

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, February 25, 2015
Time: 4:19 p.m. – 5:37 p.m.
Location: 650 West 100 North
Provo, Utah 84601

Opening Business

- 1. Welcome and Roll Call:** Chairman Doug Gale welcomed the Board and opened the meeting at 4:19 pm. The following members of the Board of Commissioners and Staff were in attendance when the meeting was called to order: Chairman Doug Gale; Commissioner Craig Carlile; Commissioner Buddy Richards; Commissioner Valerie Lee; Jeremy Runia, Executive Director; Cindy Daley, Rental Subsidy Manager; Dean Clement, Facilities Manager; and Becky Chipman, Executive Assistant. Vice-Chair Kau joined the meeting at 4:35pm. Commissioner David Gardner was not in attendance.
- 2. Approval of Minutes for Wednesday, December 17, 2014:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for December 17, 2014. Commissioner Richards moved to approve the minutes for December 17, 2014. Commissioner Lee seconded the motion. The motion passed unanimously, 4:0.

Executive Directors Report

- 1. St. Francis Apartments:** Mr. Runia indicated the project is 7.51% complete as of January 31, 2015 and is approximately two weeks behind schedule. The new delivery date is anticipated to be the end of August 2015. The delays are the result of over excavating the footings. A heating oil tank was uncovered which was 1,000 gallons and nearly full. A “No Further Action” letter was issued by the State of Utah Department of Environmental Quality following its removal and environmental testing as required.
- 2. Dixon Court:** The city is holding approximately \$13,000 cash bond to complete the park strip in the newly installed cul-de-sac adjacent to the property. The City is requiring PCHA to put in the landscaping under the current building permit issued rather than under a future permit for the second phase.
- 3. Staff:**
 - The Provo City Housing Authority’s accountant is retiring in September 2015. The plan will be to have a 45-60 day on the job training for the new hire. The application process will be in April, interviews in May, an Employment offer will be extended in June with an anticipated July 1st start date.
 - The “Point in Time” homeless count was completed the end of January 2015. Mr. Gale referred the Board to a publication from the Daily Herald which contained an article about the “Point in Time” count. Mrs. Daley explained many homeless were found in parking lots, the river trail and at the Utah Lake. The homeless that were found were offered gift cards, clothing and blankets.
 - An external audit was completed and indicated no audit exceptions were found in three separate properties.
- 4. Google Pilot:** Chairman Gale referred the Board to Tab 2, which contained the Google Pilot Presentation. Google upgraded the library on the third floor of the Valley Villa Apartments. Mr. Runia went through the power point presentation provided by Google.

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Discussion Items

- 1. Public Comment:** Members of the public in attendance was Nestor Gallo, Antonia Gallo and Niveah Gallo. They were provided approximately 10 minutes to voice their concerns with the Provo City Housing Authority. An approximate 15 minute discussion ensued following the public comment in reference to Gallo's and Public Housing.
- 2. Utah NAHRO:** Chairman Gale referred the Board to Tab 3, which contained the Utah NAHRO Treasurer Responsibilities. Mr. Runia has been approached to be the Treasurer for the Utah NAHRO. The Board is supportive of Mr. Runia to consider the opportunity and recommended appropriate insurance is obtained.
- 3. Future Office:** Mr. Runia indicated he is beginning to conceptually design and include elements PCHA needs in a new office space. Previous plans are being used in conjunction with additional input to achieve a functional layout. The board supports the direction to seek a new office space.
- 4. Board Retreat:** Mr. Runia would like to narrow down a date this fall for a Board Member retreat. A discussion ensued related to a future retreat.

Adjourn: Chairman Gale moved to adjourn the meeting at 5:37 p.m. Commissioner Lee motioned to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0. The meeting was closed at 5:37 pm. The next meeting of the Provo City Housing Authority is scheduled for March 25, 2015 @ 4:15 p.m.
