

## **Missoula Housing Authority Board**

Regular Board Meeting

Wednesday, February 21, 2024

### MINUTES-

Members Present: Jack Richards, Kaia Peterson, Sam Oliver, Jennifer Cerutti  
VIA Zoom: Tiegan Avery, Kila Shields

Members Absent: Collin Bangs, Sheena Comer Winterer

Staff Present: Mary Melton, Sara Stout, Adam Ragsdale, Jim McGrath, Debbie Hibbitts

Guests Present: VIA Zoom: Susan Aaberg

- I. Call to Order: The meeting was called to order at 5:30 pm.
- II. Attendance: See above
- III. Approval of Minutes: Regular Board Meeting – January 17, 2024  
Richards: Moves  
Cerutti: 2<sup>nd</sup>  
**Approved**
- IV. Commissioner Comments/Conflict of Interest Disclosure:  
Peterson: We are in the middle of Housing Conference planning May 20-22. The registration for that will go live March 5<sup>th</sup>. Missoula will be hosting this year.  
Oliver: There will be a Bitterroot tour and a Missoula Tour.
- V. Public Comments on items not on the Agenda: None
- VI. Action Items:
  - a. Resolution #1158 – Board Approval of Second Amendment to Villagio HOME Program Loan Agreement and Authorization of Executive Director to Sign  
Cerutti: Moves  
Richards: 2<sup>nd</sup>  
**Approved**
- VII. Staff Reports:

a. Audit Update

Oliver: We had our annual visit from our Auditors. They were here for about 10 days. It is a stressful time, but we pretty consistently do a wonderful job. The auditors inspected 88 tenant files and did not find anything wrong with a single one between Jim and Mary's departments. Huge shout out to those departments. They typically use us as a shining example for other housing authorities. There were a couple of management comments which we are actively working on addressing and correcting this year. This past year was a big mountain to climb and to have a glowing report despite those big projects coming online made me proud and makes my job a lot easier.

Peterson: You will share those results with us and if we have any questions, we will share them at the next board meeting.

Hibbitts: They may not be published by the next meeting but once completed we will share them with the board.

b. Discussion regarding MHA Annual Strategic Plan/Board Training

Oliver: We got ahold of Keegan, and we now have a tentative date and time for the event, April 17<sup>th</sup> 3-7PM at River Ridge. We talked about forgoing our regular monthly board meeting that month to focus on the training.

Richards: What does that training entail?

Oliver: We will be working with them to establish the agenda, but I have been told half the session will be strategic planning/ setting goals for the next year and out. The second half will be board member training for those who have not been through formal training on roles and responsibilities.

Peterson: I find Keegan's meetings to be very conversational. What I am hoping will come out of the meeting, on top of just getting further input and direction for Sam and staff, but what can we do as board members to do continue to support the work of the organization. We would really appreciate attendance from the full board, which would be most beneficial.

c. National Museum of Forest Service History

Oliver: Not much to say here. They completed the open bid process. Right now, they are clarifying spec questions. Bottom line the project is over budget, and they are going to have to make big decisions. It has been a time-consuming process, but it has given me the opportunity to test the waters on what we can expect for the next year while construction is underway. I have heard from design professionals that things are slowing down, and they are not seeing the same amount of work coming through apart from the constant small amount of commercial building. This has freed companies to respond to our inquiries.

d. Trinity and Villagio Leasing Update

Oliver: Trinity is fully leased and is stabilization. Everyone is settled in there nicely. We have had some staff member changes as of today. Erin Gillie will be coming back to the

main office as the compliance specialist and Nina Bailey will be taking over property management at Trinity.

As of this week Villagio has just over 100 units leased, and we are continuing to market aggressively. Hoping to be fully leased by the end of April. We are still working with Blueline to make it happen. We saw a pretty good uptick in leasing post Holidays. We remain optimistic but we really have to get after it.

Melton: We have all the 4 bedrooms filled. We are still working on 2 and 3 bedrooms. We have all PBVs filled with the exception of maybe one or two units.

Peterson: Remind me what our timeline is on this project?

Oliver: The intent, after conversations with investors, is to have the building filled by the end of April and start stabilization in May. We will hopefully convert to perm loan in the fall.

Peterson: Is there anything we as board members can do to help?

Oliver: Continue to spread the word. We are getting the word out as there is still availability.

Peterson: What is making this so difficult?

Melton: A lot of people are over income, and some are under income. We are seeing a lot more families over income than we have ever seen. It is a great thing, but many employers have raised wages, and the housing industry has not caught up with that yet. We use gross income never net income, which has a significant impact on income eligibility. If anyone from the board has any marketing ideas reach out to Sara, Sam, or me. We might go a little more statewide than we have been.

e. Light Remodel/Update at MHA Main Office

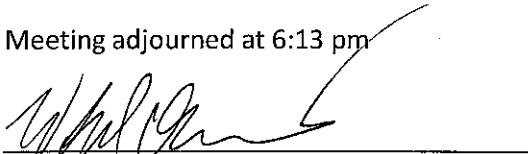
Ragsdale: Sam, Jim Flaherty, and I are working on doing some remodeling in the office. We are looking to remodel the front lobby to provide better security for staff and to keep folks from wondering. We are also looking at replacing light fixtures, painting, and flooring. Looking at doing an overall touch up of the building. We have done some asbestos testing and had some measurements taken and we will meet in Jim's office in the next week and look at some 3D renderings. We will keep everyone posted as we progress.

Oliver: A lot of it is brought on by the need for increased safety measures in the office.

Ragsdale: It will allow us to open up to the public again while still keeping it safe for staff.

VIII. Other Matters: NONE

Meeting adjourned at 6:13 pm



Sam Oliver, Executive Director



Kaia Peterson, Board Chair