

HOUSING AUTHORITY OF CARBON-EMERY COUNTY
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Date: May 21, 2026

Time: 4:00 PM

Place: Housing Authority of Carbon-Emery County
251 South 1600 East #2647
Price, Utah 84501

Present:

Jack Riddle
Kenny Fallon
Mackenzie Burnett

Attending:

Jody Hansen, Executive Director

Absent:

Dixie Marvidikis
Mike Kourianos

The meeting was called to order at 4:00 PM by Mr. Riddle, Board Chair.

First Item of Business – New Board Member Welcome – Mackenzie Burnett

Board members welcomed Ms. Burnett. She then shared her experience within the community and her willingness to donate her time in service on the Housing Authority Board. Members also took turns introducing themselves.

Second Item of Business – Approval of Minutes

Minutes from the April 16, 2026 meeting were presented. No additions or changes were noted. Mr. Fallon made a motion to approve; Ms. Burnett seconded the motion. The motion passed.

Third Item of Business – Financial Statements

Financial statements for March 2026 were presented. Ms. Hansen began by briefly explaining the financial documents provided and the fiscal year schedule to the new board member.

Mr. Fallon asked about the Public Housing accounts payable balance of \$22,605 at fiscal year-end. Ms. Hansen explained that these amounts represent accrued liabilities incurred in March but paid in April, including payroll-related liabilities such as URS contributions and federal tax deposits. She noted that the second semi-monthly payroll is processed on the last business day of the month, while the related liability payments are processed on the following business day,

which falls in the next month. Therefore, the liabilities are accrued in March to ensure accurate financial reporting.

Ms. Hansen further explained that the Housing Authority remains current on all payables and consistently issues checks twice monthly. She also noted that accounts payable management is part of the agency's performance scoring, and the agency receives full points for this indicator because invoices are paid timely and not held outstanding

No other questions were raised. Ms. Burnett made a motion to approve the financial statements; Mr. Fallon seconded the motion. The motion passed.

Fourth Item of Business – Other Business

Ms. Hansen provided project and administrative updates for the agency. She reported that a new Maintenance Technician has been hired and is scheduled to begin work on June 1st. He has extensive experience in general contracting and is expected to be a valuable asset to the team.

Ms. Hansen also reported that Haynie & Company has confirmed they will complete the agency's annual audit. While a definite date has not yet been established, the audit is anticipated to occur between mid-June and July.

She then provided an update on the window replacement project at Mt. View Meadows, which is currently underway and approximately halfway complete. Ms. Hansen noted that the new windows will improve energy efficiency and reduce outside noise for tenants. The project is expected to be completed within two weeks. She also pointed out the new railing being installed at Mt. View between the office building and parking lot. The railing will improve safety and bring the agency into compliance with HUD physical standards.

Lastly, Ms. Hansen and the other board members thanked Mr. Fallon for his service on the Board and wished him well, as this was his final meeting. They expressed appreciation for his insight and contributions, which were especially valuable during Ms. Hansen's first year as Director.

No other questions were raised. Mr. Fallon made a motion to adjourn; Ms. Burnett seconded the motion. The meeting adjourned at 4:12 PM.

Jack Riddle, Board Chair

Date