

**Great Falls Housing Authority
Board of Commissioner's Meeting
January 17, 2013**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, January 17, 2013. The meeting was called to order at 12:03 p.m.

PRESENT: Jim Weber, Chairperson; Jon McCarty, Vice Chairperson; Mike McCleary, Commissioner; Joe Boyle, Commissioner; Dan Price, Commissioner; Cal Gilbert, Commissioner, Marquita Ogawa, Commissioner.

ALSO PRESENT: Kevin Hager, Executive Director; Greg Sukut, Program Supervisor; Cindy Hoscheid, Administrative Assistant.

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

MT 2-1 REMODEL

Work is still proceeding at a slow pace on the two buildings. Siding has finally been completed on the 10-plex but soffit is still unfinished. Mealey Construction has continued to be combative on all of the work that he is required to do. All direction is given via memo issued by the Architect. Concern by the other contractors as to their completion being achieved has been voiced. A February 28th completion date for all work is still the set date.

RESOLUTION NO 886 & FIVE YEAR AND ANNUAL PLAN

See attached Agenda on Resolution No 886.

SUNRISE COURT STABILIZATON

In the December meeting, Chairperson, Mike McCleary wanted to know who signed off on the project at Sunrise Court. Alan Stansbery from Morrison-Maierle Engineering approved the project.

SAND HILLS PHASE 3

The exterior rock, soffit, and fascia are complete. Electrical rough in was completed on 1/7/13. Wall insulation was completed on 1/11/13. The vapor barriers are completed and the sheet rockers started 1/14/13. Electrical service install is scheduled for the week of 1/21-1/25 for both phases. Overall, Phase 3 is

approximately 10-15 days behind schedule. Weather permitting, the 30 day window should have tape and texture complete.

SAND HILLS PHASE 4

Exterior rock, soffit and fascia began on 1/10/13. Electrical rough in is about 50% with vapor barriers and sheetrock to follow. Exterior concrete for both phases are complete and ahead of schedule. Phase 4 is approximately 5-10 days behind schedule. Weather permitting, the 30 day window should have sheetrock complete with tape and texture to follow.

HOUSING AUTHORITY 75th ANNIVERSARY

The Great Falls Housing Authority will be celebrating the 75th anniversary of its first Board meeting on May 27th, 1938. Suggestions from the Board members included: running an hourly bus tour to the Housing sites showing old sites compared to the newly remodeled sites. Invite the County Commissioners, City Commissioners, Legislators and the general public to a reception of coffee, punch and cookies. Gather information for the 75th Annual Report including pictures of the commissioners.

OLD BUSINESS

Raegan Breeden from Play 'N' Learn Daycare presented information on the Daycare. She is doing a great job with the daycare. The Board would like to have Raegan come back in May or June with pictures of the landscaping that was done recently.

Phase 4 Sandhills change order #2 to add access gate for \$350.00. Commissioner McCleary made a motion to approve the change order for \$350.00. Commissioner Gilbert seconded the motion with unanimous voice approval.

Resolution No 886 and the PHA Plan for Fiscal Year beginning April 1, 2013 was emailed to all commissioners and approved.

Schedules and information were passed around to the commissioners on the NAHRO Conference being held in Washington, DC in March. Unanimous decision was made to not send any one at this time. Commissioner Weber reminded members that there will be more conferences later on in the year.

NEW BUSINESS

The minutes from the December 17, 2012 meeting were received and reviewed. Vice Chairperson McCarty made a motion to approve the minutes as written. Commissioner Boyle seconded the motion with unanimous voice approval.

The minutes from the 2012 Annual meeting were received and reviewed. Commissioner Boyle made a motion to approve with corrections of adjournment on the Annual Meeting to read Commissioner McCleary made a motion to adjourn the meeting and Commissioner Ogawa seconded the motion with unanimous voice approval. Commissioner McCleary seconded the motion with corrections and with unanimous voice approval from the Commissioners.

The Board reviewed Resolution No 887 – City of Great Falls Position Classification/Pay Plan for the Maintenance Supervisor, Assistant Maintenance Supervisor, Maintenance Workers, Summer Laborer, Groundskeepers, and Assistant Janitor. The Great Falls City Commission adopted the current Pay Plan in 2001 and updates the Pay Plan segment usually at the beginning of each fiscal year in July. Commissioner Ogawa made a motion to approve Resolution No 887. Commissioner McCleary seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of December, 2012. Commissioner McCleary made a motion to ratify cash disbursements for December, 2012, (see beginning and ending check number list.) Vice Chairperson McCarty seconded the motion with unanimous voice approval.

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Commissioner Ogawa commented about problems with tenants not picking up after their dogs. The Board suggested that Commissioner Ogawa write an article that could be printed in the Housing Newsletter.

COMMUNICATIONS

PUBLIC COMMENT

There being no further business to come before the Board, Vice Chairperson McCarty made a motion to adjourn. Commissioner McCleary seconded the motion. The meeting was adjourned by Chairperson Weber at 1:08 p.m. The next Board meeting will be held on Thursday, February 21, 2013 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

James Weber, Chairperson