

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, September 21, 2016
Time: 4:16 p.m. – 5:57 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 4:16 p.m. The following members of the Board of Commissioners and staff in attendance were: Chairman Doug Gale; Vice-Chair Jonathan Kau; Commissioner Buddy Richards; Commissioner Valerie Lee; Jeremy Runia, Executive Director; Shannon Dalley, Financial Services Manager; April Smith, Owned Housing Manager; Dean Clement, Facilities Manager; Cindy Daley, Rental Subsidy Manager and Becky Chipman, Executive Assistant. Commissioner Craig Carlile joined the meeting at 4:17 pm. Commissioner Lauren Manzione joined the meeting at 4:18 pm. Commissioner Kim Santiago joined the meeting at 4:19. Commissioner Manzione left the meeting at 5:21pm.
- 2. Approval of Minutes for Wednesday, August 24, 2016:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for August, 24, 2016. Commissioner Lee moved to approve the minutes for August 24, 2016. Vice-Chair Kau seconded the motion. The motion passed unanimously, 7:0.
- 3. Approval of Special Meeting Minutes for Wednesday, August 3, 2016:** Chairman Gale referred the Board to Tab 2, which contained the Special Meeting Minutes for August 3, 2016. These minutes were already approved at the last Board Meeting on August 24, 2016.
- 4. Approval of Special Meeting Minutes for Wednesday, August 30, 2016:** Chairman Gale referred the Board to Tab 3, which contained the Special Meeting Minutes for August 30, 2016. Commissioner Lee moved to approve the special meeting minutes for August 30, 2016. Commissioner Richards seconded the motion. The motion passed unanimously, 7:0.

Executive Directors Report:

1. Cascade Gardens (Formerly St. Francis):

An updated final cost certification was completed and then reviewed by the CPA firm. It was then submitted to Utah Housing Corporation. Once approved, the 8609 will be issued thus allowing the development to receive the 4th and final installment from the investor.

2. New Office Building: The environmental review has been completed with HUD. There will be a FONSI publication that will have a 30 day waiting period, which will begin in September 2016.

3. Staff: This will be Mr. Runia's final Board Meeting. There was a final staff luncheon held at Cascade Gardens for Mr. Runia. PCHA hired an inspector to give assistance with the REAC inspection. Mr. Clement answered some questions the Board asked about the findings of the inspection.

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- 1. Budget Revisions for Fiscal Year 2016:** Chairman Gale referred the board to Tab 4, which contained the Budget Revisions for Fiscal Year 2016. 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.

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Approval of Revision No. 1 to the Capital Fund Grant Operating Budget: Commissioner Santiago moved to approve Revision No. 1 to the Capital Fund Grant Operating Budget. Commissioner Richards seconded the motion. The motion passed unanimously, 7:0.

Approval of Revision No. 1 to the Provo Westgate Apartments Operating Budget: Commissioner Santiago moved to approve Revision No. 1 to the Provo Westgate Apartments Operating Budget. Commissioner Richards seconded the motion. The motion passed unanimously, 7:0.

Approval of Revision No. 1 to the PCHA Public Housing Operating Budget: Commissioner Santiago moved to approve Revision No. 1 to the PCHA Public Housing Operating Budget. Commissioner Richards seconded the motion. The motion passed unanimously, 7:0.

Approval of Revision No. 1 to the Crimson Court Apartments Operating Budget: Commissioner Santiago moved to approve Revision No. 1 to the Crimson Court Apartments Operating Budget. Commissioner Richards seconded the motion. The motion passed unanimously, 7:0.

Approval of Revision No. 1 to the Section 8 Housing Choice Voucher Budget: Commissioner Santiago moved to approve Revision No. 1 to the Section 8 Housing Choice Voucher Budget. Commissioner Richards seconded the motion. The motion passed unanimously, 7:0.

Approval of Revision No. 1 to the Discretionary Fund Operating Budget: Commissioner Santiago moved to approve Revision No. 1 to the Discretionary Fund Operating Budget. Commissioner Richards seconded the motion. The motion passed unanimously, 7:0.

Approval of Revision No. 1 to the Shelter Plus Care Operating Budget: Commissioner Santiago 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. Commissioner Richards seconded the motion. The motion passed unanimously, 7:0.

Approval of Revision No. 1 to the Permanent Housing Operating Budget: Commissioner Santiago moved to approve Revision No. 1 to the Permanent Housing Operating Budget. Commissioner Richards seconded the motion. The motion passed unanimously, 7:0.

Approval of Revision No. 1 to the Supportive Housing Operating Budget: Commissioner Santiago moved to approve Revision No. 1 to the Supportive Housing Operating Budget. This is our sunrise/sunset property. Commissioner Richards seconded the motion. The motion passed unanimously, 7:0.

Approval of Revision No. 1 to the Baptist (INLIFE) Church: Commissioner Santiago moved to approve Revision No. 1 to the Baptist (INLIFE) Church Operating Budget. Commissioner Richards seconded the motion. The motion passed unanimously, 7:0.

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2. Approval of Resolution 09-A-16 Revision to the Public Housing Operating Budget for the Fiscal Year Beginning Oct. 01, 2015: Chairman Gale referred the board to Tab 5, which contained Resolution 09-A-16 Revision to the Public Housing Operating Budget. HUD requires PCHA to submit this resolution every year to confirm the beginning budget has been revised to the actual numbers for the fiscal year. Commissioner Lee moved to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0.

3. Budget Approvals for the Fiscal Year Beginning Oct. 01, 2016: Chairman Gale referred the board to Tab 6, which contained the Budget for Fiscal Year 2017. 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 Richards 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. Commissioner Richards 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 2015-2016 was used to create this budget. Commissioner Richards 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 Richards 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. Commissioner Richards 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 Richards 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. Commissioner Richards 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 Richards seconded the motion. The motion passed unanimously, 6:0.

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

Approval to the Baptist (INLIFE) Church Operating Budget: Commissioner Carlile moved to approve Baptist (INLIFE) Church Operating Budget. Commissioner Richards seconded the motion. The motion passed unanimously, 6:0.

4. Approval of Resolution 09-B-16 Public Housing Operating Budget for Fiscal Year Beginning Oct. 01, 2016: Chairman Gale referred the board to Tab 7, which contained Resolution 09-B-16 Public Housing Operating Budget for Fiscal Year Beginning Oct. 01, 2016. This is an approval for the new budgets beginning Oct. 01, 2016. Commissioner Carlile moved to approve resolution 09-B-16. Commissioner Richards seconded the motion. The motion passed unanimously, 6:0

5. Approval of Resolution 09-C-16 Receivable Write-Offs: Chairman Gale referred the board to Tab 8, which contained Resolution 09-C-16 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. These write offs are accrued from back rent and damages. Commissioner Santiago moved to approve resolution 09-C-16. Commissioner Carlile seconded the motion. Motion passed unanimously 6:0.

6. Approval of Resolution 09-D-16 Equipment Write-Offs: Chairman Gale referred the board to Tab 9, which contained Resolution 09-D-16 authorizing the write-off of equipment. This is to remove assets which have been destroyed, sold or otherwise no longer assets of PCHA. Commissioner Carlile moved to approve the Equipment write offs. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.

7. FMR Approvals: Chairman Gale referred the board to tab 10 which contained the proposed increases to PCHA payment standards due to FMR changes. Vice-Chair Kau moved to approve. Commissioner Carlile seconded the motion to approve the fair market rent change. The motion passed unanimously, 6:0.

Executive Session: Commissioner Carlile motioned to enter into an Executive Session at 5:36 p.m. to discuss the Executive Director Position. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0

Commissioner Richards left the meeting at 5:51 p.m.

Commissioner Santiago motioned to exit the Executive Session at 5:55 p.m. Commissioner Lee seconded the motion. The motion passed unanimously. 5:0

Action Item:

1. PCHA Resolution 09-E-16 Temporary Signing Authority: Chairman Gale referred the board to Tab 11, which contained Resolution 09-E-16. Commissioner Kau moved to approve the PCHA Resolution 09-E-16 temporary signing authority. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.

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Adjourn: Chairman Gale moved to adjourn the meeting. Commissioner Lee motioned to approve. Commissioner Santiago seconded the motion. The motion passed unanimously, 5:0. The meeting was closed at 5:57 p.m. The next meeting of the Provo City Housing Authority is scheduled for Oct. 19, 2016 @ 4:15 p.m.
