

***Missoula Housing Authority Board***

Regular Board Meeting  
Wednesday, January 22, 2014

-MINUTES-

Members Present: Betty Zander, David Warren, Collin Bangs, Sheila Lund, Fred Simpson  
Members Absent: Jamie Hoffmann  
Staff Present: Adam Ragsdale, Lori Davidson, Jim McGrath, Karl Pare, Harlan Wells, Sam Oliver, Suzy Yancey  
Guests Present: Keithi Worthington, Monique Casbeer, Jake Terzo, Leisha Harrison, Mary Fox, Scott Hansen

- I. Call to Order: The meeting was called to order at 5:36 pm.
- II. Attendance: See Above
- III. Minutes:  

Approval of minutes from Regular Board Meeting of December 18, 2013  
Fred Simpson moved to approve, Betty Zander seconded, minutes approved as written.
- IV. Conflict of Interest Disclosure:  

Sheila Lund recused herself from voting on Resolution #993.
- V. Commissioner Comments:  

None.
- VI. Public Comments on Items not on Agenda:  

None.
- VII. Action Items  

Resolution 993: Approving Change Order and Financing for Energy Performance Contract

Leisha Harrison, Jake Terzo, and Mary Fox from Johnson Controls Inc. walked the Board through the details of the Energy Performance Contract Expansion Project, outlining the project drivers, a summary of financing and cash flow summary, the energy conservation measures being implemented, and the financial safeguards in place. A summary of the presentation is attached to the minutes. Scott Hansen from First Security Bank was present

to confirm the bank's approval of the construction and permanent financing for the project. Davidson added that she had received the construction loan documents from Scott Hansen earlier in the day. She stated that the resolution before the board would allow her to sign all relevant documents, including the loan documents, after Keithi's review and approval. David Warren made a motion to approve Resolution #993, Betty Zander seconded, none were opposed. The Resolution was approved.

Resolution 994: Write-off Resolution. Davidson explained that this is the standard form of resolution for quarterly Public Housing uncollectible accounts. David Warren motioned to approve, Fred Simpson seconded, none opposed. The resolution was approved.

Resolution 995: Amendments to the Shelter Plus Care Admin Plan. The Hearth Act Notice of Funding Availability (NOFA) has been released and as a result some changes to the admin plan are needed. Jim McGrath explained that the major change made by the Hearth Act was to remove any reference to income eligibility. McGrath added that he did not foresee that this change would have much impact operationally, as applicants must still be homeless and disabled. McGrath also recommended striking the section on Goals and Objectives as these are defined on a yearly basis through the Annual Project Reporting process. The final change was adding an absence policy to reflect changes in the Hearth Act, defining that if the entire family is absent from the unit for more than seven days, they must notify MHA. If they are absent for more than 30 days, their assistance will end unless they are in an institution for up to 90 days. If they exit the program they are eligible for re-admission based on the admission criteria and depending on funding. David Warran motions to approve, Sheila Lund seconds, none are opposed. The Resolution was approved.

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## VIII.

### Staff Reports

#### Vantage Villa

Sam Oliver reported that Phase II work was wrapping up, and Phase III contracting was proceeding. It was discovered that the building needed to be re-sided, which will be partly covered by insurance. Davidson stated that after consultation with Karl Pare, she would most likely budget most of the 2013 Capital Fund grant for use at Vantage Villa.

#### River Ridge

Davidson states that financing options are still being investigated. MHA has noticed the owners of Parkside Village, another tax credit property where we hold a right of first refusal, that we intend to exercise the option at the end of its 15 year compliance period. The two projects combined, River Ridge and Parkside, might make a 4% tax credit project feasible.

#### COT Duplex:

Students are back at work. Sam Oliver reports that trusses are being delivered. The quality of construction is very good, under the direction of COT's instructors.

### HOME grant process for third City-donated lot

Harlan Wells gave a progress report on the HOME grant application for a six-plex to be built on this parcel. The Board can expect a resolution approving submittal of the grant at next month's board meeting.

### The Palace

Davidson reports that we are still waiting for 8609's to be issued by the state, and PNC's determination that the project has stabilized enough to convert to permanent financing.

### RD Self-Help

Oliver states that the build is progressing nicely, and complimented the field staff on keeping the site clean and safe. The regional RD director agreed after making an unannounced visit to the site the week before. Oliver's intent for the next build is to get the families to work during the summer so the structures are dried in by Halloween and families can work inside during the winter months.

Davidson states that there is no update yet on the grant transfer. Still in progress.

### Stevensville Land

With the withdrawal of Northwestern Energy's option to purchase, Davidson will call a Garden City Neighbors board meeting in the near future to discuss other options.

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### Silvertip Sound Mitigation

Sam Oliver reports that an agreement has been reached among all parties for a much scaled down scope of work to the point where they may be able to complete an entire floor in a week. Karl Pare states that noise complaints have slowed down considerably.

### IDC Update

Davidson states that the last lot at IDC was sold on December 24, 2013. The final remaining issue is the status of the infrastructure bonds for street and sidewalk improvements. Farran Group and MRA are working on a solution that will satisfy the City's requirements.

Harlan Wells states that next month he plans to bring a short report on options we have investigated for new offices, looking for perhaps some direction from the Board as to what they would like to see.

## IX. Old Business

### Legal Services-Strategic Planning

Strategic planning will be on the agenda for next month, with an update on progress and developments.

Changes in Procurement and Personnel Policies

No progress to report – the staff has had their hands full the last couple of months with audits, the departure of our long-time finance officer.

Board Training opportunities:

NAHRO Conference-Washington DC

X. Adjournment: The regular meeting was adjourned at 7:05 pm



~~Jamie Hoffmann, Board Chair~~

Collin Bangs Vice Chair



Lori Davidson, Executive Director