

Great Falls Housing Authority Board of Commissioner's Meeting June 16, 2016

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, June 16, 2016. The meeting was called to order at 12:28 p.m. by Chairperson Gilbert.

PRESENT: Cal Gilbert, Chairperson, Mike McCleary, Vice Chairperson, Jim Weber, Commissioner, Jon McCarty, Commissioner, Marquita Ogawa, Commissioner

ABSENT: Joe Boyle, Commissioner, Dan Price, Commissioner

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

PETITIONS

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

AUSTIN HALL FIRE ALARM SYSTEM UPGRADE

The contractor has completed the installation of the system and all detectors. Staff will schedule a fire drill soon with the tenants so they will be aware of what to do in case of a fire.

HOLLAND COURT SITE RECONSTRUCTION

Access wells have been completed. Gittins Foundation has been on site and lifting the salvageable concrete sidewalks. He should be complete the week of June 17th. United Materials should be back on site June 13th and begin demo of the curb, sidewalk and parking areas.

Staff reviewed the existing site lighting. The lights are leased with Northwestern Energy and the cost to the Housing Authority is \$212.43 per month or \$2549.16 per year. Staff has requested quotes from vendors, engineering services and contractors to replace Northwestern Energy poles with our poles and fixtures.

Cost breakdown:

- \$1,500 X (6?) each pole and fixture
- \$ 500 engineer design
- \$6,000 contractor installation and materials
- \$15,500 initial cost

Engineer commented that this cost and power usage should pay back in less than ten years. Please see attachment on page 6.

HOLLAND COURT CDBG REVIEW

Staff met with Greg Gordos, from Community Development, to review the Holland Court reconstruction project. Greg reviewed our bids and award contracts, Davis Bacon reviews and visited the site on June 7th. He found no findings and was pleased with the progress. Staff discussed with him an extension of the CDBG dollars because of the late award of monies, the time of year to develop the plans and the weather the past month has delayed this project schedule. Staff explained the additional work being funded by the Authority, along with the CDBG project, would need until August 1st to be completed and Greg did not see any problem with this and will respond back.

FEE FOR SERVICE ADJUSTMENT

During the audit for FY16, staff uncovered an issue that started in April 2013 with the conversion from Tenmast to Yardi. Staff was expensing the paint charges to the Contract Painting expense account for the Amps, Holland and Sandhills directly when paying the invoices. Staff was also including these charges on the workorders. This in turn was charging the amps again for this expense through the Fee for Service and generating revenue to COCC. This also affected some of the cleaning charges, if the cleaning charges were not charged to the tenant. The Accounting Supervisor, Chris Tinker, had to go back and adjust FY14, FY15 and FY16 and April & May 2016 in FY17 for a total of \$335,444.90.

There will be a small adjustment after closing June for any workorders that were closed before this issue was found. Staff will no longer be charging Fee for Service for Paint or Cleaning. These items will be expensed directly to the projects through payables. This does not affect the cash account at all. It just moves the dollars out of COCC back to the projects which limits the use of the money.

OLD BUSINESS

Sole Source Justification – Gittins Foundation – Mud Jacking – Holland Court Project

NEW BUSINESS

The May Board minutes were received and reviewed. Vice Chairperson McCleary made a motion to approve the minutes as written. Commissioner Ogawa seconded the motion with unanimous voice approval.

Holland Court Project – Discussion was held from the review in the Administrative Report on the repairs and funds available for this project. Vice Chairperson McCleary made a motion to direct Staff to pursue getting the escrow funds from the State.

Commissioner Weber seconded the motion with unanimous voice approval.

CED Quote for Site Lighting – carry in was received and reviewed. Discussion was held and Commissioner Weber made a motion to approve the site lighting project up to \$15,500. Vice Chairperson McCleary seconded the motion with unanimous voice approval.

Holland Court – Everson-Cordeiro Eng. – Design Fee Proposal – carry in was received and reviewed. Commissioner McCarty made a motion to approve the design fee proposal. Commissioner Ogawa seconded the motion with unanimous voice approval.

Boys and Girls Club Summer Safari Program Request for Funding was received and reviewed. Vice Chairperson McCleary made a motion to approve up to 25 kids at

\$450 each for 10 weeks and if necessary any other child that would want to attend this summer program. Commissioner Ogawa seconded the motion with unanimous voice approval.

GFHA Housing Application – Adding Veterans Preference was received and reviewed. Discussion was held and the Board would like to table this item until there is more information to understand it better.

Mader Agreement – was received and reviewed. Commissioner Weber made a motion to approve this two year agreement with the understanding that this is a one-time situation only and not a normal standard. Commissioner Ogawa seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of May, 2016. Vice Chairperson McCleary 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 Ogawa presented an invitation from a 1979 Christmas Party in Parkdale. A copy was made to place in the Housing Authority history file. Commissioner Ogawa also showed interest in registering for an online e-learning session with NAHRO in September.

COMMUNICATIONS

PUBLIC COMMENT

There being no further business to come before the Board, Vice Chairperson McCleary made a motion to adjourn. Commissioner Ogawa seconded the motion. The meeting was adjourned by Chairperson Gilbert at 2:15 p.m. The next Board meeting will be held on Thursday, July 21, 2016 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

Cal Gilbert, Chairperson