

**Minutes of the Board of Commissioners of the
Emery County Housing Authority Regular Meeting held at
the Emery County Courthouse - Room 221
75 East Main Street, Castle Dale, Utah**

July 16, 2014

The meeting was called or order a little after 1:00 p.m. by Chairman Jeff Horrocks. There was a conference call with HUD PHARS team prior to the meeting.

In attendance:

Jeff Horrocks, Chairman

Board Members Christine Jensen, Liz Nielson, Bart Cox and Dale Roper

Jennifer Roberts, Administrative Assistant

Leslie Bolinder, Commission Exec. Assistant

REPORT ON WAITING LISTS AND OCCUPANCY

Jennifer Roberts presented copies of the Public Housing and Section 8 (HCV) waiting lists to the board. She reported that she is learning all the steps (and forms) necessary in order to qualify applicants for Section 8 (HCV) or Public Housing. There has been a real problem trying to contract with the Emery County Sheriff's Office to do the criminal background checks. With the help of the County Attorney, Sheriff, and Chairman Horrocks this has now been completed and six applicants were sent to them for background checks. Two of the applicants that she had been working on did not pass the background check. She is working hard to fill the vacancies and will continue with this effort as she realizes the urgency to fill the empty vouchers/apartments. She reported that one vacant Section 8 voucher will be filled after the rental passes the inspection.

On a motion by Liz Nielson and a second by Bart Cox, Jennifer was instructed to send out 20 next in line letters from each list (Section 8 and Public Housing). This way she can process the applicants and have them ready for occupancy when an opening occurs. She was instructed to include a letter that states that the applicant has five (5) working days to contact the office to begin the paperwork process. The applicant that gets in touch with the office first is the one that will be processed first. If the applicant has not replied or contacted the housing office within fifteen (15) working days, their application will be removed from the waiting list and they will have to reapply. The motion was approved by all members present.

A question arose if a current Public Housing tenant's name comes to the top of the Section 8 (HCV) list do they still qualify for the voucher. Jennifer will try to find the answer to this concern.

UPDATE ON REIMBURSEMENT OF PUBLIC HOUSING AND SECTION 8 TENANT RENT MISCALCULATIONS REGARDING UTILITY ALLOWANCES. APPROVAL OF ANY PAYMENTS.

This error was brought to light at the end of last year. The former employees erroneously applied HUD regulations in its application of minimum rents, tenant payments and amount of HAP to owners resulting in approximately \$4300 in repayments due to former/current tenants.

All Section 8 (HCV) tenants have been reimbursed. There are six (6) previous Public Housing tenants that still have not been located. A motion was made by Christine Jensen to have the board use their resources to try to locate addresses of the tenants remaining on the list. The motion was seconded by Dale Roper. The motion was approved by all members present.

There was some discussion of what to do with the money if the tenant does not respond to the letters. The Chairman will check with HUD personnel.

REPORT AND DISCUSSION OF TENANT ACCOUNT RECEIVABLE BALANCES.
CONSIDERATION AND APPROVAL OF ANY REPAYMENT CONTRACTS AND EVICTIONS.
CONSIDERATION OF TENANT REQUEST TO WAIVE LATE FEES.

The rent register for June 2014 was presented to the board. The tenants in Castle Dale all made their rent payment this month. The tenant that left CD #10 owes \$241.68 and she had not responded to the letter sent to her. This account was turned over to the county attorney. The tenant in CD #8 has paid for the damaged window. The tenant in CD #1 is a little behind due to her accounting error. There were a few problems in Ferron. The tenants that left in apartment #3, #5, #7 all owe the ECHA money for back rent and damages. The tenant in #5 has had a family emergency and was unable to make a payment for this month. She contacted ECHA and will take care of her debt the first part of August. The tenant in #3, that left without notice, will be assessed final amount owing after inspection of the apartment. The Chairman is trying to get an address for her from her mother, who still lives in Ferron. The former tenant in #7 has been turned over to the county attorney. The tenant in Ferron #10 has entered into a repayment agreement to pay an additional \$15.00 a month and failed to make her additional payment. Jennifer will send her a letter reminding her of her repayment agreement. Jennifer is working with the tenant in Ferron #4, who is behind in her rent, and gave her until the 23rd to pay one month's rent and enter into a repayment agreement for the remainder. Late fees are now being assessed. It was also noted that Ferron#2 continues to make additional payment as per his repayment agreement.

REPORT ON REAC INSPECTION AND MONTHLY ROUTINE HOUSEKEEPING AND MAINTENANCE INSPECTIONS

The REAC inspection was held on July 2, 2014 and the initial report is passing. The preliminary score is 32 out of a possible 40. The inspector was very cordial, professional and thorough. There were three (3) Health and Safety violations that needed to be repaired within 24 hours. The violations were two missing outlet covers and one tenant had blocked access to a bedroom window. All three(3) violations were corrected within the 24 hours.

It was noted that several entrance doors need replacing and are budgeted for replacement this year using capital project funding. T

The board discussed and agreed that the past monthly inspections will be scheduled quarterly and called Maintenance Inspections. The next inspections were scheduled for the first and second Wednesday in October.

October 1st.- Castle Dale - Christine and Liz will do this one
October 8th - Ferron - Dale and Bart will do this one.
Both inspections will begin at 10:00 a.m.

Jennifer will send out letters informing the tenants of these inspections one week before. Bart commented that he felt the past inspections played a major part of passing the REAC inspection.

DISCUSSION AND APPROVAL OF REVISIONS TO CHAPTER 11 - PET POLICY - GENERAL OCCUPANCY (FAMILY) PROJECTS AND OTHER POLICIES

This has been an on-going discussion. Since the empty apartments have been refurbished the board is considering adopting a no pet policy for the general occupancy. There will have to be language to grandfather in current residents that are following the current policy. There are some tenants that are not in compliance with the existing pet policy. The pet policy needs to be enforced and it has not been in the past. Liz Nielson will take the assignment to amend the current pet policy and bring it back to the other board members for approval .

The Chairman assigned Christine Jensen to draft a non-smoking policy for the board's consideration and bring it back next meeting.

There was discussion concerning the requirement of 8 hrs. service per month for tenants who are not employed. This policy needs to be looked at and enforced.

DISCUSSION AND APPROVAL OF UPDATED CLEANING AND REPAIR COSTS FOR EMERY COUNTY HOUSING AUTHORITY PROPERTY

The current list of charges for tenant caused damages is out of date and missing some items. The Chairman will take the assignment to update this list and bring it back to the board for approval. The new approved list will be given to all current and future public housing tenants. It was discussed that the tenants should not be allowed to change their own locks. The board wondered if there was a current policy that states tenants cannot change their own locks and if not, a policy should be adopted. Jennifer was given the assignment to research this concern and report back next meeting.

PRESENTATION OF FINANCIAL INFORMATION AND APPROVAL OF MONTHLY EXPENSES COMPARING ACTUAL TO BUDGET FIGURES. DISCUSS CURRENT FASS, QR, AND MENAR

There are still improvements being made to getting all accounts entered into Quickbooks. The Chairman is in the process of trying to acquire a credit card. The tax charts, from Quickbooks, need to be purchased to figure withholdings for ECHA employees. The report comparing actual costs to budget amounts still need to be compiled. Dan Cline cautioned the board to be aware of the revenue coming to ECHA for administration of programs and adjust budget as necessary.

A motion was made by ?Christine Jensen with a second by Dale Roper to ratify the rent subsidy checks and monthly expenses. The motion was approved by all members present.

DISCUSSION OF LONG-TERM GOALS FOR MANAGEMENT OF ECHA AND RECOVERY AGREEMENT

The long term goals of the board is to hire maintenance person and explore options of hiring an Executive Director or a management company. To become more efficient in the financial area and to keep the apartments in good repair. To keep apartments rented and Section 8 vouchers filled.

A motion was made by Bart Cox to hire a contract maintenance person/company. The motion was seconded by Liz Nielson and approved by all members present. An RFP will be advertised in the local paper. The Chairman will run the RFP by HUD personnel before putting in the paper.

UPDATE ON CROWN HOME ACTMITY

Repairs have been made on these homes that were identified in the compliance audit except for the carpet/flooring issues. There is also some compliance paperwork that needs to be clarified on income/assets of tenants. The Chairman indicated he is still working on these issues and was given an extension of time to complete them. The tenants need to be brought into compliance with the pet policy.

One tenant in Castle Dale is about \$3,000.00 behind in their rent. They entered into a repayment agreement, but have not made a rent payment for July. Jennifer was instructed to issue an eviction letter to this tenant on a motion Liz Nielson and a second by Bart Cox. The motion was approved by all members present..

APPROVAL OF MAY 21, 2014 AND JUNE 18, 2014 MINUTES

A motion was made by Christine Jensen to approval the minutes of May 21, 2014. The motion was seconded by Liz Nielson and approved by all members present.

A motion was made by Christine Jensen to approve the minutes of June 18, 2014. The motion was seconded by Liz Nielson and approved by all members present.

The next meeting of the ECHA BOC will be August 20, 2014 at 1:00 p.m. HUD PHAS team has asked for the board members to attend a pre-meeting conference call.

signed copy in ECHA office

8/20/2014

Approved: Jeff Horrocks, Chairman

Date