

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

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### Regular Meeting Minutes

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**Date:** Wednesday, April 20, 2016  
**Time:** 4:19 p.m. – 5:58 p.m.  
**Location:** 650 West 100 North  
Provo, Utah

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#### Opening Business

- 1. Welcome and Roll Call:** Chairman Doug Gale welcomed the Board and opened the meeting at 4:19 p.m. The following members of the Board of Commissioners and Staff were in attendance: Chairman Doug Gale; Vice-Chair Jonathan Kau; Commissioner Buddy Richards; Commissioner David Gardner; Commissioner Craig Carlile; Commissioner Valerie Lee; Jeremy Runia, Executive Director; Shannon Dalley, Financial Services Manager; Cindy Daley, Rental Subsidy Manager; Dean Clement, Facilities Manager and Becky Chipman, Executive Assistant. April Smith, Owned Housing Manager was excused. Commissioner Buddy Richards joined the meeting at 4:22 pm. Commissioner Kim Santiago joined the meeting at 5:02pm. Commissioner Carlile was excused at 5:56 pm.
- 2. Approval of Minutes for Tuesday, March 22, 2016:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for March 22, 2016. Vice-Chair Kau moved to approve the minutes for March 22, 2016. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.

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#### Executive Directors Report:

- 1. Cascade Gardens Apartments:** PCHA is happy to report that the St. Francis Apartments aka Cascade Gardens is now complete. Mr. Runia is in the process of the final draw. The security cameras have been installed and went live today. The final cost certification is with the accountant under review.
- 2. Staff:** PCHA staff is all doing well. Maintenance is working with a 3<sup>rd</sup> party vender to replace the chiller at Canyon View. Public Housing staff is busy this time of year doing turns. PCHA staff has monthly training with a luncheon. Mr. Runia would like to have any suggestions of training opportunities from the Board.
- 3. PCHA (Office Report):** The new office will be the next focus of the Agency once the Cascade Gardens cost certification is complete.

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#### Discussion Items

- 1. Public Comment:** No members of the Public were present.
- 2. Section 8 Program Summary:** Cindy Daley, Rental Subsidy Manager presented a slide show and answered some questions about the Section 8 Program. The Board had some questions in regards to the Section 8 program which were answered by Mrs. Daley.
- 3. NAHRO Conference June 15-17, 2016:** Chairman Gale referred the Board to tab 2, which contained the Annual NAHRO Conference Agenda that will be held June 15-17 in Park City. This is an annual conference. Board members were invited to attend.
- 4. PCHA Fuel Charges:** Chairman Gale referred the Board to tab 3, which contained a spreadsheet showing the charges for fuel that accumulated over the last two years. Provo City received the bills for 2 years and didn't forward for payment. PCHA and Provo City have agreed on a payment plan to repay the charges.

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- 5. Board of Commissioners Recommendations:** Mr. Runia asked the Board if they have any recommendations for Board of Commissioners. Mr. Runia communicated with Mayor John Curtis' Office regarding staggering Board Member's terms. The Mayor agrees with staggering Board Member's terms.
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### Action Items

- 1. Capital Fund Program FFY 2016 Annual Plan:** Mr. Gale referred the Board to tab 4, which contained the 2016 Annual Capital Fund Program. Every year PCHA receives a new allocation of Capital Funds. Mr. Runia is seeking the Boards approval to receive those funds. Commissioner Carlile motioned to approve for PCHA to receive the 2016 Capital Funds. Commissioner Richards seconded the motion. The motion passed unanimously, 6:0.
  - 2. Approval of Resolution 04-A-16 Capital Fund Program FFY 2016:** Mr. Gale referred the Board to tab 5, which contained resolution number 04-A-16 for approval of the 2016 Annual Capital Fund Program. Commissioner Carlile motioned to approve resolution 04-A-16. Commissioner Richards seconded the motion. The motion passed unanimously, 6:0.
  - 3. Capital Fund Program FFY 2016 5 Year Plan:** Mr. Gale referred the Board to tab 6, which contained the FFY 2016 Capital Fund 5 Year Plan. Commission Richards moved to approve the 2016 Capital Fund 5 Year Plan. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0.
  - 4. 2015 Annual Report Draft:** Mr. Gale referred the Board to the rough draft of the 2015 annual report. Commissioner Gardner moved to approve the annual report draft. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0
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- 1. Executive Session:** Commissioner Carlile moved to exit to Executive Session to discuss security issues. Board Member Lee seconded the motion. The motion passed unanimously, 6:0.

Commissioner Lee motioned to adjourn Executive Session. Board Member Richards seconded the motion. The motion passed unanimously, 6:0.

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**Adjourn:** Chairman Doug Gale moved to adjourn the meeting at 5:58pm. Commissioner Richards motioned to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0. The meeting was closed at 5:58 pm. The next meeting of the Provo City Housing Authority is scheduled for Wednesday, May 18, 2016 @ 4:15 p.m.

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