

Great Falls Housing Authority Board of Commissioner's Meeting July 20, 2017

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, July 20, 2017. The meeting was called to order at 12:12 p.m. by Chairperson McCleary.

PRESENT: Mike McCleary, Chairperson, Joseph Boyle, Commissioner, Tim McKittrick, Commissioner, Ashley Gates, Commissioner, Ryan Hart, Commissioner, Terri Sullivan, Commissioner.

ALSO PRESENT: Kevin Hager, Executive Director, Greg Sukut, Deputy Director, Chris Tinsley, Maintenance Supervisor, Cindy Hoscheid, Administrative Assistant.

ABSENT: Jim Weber, Vice Chairperson

OATHS OF OFFICE:

Terri Sullivan
Ryan Hart

PETITIONS

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

MT 2-1 DUPLEX REMODEL

The contractor is applying siding to the exterior of both buildings and this should be completed by August 1st. The drywall and taping contractors finished the interiors of the units this week. Painting on both buildings will be done by August 1st. The masonry contractor should be complete this week except for final wash and sealing.

NEW PARKDALE SIGNS

(Please see attached letter) Laabs Construction will frame the signs for the new masonry covering. Once complete, Waterjet Inc. will cut the signs out and have them powder coated and after attaching them to the signs the masonry work will be installed on the new entry signs to the main site.

BLDG 7A 4-PLEX

The building has been vacated since last fall. Selective demo is being completed at this time. Environmental services have been retained by Staff for needed testing. Staff has been contacting demo contractors for price proposals for the complete demo of interior areas and crawlspaces. (Please see attached proposal under New Business)
Environmental Contractors – No Response
Safetec Contractors – No Response
Schroeder Contracting, Inc. – Interior Demo \$12,000 and crawl space demo - \$3,500
With the Board's approval the contract will be awarded and work could begin.

CAPITAL FUNDS FY 2017

The Housing Authority has received notice of Capital funds for FY 2017. Staff had reported in the past that when this was received that they would provide possible capital projects to be undertaken with Board approval.

Projects listed below:

1) Bldg 7A - The building is now in selective demo and Staff would like to continue renovation of this 4-Plex. Staff is requesting Board approval to solicit bids for this project and submit these for approval and award at the August Board meeting.

2) Infrastructure Upgrades – Staff has met with Woith Engineering for design and services for this project. (Please see attachments under New Business) This work would complete MT 2-1 utility work to this site. It would include all new sewer mains and some of the water main distribution system and also the two parking lots for the main office. The remaining water main replacement has to be coordinated with building remodeling.

3) Removal of remaining power poles and replacement of new distribution system of electrical, telephone and cable lines to the last remaining four buildings. This work is beneficial to the site by removing the old system because of its age and also it's easier to access.

AUSTIN HALL SECURITY SYSTEM

The new security cameras and hardware have been installed at Austin Hall. This provides monitored surveillance at each elevator landing and main floor entrances. Kenco Security is completing their software downloads to the Housing Authorities computer at this time. They will hook up this system to Linda Guinan, Leasing Managers', computer and the Community Police Officers computer. This is expected to be complete in the next two weeks.

OLD BUSINESS

1. Board Recommendation Letters to the City of Great Falls Commission

2. Permissive Transfer Policy Revision was discussed and Commissioner McKittrick made a motion to approve the revision that reads individuals requesting Board approved transfers are required to be present and provide any relevant information pertaining to the transfer to the Board. Commissioner Boyle seconded the motion with unanimous voice approval.

3. Contract for Services – Floor Covering Duplex 6B – Contract Flooring was discussed. Commissioner McKittrick made a motion to ratify the contract for services to Contract Flooring in the amount of \$8,750.00. Commissioner Hart seconded the motion with unanimous voice approval.

4. Contract for Services – Floor Covering Duplex 6C – Contract Flooring was discussed. Commissioner McKittrick made a motion to ratify the contract for services to Contract Flooring in the amount of \$8,750.00. Commissioner Hart seconded the motion with unanimous voice approval.

NEW BUSINESS

The June Board minutes were received and reviewed. Commissioner Boyle made a motion to approve the minutes as written. Commissioner McKittrick seconded the motion with unanimous voice approval.

Sunrise Daycare Update on New Building – Reagan Breeden made a presentation to the Board. Reagan is applying for a grant to help her with the costs associated with this project and will find out shortly if she will receive this. If she does not get the loan she is requesting from the Board to possibly get her rent lowered for the daycare until next year. This would put her rent at \$1000 per month for four months. After Reagan left, the Board discussed the situation and decided to wait and see if she gets the grant and if she doesn't receive it the Board will come back next month and discuss this issue.

SEMAP Score was received and reviewed. No action required.

Selective Demolition Proposal 4-Plex Phase 4 – Schroeder Contracting, Inc. was received and reviewed. Commissioner Gates made a motion to approve the interior demolition proposal in the amount of \$3,500 to Schroeder Contracting. Commissioner McKittrick seconded the motion with unanimous voice approval.

Selective Demolition Proposal 4-Plex Phase 4 – Schroeder Contracting, Inc. was received and reviewed. Commissioner Sullivan made a motion to approve the crawl space demolition proposal in the amount of \$12,000 to Schroeder Contracting. Commissioner Gates seconded the motion with unanimous voice approval.

Pre-renovation Asbestos inspection proposal - 4-Plex Phase 4 and the Agreement of Engineering Services – 4-Plex Phase 4 for TD & H was received and reviewed. Commissioner Hart made motion to approve the Pre-renovation Asbestos inspection proposal and Agreement of Engineering Services – Bldg 7A - to TD & H in the amount of \$1,950. Commissioner Gates seconded the motion with unanimous voice approval.

Professional Design Services Estimate 4-Plex Phase 4 – Woith Engineering was received and reviewed. Commissioner Boyle made a motion to approve the Preliminary and Final Design Services not to exceed the amount of \$30,750 to Woith Engineering. Commissioner McKittrick seconded the motion with unanimous voice approval.

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

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

COMMUNICATIONS

FY18 Budget Chart

PUBLIC COMMENT

There being no further business to come before the Board, Commissioner Boyle made a motion to adjourn. Commissioner Sullivan seconded the motion. The meeting was adjourned by Chairperson McCleary at 2:12 p.m. The next Board meeting will be held on Thursday, July 20, 2017 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

Mike McCleary, Chairperson