

# **Great Falls Housing Authority Board of Commissioner's Meeting July 21, 2011**

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## **CALL TO ORDER**

The Great Falls Housing Authority Board of Commissioners met in regular session at 1500 Chowen Springs Loop on Thursday, July 21, 2011. The meeting was called to order at 12:23 p.m.

**PRESENT:** Mike McCleary, Vice Chairperson; Joe Boyle, Commissioner; Jim Weber, Commissioner; Jon McCarty, Commissioner; Marquita Ogawa, Commissioner; Howard Eitzen, Commissioner

**ABSENT:** Howard Corey, Chairperson

**ALSO PRESENT:** Kevin Hager, Executive Director, Greg Sukut, Program Supervisor; Linda Guinan, Administrative Assistant; Scott Floerchinger, Project Manager

## **OATH OF OFFICE:**

The Oath of Office was administered to incoming Commissioner Jon McCarty

## **PETITIONS**

## **EXECUTIVE DIRECTOR REPORT**

### **ADMINISTRATIVE REPORT**

#### **MT 2-1 AND 2-2 REMODEL**

Woith Engineering has completed a Certificate of Survey of the Housing Authority properties at the Main Site known as Parkdale. This plat confirms all of the land that will be included in the remodel. With the Board's acceptance of this Certificate, it will be filed at the Cascade County Clerk and Recorder's office.

#### **ENVIRONMENTAL TESTING OF 10-PLEX**

Thomas Dean and Hoskins has completed their field samples of asbestos for testing at the 10-plex. The results were delivered to Staff. One 16" by 3' piece of vinyl (unit 1609 Chowen Springs Loop) under a kitchen cabinet was possibly missed in the 1987 remodel. This material has been removed and disposed of.

## **COMPLETE INTERIOR DEMOLITION**

Proposals are being accepted at this time for demolition of all wall, ceiling and floor materials to be removed for the renovation. Scheduled completion of this work is late August.

## **SAND HILLS II PROJECT**

Sand Hills is COMPLETE! Just a final punch list of a few items and the units will be ready to occupy. The list of items is:

1. Appliances to be delivered.
2. Parking lot to be striped
3. A few sprinkler head adjustments
4. Splash blocks for downspouts
5. Blinds to be installed
6. Shower curtains and rings
7. Final cleaning

Talcott construction has fulfilled their contract...and they did a very good job.

## **OLD BUSINESS**

Discussion continued on ceiling rent increases. Existing ceiling rents have not been raised since July 1<sup>st</sup>, 2007. Commissioner Boyle made a motion to accept and approve the ceiling rent increases as presented by Staff with an addendum that the ceiling rents be re-evaluated annually. Commissioner Eitzen seconded the motion with unanimous voice approval.

In response to a request from the Housing Authority, Attorney Patrick Watt provided an analysis of correspondence from City Attorney James Santoro regarding termination of the contract between ECP and the Great Falls Housing Authority. The analysis states that "The actual language seemingly contemplates that GFHA's termination right will not ripen until October 1, 2012, with the effective date of such termination being no sooner than 1 year after the properly provided notice in conformance with the Agreement". Board members agreed that additional action at this time would not be required.

The Board reviewed correspondence from Melissa Kinzler, Fiscal Service Director for the City of Great Falls, regarding the rate component for Electric City Power customers. ECP is requesting the Great Falls City Commission approve an electric supply charge and transmission charge rate that is a pass through rate from Southern Montana Electric to ECP customers, and an administrative and general charge for accounting, legal, and consulting costs, ECP's monthly debt retirement obligation, additional credit support requirements which may be assessed by SME, and any costs incurred with respect to ECP's Renewable Energy Credit obligations. Staff analyzed the total ECP cost versus what the Housing Authority would be paying with Northwest Energy. Currently, the Housing Authority is using an average of 2,402,360 kwh. Total ECP and Northwest Energy charges (usage and transmission

based on the proposed rate components) as of July 14, 2011 is \$246,146. If the Housing Authority were purchasing usage and transmission from Northwest Energy, the cost would be \$192,866, a difference of \$53,280.

### **NEW BUSINESS**

The minutes from the June 16, 2011 meeting were received and reviewed. Commissioner Boyle made a motion to approve the minutes as amended. Commissioner Weber seconded the motion with unanimous voice approval.

The Board reviewed a Final Pay Request for Sand Hills II from James Talcott Construction in the amount of \$22,681.64. Commissioner Boyle made a motion to approve the Final Pay Request. Commissioner Weber seconded the motion with unanimous voice approval.

The Board reviewed a Final Pay Request for Sand Hills II from Brennan Heating and Cooling in the amount of \$2,536.87. Commissioner Weber made a motion to approve the Final Pay Request. Commissioner Eitzen seconded the motion with unanimous voice approval.

The Board reviewed a Final Pay Request for Sand Hills II from United Electric in the amount of \$1,700.00. Commissioner Eitzen made a motion to approve the Final Pay Request. Commissioner McCarty seconded the motion with unanimous voice approval.

The Board reviewed Resolution #869 Authorizing Submission of Application for HOME Program funds for Sand Hills Phase III. Commissioner Weber made a motion to approve Resolution #869. Commissioner Boyle seconded the motion with unanimous voice approval.

The Board reviewed a Certificate of Survey for the MT2-1 & MT2-2 remodel project. Commissioner Boyle made a motion to accept the survey as presented. Commissioner Weber seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of June, 2011. Commissioner Boyle made a motion to ratify cash disbursements, (see beginning and ending check number list). Commissioner Weber seconded the motion with unanimous voice approval.

### **BOARD MEMBER REPORTS AND ANNOUNCEMENTS**

Commissioner Boyle initiated a discussion on term limits for Board members. He felt that a five year term may not be long enough, that Commissioners are really starting to have an in-depth understanding of the Housing Authority at that point. Commissioners have the option of changing term limits to the extent allowed by the City Commission policy. The issue will be addressed at a future Board meeting.

### **COMMUNICATIONS**

**PUBLIC COMMENT**

There being no further business to come before the Board, Commissioner Weber made a motion to adjourn. Commissioner Eitzen seconded the motion. The meeting was adjourned by Acting Chairperson McCleary at 2:00 p.m. The next Board meeting will be held on Thursday, August 18<sup>th</sup>, 2011 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

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Kevin Hager, Secretary

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Michael McCleary, Acting Chairperson