

**Great Falls Housing Authority
Board of Commissioner's Meeting
February 21, 2019
12:00 PM**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, February 21, 2019. The meeting was called to order at 12:10 p.m. by Chairperson McKittrick.

PRESENT: Tim McKittrick, Chairperson, Jim Weber, Commissioner, David Fink, Commissioner, Ryan Hart, Commissioner, Terri Sullivan, Commissioner.

ALSO PRESENT: Greg Sukut, Acting Executive Director, Chris Tinker, Accounting Supervisor, John Wierzelewski, Maintenance Supervisor, Cindy Hoscheid, Administrative Assistant

ABSENT: Joe Boyle, Vice Chairperson, Ashley Gates, Commissioner

PETITIONS

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

BLDG 7B REMODEL

All of the work will be completed this week. The final pay requests from all the contractors have been submitted for Board approval. See below for pay requests amounts and also under New Business. The remaining items such as weather stripping, touch-up paint and screen doors on the exterior will be completed as weather allows. Final checks will not be issued until Staff reviews and accepts completion. Weather delays have slowed the completion and the landscaping, sod, and sidewalks will be completed when weather allows. Once everything is completed, a final inspection will be requested from the City and re-occupancy of the units will follow.

Final pay requests from the contractors, and field directives are also listed:

Contract Flooring	\$13,315.00
Contract Flooring – Field Directive	\$ 2,040.00
Electric City Plumbing	\$ 5,592.00
Laabs Const. - Unit 1600	\$ 3,560.00
Laabs Const. - Unit 1602	\$ 3,560.00
Laabs Const.- Unit 1604	\$ 3,560.00
Laabs Const.- Unit 1606	\$ 3,560.00
Thorson Painting	\$ 5,940.00

Thorson Painting – Field Directive	\$ 2,710.00
United Electric	\$ 9,200.00
B & B Heating	\$ 9,536.00

2020 ADMIN BUDGET

Staff will be available to address and answer any questions on these items.

OLD BUSINESS

NEW BUSINESS

The January Board minutes were received and reviewed. Commissioner Weber made a motion to approve the minutes as written. Commissioner Fink seconded the motion with unanimous voice approval.

Resolution 956 – Operating Budgets was received and reviewed. Commissioner Sullivan made a motion to approve Resolution 956 – Great Falls Housing Authority Operating Budgets for All Programs for Fiscal Year End March 31, 2020 as written. Commissioner Hart seconded the motion with unanimous voice approval.

Kubas Keller Year End Technical Assistance was received and reviewed. Commissioner Fink made a motion to approve the Kubas Keller Year End Technical Assistance proposed price for services in the amount of \$8,530. Commissioner Weber seconded the motion with unanimous voice approval.

Contract Flooring Invoice #438 – Bldg 7B Final Payment was received and reviewed. Commissioner Weber made a motion to approve the final payment in the amount of \$13,315 to Contract Flooring. Commissioner Fink seconded the motion with unanimous voice approval. Chairperson McKittrick abstained.

Contract Flooring Invoice #446 – Bldg 7B Final Payment was received and reviewed. Commissioner Weber made a motion to approve the final payment in the amount of \$2,040 to Contract Flooring. Commissioner Fink seconded the motion with unanimous voice approval. Chairperson McKittrick abstained.

Electric City Plumbing – Bldg 7B Final Payment was received and reviewed. Commissioner Hart made a motion to approve final payment in the amount of \$5,536.08 to Electric City Plumbing. Commissioner Sullivan seconded the motion with unanimous voice approval.

Laabs Construction Bldg 7B Final Payments was received and reviewed. Commissioner Fink made a motion to approve Invoice #1361, 1362, 1363 and 1364 in the amount of \$3,560 for each unit number 1600, 1602, 1604 and 1606 to Laabs Construction. Commissioner Hart seconded the motion with unanimous voice approval.

Thorson Painting – Bldg 7B Final Payment was received and reviewed. Commissioner Sullivan made a motion to approve Invoice #2419 final payment in the amount of \$8,650 to Thorson Painting. Commissioner Weber seconded the motion with unanimous voice approval.

United Electric – Bldg 7B Final Payment was received and reviewed. Commissioner Sullivan made a motion to approve Invoice #896 final payment in the amount of \$9,200 to United Electric. Commissioner Fink seconded the motion with unanimous voice approval.

B & B Heating – Bldg 7B Final Payment was received and reviewed. Commissioner Fink made a motion to approve final payment in the amount of \$9,536 to B & B Heating. Commissioner Sullivan seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of January, 2019. Commissioner Weber made a motion to ratify cash disbursements, (see beginning and ending check numbers). Commissioner Sullivan seconded the motion with unanimous voice approval.

Chairperson McKittrick invited Greg Sukut, Acting Executive Director, Chris Tinker, Accounting Supervisor, John Wierzelewski, Maintenance Supervisor and Cindy Hoscheid, Administrative Assistant to exit the meeting at 1:10 pm. The recorder was turned off. A discussion was held among the Board members on the Executive Director applications process.

At 1:35 pm, Greg Sukut, Acting Executive Director and Cindy Hoscheid, Administrative Assistant returned to the meeting.

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Set up meeting to go over Executive Director applications

COMMUNICATIONS

PUBLIC COMMENT

There being no further business to come before the Board, Commissioner Weber made a motion to adjourn. Commissioner Sullivan seconded the motion. The meeting was adjourned by Chairperson McKittrick at 1:37 p.m. The next Board meeting will be held on Thursday, March 21, 2019 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Greg Sukut, Acting Secretary

Tim McKittrick, Chairperson