MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date:	Wednesday, September 23, 2015
Time:	4:30 p.m. - 5:55 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 4:30 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; Jeremy Runia, Executive Director; Shannon Dalley, Financial Services Manager; April Smith, Owned Housing Manager; Dean Clement, Facilities Manager; and Becky Chipman, Executive Assistant. Cindy Daley was excused from the meeting.

2. **Approval of Minutes for Wednesday, August 26, 2015**: Chairman Gale referred the Board to Tab 1, which contained the Minutes for August, 26, 2015. Commissioner Richards moved to approve the minutes for August 26, 2015. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.

Executive Directors Report:

1. Cascade Gardens (Formerly St. Francis): Mr. Runia reported as of August 31, 2015 this project was 70% complete. The exterior part of the building is almost complete. There have been challenges with the HVAC contractor. PCHA brought in another subcontractor to assist. Delivery will be the end of October. This is a trend in the community with other developments being delayed. The Board inquired to a warranty period on the building and inspections the facilities manager is completing on behalf of PCHA. Furniture has been ordered and draw #10 is complete. A ribbon cutting ceremony will be pushed back.

2. Dixon Court: Lot 4 of Dixon Court is underway and 45% complete. This will add two more units PCHA will fill around mid to late October.

3. Staff: Bedbugs have been an issue with some of PCHA owned housing units. PCHA will be addressing by way of policy in the near future.

The housing authority has several employees dealing with family members with ailments affecting the morale of the agency.

1. Approval of Resolution 09-A-15 Revision to the Public Housing Operating Budget for the Fiscal Year Beginning Oct. 01, 2014: Chairman Gale referred the board to Tab 2, which contained Resolution 09-A-15 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 Richards moved to approves. Commissioner Kau seconded the motion. The motion passed unanimously, 6:0.

2. Budget Revisions for Fiscal Year 2015: Chairman Gale referred the board to Tab 3, which contained the Budget Revisions for Fiscal Year 2015. These are the budget revisions which reflect the actual amounts. The Board asked several questions as they examined the budgets that were satisfied by PCHA staff.

Approval of Revision No. 1 to the Capital Fund Grant Operating Budget: Commissioner Richards moved to approve Revision No. 1 to the Capital Fund Grant Operating Budget. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0.

Approval of Revision No. 1 to the Provo Westgate Apartments Operating Budget: Commissioner Richards moved to approve Revision No. 1 to the Provo Westgate Apartments Operating Budget. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0.

Approval of Revision No. 1 to the PCHA Public Housing Operating Budget: Commissioner Richards moved to approve Revision No. 1 to the PCHA Public Housing Operating Budget. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0.

Approval of Revision No. 1 to the Crimson Court Apartments Operating Budget: Commissioner Richards moved to approve Revision No. 1 to the Crimson Court Apartments Operating Budget. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0.

Approval of Revision No. 1 to the Section 8 Housing Choice Voucher Budget: Commissioner Richards moved to approve Revision No. 1 to the Section 8 Housing Choice Voucher Budget Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0.

Approval of Revision No. 1 to the Discretionary Fund Operating Budget: Commissioner Richards moved to approve Revision No. 1 to the Discretionary Fund Operating Budget. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0.

Approval of Revision No. 1 to the Shelter Plus Care Operating Budget: Commissioner Richards moved to approve Revision No. 1 to the Shelter Plus Care Operating Budget. This is a HUD driven program This is a program mostly used for housing choice voucher. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0.

Approval of Revision No. 1 to the Supportive Housing Operating Budget: Commissioner Richards moved to approve Revision No. 1 to the Supportive Housing Operating Budget This is our sunrise/sunset property. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0.

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

3. Approval of Resolution 09-B-15 Public Housing Operating Budget for Fiscal Year Beginning Oct. 01, 2015: Chairman Gale referred the board to Tab 4, which contained Resolution 09-B-15 Public Housing Operating Budget for Fiscal Year Beginning Oct. 01, 2015. This is an approval for the new budgets beginning Oct. 01, 2015. Commissioner Carlile moved to approve resolution 09-B-15 with one exception being the section 8 housing vouchers where PCHA would increase capital expenditures by $327,845.00. Commissioner Gardner seconded the motion The motion passed unanimously, 6:0

4. Budget Approvals for the Fiscal Year Ending September 30, 2016: Chairman Gale referred the board to Tab 5, which contained the Budget for Fiscal Year 2016. 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.

Approval to the Capital Fund Grant Operating Budget: Commissioner Carlile moved to approve Capital Fund Grant Operating Budget. Commissioner Gardner seconded the motion. The motion passed unanimously, 6:0.

Approval to the Provo Westgate Apartments Operating Budget: Commissioner Carlile moved to approve Provo Westgate Apartments Operating Budget. Note the $28,000 under capital expenditures are the operating expenses have increased. Commissioner Gardner seconded the motion. The motion passed unanimously, 6:0.

Approval to the PCHA Public Housing Operating Budget: Commissioner Carlile moved to approve PCHA Public Housing Operating Budget. The actual budget from 2014-2015 was used to create this budget. Utilities and maintenance have increased. Commissioner Gardner seconded the motion. The motion passed unanimously, 6:0.

Approval to the Crimson Court Apartments Operating Budget: Commissioner Carlile moved to approve Crimson Court Apartment Operating Budget. Commissioner Gardner seconded the motion. The motion passed unanimously, 6:0.

Approval to the Section 8 Housing Choice Voucher Budget: Commissioner Carlile moved to approve Section 8 Housing Choice Voucher Operating Budget with one exception being the section 8 vouchers where we would increase capital expenditures by $327,845.00. Under capital expenditure has been earmarked for the new office building. Commissioner Gardner seconded the motion. The motion passed unanimously, 6:0.

Approval to the Discretionary Fund Operating Budget: Commissioner Carlile moved to approve Discretionary Fund Operating Budget. Commissioner Gardner seconded the motion. The motion passed unanimously, 6:0.

Approval to the Shelter Plus Care Operating Budget: Commissioner Carlile moved to approve Shelter Plus Care Operating Budget. This is HUD driven and is managed by Section 8. Commissioner Gardner seconded the motion. The motion passed unanimously, 6:0.

Approval to the Permanent Housing Operating Budget: Commissioner Carlile moved to approve Permanent Housing Operating Budget. Commissioner Gardner seconded the motion. The motion passed unanimously, 6:0.

Approval to the Supportive Housing Operating Budget: Commissioner Carlile moved to approve Supportive Housing Operating Budget. Commissioner Gardner seconded the motion. The motion passed unanimously, 6:0.

5. Approval of Resolution 09-C-15 Receivable Write-Offs: Chairman Gale referred the board to Tab 6, which contained Resolution 09-C-15 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. This was about half of what the write off was the previous year. These write off are accrued from back rent and damages. Commissioner Gardner moved to approve resolution 09-C-15. Commissioner Lee seconded the motion. Motion passed unanimously 6:0.

6. Approval of Resolution 09-D-15 Equipment Write-Offs: Chairman Gale referred the board to Tab 7, which contained Resolution 09-D-15 Authorizing the write-off of equipment. Mr. Runia informed the Board this is done each year. Commissioner Richards moved to approve the Equipment write offs. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0.

7. Approval of PCHA Furnace Replacement Bid: Chairman Gale referred the board to Tab 8, which contained the Furnace Replacement Bid. This is a similar process where there are 28 units that need to be replaced. The Facilities Manager will apply for a rebate with Questar Gas. Time needed to replace is one day per unit. Commissioner Gardner moved to approve. Commissioner Richards seconded the motion. The motion passed unanimously, 6:0.

8. Approval of Architect Bid and Contract for New Building: Chairman Gale referred the board to Tab 9, which contained the Architects Bid and Contract for a New Office Building. PCHA is seeking approval from the board to approve the bid from the successful bidding Architect to design the PCHA new office building. Three architects were contacted to give bids on this project. Two of them declined to bid on the project. This is the only architect that bid. The bid is a reasonable bid. Commissioner Gardner moved to approve. Commissioner Richards seconded the motion. The motion passed unanimously; 6:0.

Adjourn: Chairman Gale moved to adjourn the meeting. Vice-Chair Kau motioned to approve. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0. The meeting was closed at 5:55 p.m. The next meeting of the Provo City Housing Authority is scheduled for Oct. 21, 2015 @ 4:15 p.m.