

**Great Falls Housing Authority
Board of Commissioner's Meeting
September 17, 2015**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, September 17, 2015. The meeting was called to order at 12:30 p.m. by Chairperson Boyle.

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

ABSENT: Jim Weber, Commissioner

ALSO PRESENT: Chris Tinsley, Maintenance Supervisor, Kevin Hager, Executive Director, Cindy Hoscheid, Administrative Assistant, Scott Floerchinger, Project Manager.

PETITIONS

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

MT 2-1 SITE IMPROVEMENTS

Contractor is continuing excavation of sewer services to buildings. Water services have been completed to the four buildings south of 7th Avenue. New main water meter vault has been installed and completed. Project is just about on schedule but modifications and tight site conditions have been making progress slow.

MT-2-1 SITE ELECTRICAL

All piping and wire for underground electrical distribution system has been completed. Site shut down and reconnect occurred on August 25th and old overhang poles and wires removed August 26th thru 28th.

MT 2-1 ELECTRICAL SITE LIGHTING

Removed the old electrical system and all existing site lighting from MT 2-1. Besides the lighting not included around 7th Avenue South, interior lighting of the site needs to be installed. Staff has ordered all of the pole and fixtures and is requesting proposals for installation of this system. Lights will be the same as installed on the Phase 2 project.

MT 2-1 ELECTRICAL MODIFICATION COST

Please see attached. Cost at this time \$337,208.21. These are costs for contractor services and material to complete all of the work needed for electrical distribution. These costs do not include site rehab or concrete replacement.

MT 2-1 SITE IMPROVEMENT OVERVIEW

There has been a lot of work and site distribution to MT 2-1 this summer. Design failed to recognize all of the effects to tenants, staff, services and costs associated with this project. Documents not completed prior to walk thru and bid schedule not completely addressing not only site improvements but all items affected. Items not addressed could exceed \$200,000 (staff's estimate). These costs do not include the electrical system but are items that have to be addressed to complete this project as requested just for site improvements. Hopefully all work and items needed can be completed this fall.

MT 2-1 REMODEL DUPLEXES (2)

Staff has been working with vendors on materials list which will be needed for this project. Contractor proposals remain sealed and have not been reviewed by staff and architect for recommendation. Mid fall possible for this project to begin.

OLD BUSINESS

Sole Source Justification – Additional Electrical & Site Lighting Work
Century Link – For information purpose only – No action required.

NEW BUSINESS

Spencer Woith, with Woith Engineering, was present for the meeting. The Board questioned Spencer Woith on the Phase 3 project and discussion was held.

Marquita Ogawa, Commissioner left the meeting at 1:18 p.m.

Michael McCleary, Commissioner left the meeting at 1:28 p.m.

We did not have a quorum to approve the August Board Minutes (Jon McCarty abstained). The August Board Minutes will be sent to the Board members for approval via email.

Woith Engineering – Invoice for Services – was received and reviewed.
Commissioner Price made a motion to table the Invoice for Services pending Woith Engineering's response to fees regarding the Phase 3 project. Commissioner McCarty seconded the motion with unanimous voice approval.

United Materials – Additional Work (Sidewalk & Trenches) – Carry In was received and reviewed. Vice Chairperson Gilbert made a motion to approve entering into the contract with United Materials in the amount of \$8,700. Commissioner Price seconded the motion with unanimous voice approval.

United Electric – Installation of conduit, wire and light pole bases, trenching underground lines – Carry In was received and reviewed. Commissioner McCarty made a motion to approve entering into the contract with United Electric in the amount of \$37,090. Commissioner Price seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of August, 2015. Commissioner McCarty made a motion to amend the July cash disbursements to read August cash disbursements and to ratify August cash disbursements, (see beginning and ending check numbers). Vice Chairperson Gilbert seconded the motion with unanimous voice approval.

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

COMMUNICATIONS

HAI Group – Dividend

Award Presentation – NAHRO Poster Contest Winners – was made by Chairperson Boyle. The two winners, Tavita Bucio and Gracie Nichols each received a trophy and a \$100 gift card.

PUBLIC COMMENT

There being no further business to come before the Board, Vice Chairperson Gilbert made a motion to adjourn. Commissioner McCarty seconded the motion. The meeting was adjourned by Chairperson Boyle at 1:50 p.m. The next Board meeting will be held on Thursday, October 15th, 2015 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

Joseph Boyle, Chairperson