

**Great Falls Housing Authority  
Board of Commissioner's Meeting  
April 16, 2015**

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**CALL TO ORDER**

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, April 16, 2015. The meeting was called to order at 12:12 p.m. by Chairperson Boyle.

**PRESENT:** Joseph Boyle, Chairperson, Jim Weber, Commissioner, Dan Price, Commissioner; Mike McCleary, Commissioner, Cal Gilbert, Vice Chairperson, Marquita Ogawa, Commissioner.

**ABSENT:** Jon McCarty, Commissioner

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

**PETITIONS**

**EXECUTIVE DIRECTOR REPORT**

**ADMINISTRATIVE REPORT**

**GAS LINE RETROFIT – MT 2-1**

Energy West Gas Company began boring and trenching new gas lines and services on April 1<sup>st</sup> (no joke) at the Parkdale MT 2-1 site. They completed all of their work on the distribution system April 10<sup>th</sup>. Staff and our plumber (Porky's Plumbing) have been scheduling and reworking services to the units as the new system is completed and averaging 12 units a day. Expected completion of MT 2-1 retrofit is April 24<sup>th</sup>.

**SUNRISE COURT BLDG S-1 STABILIZATION**

All structural stabilization of this building was completed on April 3<sup>rd</sup>. Final approval of work approved by Morrison-Maierle Engineering and accepted by Staff. Final payment and acceptance submitted for approval by Housing Authority Board. Interior items that need adjustments or mending are being scheduled by Staff and will be completed by April 30<sup>th</sup>.

**MT 2-1 REMODEL DUPLEX (2)**

Plans and documents have been approved by Staff with Hessler Architect. Housing Authority will act as general contractor. Proposals will be requested from contractors for all work to be completed on the 2 duplexes and presented to the Housing Authority Board for approval.

**MT 2-1 SITE IMPROVEMENTS**

Final documents and estimates are being completed by Woith Engineering and Staff for the MT 2-1 project. (See attached) Bid dates after final review will be established and listed. Bid results will be presented to the Board in May for award.

## **OLD BUSINESS**

### **NEW BUSINESS**

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

Board Member Term – Reappointment – Recommendation – was received and reviewed. Chairperson Boyle left the meeting. Vice Chairperson Gilbert chaired the discussion. Commissioner Weber made a motion to reappoint and recommend Chairperson Boyle for the 2nd term to the City Commission. Commissioner Price seconded the motion with unanimous voice approval. Chairperson Boyle returned to the meeting.

Sole Source Justification – Amp 2 Water Main Break – United Materials was received and reviewed. No action required.

Sole Source Justification – Emergency Gas Line Installation – Porky's Plumbing was received and reviewed. No action required.

Change Order #1 – Sunrise Court Bldg S-1 – Gittin's Foundation was received and reviewed. Vice Chairperson Gilbert made a motion to approve Change Order #1 in the amount of \$1,800 to Gittin's Foundation. Commissioner Weber seconded the motion with unanimous voice approval.

Final Payment – Sunrise Court Bldg S-1 Stabilization – Gittin's Foundation was received and reviewed. Commissioner Weber made a motion to approve the Final Payment in the amount of \$5,176.55 to Gittin's Foundation. Commissioner Ogawa seconded the motion with unanimous voice approval.

Resolution 911 – Approving Vacated Tenant Accounts Written Off for Period Ending March 31, 2015 was received and reviewed. Commissioner McCleary made a motion to approve Resolution 911 in the amount of \$3,099.21. Commissioner Ogawa seconded the motion with unanimous voice approval.

Swimming Passes – was received and reviewed. Staff is asking the Board to authorize the purchase requisition of 60 Great Falls High passes and 300 Electric City Water Park passes for a total of \$990.00. Commissioner Weber made a motion to approve the purchase of swimming passes in the amount of \$990.00 with the understanding that if Staff ran out of these passes, they are allowed to purchase more within reason. Vice Chairperson Gilbert seconded the motion with unanimous voice approval.

Summer Party – Baseball Game – was received and reviewed. Discussion was held and a signup sheet was signed by Board members who plan on attending the game on Thursday, July 23<sup>rd</sup>, 2015.

Scholarship Applications – was received and reviewed. Housing Authority received only one high school application from Sheila Alcantar who is a Section 8 tenant that

will graduate in June 2015. Commissioner Price made a motion to award Sheila Alcantar the Housing Authority Scholarship in the amount of \$1,400. Vice Chairperson Gilbert seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of March, 2015. 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**

Commissioner Weber and Commissioner McCleary made a report on their trip to the Legislative Conference in Washington D.C.

### **COMMUNICATIONS**

### **PUBLIC COMMENT**

There being no further business to come before the Board, Commissioner McCleary made a motion to adjourn. Commissioner Weber seconded the motion. The meeting was adjourned by Chairperson Boyle at 1:14 p.m. The next Board meeting will be held on Thursday, May 21st, 2015 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

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Kevin Hager, Secretary

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Joseph Boyle, Chairperson