

**Great Falls Housing Authority
Board of Commissioner's Meeting
February 16, 2017**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, February 16, 2017. The meeting was called to order at 12:10 p.m. by Chairperson McCleary.

PRESENT: Mike McCleary, Chairperson, Jim Weber, Vice Chairperson, Cal Gilbert, Commissioner, Joseph Boyle, Commissioner, Tim McKittrick, Commissioner, Marquita Ogawa, Commissioner, Kristy Vandeberg, Commissioner.

ALSO PRESENT: Greg Sukut, Deputy Director, Chris Tinker, Accounting Supervisor, Cindy Hoscheid, Administrative Assistant.

ABSENT: Kevin Hager, Executive Director

PETITIONS

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

MT 2-1 INFRASTRUCTURE UPGRADE PHASE 4

Staff has been talking to Woith Engineering on the last phase of the utility upgrades for MT 2-1. See attached proposal and estimate from Woith Engineering for their services under New Business. Staff is requesting the Board's approval to enter into this agreement if capital funding is available from HUD. If funding is available the buildings and the utility upgrade could be completed this year. If not, only the buildings would be done this year.

MT 2-1 DUPLEX REMODEL

Waiting for the weather to cooperate. Proposals will then be requested and presented to the Board for approval.

MT 2-5 CARPET REPLACEMENT

Austin Hall has received new carpet on the 2nd, 3rd and 4th floors. The old carpet was installed in 1997 and was in need of replacement.

MT 2-5 FIRE ALARM WORK

The fire alarm work to the individual units at Austin Hall is complete. The wiring and final connections are being done now and by the end of February everything should be completed.

OLD BUSINESS

January 2017 Mod Units – HUD Questions

NEW BUSINESS

The January Board minutes were received and reviewed. Vice Chairperson Weber made a motion to approve the minutes as written. Commissioner Gilbert seconded the motion with unanimous voice approval.

Resolution No. 928 – Operating Budgets for FYE 3/31/18 were received and reviewed. Commissioner Gilbert made a motion to approve Resolution No. 928 as written. Commissioner Ogawa seconded the motion with unanimous voice approval.

Year-End Technical Assistance Proposal – Kubas Keller Associates was received and reviewed. Commissioner Weber made a motion to approve the Proposed Services in the amount of \$8,375.00, Engagement Letter in the estimated amount of \$950.00 and Compilation of Fixed Assets in the amount of \$880.00. Commissioner Ogawa seconded the motion with unanimous voice approval.

Woith Engineering Fee Proposal – Phase 4 – Parkdale was received and reviewed. Discussion was held and Commissioner Weber made a motion to approve the Fee Proposal for Phase 4, not exceeding \$68,465.00 if capital funding is available from HUD. Commissioner McKittrick seconded the motion with unanimous voice approval.

Woith Engineering Preliminary Estimate – Phase 4 Parkdale was received and reviewed. No action taken.

The Board reviewed cash disbursements for the month of January, 2017. Commissioner Gilbert made a motion to ratify cash disbursements, (see beginning and ending check numbers). Commissioner Boyle seconded the motion with unanimous voice approval.

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

COMMUNICATIONS

PUBLIC COMMENT

There being no further business to come before the Board, Vice Chairperson Weber made a motion to adjourn. Commissioner Gilbert seconded the motion. The meeting was adjourned by Chairperson McCleary at 12:59 p.m. The next Board meeting will be held on Thursday, March 16th, 2017 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Greg Sukut, Acting Secretary

Mike McCleary, Chairperson