



Cedar City Housing Authority
Board of Commissioners
Board Meeting
Thursday, July 13th, 2023
364 South 100 East
12:00 noon

The Cedar City Housing Authority Board of Commissioners held a board meeting on Thursday, July 13th, 2023, in their office at Mountain View Suites located at 364 South 100 East, at 12:00 noon. Those in attendance were Commissioners Georgia Beth Thompson, Janeen Rasmusson and Larry Pendleton. Also, in attendance were Executive Director, Heidi Miller and attorney, Jim Jensen. Commissioner Cal Robinson and Chairperson Margaret Miller were excused.

Commissioner Pendleton acted as Chair pro-temp.

Opening

The opening was given by Commissioner Pendleton.

Minutes

Minutes of the meeting held May 11, 2023 were reviewed. A motion was made by Commissioner Thompson to approve the minutes, the motion was seconded by Commissioner Rasmusson, then voted and passed unanimously.

Last Meeting Follow-Up

Client Spotlight

Mrs. Miller informed the Board that this month's highlight was a family that recently moved into a Housing Authority apartment. Because this family had planned to move to Cedar more than 1 year ago, they applied and had been on the waiting list for an apartment. They had almost given up on finding a low-income place in Cedar when Amanda had reached out to them. After staying in a motel for 3 weeks, they were notified that they had finally reached the top of the waiting list. They informed the Housing Authority that the timing was perfect. This is a 2-person elderly family. The husband has terminal cancer and is struggling to maintain his health. Having long-term low-income housing has been life changing for both of them. They are very grateful each time they come into the office.

Community Development Block Grant (CDBG)--Application

Mrs. Miller reminded the Board that she had applied for a CDBG grant. The application had been approved in the amount of \$350,000. The Housing Authority pledged \$85,000 as match

funding for this grant. Mrs. Miller asked the Board to watch for any multifamily 4plex or duplex type housing that were for sale. Mrs. Miller said the market appears to be softening and she would be watching for places to purchase. Mrs. Miller informed the Board that she would like to purchase San Jac Apartments but the current owner is very elderly not interested in selling at this time. Mrs. Miller mentioned that she would continue to reach out to her about a possible purchase.

Housing Choice Voucher -- HUD review

Mrs. Miller informed the Board that HUD's remote review of the Emergency Housing Voucher (EHV) program was complete and all of the requested information had been submitted the first week of May. Mrs. Miller said she had not heard anything further and was assuming that no news was good news. She will keep the Board updated once the final review is completed.

2024 Budget

The 2023-24 budget was reviewed. All major differences from previous year's budget were discussed.

- Project income for Canyon Breeze and Cedar Park Townhome increased because of an annual rent increase and there were less vacancies.
- CDBG funding increased. This increase reflects the newly awarded grant amount.
- PORT 15 funding exceeded budget. Funding from PORT 15 School Trust Land agreement is sporadic and unpredictable, therefore it is not included in annual budgets.
- Interest income increased, this is because of the rising interest rates.
- Training was increased because staff is hoping to attend in-person training this year.
- Office rent was reduced because Section 8 program will pay a portion.
- Postage expense increased due to the increased number of mailings. Additional mailings were largely due to new Section 8 vouchers.

Section 8 program expenses not included in the annual budget were reviewed.

In addition, Mrs. Miller requested that an \$85,000 expenditure be approved as match funding for the new CDBG funding. Funds approved would be spent in addition to the \$350,000 grant for the purchase of low-income housing.

There was a brief discussion about the PORT 15 funding and if it would now be rolled into the the INLAND PORT 15 development. Commissioner Rasmusson inquired about the difference between Maintenance Materials/Labor and Maintenance Contract Repairs. Mrs. Miller explained that Maintenance Contract Repairs were repairs not completed by the Housing Authority but done by a licensed contractor. Contract Services would include an electrician, plumber or heating and air conditioning maintenance. Over the past few years, a majority of contract repairs were to install air conditioning in many apartments.

Commissioner Thompson made a motion to approve the 2023-24 budget as presented with the prerogative to amend if necessary in a future meeting. The motion was seconded by Commissioner Rasmusson, then voted and passed unanimously.

Other Business

Mrs. Miller informed the Board that the Cedar City Housing Authority had received a grant for \$17,500 from State Bank of Southern Utah. She showed them the huge check she had been presented as part of the State Bank press release. This was a surprise to the Cedar City Housing Authority and the other 2 organizations that received funding. Board members expressed their gratitude.

Commissioner Rasmussen asked about the length of time on waiting lists at the Housing Authority. Mrs. Miller informed the Board that when someone applies, they receive a letter stating the wait is currently 9+ months long. However, the wait varies from program to program. Based on the current application dates the wait for 1-bedroom is 3 years, the wait for 2 and 3 bedroom is 1 year. Commissioner Rasmussen asked how long the wait is for a Section 8 Voucher. Mrs. Miller informed the Board that the Section 8 waiting list is generally only open once every 18 to 24 months. This wait can vary and is directly tied to HUD regulations but is generally 18 to 24 months. If additional vouchers are awarded, this will have an impact on the wait. Unlike other waiting lists, the Section 8 program waiting list is closed until nearly everyone on the list has been assisted.

Adjourn

With no other business, a motion to adjourn was made by Commissioner Rasmusson and seconded by Commissioner Thompson, then voted and passed unanimously.

IN WITNESS THEREOF, the minutes of the above meeting were approved and signed by the following Commissioners on the ____ day of _____, 2023.

Chairperson Margaret Miller

Commissioner Georgia Beth Thompson

Commissioner Cal Robinson

Commissioner Janeen Rasmusson

Commissioner Larry Pendleton