

Missoula Housing Authority Board
Regular Board Meeting & Public Hearing
Wednesday, January 21, 2009

-MINUTES-

Members Present: James Hoffmann, Collin Bangs, Betty Zander, Joe Pietro, Sheila Lund, John Boyle, Sandy Mitchell

Members Absent: None

Staff Present: Lori Davidson, Jim McGrath, Gloria Fortier, Merah Shurtliff, James Weir, Adam Ragsdale

Guests Present: Keithi Worthington

- I. Call to Order: The meeting was called to order at 5:38 p.m.
- II. Attendance: See above
- III. Minutes:
Regular Board Minutes December 17, 2008: Hoffmann called for comments. Pietro moved to approve the minutes, Boyle seconded and the minutes passed with all in favor.
- IV. Commissioner Comment/ conflict of interest disclosure: NONE
- V. Public Comment: NONE
- VI. Action Items:
 - a. Resolution 884: Uncollectible accounts. Davidson explained this is a quarterly write off of public housing accounts for which MHA has been unsuccessful at collecting the debt. In order to send these public housing accounts to collections a board resolution is needed. Fortier stated a large portion of the money owed is for damages to the units. Davidson added Ragsdale will be working closely with the asset managers to monitor past due accounts and collections. Fortier stated all of the accounts have judgments against them. Hoffmann called for questions and comments. There were none. Mitchell moved to approve Resolution 884, Pietro seconded and Resolution 884 passed with all in favor.
- VII. Staff Reports:
 - a. FSS grant renewal: Davidson said she has received notification from HUD that the two FSS coordinator positions have been renewed for another year. The amounts of the grants were increased by \$500 each. Davidson stated she is looking into contracting those positions rather than filling them with employees. This is allowable under the grant. These two positions' salaries are considerably higher than the pay scale of the staff at MHA because they are grant funded, which causes problems both internally with staff

and administratively. This will also allow the FSS Coordinators to pursue other projects. Davidson stated MHA may receive two other grants in the future. One for a Public Housing FSS Coordinator and another for a ROSS Grant Coordinator who would provide social services for public housing. These positions are potentially funded at the same level as the current FSS Coordinators. Davidson does not have a recommendation at this time. There was discussion of the current FSS Coordinators' thoughts about being independent contractors.

- b. Tenant surveys: Davidson said MHA's social work intern Michelle sent out surveys to residents. A sample of the surveys is included in the board packet. Mitchell stated she would like something more professional done that provides actual results. Davidson said this is a great starting point and it will be built upon in the future. She wants surveys to happen on a more regular basis.
- c. HOME grant recommendation: Davidson stated City Staff has recommended to the council an additional \$200,000 augmenting the allocation of \$150,000 from last year. This money will go into the construction of the buildings. It gives some financial security because of all the unknowns in building a tax credit project. In response to a question, Davidson said HRDC also applied and they are receiving the balance of the grant, as well as the excess funds and existing loans from the Missoula Housing Corporation. Final payment from HUD was received for the Kilkenny Co. The final sponsor payment to Missoula Housing Corporation has been made. Davidson said somewhere between \$45,000 - \$50,000 will be received from MHC and this will go back into the development fund.
- d. Disposition of public housing: Davidson stated HUD has approved the application to dispose of the 20 public housing units located on the South Hills. Davidson will be having a conference call on February 2, 2009 with MHA's representative Monica Aragon from HUD Denver, their attorney, and Ann Roman who is the director of public housing in Denver. They want to discuss the disposition plan, homeownership units, etc. Weir and Davidson have been working on a proposal to sell the homes as one group. This is close to completion, but Davidson would like Monica Aragon to review the RFP before submitting. Lund and Bangs both stated this is not a good time for selling a house. In response to a question by Bangs, Davidson said the houses have to be sold at or above appraisal price unless permission from HUD is granted to sell them below appraised price. Davidson added MHA has two years to sell the houses. The Board discussed the current housing market situation. Lund asked what the appraisal price was. Weir stated the appraisals ranged between \$170,000 and \$200,000. Davidson added it was a conventional appraisal. Bangs said the condition of the houses are average to above average. The Board discussed the possibility of having to do park land dedication. Bangs stated if the houses cannot be sold as a whole to look into an RFP for a listing agent, realtor, and title company.
- e. Energy performance contract: Davidson stated HUD Denver gave the okay to include non-HUD entities in the RFP, but there needs to be a clear separation of the two. Two contracts will be needed, one for the HUD entities and one for the non-HUD entities.

This will be sent to HUD Denver for review and comments and then changes can be made. Davidson would like this to happen during the summer. ESCO (Energy Services Contractor) will be engineering this in conjunction with MHA. The initial cost is covered by a loan and the payback is the energy savings by making the energy upgrades. This cost is not coming out of capital funds or the budget. Davidson said the repayment agreement is set with a contract and guaranteed by the ESCO.

- f. IDC/Garden District Update: Davidson said the ditch agreement has been signed. The City has agreed to take on maintenance for both siphons and enter into a maintenance agreement with IDC separately for Catlin Street. Davidson wanted to thank Jim Nugent and Kevin Slovark publicly for their help. There are two infrastructure bonds in place plus the \$100,000 MRA grant that equaled the amount needed to guarantee the improvements. The final plat approval is waiting on OPG approval.

Davidson said Sirius Construction and MMW have had problems working together in the past. A meeting with all parties, including Worthington, Davidson, Hoffmann, and possibly Bangs will take place to discuss the change order process. Worthington is encouraging the change order process be made part of the contract. The meeting is scheduled for Monday, January 26, 2009 at 2:30 pm at MHA.

The cost and constructability review has been completed by a person hired by the investors. He would like to see the addenda included in the plan set and have one set of plans that everyone is working on.

Davidson said she has not heard back as of yet from the realtors regarding Peak Health and Wellness Center's offer for the land. Also, there has been no more information regarding the surgical center.

VIII. Old Business:

- a. Board Strategic Planning: Davidson said she and Jim McGrath will be meeting with Zander, who was unable to attend that day, to discuss the information covered during the Board Strategic Planning Day. There is a potential meeting with Melissa Bangs on Wednesday, January 28, 2009. No time is set. Included in this meeting would be Davidson, Bangs, Ragsdale, and McGrath to discuss key questions for the meeting with the Mayor and OPG.
- b. Staff satisfaction survey: Mitchell did not bring any further information. Hoffmann would like a blending of the surveys provided by Mitchell at a previous board meeting. Mitchell would like to get an extensive survey. She wants to set a price limit and get the best survey for that price. Mitchell also needs to know how the survey would be administered. Bangs proposed having a local agency speak with Lori and give a cost estimate for what is expected and receive some guidance. Davidson said the cost will come out of the central office budget. The general consensus of the Board on the cost was a range between \$2,000 and \$5,000. Mitchell would like Davidson to arrange a meeting with a possible facilitator.

IX. New Business: NONE

X. Adjournment: The meeting was unanimously adjourned at 6:43 p.m.

James Hoffmann, Board Chair

Lori Davidson, Interim Executive Director