

**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**

September 17, 2014

In attendance:

Jeff Horrocks, Chairman

Board Members Bart Cox and Dale Roper

Jennifer Roberts, ECHA Administrative Assistant

Leslie Bolinder, EC Commission Office

Board Members Christine Jensen and Liz Nielsen were excused

The chairman acknowledged that a quorum of the board was present.

REPORT ON WAITING LISTS AND OCCUPANCY

Jennifer Roberts reported that there is no one on the waiting list for public housing or section 8. She has received six (6) applicants since last meeting and they have all received their next in line letters. She is documenting date and time when applicants get their information into her and is issuing vouchers on a first come first serve basis.

She is working on recertifications that are past due.

Jennifer reported that the current handout explaining the Community Service requirement for public house tenants being distributed to tenants is confusing. She explained HUD requirements for community service and presented a new handout which she wants to include in the "Welcome to Public Housing Handbook". She was instructed to print new handbooks, including this new handout, and make sure all current and future tenants receive a copy.

There was a discussion about tenants changing locks on their apartment. The HUD website has information that changing locks on apartments is a lease violation and the tenant should be evicted. Jennifer has checked with other housing authorities and they have policies in place that evict tenants who change their locks. Jennifer was instructed to print HUD regulations regarding changing locks in the handbook as well.

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

There are only two former tenants on the list at this time that have not been reimbursed for a total repayment due of \$144.00. HUD has offered two solutions to clear up this matter.

1. Write the check and get it off the books. Attempt to deliver/contact the former tenant. After one year, void the check and write off the outstanding check and collect the amount back into HAP account.
2. Write the check and get it off the books. Attempt to deliver/contact the former tenant. After one year, follow state law to turn unclaimed check to the state.

Either option would require documentation of attempts to contact.

A motion was made by Bart Cox and seconded by Dale Roper to go with option 1. The motion was approved by all members present. Leslie will cut the checks and mail to the addresses on file.

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

The rent register for August 2014 was presented to the board. Rent collection is looking good. Tenants are not allowed to get behind on their rent without getting an eviction notice and late fees are being assessed and collected.

There are three tenants that have repayment agreements and all are current. There were no new repayment agreements or evictions presented to the board for approval.

Bryant Jewkes, tenant in CD#3 has requested to be able to pay his rent in full each month by the 10th, without a late fee, due to his payday schedule. A motion was made by Dale Roper to allow Mr. Jewkes until the 8th of each month to have his rent paid in full, without being assessed a late fee. The motion was seconded by Bart Cox and approved by all members present.

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

The Chairman has obtained a credit card for the housing authority board. It will be used only for items that will not take a check. The tax charts, from Quickbooks, were purchased and the payroll checks have the capability to figure out withholdings and keep track of hours worked and other necessary information for ECHA employees. The report comparing actual costs to budget amounts still need to be compiled as well as the bank reconciliation.

A motion was made by Bart Cox with a second by Dale Roper to ratify the rent subsidy checks and to approve monthly expenses paid by check. The motion was approved by all members present.

RATIFICATION OF INCREASE OF HOURS WORKED FOR JENNIFER ROBERTS

Jennifer Roberts hours were increased from 25 to 29 hours per week by the chairman due to her workload. The chairman polled the board by phone prior to taking this action. This action needs to be ratified by the board. A motion was made by Bart Cox to ratify the action of the chairman to increase Jennifer Roberts work hours to 29 hours per week. The motion was seconded by Dale Roper and approved by all members present.

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

This item was tabled and moved forward to the next meeting on a motion by Dale Roper. The motion was seconded by Bart Cox and approved by all members present.

DISCUSSION OF DRAFT NO SMOKING POLICY. POSSIBLE CONSIDERATION OF APPROVAL OF NO-SMOKING POLICY FOR ECHA PUBLIC HOUSING UNITS

Chris Jensen presented a revised draft of the No Smoking policy to the board for further discussion before she went on vacation

The designated areas for smoking will need to be posted. Dale Roper was given the assignment to designate smoking area for the Ferron apartments. Jeff Horrocks/Bart Cox were given the assignment to designate smoking area for the Castle Dale apartments. Jeff Horrocks will have the county IT department prepare a map designating the smoking areas to be included in the policy two weeks prior to the next board meeting. The policy will be distributed to the tenants 90 days before enforcement of the policy. This will make effective date of the No Smoking policy February 1, 2015. The tenants will be sent a copy of the policy and it will also be posted on their doors. There are a few other blanks in the policy that will need to be filled out before next meeting.

A motion was made by Dale Roper to move this item forward to the next meeting for final approval. The motion was seconded by Bart Cox and approved by all members present.

DISCUSSION OF PROCEDURE TO UPDATE ACOP/ADMINISTRATIVE PLAN

This item was tabled and moved forward to the next meeting on a motion by Bart Cox. The motion was seconded Dale Roper and approved by all members present.

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

A copy of updated costs for cleaning and repairs of the public housing units was presented for board approval. A motion was made by Bart Cox to approve the updated costs and make them effective October 1, 2014. The motion was seconded by Dale Roper and approved by all members present. Jennifer was instructed to include the updated list in the Welcome to Public Housing Handbook.

DISCUSSION OF HIRING CONTRACT MAINTENANCE PERSON

The Chairman indicated that an advertisement has been running in the local paper for an RFP for contract maintenance for the public housing units. There was only one RFP submitted. A motion was made by Bart Cox to hire Ted Allen as a contract maintenance person for the

public housing units. He will be paid \$775.00 per month. The county attorney is drafting a contract

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effective as soon as it is signed. Bart included approval for the chairman to sign the contract in his motion. The motion was seconded by Dale Roper and approved by all members present.

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

This item was discussed in the tele-conference with HUD prior to the meeting. Jeff Horrocks will prepare a letter to Ann Roman outlining future goals of the ECHA and a formal response to the recovery plan.

UPDATE ON CROWN HOME ACTIVITY

One tenant in Castle Dale has moved out. ECHA/Utah Housing have entered into a contract with Arrowhead Construction to clean and make the necessary repairs to this house in preparation to rent to a new tenant. The contract will be on the agenda next meeting for ratification. This tenant owes approximately \$2,000.00 back rent which will still have to be paid.

The repairs on the Green River home are still not complete. There is an issue with the tenants making too much income that Utah Housing is still trying to come to a conclusion of what action needs to be taken.

APPROVAL OF AUGUST 20, 2014 MINUTES

A motion was made by Bart Cox to approve the minutes of August 20, 2014. The motion was seconded by Dale Roper and approved by all members present.

OTHER BUSINESS

Jennifer was asked to send the PH tenants a letter notifying them of the quarterly housekeeping/maintenance inspections scheduled for October 1, 2014 - Castle Dale and

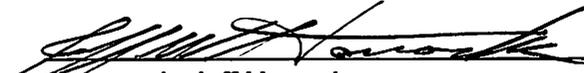
October 7, 2014 for Ferron. Christine and Liz were assigned to do Castle Dale inspections excluding #1 and #5 which are in the recertification process and Dale and Bart were assigned to do Ferron inspections excluding #2 which is also in the recertification process. It would be good if the maintenance person could attend these inspections.

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The next meeting of the ECHA BOC will be October 15, 2014 at 1:00 p.m. HUD PHAS team has asked for the board members to attend a pre-meeting conference call.


Approved: Jeff Horrocks

10/15/14
Date