

Great Falls Housing Authority Board of Commissioner's Meeting April 21, 2011

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met in regular session at 1500 Chowen Springs Loop on Thursday, April 21, 2011. The meeting was called to order at 12:14 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; Greg Sukut, Program Supervisor; Linda Guinan, Administrative Assistant; Brian Barnes, Intern

PETITIONS

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

MT 2-1 AND 2-2 REMODEL

The first building, a 10-plex on Chowen Springs Loop, is nearly empty. There is one occupied unit left which should be vacated in the next week to ten days. Staff will begin receiving proposals for the interior demolition and engineering for environmental testing. Once complete, Hessler can wrap up his evaluation and design of this style of building. Staff met with the engineers to discuss the need for a survey of the site for locating various utilities. The survey began the week of April 11.

SAND HILLS II PROJECT

Interior wall painting has been completed. Interior trim painting has begun. Underlayments are completed and Pierce will be starting to lay the tile this week. Cabinets will be next. The exterior concrete is about 50% complete. Soffit and fascia are finished and S&H Aluminum has started on the metal siding. With the weather permitting, Talcott is still 3 to 4 weeks ahead of the initial schedule.

SECTION 8 HOMEOWNERSHIP PROGRAM

The GFHA and Neighborworks are close to opening applications for the second round of Homeownership classes. Application packets will be due by the end of July. From the first round of applications, three of the ten finalists qualified for the program. Applicants must meet income and credit requirements along with completing the

home-buyers workshops. Erica Graves will close on her new home at the end of April. Current GFHA Section Eight voucher holders are eligible to apply.

ELECTRIC CITY POWER RATE INCREASE

Board members were contacted by e-mail regarding a voluntary 8.66% increase in Electric City Power's rates from 1/1/2011 through 6/30/2011. Six Commissioners responded, all opposed to the voluntary payment. Attached is a copy of the e-mail from Executive Director Kevin Hager to City Attorney Jim Santoro informing him of the Commissioners' votes.

OLD BUSINESS

Board members feel that it is important for the Housing Authority to have an emergency plan for its maintenance and office staff. Intern Brian Barnes was asked to analyze the issues faced by Housing Staff in the case of a wide variety of emergency situations, both man-made and natural. Brian met with Kristal Kuhn, Emergency Planner for the City of Great Falls, to draw up a basic outline for an action plan for GFHA. The plan identifies "Safe Areas" which will be equipped with dead bolt locks in the near future. An area of concern is the basement which can be accessed by the elevator or an external door. A motion detector will be installed and integrated with the existing alarm system. Brian will be conducting training with Staff in the next few weeks. Vice Chairperson McCleary made a motion to accept the Emergency Action and Evacuation Plan. Commissioner Eitzen seconded the motion with unanimous voice approval.

NEW BUSINESS

The minutes from the March 16, 2011 meeting were received and reviewed. Commissioner Weber made a motion to approve the minutes as written. Vice Chairperson McCleary seconded the motion with unanimous voice approval.

The Board reviewed a Proposal for Audit Submission by Randy Boysun from Douglas Wilson CPA. He will perform a review of the Housing Authority's "Draft" financial statements for year end March 31, 2011. The proposed fee for this service is \$375.00. Commissioner Weber made a motion to approve the proposal. Commissioner Ogawa seconded the motion with unanimous voice approval.

The Board reviewed a request for funds from the Boys & Girls Clubs of Cascade County for their summer program. They are requesting \$35.00 per week per Housing Authority child for ten weeks of summer programming. This is the same as the amount requested last year. Commissioner Weber made a motion to approve the request for \$35.00 per week per child for approximately 30 children, with the provision that if additional children attend, the Director will come back to the Board to have more funds appropriated. Commissioner Eitzen seconded the motion with unanimous voice approval.

The Board reviewed a letter to City Manager Greg Doyon requesting that the Long Term Power Supply Agreement between the Great Falls Housing Authority and

Electric City Power be terminated effective July 1, 2011. Vice Chairperson McCleary made a motion to authorize Executive Director Kevin Hager to submit the letter to Greg Doyon. Commissioner Weber seconded the motion with unanimous voice approval.

The Housing Authority is offering a college scholarship in the amount of \$600.00, available to graduating seniors. Only one application was received, from Jayrene Ogawa. Commissioner Weber made a motion to award the \$600.00 scholarship to Jayrene Ogawa. Commissioner Eitzen seconded the motion with unanimous voice approval. Commissioner Ogawa abstained.

The Board reviewed Change Order #2 in the amount of \$5,850.00 from James Talcott Construction for the removal/hauling of asphalt and 750 SF, 4-inch extra asphalt and recompact subgrade. Commissioner Weber made a motion to approve Change Order #2. Vice Chairperson McCleary seconded the motion with unanimous voice approval.

The Board reviewed Change Order #3 in the amount of \$1,265.00 from James Talcott Construction for prep and pour of 53 lineal feet of curb and gutter. Commissioner Weber made a motion to approve Change Order #3 in the amount of \$1,265.00. Vice Chairperson McCleary seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of March, 2011. Commissioner Weber made a motion to ratify cash disbursements, (see beginning and ending check number list). Vice Chairperson McCleary 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, Commissioner Weber made a motion to adjourn. Commissioner Ogawa seconded the motion. The meeting was adjourned by Chairperson Corey at 1:44 p.m. The next Board meeting will be held on Thursday, May 19, 2011 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

Howard Corey, Chairperson