

**Great Falls Housing Authority
Board of Commissioner's Meeting
June 21, 2018
12:00 PM**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, June 21, 2018. The meeting was called to order at 12:06 p.m. by Chairperson Weber.

PRESENT: Jim Weber, Chairperson, Joseph Boyle, Vice Chairperson, Tim McKittrick, Commissioner, Mike McCleary, Commissioner, Ashley Gates, Commissioner, Terri Sullivan, Commissioner.

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

ABSENT: Ryan Hart, Commissioner.

PETITIONS

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

BLDG 7A REMODEL

The units are complete and the Occupancy Permit has been issued from the City.

PHASE 4 INFRASTRUCTURE UPGRADE

Staff is still waiting on the release of Capital funding from HUD. Staff has been reviewing the remaining 234 linear feet of water main (with five valves) that was left and goes through the middle of the site. Staff has been talking to the Engineer and the Contractor about this additional work. With the Boards approval, Staff believes it would be beneficial to the Housing Authority to pursue a price for the water main to complete the MT 2-1 site.

Staff has also been reviewing the existing overhead electrical to eight buildings in MT 2-1. Ten power poles and transformers will need to be removed. The Contractor has been informed and will provide a proposal. This work needs to be completed to start Phase 4 Infrastructure.

CDBG CONTRACT FUNDS

The intercom system at Austin Hall is 100% complete. The water heater will be installed the end of July or early August and the remaining furnaces ordered have been delivered.

PAINTING CONTRACT 2018

Several contractors have shown interest in the maintenance painting contract. A walk thru was done on June 13th, 2018 and the bid opening will be on June 19, 2018. The bid results will be provided on board meeting day as a carry in.

OLD BUSINESS

Reagan Breeden was present to discuss the daycare at Sunrise and the possibility of the Board approving her selection for a new daycare tenant to take over the building when she moves into her new facility in the fall. The Board was introduced to Keeley, who manages a daycare on the west side of Great Falls called the Next Best Thing. Discussion was held and it was decided Staff will need to go through the daycare agreement and make any changes needed and when it's time for Reagan to move to her new facility then the Board could cancel her current agreement which expires December 2018 and sign a new contract with Keeley to run the daycare at Sunrise.

SEMAP Score was received and reviewed. No action required.

Capital Funding was received and reviewed. Commissioner McCleary made a motion to approve awarding MT 2-1 Phase 4 contract to United Materials in the amount of \$298,609 contingent on HUD releasing the funds and once released authorizing the Executive Director to sign the contract. Commissioner McKittrick seconded the motion with unanimous voice approval.

MT 2-1 Phase 4 Change Order #2 for United Materials was received and reviewed. Commissioner McCleary made a motion to approve MT 2-1 Phase 4 Change Order #2 in the amount of \$40,460 to United Materials contingent on HUD releasing the funds. Commissioner Gates seconded the motion with unanimous voice approval. United Electric underground conversion of the overhead services was received and reviewed. Staff will be requesting quotes from other contractors and will follow up with email to Board members. No action required at this time.

NEW BUSINESS

The May Board minutes were received and reviewed. Commissioner McCleary made a motion to approve the minutes with the revision on the cash disbursements to read Vice Chairperson Boyle made the motion to ratify cash disbursements for April 2018. Vice Chairperson Boyle seconded the motion with unanimous voice approval.

Resolution 943 – Rick Tanner Appreciation was received and reviewed. Commissioner Gates made a motion to approve the Resolution 943 as written. Commissioner Sullivan seconded the motion with unanimous voice approval.

Resolution 944 – Capital Fund Grant was received and reviewed. Commissioner McCleary made a motion to approve Resolution 944 as written. Commissioner McKittrick seconded the motion with unanimous voice approval.

Energy West Contract Price Quotes was received and reviewed. Commissioner Sullivan made a motion to approve Energy West Resources' 3-year contract with the price of \$2.70/MMBtu from July 1, 2018 to June 30, 2021. Commissioner Gates seconded the motion with unanimous voice approval.

Painting Contract was received and reviewed. Discussion was held and the low bidder was TTT Construction. Staff mentioned the contractor will be held accountable for the number of days a unit is out for painting. If the unit is out for more than five days, the contractor will be charged \$25 per day until it's done. The contractor will have to get the authorization from the Maintenance Supervisor for any 2nd coats of paint done in the unit. After discussion Vice Chairperson Boyle made a motion to approve TTT Construction as low bidder for the two (2) year paint contract with an option to negotiate for a maximum of two additional years through July 2022. Commissioner McCleary seconded the motion with unanimous voice approval.

Sunrise Court Lift Station was received and reviewed. Discussion was held and Staff recommends the City pay for the electricity. Commissioner McKittrick made a motion to have the Great Falls Housing Authority make a proposal to the City that the City pay for the electricity on the Lift Station indefinitely. Commissioner Sullivan seconded the motion with unanimous voice approval.

Sheppard vs. GFHA was received and reviewed. The Insurance Company has reached a settlement in this case. An express term of the settlement agreement includes a non-disclosure provision which counsel is working on. Commissioner McKittrick made a motion to authorize the Executive Director to sign the settlement agreement based on the fact that counsel advises this and realizing it may not be enforceable. Vice Chairperson Boyle seconded the motion with unanimous voice approval.

Summer Safari Request for Funding was received and reviewed. Commissioner McCleary made a motion to approve the \$45/week per child for a maximum of ten weeks up to \$10,000 and with the understanding that if we have more children attend it was okay to pay for them. Commissioner Gates seconded the motion with unanimous voice approval.

Phase 4 Infrastructure Change Order #1 Estimate – Water Main was received and reviewed. Commissioner Sullivan made a motion to approve Phase 4 Infrastructure Change Order #1 up to the amount of \$60,000 to United Materials contingent on HUD releasing funds. Commissioner Gates seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of May, 2018. Vice Chairperson Boyle made a motion to ratify cash disbursements, (see beginning and ending check numbers). Commissioner McCleary seconded the motion with unanimous voice approval.

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Financial Training for Commissioners

Board of Commissioner Recommendation – The City of Great Falls received one application for a Board position being vacated by Michael McCleary. Following discussion, Commissioners felt that David Fink’s financial background would be a benefit to the Great Falls Housing Authority. Vice Chairperson Boyle made a motion to recommend David Fink to the Great Falls City Commission for appointment to the vacant seat on the Housing Authority Board of Commissioners. Commissioner McCleary seconded the motion with unanimous voice approval.

COMMUNICATIONS

PUBLIC COMMENT

There being no further business to come before the Board, Vice Chairperson Boyle made a motion to adjourn. Commissioner McCleary seconded the motion. The meeting was adjourned by Chairperson Weber at 2:25 p.m. The next Board meeting will be held on Thursday, July 19, 2018 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

Jim Weber, Chairperson