



MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	Wednesday, July 20, 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; Vice-Chairperson Lynette Hemsath, Commissioner Christian Falconer, Commissioner Katrice McKay, Commissioner Martha Wingate, Robert Vernon, Chief Executive Officer, Shannon Daley, Financial Services Manager, Paula Curtis, Executive Assistant, and Pamela Liston, Special Projects Manager. Commissioner Speckhard was excused.
- 2. Approval of Minutes for PCHA Board Meeting June 15, 2022:** The Board did not have any questions on the minutes. Vice-Chairperson Hemsath made a motion to approve the Minutes for the PCHA Board Meeting on June 15, 2022. Commissioner Wingate seconded the motion. The vote was unanimous, 5:0.

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

Executive Director's Report:

- 1) Property Needs Assessment (PNA):** In a previous Meeting the Board had asked Mr. Vernon to provide an assessment of the current needs of the Housing Authority. This has now been started and was presented to the Board. Right now the staff is working on assessing the needs of the Public Housing units. The maintenance staff is also preparing for a future REAC inspection that could be at any time. This is an inspection ordered by HUD and the PHA is only given about a week's notice. An inspector comes out and does an inspection of various units to assess if they are compliant in all things. Mr. Vernon and the maintenance staff are also working on a new way to perform maintenance and turnover that will help improve these processes. There are multiple sites that need concrete work, tree removal, sprinkler repair, etc. These are all being assessed and will be by bid to a private company. A new maintenance person was hired to help with the grounds to catch-up on work that hasn't been completed.

The assessment also covered additional staff needs. Right now there is a Property Manager position that has been posted as well as an additional maintenance person. Mr. Vernon is also working on a Request for Proposal to hire a company that will do a nationwide search for a Chief Operating Officer. This position will do a lot of what Cindy was doing and will eventually take over when Robert retires.

- 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) **Update on 85 North:** The third floor framing is almost complete. The framers have stated that they should be able to complete framing of each floor in about 10 days. This would mean that in 40 days the entire project should be framed. The date for completion has now been pushed to February or March 2023.
- 4) **Fakler Tire:** Mr. Vernon is still trying to get the woman who owns the corner to come up with a price that would be affordable for the project. Right now all of the purchases for 85 North are being stored at Fakler, so that has been a good thing. The cost of the property has made the total project larger in scale than first anticipated. If the corner property cannot be secured, then Mr. Vernon would consider selling 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. Mr. Vernon would like to acquire this so the plans to rebuild Valley Villa can move forward. Utah Regional Housing would need to purchase this and then the PCHA could lease it back. The Board was in favor of doing this.

Discussion and Action Items.

1. **Review and Approve May Financials:** Ms. Dalley talked to the Board about the May financials and went over the different categories to show that the accounts are all in line with the budget. Commissioner McKay made a motion to approve the May financials. Commissioner Wingate seconded the motion. The vote was unanimous, 5:0.
2. **Discuss Time and Place for PCHA Board Training:** Mr. Vernon asked the Board if August or September would be better dates for the Board training. Commissioner McKay stated it would be better if the training occurred after School started. Mr. Vernon told the Board he would send out a google poll to see what is going to work for everybody sometimes later in August or early September.

Commissioner Wingate made a motion to adjourn the meeting at 5:15 p.m. Commissioner Faulconer seconded the motion. The vote was unanimous; 5:0.

The Next PCHA Board Meeting is scheduled for August 17,2022 at 4:00 p.m.