

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

January 28, 2015

In attendance:

Jeff Horrocks, Chairman

Board Members Bart Cox, Liz Nielsen, Christine Jensen, and Paul Cowley

Jennifer, ECHA Administrative Assistant

Leslie Bolinder, EC Commission Office

Vic Staley, Executive Director from Carbon County Housing Authority

REPORT FROM JENNIFER ROBERTS ON WAITING LISTS, OCCUPANCY AND OTHER ADMINISTRATIVE ISSUES.

Jennifer reported that there is no one on the Public Housing waiting lists for Ferron. One (1) applicant is on the Castle Dale waiting list and three (3) on the Section 8 waiting list. There are available vouchers for the Section 8 program. Jeff Horrocks reported there are five (5) vacant units, two (2) of those units are in modernization status and three (3) are ready to be occupied. Most applicants would rather live in Castle Dale Public Housing because resources are within walking distance.

Jennifer has placed an advertisement in the local paper for an open waiting list for Section 8 and Public Housing. She has communicated with Vic Staley about placing applicants from the Carbon County Housing Authority's waiting list to the ECHA's public housing units.

Jennifer requested approval for pet policy extension requirements for tenants in Castle Dale #7, 9, 10, and 11. She stated the tenants complying with the pet policy requirements, have been very unsuccessful.

Jeff discussed during the next maintenance and housekeeping inspections, board members can retrieve pet policy documentation and notify tenants to comply.

Bart Cox inquired what documents are required to comply with the pet policy. Tenants must bring in documentation of any spaying/neutering services, immunizations, rabies vaccine, city dog licensing, along with a photo of pet and physician statement if they have more than one pet.

Jeff and Christine Jensen instructed Jennifer to send additional letters to tenants specifying that they are not in compliance with the pet policy. Tenants must provide documentation or vacate premises.

The board was provided with copies of a form to bring along while on next month's inspections, to record the tenant's pets.

Jennifer discussed while searching on the internet, she discovered a program where low-income families can receive free spaying or neutering for their pets free of charge.

Christine Jensen made a motion to send tenants a 3-day notice to be in compliance with the pet policy. The motion was seconded by Bart Cox and approved by all members present.

NO SMOKING POLICY REQUIREMENTS AND IMPLEMENTATION.

The tenants are not allowed to smoke in the units and at least twenty-five (25) feet from any door or window. Jeff is working on placing benches in between the public housing buildings where the tenants can have access to smoke. Vic Staley explains that he allows his tenants to smoke on their porch and stated that smoking is not a protected right. He also explained that the only way to know if the units have been smoked in is if other tenants report their neighbor's activities. Bart Cox commented the high cost of cleaning and repairing a smoking unit when a tenant vacates to make the unit ready for the next tenant.

Vic suggested adding no open flames, such as candles, to the policy because of risk of fires starting.

CONSIDERATION AND APPROVAL OF LATE FEE WAIVER TO CD #10 FOR JANUARY 2015

Castle Dale #4 requesting an extension to pay January 2015 rent by first week of February 2015.

Paul Cowley made a motion to waive January \$5.00 late fee for tenant CD #10. The motion was seconded by Bart Cox and approved by all members present.

Bart Cox made a motion to allow CD #4 to pay January 2015 rent by February 6, 2015. The motion was seconded by Christine Jensen and approved by all members present.

UPDATE OF FIRE DAMAGE TO PUBLIC HOUSING UNITS 1 & 2 IN CASTLE DALE

Jeff Horrocks reports that he will call the insurance company again, but so far, it has been unsuccessful. He stated that HUD is requesting the units to be rebuilt, not torn down. Castle Dale #2 can be redone at a reasonable cost. Castle Dale #1 will need to have a new roof placed.

DISCUSSION AND SCHEDULING OF ROUTINE MAINTENANCE/HOUSEKEEPING INSPECTIONS FOR PUBLIC HOUSING.

Chris and Jeff will complete the Castle Dale Public Housing inspections on February 11, 2015 and Ferron Public Housing on February 18, 2015.

REPORT AND DISCUSSION OF TENANT ACCOUNT RECEIVABLE BALANCES/RENT REGISTER.
CONSIDERATION AND APPROVAL OF ANY REPAYMENT CONTRACTS AND EVICTIONS.

The board was provided copies of the January 2015 rent register and reported that only one has not paid rent. Jennifer stated that previous tenant in CD #2 owes September and October 2014 back rent and inquired to prorate for the month of October because of the fire that occurred during that month.

Christine made a motion to prorate for the month of Oct 2014 for previous tenants in CD #2. The motion was seconded by Liz Nielson and was approved by all members present.

PRESENTATION OF FINANCIAL INFORMATION AND APPROVAL OF MONTHLY EXPENSES. RATIFICATION OF SECTION 8 CHECKS.

Leslie Bolinder provided the check register and documentation of Section 8 checks issued for the month of January 2015. Dan Cline from HUD, had sent a new a budget and discussed that it needs reviewing. Jeff explained ECHA is over on the budget in some areas. Leslie explained the revenue is not as high as it budgeted. Jeff stated that part of this is the vacant units in Ferron. Leslie reported on the expense and two (2) more checks written for training for Jennifer.

Christine Jensen made a motion to approve the expense for Jennifer to attend the NAHRO training and the certification exam.

DISCUSSION AND APPROVAL OF FY2013 INDEPENDENT AUDIT AND OTHER PAPERWORK. DISCUSSION OF RESPONSE TO MANAGEMENT LETTER.

A portion of this item was discussed in the conference call prior to the meeting. Jeff stated that certain records are missing. Some of those records were recovered through the recovery agreement with HUD and will require a response from Dan Cline and Veronica Trau.

A motion was made by Liz Nielson to approve the independent audit and authorize chairman to take care of the response to the findings. This motion was seconded by Bart Cox and approved by all members present.

DISCUSSION OF MANAGEMENT CONTRACT WITH CARBON COUNTY HOUSING AUTHORITY

Vic Staley discussed the management contract that is being drafted at this time and may be completed by next board meeting. Jeff explained to the board that if this management contract works out, Vic will be attending the board meetings monthly.

DISCUSSION OF ACOP CHAPTERS 7, 8, AND 9 AND APPROVAL OF POSSIBLE AMENDMENTS AS PART OF ON GOING PROCESS TO REVIEW AND UPDATE ACOP.

Copies of pages were provided to the board from the ACOP policy pages 7-2, 7-9, 7-10, 7-11, 9-2, 9-4, 9-5, 9-7, 9-9, 9-10, and 9-11 and discussion of possible changes and updates. A copy of the Dwelling Lease was also provided to the board.

A motion was made by Christine Jensen to accept the changes to the policy and dwelling lease. The motion was seconded by Paul Cowley and approved by all members present.

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

Jeff Horrocks suggested to the board that they should wait and see what the contract with Carbon County Housing Authority has to offer. Jeff also said that if CCHA and ECHA enter into a contract, that he would make it clear to Vic that Jennifer would remain here as an onset employee and a possible full-time status. Christine and Jeff will compose a letter for the recovery agreement.

UPDATE ON CROWN HOME ACTIVITY

There is one home Green River CROWN III, that is currently unoccupied. One of the Castle Dale CROWN Homes was furnished with a new refrigerator. This appliance was billed out to Castle Dale CROWN Homes. Two (2) of the past Green River CROWN I homes have been sold and three (3) that are for sale.

Jeff replaced the Green River Crown home water heater and he also placed notices for Green River CROWN Homes for rent. Jennifer was instructed to place an advertisement for the Green River CROWN homes in both local papers. Applicants must have employment in order to be qualified to rent a CROWN home. There is a rent to own option as rent payments can be the down payment to purchase the home.

CONSIDERATION AND APPROVAL OF NOVEMBER 19, 2015 AND DECEMBER 17, 2015 MINUTES.

A motion was made by Bart Cox to approve the minutes and seconded by Christine Jensen and approved by all members present.

Approved by:

Date