

**Great Falls Housing Authority
Board of Commissioner's Meeting
May 15, 2014**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, May 15, 2014. The meeting was called to order at 12:15 p.m. by Chairperson Jon McCarty.

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

ABSENT: Cal Gilbert, Commissioner

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

PETITIONS

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

MT 2-1 SITE IMPROVEMENTS

The underground piping is complete and accepted. The new intersection at Chowen Springs Loop – 6th Avenue South and 17th Street is completed and the new street curbing and sidewalks are 80% done. The parking lot area is now being prepped for concrete and should be poured this week and paving of the entire area should begin within two weeks when concrete strength is met.

BLDG 7-F 4 PLEX REMODEL

Proposals have been received and reviewed by the Architect and Staff and with the approval from the Board of Commissioners the contracts can be entered into and the actual work to begin the first part of June.

OLD BUSINESS

Amended Scholarship Application for High School and College Applicants was received and reviewed. This new application will be used next year when scholarships go out and precedence will go to graduating High School Seniors.

The Housing Authority received only one scholarship application this year from a college student. The Board instructed Staff to open this scholarship up again until May 9th and then choose the scholarship winner at the May Board meeting. No other applications were received and Vice Chairperson Boyle made a motion to award the \$800 scholarship to Kirsten Svennungsen. Commissioner Weber seconded the motion with unanimous voice approval.

The storm door issue at 211 51st Street South was received and reviewed. Chris Tinsley, Maintenance Supervisor and Jan Mayernik, Leasing Manager met Ashley Hill at her apartment on May 15, 2014 to check the storm door that is on now. Everyone was in agreement that the door is installed correctly and is in good working order. Discussion was held on the \$188.86 charges still pending on the 2nd storm door. Commissioner Weber motioned that the Housing Authority pay half of the charges which comes to \$94.43 and Ashley Hill pay the other half (\$94.43) with the understanding that any future damages to the storm door will be 100% her responsibility. Ashley may set up a payment agreement with her Leasing Manager. Commissioner Price seconded the motion with unanimous voice approval.

NEW BUSINESS

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

Final Payment - Sunrise Court Stabilization – Gittins Foundation was received and reviewed. Vice Chairperson Boyle made a motion to approve the final payment in the amount of \$4,412.95 to Gittins Foundation. Commissioner Ogawa seconded the motion with unanimous voice approval.

MT 2-1 Four Plex – Phase 2 proposals were received and reviewed. Project Manager, Scott Floerchinger presented the proposals and recommendations.

General – Commissioner Weber made a motion to approve the contract in the amount of \$45,630.00 to Robinson Construction. Commissioner McCleary seconded the motion with unanimous voice approval.

Concrete – Commissioner McCleary made a motion to approve the contract in the amount of \$20,614.00 to Robinson Construction. Commissioner Ogawa seconded the motion with unanimous voice approval.

Masonry – Vice Chairperson Boyle made a motion to approve the contract in the amount of \$4,000.00 to Egan Masonry. Commissioner McCleary seconded the motion with unanimous voice approval.

Insulation – Commissioner Weber made a motion to approve the contract in the amount of \$4,963.00 to Klinefelter. Commissioner Price seconded the motion with unanimous voice approval.

Floor Covering – Commissioner Ogawa made a motion to approve the contract in the amount of \$6,969.28 to Central Floor. Commissioner McCleary seconded the motion with unanimous voice approval.

Mechanical – Vice Chairperson Boyle made a motion to approve the contract in the amount of \$14,094.00 to B & B Heating. Commissioner Weber seconded the motion with unanimous voice approval.

Plumbing – Commissioner McCleary made a motion to approve the contract in the amount of \$21,780.00 to Electric City Plumbing. Commissioner Ogawa seconded the motion with unanimous voice approval.

Electrical – Commissioner Weber made a motion to approve the contract in the amount of \$12,300.00 to United Electric. Commissioner Ogawa seconded the motion with unanimous voice approval.

Phase 2 – Change Order #2 – was received and reviewed. Commissioner McCleary made a motion to approve the change order in the amount of \$22,780.00 to United Materials. Commissioner Price seconded the motion with unanimous voice approval.

Boulevard Style and Color Selection – was received and reviewed. Discussion was held and it was decided that the Board would like the Housing Authority Staff to look at the color selections and style and make the decision. An email would then be sent to all Board members once a decision was made.

Resolution 901 – GFHA Section 8 Management Operations Certification was received and reviewed. Commissioner McCleary made a motion to approve the resolution. Vice Chairperson Boyle seconded the motion with unanimous voice approval.

Resolution 902 – Approving Vacated Tenant Accounts for FYE March 31, 2014 was received and reviewed. Commissioner Weber made a motion to approve the resolution. Commissioner Ogawa seconded the motion with unanimous voice approval.

2014 Summer Swimming Passes – was received and reviewed. Staff is proposing to purchase 300 more passes from the Park and Recreation Department for the Electric City Water Park in the amount of \$900.00 and purchase 60 more passes from Great Falls High School in the amount of \$90.00. Vice Chairperson Boyle made a motion to approve the purchase of 300 swimming passes for Electric City Water Park in the amount of \$900.00 and purchase 60 swimming passes for the Great Falls High School in the amount of \$90.00. Commissioner McCleary seconded the motion with unanimous voice approval. The Board emphasized that if Staff ran out of these passes, we were allowed to purchase more, within reason.

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

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Vice Chairperson Boyle reported that Commissioner Ogawa will be attending the Montana Housing Partnership Conference in Miles City next week.

COMMUNICATIONS

PUBLIC COMMENT

There being no further business to come before the Board, Vice Chairperson Boyle made a motion to adjourn. Commissioner Weber seconded the motion. The meeting was adjourned by Chairperson McCarty at 1:50 p.m. The next Board meeting will be held on Thursday, June 19th, 2014 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

Jon McCarty, Chairperson