



MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	Wednesday, August 17, 2022
Time:	4:00 p.m.
Location:	688 West 100 North, Provo, UT 84601

Opening Business

- 1. Welcome and Roll Call:** Chairman Doug Gale welcomed the Board of Commissioners and staff and opened the meeting at 4:10 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Chairman Doug Gale, Commissioner Katrice McKay, Commissioner Martha Wingate, Commissioner Eric Speckhart, Robert Vernon, Chief Executive Officer, Shannon Daley, Financial Services Manager, Paula Curtis, Executive Assistant, and Pamela Liston, Special Projects Manager. Commissioner Falconer was excused.
- 2. Approval of Minutes for PCHA Board Meeting July 20, 2022:** The Board did not have any questions on the minutes. Commissioner Wingate made a motion to approve the Minutes for the PCHA Board Meeting on July 20, 2022. Commissioner Speckhart seconded the motion. The vote was unanimous, 4:0.

Public Comment: There was no one in attendance to make any public comments.

Executive Director's Report:

- 1) Property Needs Assessment (PNA):** The PCHA staff are continuing to work through the list on the Property Needs Assessment. When the unit becomes vacant a picture is now being taken and kept in a file. Also, when the unit is ready to be occupied, another picture is taken. This will give a visual record of the condition of the unit before and after turns and the date of the turn. The staff is also working on a way to keep track of when units were painted, flooring replaced, appliances replaced, etc. so they have a better record of what condition the unit is in. A maintenance person was hired and so he is working with the groundskeeper to catch up on the development sites.
- 2) Significant Amendment to the PHA Plan and Five-Year Plan:** The Inter-Local Agreement that was between the PCHA and Utah County Housing Authority has been terminated. Because of this, HUD is requiring the PHA to amend their PHA Plan and Five-Year Plan. There is a public hearing for this on September 7, 2022 at Noon. The change has to be posted and then a public hearing held before the documents can be submitted to HUD for Approval. A resolution will be presented in September's Board Meeting
- 3) VMS Audit:** HUD Conducted an VMS Audit of the PCHA. This audit looks into lease rate, turnover, costs for lease ups. This tracks the efficiency of the Housing Choice Voucher

Program. There were a few things that needed to be changed in the way that the PCHA handles them.

- 4) **Update on 85 North:** The fifth floor framing is almost complete. The framers were trying to complete framing of each floor in about 10 days. This has not exactly gone as planned but with the 5th floor done, there are only two more floors to go. The crane that has been onsite needs to be moved so the connections to the City sewer system can be completed. There is a short window when asphalt can be laid, so they are trying to figure another way to use a crane on the property.
- 5) **Tri-Plex on 600 West:** Mr. Vernon told the Board that the Tri-plex on 600 West, between the Hall home and Site N is again for sale. The owner approached Mr. Vernon to see if the PCHA was interested in purchasing. Mr. Vernon gave the owner an offer that the Board had approved but the owner wants more than the approved offer. Mr. Vernon is going to continue to work with the owner to try and secure the property.

Discussion and Action Items.

1. **Review and Approve June Financials:** Ms. Dalley talked to the Board about the June financials and went over the different categories to show that the accounts are all in line with the budget. Commissioner Speckhart made a motion to approve the June financials. Commissioner McKay seconded the motion. The vote was unanimous, 4:0.
2. **Appointment of Commissioner Wingate to the URH Board:** Commissioner Wingate has been appointed to the PCHA Board by the Provo City Mayor. Commissioner Wingate has also been appointed to the URH Board by that Board's approval. She now needs to be approved by the PCHA Board to represent PCHA on the URH Board. Commissioner McKay made a motion to nominate Commissioner Wingate to serve as the representative of the PCHA Board on the URH Board. Commissioner Speckhart seconded the motion. The vote was unanimous, 4:0.
3. **Discuss Time and Place for PCHA Board Training:** A doodle poll was sent out to the Commissioners of both PCHA and URH to see what date and time worked best for a Board Training to take place. The consensus was Tuesday, September 13, 2022. The training will take place at the Housing Authority and will run from 10:00 – 4:00 that day. Lunch will be served and a tour of the Housing Authority properties will be conducted.

Commissioner Wingate made a motion to adjourn the meeting at 5:04 p.m. Commissioner Speckhart seconded the motion. The vote was unanimous; 4:0. The Next PCHA Board Meeting is scheduled for September 21,2022 at 4:00 p.m.