

## **Missoula Housing Authority Board**

Regular Board Meeting  
Wednesday, May 17<sup>th</sup>, 2023

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MINUTES-

Members Present: Sam Oliver, Jack Richards, Sheena Comer Winterer,  
Jennifer Cerutti, Tiegan Avery

Members Absent: Kaia Peterson, Colin Bangs, Kila Shields

Staff Present: Jim McGrath, Mary Melton, Sarah Stout, Evan Hauser  
Adam Ragsdale

- 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 – April 19, 2023  
Avery: Moves  
Richards: 2<sup>nd</sup>  
Approved
- IV. Commissioner Comments/Conflict of Interest Disclosure:  
Avery: It would be nice to have a run down on legislature and how it affects affordable housing.  
Oliver: That is something we can undertake in the next month.
- V. Public Comments on items not on the Agenda: None
- VI. Action Items: None
- VII. Staff Reports:
  - a. Resident Board Member Update  
Oliver: Now we have a new member, Jennifer Cerutti.
  - b. Discussion of Draft Resolution Defining Procurement Limits for Executive Director

Oliver: This will remain on the agenda for another month until we make a few more refinements. We went through the draft and made sure it aligned with our ratified procurement policy. We will bring those edits back next month.

c. Voucher Funding Update

McGrath: Our funding this year is very tight. Every year you lease as many as you can. HUD says this is how much you spent last year so this is all you get for this year despite circumstances. If you have unspent funds in your reserves, you can use those. We were underutilizing during COVID. They funded us at cost with a significantly low inflation percentage. HUD said we had too much, so they took \$215,000 of our reserves. They are not acknowledging our real per unit costs. We have 865 leased but can only support 834 so we need to drop that many people off the program. In the next few months, we are adding 32 PBV units at Villagio that we have to lease as we are under contract. These changes are not subject to appeal. There are 3 pools of money set aside in the budget that we can apply for. One of these is for portability. We usually get about \$10,000 for that. The other fund is providing us with the difference from what they project a unit cost to be and what is actually is, but it will be only for what we have leased and not more. My estimate for that is about \$50,000. There are funds set aside for PBV. You take those units and set them aside and we report this to HUD, and they are supposed to take that into account. They do not explain their formula for how much we will get. Hopefully it will be a significant amount so we can deal with Villagio. We stopped issuing vouchers and accepting PORTs unless billed to the other agency. We will see what happens with HUD and funding in the next few weeks/months as we open Villagio. Further steps are a lot harder and less effective and many of them are very painful for the tenants. For example, lowering our payment standards would save us money but we would not know when we can lease and anyone that can lease under those terms would have to pay more out of pocket. PS are the cap we can pay on a particular unit size. We want to hold off on that but if we have to, we have to and that would be in late fall. Because of the funding formula as we reduce our numbers, that means next year, they will say this is what you spent, and this is what you need even though we needed more this year and had to adjust to meet that funding. We will spend every penny in reserves and hopefully get back to where we are. If we can get people leased in cheaper units and also get people with more income that all saves the amount of rental assistance we pay out. I am hoping we won't be seeing a spiral downward.

Comer Winterer: What do you think the reasoning behind this?

McGrath: They go around and all those agencies with reserves and they redistribute the funds to an agency that needs it. Typically, they do not do that to us but this year they did. Now they are basing the inflation rate on fair market rents, which is not a good representation of actually increasing rents and markets anymore. Those are the 2 big pieces. No one will lose their voucher; we will just not be leasing new vouchers. There are many different factors that fluctuate the number of utilized vouchers so we will see how this plays out in the next few months.

d. National Museum of Forest Service History

Oliver: There is going to be a story in the paper. Moving the B2 Bomber to the site. Right now, we are working with the chosen contractor to reverify pricing based on the design drawings that have been submitted. Ahead of the permit we will meet with the County and bring them up to speed. Get in for permit with the hopes of timing it so we can get in the ground this fall with the foundation work. Working with all of the suppliers and donated material right now to see if the contractor can even get the long lead items to show up in Missoula in the appropriate time frame. It should take off and we will have a lot more to report here as we move forward.

e. Close Out of Public Housing Program

Oliver: No updates yet. Just still waiting to hear back. It may be a period of months.

f. Villagio Update

Hauser: Building A is ready for move in 5<sup>th</sup> and 4<sup>th</sup> floor have been cleaned and signed off on. Projected to be fully cleaned, all floors by 5/27. The fence is being moved closer and tighter to building B. We will finalize trash contracts this week. We have both maintenance staff and PM on site. Otherwise, everything is going well and building B is on track for their anticipated TCO of 9/1/23. Maintenance staff is 50% on site and 50% with other maintenance staff assisting. They have been working on inventory lists and been doing some minor check list items. They will be working on their on-call training as well.

Oliver: Mary's dept is working closely with Blueline and we need to have some families in by the end of the month. We are getting excited to start moving people in and transitioning to an active site. As we finish both of these jobs it is still in front of mind how difficult it is to hire people and we have some trades on our sites that are struggling with that. We have been very fortunate with our hiring at MHA.

g. Trinity Update

Hauser: Moving along. They have the same deadline for the Mullan site needing to get people moved in by the end of the month. They do have their TCO permit but still have quite a bit of work to get through. Now it is just the contractor pushing as hard as they to get things completed. It will be important to clean up the job site. Punch list verification begins tomorrow. The cleaning crew will be on the Mullan site starting tomorrow. They do anticipate that they will have to come back with it still being an active construction site.

Oliver: We are trying to get everyone across the finish line and move on to what we do and get people moved in. Trinity is more behind than Villagio.

Melton: Stoddard is close to half full now. Westside Place has 4 buildings and Mullan has 100 workforce housing units, 30 PSH units and a navigation center. All nations will be doing behavioral health services and PHC will have a medical clinic.

Avery: I have been hearing concerns regarding traffic on the northside with the addition of Vilagio.

Oliver: Villagio was carefully placed and thought out for that because of all the infrastructure that does exist. Anytime you see a project that big it creates an impact on the area but if anything, it is creating more responsible traffic patterns with the added population.

Melton: We will look into communicating with Mountain Line to increase bus routes out there in the future.

h. Speedway & 819 Stoddard

Oliver: Waiting for the closeout. I will take Sarah over there and show her those properties now that the weather is nice.

i. Strategic Planning

Oliver: This has remained on here to revisit. One item was staying on the program of meeting with the city and speaking with city council. They really like the communication.

Comer Winterer: We are well positioned with the mayoral candidates that are all familiar with our work and the agency.

Oliver: Jim was kind enough to remind staff of that topic and how we are to respond or not respond in a public way that would represent the organization. We are well positioned.

VIII. Other Matters: None

Meeting adjourned at 6:25 pm

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Sam Oliver, Executive Director

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Kaia Peterson, Board Chair