

# **Great Falls Housing Authority Board of Commissioner's Meeting February 20, 2014**

---

## **CALL TO ORDER**

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, February 20, 2014. The meeting was called to order at 12:07 p.m. by Chairperson Jon McCarty.

**PRESENT:** Jon McCarty, Chairperson, Michael McCleary, Commissioner, Dan Price, Commissioner; Jim Weber, Commissioner, Marquita Ogawa, Commissioner

**ABSENT:** Joe Boyle, Vice Chairperson; Cal Gilbert, Commissioner

**ALSO PRESENT:** Kevin Hager, Executive Director; Chris Tinker, Accounting Supervisor; Cindy Hoscheid, Administrative Assistant.

## **PETITIONS**

## **EXECUTIVE DIRECTOR REPORT**

### **ADMINISTRATIVE REPORT**

#### **HOME PROGRAM**

Great Falls Housing Authority Leasing Managers, Donna Halbleib and Mary Herseim have been recognized as doing a great job with the HOME program. Mary Taylor from the HOME Program in Helena appreciated all the hard work preparing for her visit last year.

#### **NORTHWESTERN ENERGY**

On 12/19/13 Staff contacted Northwestern Energy concerning AMP 1, AMP 2, Cost Center and Admin Buildings not being billed properly. GFHA separated from Electric City Power on September 3, 2013. Electric City Power billed us for the last time on 8/21/13 and Northwestern Energy should have picked up the billing after this. For some reason Northwestern Energy did not bill us for September, October, November, December and January.

We have now received a bill from Northwestern Energy for the 5 months in the amount of \$66, 972.17 that include AMP 1, 2, Cost Center and Admin Buildings.

#### **MT 2-1 SITE IMPROVEMENTS PHASE 2**

Bids for the Parkdale MT 2-1 Infrastructure, road improvement and parking expansion were received and opened February 6<sup>th</sup>, 2014. The apparent low bid was from United Materials from Great Falls. An alternate bid was also included in this project for the construction and relocation of a basketball court in the Chowen Springs Park.

#### **MT 2-1 BUILDING 7F REMODEL**

Proposals have been received for the interior and crawl space demolition. The scheduled completion date is mid-March. Plans and specs have been given out to

numerous contractors and vendors and with Staff's review, their proposals will be taken for remodeling in late March.

#### **AUSTIN HALL CAFETERIA REMODEL**

Proposals have been sent out to abatement contractors and these proposals should be back by the end of February and work will begin shortly after that. Staff has been trying to contact adjoining landowner for discussion of land trade or purchase to modify cafeteria for loading dock and ramp.

#### **SUNRISE COURT BLDG 6 – STABILIZATION**

The contractor has set and transferred the building load to all the piers. Staff is waiting for the Engineer's final review to complete the final adjustment and tie off.

#### **GREAT FALLS HOUSING AUTHORITY SCHOLARSHIP PROGRAM**

The 2014 Housing Authority scholarship applications have been distributed to the four High Schools in Great Falls. The scholarship amount this year is \$800.00.

Applications must be returned by April 11, 2014, and will be in the Board pack for review on April 17<sup>th</sup>.

Also, the Housing Authority's liability insurance carrier, Housing Authority Insurance Group, will be awarding 50 scholarships in the amount of \$2,500.00 each to qualified Housing Authority residents. As the number of applications received each year continues to grow, they have decided to automate the application process this year. By successfully completing and submitting the Scholarship Application process by April 30, 2014, the applicant will be entered into the drawing.

#### **OLD BUSINESS**

Parkdale MT 2-1 Phase 2 (parking lot) – bids – Approval by email. Discussion was held and this item will be brought up in new business.

#### **NEW BUSINESS**

The January Board minutes were received and reviewed. Commissioner McCleary made a motion to approve the January 2014 minutes as written. Commissioner Weber seconded the motion with unanimous voice approval.

Resolution No. 898 – Appreciation of Terri Nelson was received and reviewed. Great Falls Housing Authority and the Board of Commissioners appreciate all the hard work and dedication that Terri has demonstrated throughout her 28 years of service. Commissioner Weber made a motion to approve the resolution. Commissioner Price seconded the motion with unanimous voice approval. Chairperson McCarty presented the resolution to Terri during the meeting.

Resolution No. 899 – Operating Budgets for FYE 3/31/15 were received and reviewed. Commissioner Weber made a motion to approve the resolution. Commissioner Ogawa seconded the motion with unanimous voice approval.

MT 2-1 Building 7F Demo – 4 Plex – Interior and Crawl space bid proposals were received and reviewed and discussion was held. Commissioner McCleary made a

motion to approve the interior demo to Environmental Contractors in the amount of \$9,990.00. Commissioner Weber seconded the motion with unanimous voice approval. Commissioner McCleary made a motion to approve the crawl space demo to Environmental Contractors in the amount of \$2,220.00. Commissioner Ogawa seconded the motion with unanimous voice approval.

Contract Award – Parkdale MT 2-1 Phase 2 – parking lot bid tabulations were emailed to all Board Members for the Parkdale Site and Utility Improvements Project and a letter from Woith Engineering recommending awarding the contract to the apparent overall low bidder for bid schedules 1-3 which is United Materials in the amount of \$435,196.70. Staff also recommends awarding this contract to United Materials and requests the Board authorize the Executive Director/ Contracting Officer to sign the contracts once the performance bond and insurance requirements are intact. The response to the email voting came from five of seven board members voting yes. With review and discussion during the board meeting, Commissioner McCleary made a motion to approve the contract to United Materials in the amount of \$435,196.70 and also authorizes the Executive Director/Contracting Officer to sign the contracts once the performance bond and insurance requirements are intact. Commissioner Weber seconded the motion with unanimous voice approval.

Kubas Keller Associates – Year End Technical Assistance contract was received. The cost is based on three days of on-site services the week of April 7, 2014 for two staff plus travel related expenses. Commissioner Weber motioned to approve the contract in the amount of \$8,250.00 and not to exceed \$12,000.00 in case we need to spend more time with them. Commissioner McCleary seconded the motion with unanimous voice approval.

Zumba classes are being proposed by Brooke Wrobel who is a certified Zumba instructor. She would like to give back to her community and offer a class once or twice a month in Dronen Hall for our residents free of charge. Her credentials include certificates and insurance. Staff checked with Housing Authority Insurance Company and they did not have any issues with it but recommended having the Instructor and Tenant sign a waiver before participating in the class. Commissioner Price motioned to approve the classes on a trial basis. Commissioner Ogawa seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of January 2014. Commissioner Weber made a motion to ratify cash disbursements, (see beginning and ending check numbers). Commissioner Ogawa seconded the motion with unanimous voice approval.

### **BOARD MEMBER REPORTS AND ANNOUNCEMENTS**

Commissioner Ogawa has concerns with not having enough dumpsters on 5<sup>th</sup> Ave S for the elderly tenants. Staff will look in to this. Commissioner Ogawa also would like to see rain gutters (diverters) placed above front doors to keep water off the stoops. When it's cold outside and raining or snowing it causes it to be icy on the stoop. Staff will check in to this.

## **COMMUNICATIONS**

### **PUBLIC COMMENT**

There being no further business to come before the Board, Commissioner Ogawa made a motion to adjourn. Commissioner Price seconded the motion. The meeting was adjourned by Chairperson McCarty at 1:28 p.m. The next Board meeting will be held on Thursday, March 20, 2014 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

---

Kevin Hager, Secretary

---

Jon McCarty, Chairperson