

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, September 24, 2014
Time: 4:20 p.m. - 5:18 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 4:20 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 Valerie Lee; Commissioner Craig Carlile joined at 4:23; Jeremy Runia, Executive Director; Cindy Daley, Rental Subsidy Manager; Donna Smith, Financial Services Manager; April Smith, Owned Housing Manager; Dean Clement, Facilities Manager; and Becky Chipman, Executive Assistant.
 2. **Approval of Minutes for Wednesday, August 27, 2014:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for Aug 27, 2014. Commissioner Richards moved to approve the minutes for August 27, 2014. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0.
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Executive Directors Report:

Project Reports: Chairman Gale requested that Mr. Runia update the Board on the current projects. Mr. Runia started out with some brief highlights: Google has approached PCHA with a pilot program asking for some open space at Valley Villa Apartments for laptops so they can hold classes to rally tenants to utilize internet services. Mr. Runia notified the Board that some of the PCHA employees have attended the "Bridges out of Poverty Training" which was informative and worthwhile. Mr. Runia updated the Board on the Utah Matters Conference that he recently attended. This was a valuable conference which focused on the LIHTC Program.

- a. **St. Francis Apartments:** Mr. Runia notified the Board that PCHA continues to work on getting this development under construction. PCHA is working to receive additional funds approved through Utah Housing Corp and working with the investor to obtain the documents they are requesting. The waiting period for the investors 3rd party cost review has now begun. PCHA remediated the Asbestos and working on attaining the demolition permits for the single family home. The board asked what is required to demolish this home. PCHA will coordinate with the DAQ and Provo City to start the waiting periods.
- b. **Dixon Court:** Mr. Runia told the Board this development is complete. PCHA has encouraged the Board to go see the final product. Members of the Board stated that this project is a nice addition to the area. PCHA has three homeless families that will move into the development anticipated by the end of September.
- c. **Franklin Heights CROWN:** Mr. Runia informed the Board on the enduring issue with the General Contractor Michael Cutler and associated lien issues. Geneva Rock has filed liens on lots 1 & 2, the vacant lots PCHA is selling to Habitat for Humanity. PCHA is working with legal counsel regarding this matter. All of the CROWN lots are lien free. The Board wondered whether the contractor has paid anything. Mr. Runia answered that the contractor has paid one supplier through a collection agency allowing for those liens to be released.
- d. **Provo CROWN I:** Mr. Runia brought the Board up to date indicating four of the Provo CROWN units have been sold and the final two have not yet been able to achieve financing. PCHA has permitted another 60 days to get their finances in order to purchase the homes.

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1. Approval of 2014-2016 Proposals for Audit Services: Chairman Gale referred the board to Tab 2, which contained the approval of 2014-2016 Proposals for Audit Services. Mr. Runia advised the Board PCHA's recommends our current auditors for auditing services based on 3 bids received from PCHA's RFP. The existing auditor maintained their current fee level and is well qualified. Commissioner Richards moved to approve the motion. Commissioner Lee seconded the motion. The motion passed unanimous, 6:0.

2. Approval of Resolution 09-A-14 Revision to the Public Housing Operating Budget for the Fiscal Year Beginning Oct. 01, 2013: Chairman Gale referred the board to Tab 3, which contained Resolution 09-A-14 Revision to the Public Housing Operating Budget. HUD requires PCHA submit this resolution every year to confirm the beginning budget has been revised to the actual numbers for the fiscal year. Commissioner Gardner moved to approve. Commissioner Richards seconded the motion. The motion passed unanimously, 6:0.

3. Budget Revisions for Fiscal Year 2014: Chairman Gale referred the board to Tab 4, which contained the Budget Revisions for Fiscal Year 2014. These are the budget revisions which reflect the actual amounts. The Board asked several questions as they examined the budget that were satisfied by PCHA staff .

- a. **Approval of Revision No. 1 to the Capital Fund Grant Operating Budget:** Vice Chair Kau moved to approve Revision No. 1 to the Capital Fund Grant Operating Budget. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.
- b. **Approval of Revision No. 1 to the Provo Westgate Apartments Operating Budget:** Vice Chair Kau moved to approve Revision No. 1 to the Provo Westgate Apartments Operating Budget. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.
- c. **Approval of Revision No. 1 to the PCHA Public Housing Operating Budget:** Vice Chair Kau moved to approve Revision No. 1 to the PCHA Public Housing Operating Budget. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.
- d. **Approval of Revision No. 1 to the Crimson Court Apartments Operating Budget:** Vice Chair Kau moved to approve Revision No. 1 to the Crimson Court Apartments Operating Budget. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.
- e. **Approval of Revision No. 1 to the Section 8 Housing Choice Voucher Budget:** Vice Chair Kau moved to approve Revision No. 1 to the Section 8 Housing Choice Voucher Budget Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.
- f. **Approval of Revision No. 1 to the Discretionary Fund Operating Budget:** Vice Chair Kau moved to approve Revision No. 1 to the Discretionary Fund Operating Budget. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.
- g. **Approval of Revision No. 1 to the Shelter Plus Care Operating Budget:** Vice Chair Kau moved to approve Revision No. 1 to the Shelter Plus Care Operating Budget. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.
- h. **Approval of Revision No. 1 to the Permanent Housing Operating Budget:** Vice Chair Kau moved to approve Revision No. 1 to the Permanent Housing Operating Budget. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.

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- i. **Approval of Revision No. 1 to the Supportive Housing Operating Budget:** Vice Chair Kau moved to approve Revision No. 1 to the Supportive Housing Operating Budget. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.

4. Approval of Resolution 09-B-14 Public Housing Operating Budget for Fiscal Year Beginning Oct. 01, 2014: Chairman Gale referred the board to Tab 5, which contained Resolution 09-B-14 Public Housing Operating Budget for Fiscal Year Beginning Oct. 01, 2014. This is an approval for the new budgets beginning Oct. 01, 2014. Commissioner Gardner moved to approve resolution 09-B-14. Commissioner Richards seconded the motion. The motion passed unanimously, 6:0

5. Budget Approvals for the Fiscal Year Ending September 30, 2015: Chairman Gale referred the board to Tab 6, which contained the Budget for Fiscal Year 2015. The budget year that is about to begin. Some of these budgets are in place because PCHA knows what the funding will be, the rest are based on projections. These calculations are founded on formulas and rates from previous years. The Board asked several questions as they examined the budgets that were satisfied by PCHA staff.

- a. **Approval to the Capital Fund Grant Operating Budget:** Commissioner Carlile moved to approve Capital Fund Grant Operating Budget. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.
- b. **Approval to the Provo Westgate Apartments Operating Budget:** Commissioner Carlile moved to approve Provo Westgate Apartments Operating Budget. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.
- c. **Approval to the PCHA Public Housing Operating Budget:** Commissioner Carlile moved to approve PCHA Public Housing Operating Budget. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.
- d. **Approval to the Crimson Court Apartments Operating Budget:** Commissioner Carlile moved to approve Crimson Court Apartment Operating Budget. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.
- e. **Approval to the Section 8 Housing Choice Voucher Budget:** Commissioner Carlile moved to approve Section 8 Housing Choice Voucher Operating Budget. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.
- f. **Approval to the Discretionary Fund Operating Budget:** Commissioner Carlile moved to approve Discretionary Fund Operating Budget. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.
- g. **Approval to the Shelter Plus Care Operating Budget:** Commissioner Carlile moved to approve Shelter plus Care Operating Budget. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.
- h. **Approval to the Permanent Housing Operating Budget:** Commissioner Carlile moved to approve Permanent Housing Operating Budget. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.

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- i. **Approval to the Supportive Housing Operating Budget:** Commissioner Carlile moved to approve Supportive Housing Operating Budget. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.
- j. **Approval to the Supportive Housing Grant Budget:** Commissioner Carlile moved to approve Supportive Housing Grant Budget. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.

6. Approval of Resolution 09-C-14 Equipment Write-Offs: Chairman Gale referred the board to Tab 7, which contained Resolution 09-C-14 Authorizing the Write-Offs of Equipment. Mr. Runia informed the Board this is done each year. There is rarely any salvage value for these items yet there has been a small amount of income from the sale of three vehicles. Commissioner Carlile moved to approve the Equipment write offs. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.

7. Approval of Resolution 09-D-14 Receivable Write-Offs: Chairman Gale referred the board to Tab 8, which contained Resolution 09-D-14 Authorizing the Write-Off of Collection losses. These are tenants that moved out with an amount owing. The receivable is turned over to a 3rd party collection company. The write off will remove these amounts owing from the current books. Commissioner Richards moved to approve resolution 09-D-14. Vice-Chair Kau seconded the motion. Motion passed unanimously 6:0.

8. Approval of Resolution 09-E-14 St. Francis Borrowing Resolution: Chairman Gale referred the board to Tab 9, which contained resolution 09-E-14 St. Francis Borrowing Resolution. This resolution is being required by the construction lender. Commissioner Gardner moved to approve resolution 09-E-14. Commissioner Richards seconded the motion. Motion passed unanimously, 6:0.

Adjourn: Chairman Gale moved to adjourn the meeting. Commissioner Lee motioned to approve. The motion passed unanimously, 6:0. The meeting was closed at 5:18 p.m. The next meeting of the Provo City Housing Authority is scheduled for Oct. 22, 2014 @ 4:15 p.m.
