

**Great Falls Housing Authority
Board of Commissioner's Meeting
May 23rd, 2013**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, May 23rd, 2013. The meeting was called to order at 12:15 p.m. by Chairperson, Jim Weber.

PRESENT: Jim Weber, Chairperson; Jon McCarty, Vice Chairperson; Michael McCleary, Commissioner, Joe Boyle, Commissioner; Dan Price, Commissioner; Cal Gilbert, Commissioner,

ABSENT: Marquita Ogawa, Commissioner

ALSO PRESENT: Kevin Hager, Executive Director; Chris Tinsley, Maintenance Supervisor; Cindy Hoscheid, Administrative Assistant.

PETITIONS

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

MT 2-1 REMODEL

The MT 2-1 14 unit remodel is complete. Leasing has started at the 10 plex and existing tenants are being transferred to the 4 plex. An open house will be held at a later date.

GFHA APPLICATION LIST

Effective June 1st, 2013, we will start accepting applications for one (1) bedroom units in Public Housing.

SECURITY DEPOSITS

Staff has been working to consolidate security deposits. Security deposits are leaving US Bank and going to 1st Interstate Bank at a higher rate of interest. Accounts will be consolidated into one checking account for efficiency and accounted for individually. HUD was contacted and this is an acceptable procedure used by many Housing Authorities across the country.

SCHOLARSHIP ANNOUNCEMENT

Chairperson, Jim Weber has agreed to present the scholarship and certificate to Makayla Bishop at Paris Gibson Alternative School on June 4th.

HOUSING AUTHORITY 75th ANNIVERSARY

Staff has contacted John Godwin, from the old Photo Plus business, to take our pictures for the booklet. He will charge \$45 per hour and only \$30 for the CD. We will do this at our June Board meeting and have staff/group pictures at 11:00 a.m. and the

Board members at 12:00 p.m. before the Board meeting. Staff will arrange with Jon Godwin to take any pictures of staff or Board members that are not able to attend.

OLD BUSINESS

The additional \$3000 payment to Mealey Construction was approved through email and also the Final Payment for MT 2-1 for Mealey Construction was approved via email.

NEW BUSINESS

The April Board minutes were received and reviewed. Vice Chairperson, McCarty made a motion to approve the April minutes as written. Commissioner Gilbert seconded the motion with unanimous voice approval and Commissioner McCleary abstained.

Final Payment on Sand Hills Phase 3 to United Electric - Commissioner Boyle made a motion to approve the final payment in the amount of \$1200.00. Commissioner Gilbert seconded the motion with unanimous voice approval.

Final Payment of Sand Hills Phase 4 to United Electric – Commissioner Price made a motion to approve the final payment in the amount of \$1100.00. Commissioner McCarty seconded the motion with unanimous voice approval.

Final Payment on Sand Hills Phase 3 to James Talcott Construction – Commissioner McCleary made a motion to approve the final payment in the amount of \$15,894.46. Vice Chairperson McCarty seconded the motion with unanimous voice approval.

Final Payment of Sand Hills Phase 4 to James Talcott Construction – Commissioner Price made a motion to approve the final payment in the amount of \$14,043.53. Commissioner McCleary seconded the motion with unanimous voice approval.

Staff reported that Brennan Heating's Final Approval was no longer contingent, that we have the lien releases and consent of surety for final payments from the insurance company.

Final Payment of Sand Hills Phase 3 to Brennan Heating - Commissioner McCleary made a motion to approve the final payment in the amount of \$5738.00. Commissioner Gilbert seconded the motion with unanimous voice approval.

Final Payment of Sand Hills Phase 4 to Brennan Heating – Vice Chairperson McCarty made a motion to approve the final payment in the amount of \$5709.50. Commissioner Boyle seconded the motion with unanimous voice approval.

Management Agreement between the City and GFHA was received and reviewed. Discussion was held specifically about the Housing Rehabilitation Loan Review Committee. Staff will meet with City Officials to discuss this further. The Agreement is not due until July 20th so there is no need to act upon this now.

Reappoint Commissioner Michael McCleary for a second term as stated in the City of Great Falls Board Appointment Policy. A commissioner is allowed to serve two

uninterrupted five-year terms for a maximum of ten years. Commissioner Boyle made a motion to recommend to the City Commission that Michael McCleary be reappointed to a second term. Vice Chairperson McCarty seconded the recommendation with unanimous voice approval with Commissioner McCleary abstaining.

PYAC Program – Restructuring and Funding Request was presented by Officer Pam Henry and Volunteer Coordinator, Samantha Huffman. The PYAC name will not change since it has been that name for so long and the kid's know it by that name. A new direction for PYAC will start off with a free Carnival at Chowen Springs Park on June 15th that will have food and drinks, games, photo ID's, signup sheets to see if kids are interested in certain activities, dunking booths, and water activities. Officer Henry is asking for \$1800 in contributions from the Housing Authority to help with costs. PYAC volunteers will do fundraising with other organizations also. PYAC is trying to get more kids involved by having a schedule set up so the kids will know what activities are planned.

Vice Chairperson McCarty made a motion to approve funding up to \$1800 to help with Carnival costs. Commissioner McCleary seconded the motion with unanimous voice approval.

The Board reviewed Resolution No. 891 – GFHA Section Eight Management Operations Certification. Commissioner Boyle made a motion to approve Resolution No. 891. Commissioner McCleary seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of April 2013. Commissioner McCleary made a motion to ratify cash disbursements, (see beginning and ending check numbers). Commissioner Gilbert seconded the motion with unanimous voice approval.

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Vice Chairperson McCarty asked about the ECP letter to the City of Great Falls. Staff reported that the attorney, Mr. Watt, had the letter written but did not send it due to the fact that the City of Great Falls / ECP was settling with SME (Southern Montana Electric).

COMMUNICATIONS

Public Housing Sequestration Letter from HUD was passed to the Board members.

Linda Guinan passed the HCV Specialist Exam.

PUBLIC COMMENT

There being no further business to come before the Board, Commissioner Boyle made a motion to adjourn. Commissioner McCleary seconded the motion. The meeting was adjourned by Chairperson Weber at 1:47 p.m. The next Board meeting will be held on Thursday, June 20th, 2013 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

Jim Weber, Chairperson