

**Great Falls Housing Authority
Board of Commissioner's Meeting
August 15, 2019
12:00 PM**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, August 15, 2019. The meeting was called to order at 12:07. p.m. by Acting Chairperson Hart.

PRESENT: Ryan Hart, Acting Chairperson, David Fink, Commissioner, Ashley Gates, Commissioner, Terri Sullivan, Commissioner, Megan Bailly, Commissioner

ALSO PRESENT: Greg Sukut, Executive Director, Chris Tinker, Accounting Supervisor, Donna Halbleib, Program Supervisor, Cindy Hoscheid, Administrative Assistant

ABSENT: Tim McKittrick, Chairperson

OATH OF OFFICE

Megan Bailly

PETITIONS

PUBLIC COMMENT

Great Falls Housing Authority tenant, Dawn Kingston, was present and had various issues that concerned her. Staff will give her a copy of the Mission Statement so she is more familiar with the goal of the Great Falls Housing Authority. Also had questions about the Boys and Girls Club, watering grass and if Dr. Lawn employees were paid satisfactorily. Another tenant, Theresa Tripp, came in at 12:30 p.m. and left the meeting at 12:45 p.m.

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

MT 2-2 ELECTRICAL POWER UPGRADES

Plans have been given to the telephone and cable TV companies for their review and design purposes. Once they have completed the review, the documents will be complete. Staff has been requesting quotes for materials for the project and will present them to the board next month,

BLDG 7C REMODEL

The interior demo exposed asbestos and Staff directed the contractor to remove and dispose of as required. (See under New Business) Laabs Construction began their work August 5th. The roof shingles have been removed and some wall areas for the remodel. After exposing the areas they uncovered rotten wood in both the wall and roof. Staff directed the contractor to remove and replace as necessary. United

Materials and United Electric have completed the re-route of the electrical and site lighting. Excavation of the footings and sidewalk demo to be completed this week.

MT 2-3 SITE LIGHTING REPLACEMENT

Staff will start requesting quotes from contractors and once the materials arrive the work can begin. Northwestern Energy and our Staff have pre scheduled the lighting replacement for mid-September with completion by late September.

OLD BUSINESS

1. Management Agreement Approval was discussed. Commissioner Sullivan made a motion to approve the Management Agreement as written. Commissioner Gates seconded the motion with unanimous voice approval.
2. Bldg 7C – Selective Demo Email Approval – no action required.
3. Bldg 7C – Environmental Demo Email Approval – no action required.
4. Bldg 7C – Interior/Exterior Rehab Proposals Email Approvals with Revised Recommendation for Flooring – no action required.

NEW BUSINESS

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

Fiscal Year 2019 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. Commissioner Fink seconded the motion with unanimous voice approval.

Election of Officer – Vice Chairperson was discussed. Commissioner Sullivan made a motion to elect Ryan Hart to Vice Chairperson. Commissioner Fink seconded the motion with unanimous voice approval.

Board Recommendation on Vacancy was received and reviewed. Commissioner Fink made a motion to recommend Amber Pearson for the vacant seat on the Great Falls Housing Authority Board of Commissioners to the City Commission. Commissioner Gates seconded the motion with unanimous voice approval.

CD Information was received and reviewed. Commissioner Fink made a motion to approve moving some money from GFHA and /or Treasury accounts to two 11 month CD's, one at \$100,000 and the other \$400,000. Commissioner Sullivan seconded the motion with unanimous voice approval.

Tetra Tech Change Order – Bldg 7C was received and reviewed. Commissioner Sullivan made a motion to approve the change order for the inspection to Tetra Tech in the amount of \$1,423. Commissioner Gates seconded the motion with unanimous voice approval.

Environmental Contractors Change Order – Bldg 7C was received and reviewed. Commissioner Fink made a motion to approve the change order for removal and disposal of asbestos pipe in the amount of \$3,465 to Environmental Contractors. Commissioner Sullivan seconded the motion with unanimous voice approval.

Housing Authority Insurance Renewal was received and reviewed. Commissioner Gates made a motion to approve the renewal as written. Commissioner Sullivan 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.

The Board reviewed cash disbursements for the month of June 2019 and July 2019. Commissioner Sullivan 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

There being no further business to come before the Board, Commissioner Sullivan made a motion to adjourn. Commissioner Gates seconded the motion. The meeting was adjourned by Vice Chairperson Hart at 1:16 p.m. The next Board meeting will be held on Thursday, September 19, 2019 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Greg Sukut, Secretary

Ryan Hart, Vice Chairperson