

**Great Falls Housing Authority  
Board of Commissioner's Meeting  
August 16, 2018  
12:00 PM**

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**CALL TO ORDER**

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, August 16, 2018. The meeting was called to order at 12:04 p.m. by Chairperson Weber.

**PRESENT:** Jim Weber, Chairperson, Tim McKittrick, Commissioner, Ashley Gates, Commissioner, Terri Sullivan, Commissioner, Ryan Hart, Commissioner, Dave Fink, Commissioner, Joe Boyle, Vice Chairperson.

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

**ABSENT:** None

**OATH OF OFFICE**

David Fink

**PETITIONS**

**EXECUTIVE DIRECTOR REPORT**

**ADMINISTRATIVE REPORT**

**BLDG 7B REMODEL INTERIOR DEMO**

Interior demo has been completed by Environmental Contractors. While removing the ceiling area, asbestos was discovered on the water lines in each unit. Staff issued a field directive to them for removal and disposal. (Please see attached) A hygienist was needed for clearance of this work performed and services were secured with Tetra Tech for this. (Please see attached) All work is now complete.

**BLDG 7B EXTERIOR DEMO**

Discussion was held with Staff on removal of exterior siding and porch assembly. Staff felt removal of these items were in the best interest of the project due to late release of capital funds and the time of the year that proposals would be received. Proposals were requested and the work completed by Laabs Construction. United Materials was asked to remove exterior concrete stoops and sidewalks and excavate for the new porches. Both items were accepted and work has been completed.

**BLDG 7B REMODEL**

Staff has been requesting proposals from contractors for the remodeling of Bldg 7B. A lot of interest was expressed but only a few proposals were received. Housing Authority's Architect, Marv Hessler, visited the site last week and final details and modifications were addressed. Proposals were submitted to Marv Hessler and his acceptances and comments were given to Staff for approval. (Under New Business –

Carry in) With the Board's approval, Staff will execute contracts with selected contractors and work will begin. Staff expects completion in 5 months for this project.

### **MT 2-1 SITE ELECTRICAL UPGRADES**

Excavation and placement of new underground electrical services and communication systems are almost complete. Additional underground work was added to satisfy this. Overhead lines, poles and transformers are being removed and new services connected to the remaining buildings. All work should be complete by the end of August. MT 2-1 site electrical will then be upgraded to service the units for many years.

### **MT 2-1 PHASE 4 INFRASTRUCTURE**

Staff is requesting the Board to discuss and review securing services for design of upgrades on the electrical and communication systems needed for this site. The system now in place was installed in 1950 and has been showing signs of failure more frequently this past year. Staff suggests that this work be addressed, similar to the work now complete in MT 2-1. If and when funding could be secured the work could be completed in phases to upgrade this system.

### **OLD BUSINESS**

Daycare – Information on faith based organizations from HUD was received and reviewed. A PHA cannot discriminate against a faith based organization.

CD Rates – Information on rates was discussed and the Board has agreed to table this item.

### **NEW BUSINESS**

The July Board minutes were received and reviewed. Commissioner Gates made a motion to approve the minutes as written. Commissioner McKittrick seconded the motion with unanimous voice approval. Commissioner Boyle and Commissioner Fink abstained.

MT 2-1 Phase 4 Infrastructure listed in the Administrative Report as MT 2-1 will be corrected to read MT 2-2. Commissioner McKittrick made a motion to secure services for design of upgrades on the electrical and communication systems, Commissioner Hart seconded the motion with unanimous voice approval.

Fiscal Year 2018 Audit Review was received and presented by Melissa Soldano, CPA from Douglas Wilson and Company, PC. There were no findings reported this year. Commissioner Sullivan 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.

Housing Authority Insurance Renewal was received and reviewed. Commissioner Sullivan made a motion to approve the renewal as written. Commissioner McKittrick seconded the motion with unanimous voice approval. The Auto Policy was not

available at the time of the Board meeting. This will be brought back next month under Old Business.

Bldg 7B Change Order #1 – Asbestos – Tetra Tech was received and reviewed. Commissioner McKittrick made a motion to approve payment in the amount of \$1,423 not to exceed \$1,600. Commissioner Hart seconded the motion with unanimous voice approval.

Bldg 7B Remodel Proposals were reviewed.  
Roofing – Commissioner Hart made a motion to approve T & B Construction in the amount of \$8,666. Commissioner Sullivan seconded the motion with unanimous voice approval.

Floor Covering – Vice Chairperson Boyle made a motion to approve Contract Flooring in the amount of \$17,800. Commissioner McKittrick seconded the motion with unanimous voice approval.

General – Commissioner Sullivan made a motion to approve Laabs Construction for \$57,000 on 1600 7<sup>th</sup> Ave S, \$57,000 on 1602 7<sup>th</sup> Ave S, \$57,000 on 1604 7<sup>th</sup> Ave S and \$57,000 on 1606 7<sup>th</sup> Ave S. Commissioner Fink seconded the motion with unanimous voice approval.

Masonry – Commissioner Gates made a motion to approve Egan Masonry in the amount of \$16,400. Vice Chairperson Boyle seconded the motion with unanimous voice approval.

Siding – Vice Chairperson Boyle made a motion to approve Laabs Construction in the amount of \$29,000. Commissioner Sullivan seconded the motion with unanimous voice approval.

Mechanical – Commissioner Hart made a motion to approve B & B Heating in the amount of \$16,466. Commissioner Gates seconded the motion with unanimous voice approval.

Plumbing – Commissioner Sullivan made a motion to approve Electric City Plumbing in the amount of \$13,980. Commissioner Fink seconded the motion with unanimous voice approval.

Electrical – Commissioner Gates made a motion to approve United Electric in the amount of \$9,200. Commissioner Sullivan seconded the motion with unanimous voice approval.

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

## **BOARD MEMBER REPORTS AND ANNOUNCEMENTS**

## **COMMUNICATIONS**

### **PUBLIC COMMENT**

Housing Authority resident Dawn Kingston was present during the Board meeting and expressed interest in the policies and procedures of the Board of Commissioners. She stated the Board is very professional.

There being no further business to come before the Board, Commissioner Hart made a motion to adjourn. Commissioner Gates seconded the motion. The meeting was adjourned by Chairperson Weber at 1:33p.m. The next Board meeting will be held on Thursday, September 20, 2018 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

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Kevin Hager, Secretary

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Jim Weber, Chairperson