

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

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, July 16, 2015. The meeting was called to order at 12:34 p.m. by Chairperson Boyle.

PRESENT: Joseph Boyle, Chairperson, Jim Weber, Commissioner, Dan Price, Commissioner, Jon McCarty, Commissioner, Marquita Ogawa, Commissioner, Cal Gilbert, Vice Chairperson

ABSENT: Michael McCleary, Commissioner

ALSO PRESENT: Kevin Hager, Executive Director; Chris Tinker, Accounting Supervisor, Greg Sukut, Deputy Director, Cindy Hoscheid, Administrative Assistant, Sally Swenson, Accounts Payable.

PETITIONS

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

GAS LINE RETRO-FIT MT 2-2

The gas retrofit is 100% complete. The City reviewed all of the work for compliance and everything passed.

MT 2-1 SITE IMPROVEMENTS

A preconference was held on June 13th at Great Falls Housing Authority. Various items were discussed and a schedule of work will be presented. The underground services were verified and the contractor will begin on July 16th. The overhead service modifications had to be made to accommodate this work.

MT 2-1 REMODEL DUPLEX (2)

Staff has been requesting proposals from contractors but they have not met with Hessler Architects yet to discuss selection. Hopefully by August 1st they will be presented.

OLD BUSINESS

Emailing – Phase 3 Electrical Improvements – United Materials
Emailing – Phase 3 Electrical Upgrade – Outback Power Company
Emailing – Phase 3 Emergency Utility Re-locate – United Electric
Approved through emails.

NEW BUSINESS

2015 Audit Review – was presented by Melissa Soldono. There were no findings this year. The Board expressed appreciation to the Staff for a job well done. Commissioner McCarty made a motion to approve the 2015 Audit Review and payment to Douglas Wilson and Company. Commissioner Weber seconded the motion with unanimous voice approval.

The June Board minutes were received and reviewed. Commissioner Weber made a motion to approve the minutes as written. Commissioner McCarty seconded the motion.

Resolution 913 - Terry Youngworth Appreciation – was received and reviewed. Commissioner Gilbert made a motion to approve Resolution 913 as written. Commissioner McCarty seconded the motion with unanimous voice approval.

Sole Source Justification – CED – Standardized LED Site Lighting – was received and reviewed. Commissioner Weber made a motion to approve the site lighting in the amount of \$13,500 to CED. Commissioner McCarty seconded the motion with unanimous voice approval.

CPR Training – AED Equipment – was received and reviewed. Commissioner Weber made a motion to approve the training and equipment not to exceed \$2,500 and recertification every two years at \$30.00 per employee unless the company chooses to raise their prices in the future. Commissioner Price seconded the motion with unanimous voice approval.

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

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

COMMUNICATIONS

SEMAP Score was reviewed. No action required.

PUBLIC COMMENT

There being no further business to come before the Board, Commissioner Weber made a motion to adjourn. Vice Chairperson Gilbert seconded the motion. The meeting was adjourned by Chairperson Boyle at 1:30 p.m. The next Board meeting will be held on Thursday, August 20th, 2015 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

Joseph Boyle, Chairperson