

**Great Falls Housing Authority
Board of Commissioner's Meeting
February 19, 2015**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, February 19, 2015. The meeting was called to order at 12:55 p.m. by Chairperson Boyle.

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

ABSENT: Cal Gilbert, Vice Chairperson

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

PETITIONS

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

1630 CSL FIRE UNIT

This unit is complete and has been turned over to maintenance to get ready for lease.

BLDG S-1 STABILIZATION SUNRISE

All of the piers have been placed on the exterior of the building. The center beam piers and brackets will be placed February 16-20 with the final lift and loading done the following week.

CAPITAL DUPLEX (2) BUILDINGS REMODEL

The contractor started work on the demolition and asbestos removal of the two buildings on February 2nd and it is now complete as of February 13th. Staff will review the drawings with the architect and then finalize these drawings for the remodel.

SITE IMPROVEMENTS – MAIN SITE

Staff met with Woith Engineering and received cost assumptions and work items. (see attachment). All items proposed in this scope look to be achievable with phasing this year.

OLD BUSINESS

Duplex Demolition Bid Quotes – Approved by email.

NEW BUSINESS

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

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

Year End Technical Assistance Proposal – Kubas Keller Associates was received and reviewed. Discussion was held. The Board would like to see a receipt on items invoiced. Commissioner Weber made a motion to approve the Year End Technical Assistance Proposal for Kubas Keller Associates and not to exceed \$8250.00. Commissioner Ogawa seconded the motion with unanimous voice approval.

Resolution 908 – Approving Operating Budgets FYE March 31, 2016 was received and reviewed. Commissioner McCleary made a motion to approve Resolution 908. Commissioner McCarty seconded the motion with unanimous voice approval.

Holland Court – Rent Increase Proposal was received and reviewed. Commissioner McCarty made a motion to approve Proposal #1 – to increase in rent for a two bedroom unit at Holland Court to \$475 effective May 1, 2015. Another \$25 increase effective November 1, 2015. A final increase of \$25 effective May 1, 2016. Final rent would be \$525.00. Increase a three bedroom unit at Holland Court from \$520 to \$550 effective May 1, 2015. Another increase of \$25 effective November 1, 2015. A final increase of \$25 effective May 1, 2016. Final rent would be \$600.00. Commissioner Weber seconded the motion with unanimous voice approval.

Addendum #3 Phase 3 – Interior/Exterior Rehab of MT2-1 & MT2-2 – Hessler Architects was received and reviewed. Commissioner Weber made a motion to approve the Addendum #3 in the amount of \$15,467.00. Commissioner McCleary seconded the motion with unanimous voice approval.

Professional Services Design – Phase 3 – Woith Engineering was received and discussed. Commissioner McCleary made a motion to approve the Professional Services Design not to exceed \$79,500.00. Commissioner Ogawa seconded the motion with unanimous voice approval.

Parkdale Phase 3 – Electrical Update – Woith Engineering (Carry in) – was received and discussed. Commissioner McCleary made a motion to approve the Electrical Update in the amount of \$5,000.00. Commissioner Ogawa seconded the motion with unanimous voice approval.

Hessler Architects letter was received and reviewed. Discussion was held and the Board will take this under advisement per counsel. The Board ask that our attorney attend the board meeting next month. Staff will check in to this.

Response Letter – GFHA to Hessler Architects – was received and reviewed. No action is required.

HAI Group Recommendation on Window Blinds was received and reviewed. The Board will take this under advisement per counsel. No action is required.

Work Order Changes – was received and reviewed. Staff is requesting changes in repairs and service calls (work orders) for maintenance calls that will be in effect May 1, 2015. Charges for unplugging toilets and light bulb changes will be charged \$25.00 and for after hour calls for these items will be charged \$37.50. The Housing Authority will supply each unit with a plunger and the tenant will have to pick one up at the office and have it assigned to their unit. This will help alleviate the time maintenance spends on these types of calls. Commissioner Ogawa made a motion to approve the changes in work orders. Commissioner McCleary seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of January, 2015. Commissioner McCleary made a motion to ratify cash disbursements, (see beginning and ending check numbers). Commissioner Price seconded the motion with unanimous voice approval.

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

COMMUNICATIONS

PUBLIC COMMENT

There being no further business to come before the Board, Commissioner Weber made a motion to adjourn. Commissioner Ogawa seconded the motion. The meeting was adjourned by Chairperson Boyle at 1:43 p.m. The next Board meeting will be held on Thursday, March 19th, 2015 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

Joseph Boyle, Chairperson