

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday July 22, 2015
Time: 4:22 p.m. – 4:55 p.m.
Location: 650 West 100 North
Provo, Utah 84601

Opening Business

- 1. Welcome and Roll Call:** Chairman Doug Gale welcomed the Board and opened the meeting at 4:22 pm. The following members of the Board of Commissioners and Staff were in attendance: Chairman Doug Gale; Commissioner Valerie Lee; Commissioner David Gardner; Commissioner Buddy Richards; Jeremy Runia, Executive Director; Donna Smith, Financial Services Manager; Shannon Dalley, Financial Services Manager; Cindy Daley, Rental Subsidy Manager; April Smith, Owned Housing Manager; Dean Clement, Facilities Manager; Becky Chipman, Executive Assistant. Vice-Chair Jon Kau and Commissioner Craig Carlile were excused.
 - 2. Approval of Minutes for Wednesday May 20, 2015:** Chairman Gale referred the Board to Tab 1 which contained the Minutes for May 20, 2015. Commissioner Richard moved to approve the minutes and Commissioner Lee seconded the Motion. The motion passed unanimously 4:0.
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Executive Directors Report

- 1. Cascade Garden Apartments (formerly known as St. Francis Apartments):** Mr. Runia updated the Board this project was 50% complete as of June 30th. We are in the process of ordering furniture and finalizing some items. It is looking like there will be an adjusted delivery date to be in the middle of September. We are looking to obtain a temporary certificate of occupancy. All the curb gutter and sidewalk has been installed on 500 West. There will be a ribbon cutting ceremony in October.
 - 2. Canyon View / Maple View:** These are Tax credit properties where the investor desires to exit the relationship. Mr. Runia is working with the investor on this and will keep the Board informed as it unfolds.
 - 3. Dixon Court:** Dixon court lot 4 will be developed. We received four sealed bids and have selected the lowest bid. Construction will begin the first of August and complete in October.
 - 4. Staff Report:** We have brought on a new financial services manager Shannon Dalley and would like to welcome her. Donna Smith will be retiring on August 27. We would like to have an open house for her on August 25, an invitation will be sent out. We are actively seeking another maintenance employee. There is a need to hire a part time employee to assist with the Financial Services Manager. We will be seeking someone to fill this position soon.
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Discussion Items

- 1. Public Comment:** No members of the public were in attendance.
- 2. Remainder of year Board Schedule:** Chairman Gale referred the Board to Tab 2 which contained the remainder of the year board schedule. At the request of the Chairman he would like us to discuss the board meetings through the end of the year. Mr. Runia informed the Board we need to hold a board meeting each month for the rest of the year.

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- 3. HCV Admin Fee Proration:** Chairman Gale referred the Board to Tab 3 which contained the HCV Admin Fee Proration. The admin fee for the Housing Choice Voucher Program has increased from 74% to 79%. This is consistent with prior years HUD has identified additional funds that can be reprogrammed to HCV ongoing fees.
- 4. Utah Local Government Trust 2014 Dividend:** Chairman Gale referred the Board to Tab 4 which contained the Utah Local Government Trust 2014 Dividend. This is the company that provides our liability insurance. PCHA received a dividend check representing PCHA's pro-rata allocation of the 10% dividend.

Action Items

- 1. Security Deposit Adjustment:** Chairman Gale referred the Board to Tab 5 which contained the Security Deposit Adjustment. It has been about 15 years since this amount has been adjusted. The housing authority is finding that the current deposit amount is low and not covering the cost to fix damages. The adjustment addressed inflation. Commissioner Richards motioned to approve the security deposit adjustment. Commissioner Lee moved to second the motion. The motion passed unanimously, 4:0.
- 2. Dixon Court Lot 4 Construction Contract:** Chairman Gale referred the Board to Tab 6 which contained the Dixon Court Lot 4 Construction Contract. The lowest bidder is Miller General Contractor. Commissioner Gardner moved to approve the motion. Commissioner Lee seconded the motion. The motion passed unanimously, 4:0.

Adjourn: Commissioner Lee moved to adjourn the meeting. Commissioner Gardner seconded the motion. The motion passed unanimously 4:0. The meeting was closed at 4:55 pm. The next meeting of the Provo City Housing Authority Board of Commissioners is scheduled for Wednesday August 26, 2015.
