

# **Great Falls Housing Authority Board of Commissioner's Meeting February 18, 2016**

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## **CALL TO ORDER**

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, February 18, 2016. The meeting was called to order at 12:17 p.m. by Acting Chairperson McCleary.

**PRESENT:** Joe Boyle, Commissioner, Dan Price, Commissioner, Mike McCleary, Vice Chairperson, Jim Weber, Commissioner, Jon McCarty, Commissioner, Marquita Ogawa, Commissioner

**ABSENT:** Cal Gilbert, Chairperson

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

## **PETITIONS**

Work Order Charges – Sandhills tenant – Destiny Mattix presented her information on the charges. Chris Tinsley, Maintenance Supervisor was also present for this petition and presented his reasons for the charges. Dan Price, Commissioner and also neighbor of the petitioner and Chris Tinsley were excused at 1:40 p.m. from the meeting. The remaining Board members held discussion. Commissioner Boyle made a motion that the Housing Authority pay the charges. Commissioner McCarty seconded the motion with unanimous voice approval. Dan Price, Commissioner, returned to meeting at 1:47 p.m.

## **EXECUTIVE DIRECTOR REPORT**

### **ADMINISTRATIVE REPORT**

### **HOLLAND COURT SITE RENOVATION**

One Board member and two Staff held interviews with three Engineering firms on February 10<sup>th</sup>. The Engineering firms were TD&H, Woith Engineering and NCI. The firms presented their company history and descriptions of past projects similar to Holland Court. Interviewers discussed each of the firms' presentations and they requested from each a price for the site plan, description of work and fee. This will be a carry in the day of the Board meeting.

### **MT 2-1 BLDG 6B-6C REMODEL**

Staff is reviewing plans for materials with the dollars remaining in the Capital Program and waiting for notice from HUD on the annual grant amount before requesting proposals from contractors. Hopefully the annual grant will be the same as last year. If not, Staff will participate in all annual Easter egg hunts and will notify the Board on funds received.

## **MT 2-1 LIGHT REASSESSMENT**

Staff has met with the City on removing the MT 2-1 site lights from the annual assessment. The City has agreed and will contact the County to remove any late fees or penalties. The Housing Authority will pay their annual fees. Staff will notify the Board on any additional meetings and results for their approval.

## **OLD BUSINESS**

Year End Technical Assistance – Kubas Keller Associates was received and reviewed. Commissioner Weber made a motion to approve the \$8,425.00 service contract with Kubas Keller Associates. Commissioner Boyle seconded the motion with unanimous voice approval.

Street and Light Tax Assessment was received and reviewed. Discussion was held. Commissioner Weber made a motion recommending Staff should not proceed any further with appealing the Street and Light Tax Assessments. Commissioner Price seconded the motion with unanimous voice approval.

## **NEW BUSINESS**

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

Resolution 918 Approving Operating Budgets FYE March 31, 2017 was received and reviewed. Commissioner McCarty made a motion to approve Resolution 918. Commissioner Weber seconded the motion with unanimous voice approval.

Resolution 919 Short Term Investment Pool (STIP) was received and reviewed. The authorized representatives, Kevin Hager, Executive Director, Greg Sukut, Deputy Director and Chris Tinker, Accounting Supervisor may be able to (1) Appoint Authorized Delegates to transact STIP on behalf of the local government, (2) Change the Bank Name and/or Account Number used specifically for STIP transactions and (3) Change the earnings distribution method of the STIP account. Commissioner Weber made motion to approve Resolution 919 as written. Commissioner Ogawa seconded the motion with unanimous voice approval.

City Assessments Letter – Pat Watts Recommendation was received and reviewed. It was recommended that the Executive Director, Kevin Hager sign the City Attorney's Letter based on the recommendation from Pat Watts. Commissioner Boyle made a motion to approve the signing of the letter. Commissioner Ogawa seconded the motion with unanimous voice approval.

Engineering Proposals – Holland Court was received and reviewed. Project Manager, Scott Floerchinger made a presentation. GFHA received proposals from Woith Engineering, TD&H Engineering and NCI. Discussion was held and Commissioner Boyle made a motion to select Woith Engineering's proposal of \$10,500. Commissioner Price seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of January, 2016. Commissioner Boyle 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**

Commissioner Ogawa reported that she will not be renewing her 5<sup>th</sup> term that expires in May 2016.

#### **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 Acting Chairperson McCleary at 2:28 p.m. The next Board meeting will be held on Thursday, March 17th, 2016 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

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Kevin Hager, Secretary

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Mike McCleary, Acting Chairperson