



Cedar City Housing Authority
Board of Commissioners
Board Meeting
Thursday, September 8, 2022
364 South 100 East
12:00 noon

The Cedar City Housing Authority Board of Commissioners held a board meeting on Thursday, September 8, 2022, in their office at Mountain View Suites located at 364 South 100 East, at 12:00 noon. Those in attendance were Chairperson Margaret Miller and Commissioners Georgia Beth Thompson and Cal Robinson. Commissioners Janeen Rasmusson and Larry Pendleton were excused. Also in attendance were Executive Director, Heidi Miller, and James W. Jensen.

Opening

The opening was given by Margaret Miller.

Minutes

Minutes of the meeting held March 22, 2022 were reviewed. A motion was made by Commissioner Thompson to approve the minutes, the motion was seconded by Commissioner Robinson, then voted and passed unanimously.

Last meeting follow-up

Community Development Block Grant-2021

Mrs. Miller informed the Board that one unit at the recently purchased 4plex had been vacated and remodeled. This 4plex is in the Fiddlers Canyon area next to Cedar Park Apartments. The condition of these apartments is very good. Very few repairs were needed but the vacant unit was upgraded. The apartment was painted and new flooring, light fixtures and switches were installed. At this time, 2 of the 4 units are occupied by eligible tenants. In accordance with the Community Development Block Grants regulations, no person can be displaced when an occupied property is purchased. The remaining tenants are allowed to remain in their apartment until they choose to relocate.

New Community Development Block Grant

Mrs. Miller informed the Board she had received notice that funding in the amount of \$175,000 for the upcoming year had been approved. Mrs. Miller asked the Board if they had strong feelings about purchasing a property right away or holding off until December to see if housing prices dropped. Commissioner Robinson said he did not believe that housing prices would dramatically drop within the next months. Mrs. Miller said that townhomes had been good investments for the Housing Authority. After a short discussion, it was determined that Mrs. Miller move forward with finding a property that the Housing Authority could purchase. Commissioner Thompson suggested that Mrs. Miller ask about Doug Bonzo's home that was located on 300 East. Mrs. Miller said that she would check on Bonzo's home as well as townhomes and update the Board at the next meeting.

Budget

Mrs. Miller apologized to the Board for not having the budget sent out sooner. The 2022-23 budget was reviewed. All major differences from previous years budget were discussed.

- Project income and expenses for the canyon breeze 4plex have increased over last year because it was purchased mid-year and not included on previous budget.
- Income for CDBG has increased by \$84,286. This increase includes the final year funding for a multi-year grant and the new CDBG grant.
- PORT 15 income exceeded last years' budgeted amount. Funding from PORT 15 school trust land is sporadic and unpredictable and not included in annual budgets.
- Maintenance payroll and management fees for all housing authority owned properties has been eliminated on the new budget. These funds will now remain in the account for future investments.
- Training budget has increased in hopes that there are more options for staff to attend training in person.
- Office Supplies expense has increased to include the replacement of flooring throughout the office and common area.
- Section 8 program expenses not reflected in the budget include administration - \$154,000, accounting - \$2,160, annual audit - \$15,000, office supplies - \$5,100, postage - \$1,572, telephone - \$420, health insurance, taxes and retirement - \$43,000

Mrs. Miller requested that \$200,000 in match funding be included in the annual budget approval. She explained that CDBG funding is very competitive and applicants able and willing to match or contribute match funding are ranked higher. Funds approved would be spent in addition to the \$175,000 grant for the purchase of low-income housing.

Commissioner Robinson inquired about where the Port-15 funding came from. Mrs. Miller said that to the best of her knowledge funding came from the sale of school trust land. The Port-15 development once belonged to the school trust lands. It is her understanding that as property is sold at Port-15, the school trust lands is required to invest a certain amount into affordable housing. In addition to the sale of real property, there may be some proceeds from annual real estate taxes and/or sales tax paid by businesses within the Port-15 development. Commissioner

Thompson suggested Mr. Jensen inquire and get some clarification about the funding received by the housing authority from Port 15 development.

Commissioner Thompson inquired about current office equipment and if there was a need for something. Mrs. Miller said that all pressing office needs had been addressed with previous years' COVID administrative funding.

Commissioner Thompson made a motion to approve the 2022-23 budget as presented with the prerogative to amend if necessary in a future meeting. The motion was seconded by Commissioner Robinson, then voted and passed unanimously.

Commissioner Thompson spoke about the importance of the budget being sent out earlier to the board members so they have enough time to thoroughly review it.

Mrs. Miller informed the Board that she would be looking into places with higher interest rates to invest some of the Housing Authorities cash on hand, as well as expand development primarily for one or small two-bedroom units. Commissioner Robinson suggested that we not forget using the excess land at Cedar Garden Villa. Mrs. Miller said she could speak with an engineer to review those possibilities. Commissioner Thompson asked about the possibility of tiny homes. Mrs. Miller said that she would check into the zoning and cost of tiny homes. She was not sure if current zoning allowed more than 1 or 2 on a city lot.

Audit

Mrs. Miller informed the Board that she had published a request for proposal to complete the housing authority's annual audit. She had received 2 bids, one from Carr, Riggs & Ingram and one from FJ & Associates. The past few years audit had been completed by Carr, Riggs & Ingram, prior to that it was completed by FJ & Associates. After a short discussion, a motion was made by Commissioner Robinson to accept the proposal from FJ & Associates for one year at a time, depending on performance. The motion was seconded by Commissioner Thompson, then voted and passed unanimously.

Other Business

Next meeting

Mrs. Miller informed the Board that she would be in touch with them when the next board meeting was scheduled.

Adjourn

With no other business, a motion to adjourn was made by Commissioner Thompson and seconded by Commissioner Robinson, 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 _____, 2022.

Chairperson Margaret Miller

Commissioner Georgia Beth Thompson

Commissioner Cal Robinson

Commissioner Janeen Rasmusson

Commissioner Larry Pendleton