

# **Great Falls Housing Authority Board of Commissioner's Meeting June 16, 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, June 16, 2011. The meeting was called to order at 12:11 p.m.

**PRESENT:** Howard Corey, Chairperson; Mike McCleary, Vice Chairperson; Jim Weber, Commissioner; Marquita Ogawa, Commissioner; Howard Eitzen, Commissioner

**ABSENT:** Tim McKittrick, Commissioner; Joe Boyle, Commissioner;

**ALSO PRESENT:** Kevin Hager, Executive Director, Chris Tinsley, Maintenance Supervisor; Linda Guinan, Administrative Assistant; Brian Barnes, Intern

## **PETITIONS**

## **EXECUTIVE DIRECTOR REPORT**

### **ADMINISTRATIVE REPORT**

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

Woith Engineering is completing the plat with the topo and control points of the entire Parkdale site. With Board approval, this will be filed at the Clerk and Recorder's office. This plat will then be used for the contract boundaries of the Housing Authority's property here at Parkdale.

Selective demo is being finished in the 10-plex on Chowen Springs Loop. All this work should be complete the week of June 17<sup>th</sup>. Staff has been requesting proposals for environmental services for the 10-plex. Once the demo is complete, the firm selected can provide testing and results for the complete interior demo of this building.

#### **SAND HILLS II PROJECT**

Sand Hills is nearing completion. The interior is 99% complete, with only the appliances yet to install. The exterior is about 85% complete. The parking lot and landscaping are the final pieces. The front sidewalk on 23<sup>rd</sup> Street is complete with the stairs next. Energy West and Northwestern Energy have completed utility

installation. Sand Hills project is still ahead of schedule, but due to the weather, parking lot and landscaping have yet to be completed. This week they are working on the lot. Final inspections have been done. An Occupancy Permit cannot be issued until lot and landscaping are complete.

### **OLD BUSINESS**

The Board reviewed correspondence from Executive Director Kevin Hager to City Manager Greg Doyon regarding the Long Term Supply Agreement between Electric City Power (ECP) and the Great Falls Housing Authority. The GFHA provided ECP with notice to terminate the Supply Agreement on June 30<sup>th</sup>, 2011. The response from City Attorney James Santoro stated that the contract "requires that a one (1) year written notice be provided to ECPI. For these reasons, ECPI will not accept the GFHA's request to terminate the Agreement on June 30, 2011". Vice Chairperson McCleary made a motion to authorize Staff to engage Attorney Patrick Watt to review the Long Term Power Contract with ECP and provide recommendations in terms of notification and cancellation. Commissioner Ogawa seconded the motion with unanimous voice approval.

GFHA was also notified that the price component term of the contract with ECP for the supply of electricity expired on June 30<sup>th</sup>, 2011. Executive Director Kevin Hager met with City Manager Greg Doyon and City Attorney James Santoro, and were advised that the new rate structure, effective July 1, 2011, will be ECPI's base rate based on Southern Montana's monthly billing rate, plus administrative and general charges to be determined by the City Commission.

### **NEW BUSINESS**

The minutes from the May 19, 2011 meeting were received and reviewed. Vice Chairperson McCleary made a motion to approve the minutes as written. Commissioner Weber seconded the motion with unanimous voice approval.

Discussion arose during the review of the Administrative Report regarding a HOME Grant application in the amount of \$545,000 which would be used for partial funding of Sand Hills Phase III construction project. Vice Chairperson McCleary made a motion to authorize the Great Falls Housing Authority to proceed with the application for the HOME funds from the State of Montana for construction of Sand Hills Phase III. Commissioner Weber seconded the motion with unanimous voice approval.

The Board reviewed Change Order #4 for Sand Hills Phase II, for a deduct or credit for unused quantity of retaining wall CMU in the amount of \$1,200.00. Commissioner Weber made a motion to approve Change Order #4. Commissioner Eitzen seconded the motion with unanimous voice approval.

Staff has recommended a change to the policy concerning tenant failure to report increases in income. GFHA's current policy allows tenants to sign a repayment agreement with up to 12 months to pay the debt. Also, there is not a maximum amount threshold at which a tenant will be evicted. Following discussion, Vice

Chairperson McCleary made a motion to adopt a policy which would allow a tenant owing \$1,500.00 or less to have six (6) months to pay the debt owed back in full, or if the amount owed is more than \$1,500.00, the household will receive a 30-day notice to terminate. Commissioner Weber seconded the motion with unanimous voice approval.

The Board reviewed a proposed increase to ceiling rents for GFHA tenants. Comparing the Fair Market Rents from 2006 to the current HUD FMR there has been an increase of 16%. The current ceiling rent rates, which were last changed in 2006, are still below the FMR values of 2006. The proposed increase would update the ceiling rents more in line with the present FMR:

	<u>Current Ceiling Rent</u>	<u>Present HUD FMRs</u>	<u>Proposed Ceiling Rent</u>
1 Bedroom	\$400.00	\$495.00	\$490.00
2 Bedroom	\$500.00	\$635.00	\$630.00
3 Bedroom	\$600.00	\$859.00	\$850.00
4 Bedroom	\$700.00	\$1,034.00	\$1,000.00

Following discussion, Commissioners decided to table this issue for more discussion at the July, 2011 Board meeting.

The Board reviewed Resolution No. 868 in appreciation of Intern Brian Barnes. Brian served an Internship with the Great Falls Housing Authority from January 3<sup>rd</sup>, 2011 to June 27<sup>th</sup>, 2011. Vice Chairperson McCleary made a motion to approve Resolution No. 868. Commissioner Weber seconded the motion with unanimous voice approval.

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

## **BOARD MEMBER REPORTS AND ANNOUNCEMENTS**

### **COMMUNICATIONS**

The City of Great Falls received one additional application for a Board position being vacated by Commissioner Tim McKittrick. Following discussion, Commissioners felt that Jon McCarty's legal experience would be a benefit to the Great Falls Housing Authority. Commissioner Ogawa made a motion to recommend Jon McCarty to the Great Falls City Commission for appointment to the vacant seat on the Housing Authority Board of Commissioners. Vice Chairperson McCleary seconded the motion with unanimous voice approval.

### **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 Chairperson Corey at 2:08 p.m. The next Board meeting will be held on Thursday, July 21, 2011 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

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Kevin Hager, Secretary

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Howard Corey, Chairperson