

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting Minutes

Date: Wednesday, July 20, 2016
Time: 4:18 pm – 4:55 pm
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 4:18 pm. The following members of the Board of Commissioners and Staff in attendance were: Chairman Doug Gale; Vice-Chair Jon Kau, Commissioner Kim Santiago; 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. Commissioner Carlile joined the meeting at 4:22pm.

Commissioner Buddy Richards and April Smith, Owned Housing Manager were excused from the meeting.

- 2. Approval of Minutes for Wednesday, June 29, 2016:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for June 29, 2016. Vice-Chair Kau moved to approve the minutes for June 29, 2016. Commissioner Lee seconded the motion. The motion passed unanimously, 4:0.
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Executive Directors Report:

1. Cascade Gardens Apartments: An annual test of the fire suppression equipment was completed recently. Deficiencies were noted. The deficiencies will still permit the system to address a fire event, however should be address and compliant with the recommendations of the testing protocol. This is something that is being addressed with the Contractor and within the one year warranty. Mr. Runia is still working through some details with UHC to receive the tax form 8609. The Board had a few questions regarding the property that were satisfied.

2. Staff/Commissioners: Mr. Runia presented the Board with a list of all the PCHA units and addresses. Chairman Gale, Vice-Chair Kau, Commissioner Carlile and Commissioner Richards received reappointment letters from Mayor John Curtis which will go to City Council for a vote. There is still a vacancy in the PCHA maintenance department. PCHA has only received one application in almost a month. Mr. Runia has approved no more than 10 hours per pay of maintenance overtime to get caught up.

3. PCHA (Office Report): PCHA has received Intense Land Survey report (ILS) on the Nazarene Church addressing the historical nature HUD requirement. The HUD environmental review is in process. Mr. Runia would like to have the building demolished before the Geotechnical testing starts. Three demolition bids have been received which will be an action item during this meeting. The Provo/Highway Patrol Swat teams have used The Nazarene Church building for training.

Discussion Items

- 1. Public Comment:** No members of the Public were present.
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Action Items

- 1. Increase Housing Choice Voucher Payment Standards:** Chairman Gale referred the Board to tab 2, which contained the Housing Choice Voucher Payment Standards. Many voucher holders are struggling to find units within the current payment standards for studio, 1 & 2 bedroom units. If the amounts were raised it would help with the issue. A discussion ensued and the board was satisfied. Commissioner Santiago moved to approve to increase the Housing Choice Voucher Payments Standards. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.
- 2. Demolition of Existing Building on Property 150 N 700 W:** Mr. Runia issued the Board three bids to have the Nazarene Church demolished. Mr. Runia recommends the lowest bid. Commissioner Carlile moved to approve the bid from Nelson Demolition for the demolition of the Nazarene Church. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0.

Adjourn: Chairman Doug Gale moved to adjourn the meeting at 4:55 pm. Commissioner Lee motioned to approve. Commissioner Carlile seconded the motion. The motion passed unanimously, 5:0. The next meeting of the Provo City Housing Authority is scheduled for Wednesday, August 24, 2016 @ 4:15 p.m.
