



## MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	Tuesday, November 23, 2021
Time:	4:00 p.m.
Location:	Via: Zoom

### 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 George Handley, Commissioner Lynette Hemsath, Commissioner Craig Carlile, Robert Vernon, Chief Executive Officer; Cindy Daley, Deputy Director; Shannon Daley, Financial Services Manager; and Pamela Liston, Special Projects Manager; Eric Speckhart, potential Board member.
- 2. Approval of Minutes for PCHA Board Meeting June 16, 2021:** The Board did not have any questions on the minutes. Commissioner Hemsath made a motion to approve the Minutes for the PCHA Board Meeting on June 16, 2021. Commissioner Carlile seconded the motion. The vote was unanimous, 4:0.
- 3. Approval of Minutes for the PCHA Special Board Meeting September 30, 2021:** The Board did not have any questions on the minutes for the Special Board Meeting on September 30, 2021. Commissioner Hemsath made a motion to approve the minutes for the September 30, 2021 Special Board Meeting. Commissioner Handley seconded the motion. The vote was unanimous, 4:0.

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

### Discussion and Action Items.

#### 1. Approve Changes to Admin Plan

The changes proposed to the Housing Choice Voucher Administrative plan are to streamline any changes that would need to be made based on the funding levels. The two changes proposed are to allow for different policies to be amended if there is funding available. The first changes concern the start of subsidy for a new client. If money is available, the rent subsidy would start on the day the inspection passed. When money is not available, the subsidy begins on the 1<sup>st</sup> of the next month. When there is money available the PCHA minimum rent will be \$0. When there is insufficient funding, the minimum rent would be \$50.00. Commissioner Carlile made a motion to approve the proposed changes to the Housing Choice Voucher Administrative Plan. Commissioner Hemsath seconded the motion. The vote was unanimous, 4:0

## **2. Approve Disposition of 10 Public Housing Units.**

This has been presented to the Board in the past but the plan to re-position all of the Public Housing units has been put on hold for now. But there are 5 duplexes that have major maintenance issues and need extension renovations. As the Public Housing budget does not have enough money to do this work on these 10 units, it is proposed that the staff proceed with an application to dispose of these units. Appraisals have been done on the five duplexes and the next step is the environmental report. There is an application that must be submitted to HUD to approve the sale of these units. If HUD approves, the units will be sold and the money from the proceeds will go towards replacing the 10 Public Housing units. Commissioner Carlile made a motion to approve the disposition of 10 public housing units by resolution. Commissioner Handley seconded the motion. The vote was unanimous, 4:0.

## **3. Approve July, August, September and October Financials.**

Shannon Dalley, Financial Services Manager, presented the PCHA's financials for the last four months. All of the line items looked good and the Board did not have any questions. Commissioner Hemsath made a motion to approve the July, August, September and October PCHA financials. Commissioner Carlile seconded the motion. The vote was unanimous, 4:0.

## **4. Review and Approve Budgets, Budget Revisions and Resolutions.**

Ms. Dalley presented the budget revision for Fiscal Year 2021 and the Budgets for Fiscal Year 2022. The revisions had not major issues but had been adjusted to show actuals up through October 31, 2021. The budgets for FY2022 had small increases in utilities and other line items to factor in the inflation rates. There were no other questions from the Board. Commissioner Handley made a motion to approve the Fiscal Year 2021 PCHA Budget Revision and the 2022 PCHA Budget. Commissioner Hemsath seconded the motion. The vote was unanimous, 4:0.

## **Chief Executive Officer's Report.**

### **1. 85 North**

This project has been a lot of work and still more work to come. There is now a delay on the structure steel until sometime in January which pushes the completion date back to January of 2023. This means that the tax credits will expire and new ones will have to be issued in order to complete the project. This also creates a problem for the investors who are invested in the tax credits. There have been so many supply chain issues that the prices of most of the materials have already increased and they haven't been used in the project yet. Mr. Vernon is still trying to work out these issues so the project can continue to move forward.

### **2. Fakler Tire Property**

The Fakler Tire Property is the property that URH has been working to develop on the corner of 300 South and 500 West in Provo. This property was closed on and Utah Regional Housing now owns the property. Mr. Vernon is working with a developer to move forward on this project. They are still in talks with the woman who owns the corner property on 500 West and 300 South so that they ensure ownership of that piece.

Commissioner Handley made a motion to adjourn the meeting at 5:16 p.m. Commissioner Carlile seconded the motion. The motion passed unanimous, 4:0. The next Board meeting is scheduled for December 15, 2021 at 4:00 p.m.