



MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	Wednesday, July 19, 2023
Time:	3:00 p.m.
Location:	688 West 100 North, Provo, UT 84601

Opening Business

- Welcome and Roll Call:** Chairman Martha Wingate welcomed the Board of Commissioners and staff and opened the meeting at 3:20 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Chairman Martha Wingate, Vice-Chairperson Lynette Hemsath, Commissioner Katrice MacKay, Commissioner Christian Faulconer, Shannon Daley, Chief Financial Officer, Paula Curtis, Executive Assistant, Dean Clements, Facilities Manager, and Sarah Van Cleve, Executive Director.
- Approval of Minutes for PCHA Board Meeting June 21, 2023:** Vice-Commissioner Hemsath made a motion to approve the Minutes for the PCHA Board Meeting on June 21, 2023. Commissioner MacKay seconded the motion. The vote was unanimous, 4:0

Public Comment: No Public Comment

Executive Director' Report:

- Update on new commissioners: Abraham Hernandez has joined the Board of Commissioner's and another individual has voiced some interest. Chairman Wingate will advise this individual to submit an application and resume to Provo City for the Mayor's consideration.
- ADU Presentation:** Mr. Joe Spencer and his business partner Alex were introduced to the Board. He shared a power point presentation about the Attainable Housing Agency and it's concept of helping homeowners finish their unfinished basements as affordable ADU rentals. He voiced his desire to have PCHA join their interlocal agreement as a partner. This partnership would allow the AHA to apply for certain streams of financing for this project. The Board requested additional information about the interlocal agreement. They will review it and discuss the possibility of entering into this partnership. Mr. Spencer and Alex were thanked for their time and excused.
- Update on 85 North:** Mr. Clements updated the Board on the progress of the project. It is moving along but not yet completed. The crews are working on the sidewalks and curbing but are having a very difficult time getting them completed. The Provo City inspector that has been assigned to this part of the project was discussed as playing a big role in delaying its' completion.
On the interior, it is mostly done but the 6th and 7th floors are not and have not been cleared for occupancy. The PCHA staff have been working very hard on getting the residents approved

and ready for lease up but these efforts have had to be halted as we wait for the completion of the remainder of the building. Final inspections are scheduled for next week. The outcome of the inspections will determine whether the agency requests the CO from the City or an extension on the existing TCO.

Another issue that will be addressed as soon as the needed materials are available is the replacement of the tile in the entrance of the building. It will need to be removed and replaced with a different type of tile. This will not delay the occupancy permit process as it will be done at a later date, but it will be an unavoidable inconvenience. Measures will be taken to minimize this inconvenience.

Discussion and Action Items:

- 1. Review and Approve May 2023 Financials:** Ms. Dalley talked to the Board about the May 2023 financials and went over the different categories to show that the accounts are all in line with the budget. Vice-Chairperson Hemsath made a motion to approve the May 2023 financials. Commissioner Faulconer seconded the motion. The vote was unanimous, 4:0.

- 2. Discussion of HCV Shortfall:** Ms. Van Cleve explained what a shortfall is and the reasons that the HCV program could end in shortfall by the end of the year. The 3 major contributing issues are the high cost of rents, our utility allowances that went up 25% in June and the leasing up of 74 new units at the 85 North project. The agency has the option of entering in to a shortfall plan with HUD or absorbing the shortfall loss with the available program reserves. Entering in to the HUD shortfall plan would mean that the program would have to stop all new admissions to the program and let the number of individuals served decrease each month through the normal attrition that happens on the program. This would mean that the 85 North admissions would also not be funded by the voucher program, which has never been the agency's plan and is not in the best interest of the residents who will live there, our agency or the city. The board agreed on the decision to finance any discrepancy in the financing of the program with the available program reserves rather than enter in to a HUD shortfall plan that would result in serving less individuals in our community. A resolution will be presented to HUD with the Board's decision at our next meeting in August.
Commissioner Faulconer made a motion to not enter in to the HUD Shortfall Plan.
Commissioner MacKay seconded the motion. The vote was unanimous, 4:0.

- 3. Dean Clements' Retirement:** The Board was notified and invited to the upcoming retirement party for the PCHA Facilities Manager, Dean Clement, after his 29 years of employment. Chairman Wingate thanked Mr. Clements, on behalf of the Board, for his dedicated and loyal service to the agency. They specifically thanked him for his efforts over the last few years in regards to the 85 North project. Mr. Clement has gone above and beyond his job requirements to make sure the project was done correctly and efficiently.

- 4. 85 North Grand Opening:** The date for the 85 North Apartments grand opening celebration has been set for September 14, 2023 2:00 pm – 4:00 pm.

Commissioner MacKay made a motion to adjourn the meeting at 4:30 p.m. Vice-Chairperson Hemsath seconded the motion. The vote was unanimous; 4:0.

The next PCHA Board Meeting is scheduled for August 16, 2023 at 3:00 p.m.

