

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, October 22, 2014
Time: 4:18 p.m. - 4:52 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 4:18pm. The following members of the Board of Commissioners and Staff were in attendance: Chairman Doug Gale; Vice-Chair Jonathan Kau; Commissioner Buddy Richards; Commissioner Valerie Lee; Commissioner David Gardner joined the meeting at 4:20pm; Jeremy Runia, Executive Director; April Smith, Owned Housing Manager; and Becky Chipman, Executive Assistant
- 2. Approval of Minutes for Wednesday, September 24, 2014:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for September 24, 2014. Commissioner Richards moved to approve the minutes for September 24, 2014. Vice-Chair Kau seconded the motion. The motion passed unanimously, 4:0.

Executive Directors Report

- 1. St. Francis Apartments:** Mr. Runia explained that the St. Francis project underwriting is winding down and has been a monumental feat. One of the funding sources PCHA applied for has been supplied all the requested documents is going to committee 10/22/14. PCHA anticipates an approval early next week from Utah Housing Corp. PCHA hopes to have construction ready plans available next week. Investor is completing their final approval and analysis. PCHA awaits a closing date of 11/10/14 and to begin construction on 11/12/14.
- 2. Dixon Court:** Mr. Runia informed the board that all four units at Dixon Court are fully leased. These units were leased up within 10 days after completion. Contractor is completing construction on the culdesac behind the 4 units predominately the sidewalks, curbing and minor landscaping. Comcast has informed PCHA that service cannot be provide to the units. This is something that is being worked out with Comcast to get their service hooked up. The Board suggested to approach Google and Veracity as they will respond quickly.
- 3. Franklin Heights CROWN:** Mr. Runia notified the board the lien issues with the contractor are getting resolved. Over the last 30 days Mr. Runia has negotiated with some subcontractors to waive fees and accept less than the amount due as payment in full. Lien waivers have been signed and checks have been sent out to three subcontractors. PCHA has performed a lot of work to clear up these issues. Other subcontractors have used collection agencies and were successful in collecting from the contractor. Once the two liens from Geneva Rock are released PCHA will move forward with the sale of the vacant lots to Habitat for Humanity.
- 4. Provo CROWN I:** Mr. Runia updated the Board that 4 Provo CROWN units have been sold and the fifth unit is in the process of being purchased this month. The sixth unit is still in limbo at this point. If it's not purchased it will be listed on the open market at fair market value. If this happens the community fund for the St Francis project will increase. These units are 15 years old. PCHA has updated the units prior to being sold.
- 5. Staff:** Mr. Runia stated PCHA staff has been working hard with Google to create a computer lab for the residents at Valley Villa Apartments. Google will be offering classes to these residents to teach them how to utilize the internet and their services. Google has donated all the furniture, computers and time. There is a ribbon cutting scheduled for Thursday, October 23 at 11:30 am followed by lunch. There will be a lab every other week for residents to learn more about this technology. HUD completed a monitoring review of the COC grant. The review resulted with no concerns or findings.

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Discussion Items

- 1. Public Comment:** No public was available for comment.
- 2. St. Francis Ground Breaking:** Mr. Runia let the board know that due to the quantity of projects going on right now PCHA desires not to host a ground breaking for the St. Francis Project. Mr. Runia stated that in exchange for a ground breaking PCHA will contact the community chair and arrange a ribbon cutting ceremony upon completion of the project. The board agreed and feels it's better to celebrate an accomplishment.
- 3. Family Self Sufficiency Grant:** Mr. Runia referred the board to Tab 2, which contained the Family Self Sufficiency Grant. Mr. Runia informed the Board that PCHA received notice that the Family Self Sufficiency Grant has been renewed.

4. Liability Insurance: Mr. Runia has been reviewing PCHA's expenses regarding insurancerates and property taxes which appear to be too high. Mr. Runia contacted the county assessor and was able

to save a percentage of taxes on some of these properties. Mr. Runia suggested that If PCHA were to push the liability deductible to \$10,000 a savings of 23% would be achieved on the insurance premium. Mr. Runia would like to persue this savings. There have been no significant loses or serious incidents to cause any concern for the higher deductible. The board agreed this is a great way to save money and suggests to proceed with this.

Action Items

1. St. Francis Construction Contract: Mr. Runia referred the board to Tab 3, which contained the most recent St. Francis Construction Contract. Mr. Runia recapped that the board has already approved the St. Francis Construction Contract in the amount of \$4,650,000. Due to time frame restraints, Mr. Runia seeks increasing the approval by \$50,000 to \$4,700,000. Commissioner Gardner moved to approve. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.

Adjourn: Chairman Gale moved to adjourn the meeting. Vice-Chair Kau motioned to approve. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0. The meeting was closed at 4:52pm. The next meeting of the Provo City Housing Authority is scheduled for Nov. 19, 2014 @ 4:15 p.m.
