

**Great Falls Housing Authority
Board of Commissioner's Meeting
August 17, 2017**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, August 17, 2017. The meeting was called to order at 12:41 p.m. by Chairperson McCleary.

PRESENT: Mike McCleary, Chairperson, Jim Weber, Vice 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 Tinker, Accounting Supervisor, Cindy Hoscheid, Administrative Assistant.

ABSENT: None

PETITIONS

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

MT 2-1 DUPLEX REMODEL BLDG 6B & 6C

All of the exterior finishes are finished. The flooring will be done this week and the interior cabinets will be installed with the electrical, plumbing and furnaces to follow. Final trim, touchup and cleaning will be done the first week of September.

PARKDALE SIGNS

The signs have been made and are now being powder coated (painted). Once this is complete, the signs will be mounted and the masonry stone installed. The signs should be finished the first week of September.

BLDG 7A INTERIOR DEMO

Mobilization and startup have been delayed due to personal issues with the contractor and Staff is expecting this to start up again in a timely manner.

PHASE 4 INFRASTRUCTURE UPGRADES MT 2-1

Woith Engineering has completed the cost estimates (please see attached under Old Business). They are now completing the plans and bid documents at this time. Staff will be reviewing all of these items and will determine what items can be addressed this year with Capital Funds.

BLDG 7A REMODEL

Staff has been contacting contractors and providing bid documents for proposals. Marv Hessler has made changes to the documents for any revisions and code changes. Staff expects proposals with recommendation in September for Board

approval. Marv Hessler will be on site August 17th and will be available for the board meeting for any questions or concerns by the Board.

AUSTIN HALL SECURITY SYSTEM

The new camera and recorder are functioning and new hardware has been installed in the Police Officer's and the Leasing Manger's computer. The system will provide 24 hour surveillance and 30 day recording of all exterior entrances and each elevator landing in the building.

OLD BUSINESS

Sunrise Daycare Request – The Daycare did not receive the grant they applied for and will let the Housing Authority know if they need any assistance.

Woith Engineering – Estimates on Phase 4 – no action required.

NEW BUSINESS

Fiscal Year 2017 Audit Review was received and presented by Melissa Soldano, CPA from Douglas Wilson and Company, PC. There were no findings reported this year. Chairperson Weber motioned to approve the Audit, make payment to the auditors and authorize Staff to submit the Audit to HUD. Commissioner McKittrick seconded the motion with unanimous voice approval.

The July 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. Vice Chairperson Weber abstained.

Housing Authority Insurance Renewal Policy was received and reviewed. Chairperson Weber made a motion to approve the HAI Renewal Policy in the amount of \$139,259 to Housing Authority Insurance. Commissioner Hart seconded the motion with unanimous voice approval.

Resolution 932 Approving Capital Fund Grant was received and reviewed. Commissioner Sullivan made a motion to approve Resolution 932 approving Capital Fund Grant MT01P00250117 in the amount of \$692,438.00. Commissioner Gates seconded the motion with unanimous voice approval.

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

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Kevin Hager mentioned the Commissioner Training for new Board members. This training can be done via webinar or air travel to the destination.

COMMUNICATIONS

Montana Board of Investments

PUBLIC COMMENT

Annette Marsh, tenant from Oasis Court, was present for the meeting. She raised concerns on the yard lights being out, questions on companion pets and service pets. Also had concerns about other neighbors not watering their yards. These concerns will be brought to the Leasing Managers' attention and the correct Staff member has been notified of the yard lights being out.

There being no further business to come before the Board, Vice Chairperson Weber made a motion to adjourn. Commissioner McKittrick seconded the motion. The meeting was adjourned by Chairperson McCleary at 1:53 p.m. The next Board meeting will be held on Thursday, September 21, 2017 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

Mike McCleary, Chairperson