

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, March 26, 2014
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 pm. The following Commissioners were present when the meeting was called to order: Chairperson Douglas Gale, Commissioner David Gardner, Commissioner Buddy Richards and Commissioner Valerie Lee. Commissioner Craig Carlile arrived at 4:23 pm and Vice-Chair Jonathan Kau arrived at 4:44 pm. Commissioner Valerie Lee was excused at 5:06 pm.

The following members of the staff were present: Jeremy Runia, Executive Director; Donna Smith, Financial Services Manager; Dean Clement, Facilities Manager; Cindy Daley, Rental Subsidy Manager; April Smith, Owned Housing Manager; and Erin Haley, Executive Assistant.

Officer Josh Jennings, from the Provo Police Department was present from 4:28 pm until 5:06pm.

2. **Approval of Minutes for February 26, 2014:** Chairperson Gale referred the Board to Tab 1, which contained the minutes from February 26, 2014, and asked if anyone had any questions or comments about the Minutes. Commissioner Richards moved to approve the Minutes from February 26, 2014. Commissioner Gardner seconded the motion. The motion passed unanimously 4:0.

Report of the Executive Director

1. **Project Reports:** Chairperson Gale requested that Mr. Runia give the Board the Report of the Executive Director.
- St. Francis Apartments:** Mr. Runia handed out to the Board an updated elevation drawing of the St. Francis Apartments project, and showed them a color board with the exterior colors for the building. The Board expressed approval with the design and colors.
 - Ekins Property:** Mr. Runia stated that this project had gone through the bid process for contractor services, and currently we are waiting for references on the final candidate. The Board discussed the possible contractor.
 - Franklin Heights CROWN:** Mr. Runia informed the Board that a selection committee had been held to choose the tenants for the units at Franklin Heights. He stated that Utah Housing Corporation had noted that the applicants' credit scores and other qualifications were of the highest that UHC had seen in a long time. The Board discussed issues and costs related to possible modifications to one of the units to accommodate one of the chosen tenants.
 - Provo CROWN I:** Mr. Runia stated that this project was reaching the end of its 15-year tax-credit period. To begin the process of selling the homes to the tenants, we will be utilizing funds from the reserves to upgrade the homes.

Discussion Items

1. **Public Comment for Up to 10 Minutes:** No members of the public were present to make any public comments.
2. **Utah NAHRO Conference & Mountain Plains NAHRO Conference:** Chairperson Gale referred the Board to Tab 2, which contained information about the Utah NAHRO Conference and the Mountain Plains NAHRO
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Conference. Mr. Runia stated that he would like to give the Board an option to attend either of these Conferences. He stated that the Mountain Plains NAHRO Conference had the better options for Board member education, and he hoped that any members who wished to take the opportunity would.

- 3. Update to Reception Area:** Chairperson Gale asked Mr. Runia to let the Board know about the changes to the Reception Area. Mr. Runia stated that he had some concerns about the security of the reception area after witnessing an interaction between a tenant and one of the staff and stated that his unease about the area was validated by the experiences of other staff members. He stated that he and Dean Clement had done some research and found a solution which would enclose the front desk with a solid panel of tempered glass with full front door with buzz in for access. Mr. Runia addressed some concerns that some staff members had raised about the update. The Board asked Officer Jennings for his opinion on the update, and he stated that his opinion was that tempered glass while not bullet-proof is a deterrent and is becoming more common-place, and is not as off-putting to younger generations. Commissioner Lee expressed her support of the update, stating that she understood the staff's concern for personal contact, but felt that staff safety also important. Vice-Chair Kau requested that the lobby could be decorated in a way off-set the industrial feeling of the glass installation.

Action Items

1. Board Resolution 03-A-14 G.E. Capital Line of Credit: Chairperson Gale referred the Board to Tab 3, which contained Resolution 03-A-14. Mr. Runia informed the Board that this Resolution authorizes either himself or Chairperson Gale to draw on the G.E. Capital Line of Credit. Commissioner Richards moved to approve Board Resolution 03-A-14. Commissioner Carlile seconded the motion. The motion passed unanimously, 5:0.
2. Approve Change to Regular Meeting Schedule for April Meeting: Chairperson Gale referred the Board to Tab 4, which contained a calendar of 2014 including a revised date for the April 2014 meeting. Commissioner Gardner moved to approve changing the date of the April Regular Meeting from the 23rd to the 30th. Vice-Chair Kau seconded the Motion. The motion passed unanimously, 5:0.
3. Contract with Department of Workforce Services Housing and Community Development (OWHLF) for St. Francis Development: Chairperson Gale referred the Board to Tab 5, which contained the Olene Walker Housing Loan Fund Contract. Mr. Runia stated that this contract for \$1,000,000 in HOME funds allows the St. Francis project to go forward without need for a permanent lender. Commissioner Richards moved to approve the Contract with the Department of Workforce Services Housing and Community Development (OWHLF). Commissioner Gardner seconded the motion. The motion passed unanimously, 5:0.
4. Approval of Annual Plan and 5-Year Plan for PCHA FY-2014: This item was postponed.

Adjourn: Before the meeting adjourned, Mr. Runia asked that the Board take note of the Tenancy Report, Tab 7. He stated that the cost-saving measures that the Board had implemented previously are working and it is anticipated that no further adjustments are necessary at the present time.

Commissioner Richards moved to adjourn the meeting. Commissioner Gardner seconded the motion. The motion passed unanimously, 5:0. The meeting adjourned at 5:25 p.m.

The next Regular Meeting of the Board of Commissioners of the Provo City Housing Authority is scheduled for Wednesday, April 30, 2014 at 4:15 pm
