



**MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS AND UTAH REGIONAL HOUSING COMBINED SPECIAL MEETING**

Date:	Wednesday, December 31, 2020
Time:	11:00 a.m.
Location:	(Virtual Meeting Via Zoom) 688 West 100 North Provo, UT 84601

**Opening Business**

- 1. Welcome and Roll Call:** The Board appeared through a virtual Zoom meeting. Chairman Doug Gale welcomed the Board of Commissioners and staff and opened the meeting at 11:27 a.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Chairman Doug Gale; Commissioner Craig Carlile, Commissioner Legrand Richards; Commissioner George Handley, Co-Chairperson, Lauren Manzione; Robert Vernon, Chief Executive Officer; Shannon Dalley, Financial Services Manager; Cindy Daley, Deputy Director and Pamela Liston, Special Projects Manager; and Directors of the URH Board, Chairman Doug Gale, Director Craig Carlile, Director Kim Santiago and Director Dave Gardner.

**Discussion and Action Items.**

1. Approval of loan documents – URH 85 North

During the recent financial audit, the auditors requested that the relationship between Provo Housing Authority and Utah Regional Housing be defined in writing. URH loaned the PCHA 1.1 million dollars to purchase the land for the 85 North project. There was never a formal loan agreement and the auditors requested that this be completed. The loan will be paid back once the project has been closed which should be sometime in March 2021. For the PCHA Board, Commissioner Carlile made a motion to approve the Loan between the PCHA and URH. Commissioner Handley seconded the motion. The motion passed 4:0. For the URH Board, Director Gardner made a motion to approve the Loan between the PCHA and URH. Director Carlile seconded the motion. The motion passed 4:0.

2. Approval of Property Management Agreement –

The auditors also suggested that a formal Property Management Agreement be executed between the URH and PCHA for the 85 North Property. The property will remain in the PCHA name due to the tax credits and the points received. For the PCHA Board, Commissioner Richards made a motion to approve the Property Management Agreement between the PCHA and URH. Commissioner Carlile seconded the motion. The motion passed 4:0. For the URH Board, Director Santiago made a motion to approve the Property Management Agreement between the PCHA and URH. Director Carlile seconded the motion. The motion passed 4:0

### 3. URH Donation to Utah Housing Coalition

Mr. Vernon asked the URH Board to approve a donation to the Utah Housing Coalition from Utah Regional Housing. The Coalition does most of the lobbying in the State for issues that directly affect the Agencies. Director Santiago made a motion to approve the donation to the Utah Housing Coalition in the amount of one-thousand dollars. Director Gardner seconded the motion. The motion passed 4:0.

### **Adjournment**

Commissioner Richards a motion to adjourn the meeting at 11.35. Commissioner Santiago seconded the motion. The motion passed unanimous, 8:0. The next Board meeting is scheduled for January 20<sup>th</sup>, 2020 at 4:15 p.m. for PCHA and 5:15 for URH.