

**Great Falls Housing Authority
Board of Commissioner's Meeting
October 18, 2018
12:00 PM**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, October 18, 2018. The meeting was called to order at 12:03 p.m. by Chairperson Weber.

PRESENT: Jim Weber, Chairperson, Joe Boyle, Vice Chairperson. Tim McKittrick, Commissioner, Ashley Gates, Commissioner, David Fink, Commissioner

ALSO PRESENT: Kevin Hager, Executive Director, Greg Sukut, Deputy Director, Cindy Hoscheid, Administrative Assistant, Chris Tinker, Accounting Supervisor came in at 12:04 p.m.

ABSENT: Ryan Hart, Commissioner and Terri Sullivan, Commissioner

PETITIONS

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

BLDG 7B REMODEL

Exterior insulation has been completed and are awaiting the siding. The roof dormers, porch canopies and roofing have been completed. Mechanical duct and plumbing are being completed up thru the floor with plumbing pipe done to each unit. Masonry is on site with this work to begin Monday, October 15. Staff expects 3 weeks for completion. Windows are all in and all exterior work that can be completed now while the weather is good is being done.

BLDG 7B REMODEL

Final payment for T & B Construction in the amount of \$8,666, as per original Contract for Services, is under New Business and a field directive in the amount of \$800 was also requested to maintain the interior from the recent rain. Staff is requesting Board approval on both. See under New Business.

MT 2-1 PHASE 4 INFRASTRUCTURE

All utility work is complete for the MT 2-1 site. All sewer lines are complete to the buildings. Water services from the new water main have also been completed to all but 2 buildings in this site. Weather has delayed finish work to the site but hoping that the week of the 15th, the concrete sidewalks can be placed and site prep for the sod can be completed. Weather will be a factor for completion of this work and the parking lot this year. Possible postponement until spring of 2019.

OLD BUSINESS

NEW BUSINESS

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

Resolution 946 – Approving Vacated Tenant Accounts Written Off for Period Ending October 12, 2018 was received and reviewed. Discussion was held and Commissioner Gates made a motion to approve Resolution 946 in the amount of \$64,660.89. Commissioner Fink seconded the motion with unanimous voice approval.

Resolution 947 – Approving Vacated Holland Tenant Accounts Written Off for Period Ending October 12, 2018 was received and reviewed. Vice Chairperson Boyle made a motion to approve Resolution 947 in the amount of 71.80. Commissioner Gates seconded the motion with unanimous voice approval.

Sole Source Justification – Berridge Manufacturing – Siding for Bldg 7B was received and reviewed. Commissioner McKittrick made a motion to approve the Sole Source Justification to Berridge Manufacturing in the amount of \$9,000.95. Commissioner Boyle seconded the motion with unanimous voice approval.

Field Directive – T & B Construction – Bldg 7B was received and reviewed. Commissioner McKittrick made a motion to approve the Field Directive for Bldg 7B to T & B Construction in the amount of \$800.00. Commissioner Gates seconded the motion with unanimous voice approval.

Final Payment – T & B Construction – Bldg 7B was received and reviewed. Commissioner McKittrick made a motion to approve the final payment to T & B Construction in the amount of \$8,666.00. Vice Chairperson Boyle seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of September, 2018. Commissioner Gates made a motion to ratify cash disbursements, (see beginning and ending check numbers). Commissioner Fink seconded the motion with unanimous voice approval.

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

COMMUNICATIONS

Kevin's Retirement Party – Discussion was held and Commissioner McKittrick made a motion to approve up to \$2,000 to spend on the party. Commissioner Fink seconded the motion with unanimous voice approval.

PUBLIC COMMENT

There being no further business to come before the Board, Commissioner McKittrick made a motion to adjourn. Vice Chairperson Boyle seconded the motion. The meeting was adjourned by Chairperson Weber at 1:00 p.m. The next Board meeting will be held on Thursday, November 15, 2018 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

Jim Weber, Chairperson