiled of the units that will be sold, 10 in total. These units have ongoing maintenance issues so it doesn't warrant putting money in them. The Housing Authority will be reaching out to tenants fairly soon and a public meeting will have to be held. All of the units to be sold are individual units, or a duplex, no elderly units are affected.

The project at 85 North 100 East is still moving forward. The financing has been tricky as construction costs have risen since the initial proposals. But with money from the State and Provo City the project is still moving forward. Rimrock has been retained as the General Contractor and American Express has come board through Redstone Investments. The partners are planning to go back to the State and ask for more Tax Credits through the Olene Walker fund. The project is close to being submitted to Provo City Planning and Zoning.

In the shooting that was in Provo a week ago, the victim is one of the Housing Authority employee's husband. He has had 3 surgeries but seems to be doing better. He was on his way to Home Deposit when he came upon the crowd and was shot.

Action Items

- 1. Resolution for HUD Covid-19 Waivers.** These waivers were adopted by in April when they were released by HUD. These waivers extend until 12/31/2020 right now but may be extended, depending on the Covid-19 Pandemic. The Waivers required a Resolution from the Board. Commissioner Hemsath made the motion that the Resolution for the HUD Covid-19 Waivers be passed by the Board. Commissioner Manzione seconded the motion. The Board voted unanimous 5:0.
- 2. Resolution to approve the PHA Capitalization Policy.** The Housing Authority has not had a written Capitalization Policy and the auditors stated that one needed to be implemented. Commissioner Handley made a motion to approve the Resolution to approve the PHA Capitalization Policy. Commissioner Carlisle seconded the motion. The Board voted unanimous 5:0
- 3. May 2020 Financial Statements and Disbursements.** Shannon Dalley, Financial Services Manager could not attend the meeting but had stated that there not any major issues with May's Financials. Commissioner Carlisle made a motion for Approve May 2020 Financial Statements and Disbursements. Commissioner Hemsath seconded the motion. The Board Voted Unanimous 5:0

Mr. Vernon announced that the Software at the Housing Authority will be updated soon. The bid was out and there were three companies that turned in proposals. The staff is in the final process of determining which software will be best for the Agency. Since this will be a major purchase, Mr. Vernon will come back to the Board and ask for approval for the expenditure.

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Adjourn: Chairman Doug Gale asked for a motion to adjourn the meeting. Commissioner Manzione made the motion to adjourn. Commissioner Hemsath seconded the motion. The motion passed unanimous, 5:0. The meeting was closed at 5:00 pm. The next meeting of the Provo City Housing Authority is Wednesday, August 19, 2020 @ 4:15 p.m.
