

**Great Falls Housing Authority
Board of Commissioner's Meeting
June 18, 2015**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, June 18, 2015. The meeting was called to order at 12:08 p.m. by Vice Chairperson Gilbert.

PRESENT: Jim Weber, Commissioner, Dan Price, Commissioner, Jon McCarty, Commissioner, Mike McCleary, Commissioner

ABSENT: Joseph Boyle, Chairperson, Marquita Ogawa, Commissioner

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

PETITIONS

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

GAS LINE RETRO-FIT MT 2-2

The gas line retro-fit has been completed in MT 2-2. All the units have been converted by the Gas Company and staff. Staff is now sealing and painting all of the services and will have to go back and cut off the old gas risers and seal them. Expect mid-July completion.

MT 2-1 SITE IMPROVEMENTS

Bids are enclosed with a letter of recommendation for award to United Materials. Staff and Woith Engineering have reviewed proposals and agree with their bid. If awarded the work should start around the middle of July.

MT 2-1 REMODEL DUPLEX (2)

After 6 weeks, the plan review is complete and Staff has been distributing these to the contractors and expects proposals back by June 19th. Staff has also been securing vendor quotes for materials.

OLD BUSINESS

NEW BUSINESS

The May Board minutes were received and reviewed. Commissioner McCarty made a motion to approve the minutes as written with the minutes being sent through email for approval to the absent Commissioners because we did not have a quorum at this meeting. Commissioner Weber seconded the motion. Commissioner McCleary abstained.

Energy West – Natural Gas Price Quote – was received and reviewed. Commissioner Weber made a motion to lock in the three year fixed rate at \$3.55 from July 1, 2015 until June 30, 2018. Commissioner Price seconded the motion with unanimous voice approval.

Woith Engineering – Phase 3 Contract Award Recommendation – was received and reviewed. Commissioner Weber made a motion to award the contract to the lowest bidder, United Materials, in the amount of \$480,997.60. Commissioner McCleary seconded the motion with unanimous voice approval.

Boys and Girls Club Summer Safari Program – Request for Funding was received and reviewed. Commissioner Price motioned to approve the request of \$45.00 per week, per member for 10 weeks up to 25 children and if needed we could fund more Housing Authority children. Commissioner McCleary seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of May, 2015. Commissioner McCarty 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 commented on the NAHRO Conference held in Bozeman

COMMUNICATIONS

City Commission – Reappointment of Joseph Boyle was approved for a 2nd five year term.

Executive Director, Kevin Hager, commented on the Housing Authority receiving the award for Most Improved Rental Property from Neighborworks.

Notification pamphlet on Window Blind Safety from the Parents for Window Blind Safety was reviewed and it was motioned by Commissioner McCarty to take this pamphlet to our legal counsel for consideration.

PUBLIC COMMENT

There being no further business to come before the Board, Commissioner McCarty made a motion to adjourn. Commissioner Weber seconded the motion. The meeting was adjourned by Vice Chairperson Gilbert at 1:02 p.m. The next Board meeting will be held on Thursday, July 16th, 2015 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

Cal Gilbert, Vice Chairperson