

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, August 27, 2014
Time: 4:17 p.m. - 5:15 p.m.
Location: 650 West 100 North
Provo, Utah

Opening Business

1. **Welcome and Roll Call:** Chairman Doug Gale welcomed the Board and opened the meeting at 4:17 p.m. The following members of the Board of Commissioners and Staff were in attendance at the time the meeting was called to order: Chairman Doug Gale; Vice-Chair Jonathan Kau; Commissioner Buddy Richards; Commissioner David Gardner; Commissioner Valerie Lee; Jeremy Runia, Executive Director; Cindy Daley, Rental Subsidy Manager; Donna Smith, Financial Services Manager; April Smith, Owned Housing Manager; Dean Clement, Facilities Manager; and Becky Chipman, Executive Assistant.
 2. **Approval of Minutes for Wednesday, July 23, 2014:** Chairman Doug Gale referred the Board to Tab 1, which contained the Minutes for July 23, 2014. Commissioner Gardner moved to approve the minutes for July 23, 2014. Commissioner Richards seconded the motion. The motion passed unanimously, 5:0.
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Executive Director's

1. **Project Reports:** Chairman Gale requested that Mr. Runia update the Board on the current projects.
 - a. **St. Francis Apartments:** Mr. Runia informed the Board the project is moving forward and there will be a construction contract as an action item later in the meeting. Mr. Runia has been working with the contractor to get numbers within budget. The construction contract is about \$200,000 higher than the original bid and he has found another funding source for these dollars. The overage in the construction contract is primarily due to escalation in material cost. PCHA is looking at some other options for cost savings. PCHA is actively working with the investor and getting the information requested. Construction loan documents are being reviewed and will be executed. Mr. Runia anticipates construction to begin the end of Sept or first of October. PCHA anticipates a small ground breaking ceremony.
 - b. **Dixon Court:** Mr. Runia updated the board that the Dixon Court duplexes are 70-75% complete and PCHA is working through the lease up phase. PCHA met with the Center For Women In Crisis and other entities to facilitate the increased desire to send prospective tenant referrals. Mr. Runia encouraged the board to go see the project.
 - c. **Franklin Heights CROWN:** The Franklin Heights Development is complete. There is about \$109,000 worth of invoices that haven't been paid by the general contractor. Three of these entities have the right to file liens. PCHA has brought in the law firm Jeffs & Jeffs who has filed a certificate of compliance so the suppliers will have to seek payment directly from the contractor themselves. The certificate takes 30-60 days to be issued. Two of the vendors have already filed liens on the property. PCHA held a meeting with the General Contractor who is now unresponsive. The worst case scenario is if we cannot get the liens removed by Nov. 15, 2014 the investor will pull back all the funds and the families would be displaced. PCHA believes this scenario will not happen. Mr. Runia is working closely with Utah Housing Corp to resolve this matter. PCHA is still in the process of selling the two vacant lots to Habitat for Humanity, however has been temporarily delayed.
 - d. **Provo CROWN I:** Three of the six Provo CROWN units have been sold to the tenants. The remaining three tenants are struggling to qualify for loans to complete purchase
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Discussion Items

1. **PHA REAC Score:** Chairman Gale referred the Board to Tab 2, which contained the PHA REAC Score of 92. A lot of work has gone into improving the score. The current score is considered a high performer. Staff has worked hard to achieve this score.
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Action Items

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

1. Rules for Continued Residency in Senior Housing, Designation of Sponsor and Sponsor's Acceptance. Chairman Gale referred the Board to Tab 3, which contained Amended Rules for Continued Residency in Senior Housing, Designation of Sponsor and Sponsor's Acceptance. Mr. Runia stated this is the current policy that is being amended. The changes add language to state tenants must be able to live independently in PCHA units and that the tenant needs to be independent. This came about from a concern of who to release monies for deposits etc. if a tenant were to pass away. Commissioner Richards moved to approve and Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0.

2. Assistance Animal Application and Assistance Animal Policy: Chairman Gale referred the Board to Tab 4, which contained Assistance Animal Application and Assistance Animal Policy. This is a new policy stemming from the NAHRO conference in St. George. The assistance animal policy generally mirrors the pet policy and is for public housing only. The Board raised some concern that #7 on the policy reads as "Pets" rather than "Assistance Animal". Commissioner Richards moved to approve provided "Pets" be replaced with "Assistance Animal" and the items required on the application be included into the policy. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0.

3. Lease Addendum for Pets, Pet Ownership Policy and Pet Application Packet: Chairman Gale referred the board to Tab 5, which contained the Amended Lease Addendum for Pets, Pet Ownership Policy and Pet Application Packet. Mr. Runia explained this is an amendment to policy which requires any pet left alone for periods longer than 12 hours require the tenant must make accommodations for the pet. Commissioner Gardner motioned to approve with "does not refer to assistant animals" being removed from the title of the documents. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.

4. St. Francis Construction Contract: Chairman Gale referred the board to Tab 6A, which contained the AIA A101 portion of the St. Francis Construction Contract. Mr. Runia directed the Boards attention to various aspects of the contract. Commissioner Gardner moved to approve Tab 6A provided the contract price does not exceed \$4,650,000. Commissioner Richards seconded the motion. The motion passed unanimously, 5:0.

Chairman Gale referred the board to Tab 6B, which contained the General Conditions AIA 201 form of the St. Francis Construction Contract. This form is the standard form contract used in commercial construction contracts. Vice-Chair Kau motioned to approve Tab 6B. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.

Adjourn: Chairman Gale moved to adjourn the meeting. Commissioner Richards motioned to approve. Commissioner Gardner seconded the motion. The motion passed unanimously, 5:0. The meeting was closed at 5:15 p.m. The next meeting of the Provo City Housing Authority is scheduled for Sept. 24, 2014 @ 4:15 p.m.
