

Missoula Housing Authority Board

Regular Board Meeting
Wednesday, July 19, 2023

MINUTES-

Members Present: Sam Oliver, Kaia Peterson, Jack Richards, Sheena Comer Winterer,
Jennifer Cerutti, Teigan Avery
Via Zoom: Kila Sheilds

Members Absent: Colin Bangs

Staff Present: Jim McGrath, Adam Ragsdale, 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 – June 21, 2023
Richards: Moves
Avery: 2nd
Approved
- IV. Commissioner Comments/Conflict of Interest Disclosure: None
- V. Public Comments on items not on the Agenda: None
- VI. Action Items:
Resolution #1149: Approval of the Annual Plan for Submission to HUD
Comer Winterer: Moves
Avery: 2nd
Approved
- VII. Staff Reports:
 - a. Discussion of Draft Resolution Defining Procurement Limits for Executive Director
Oliver: I sent out the draft this month to everyone, looking for any edits needed. We will keep it in draft format until everyone is ready to approve.
Winterer: How did you get that number \$150,000?
Oliver: That is our purchasing limit that we would be coming to you for construction



projects anyway.

Peterson: There is a reference to public works that will need to be edited. We can bring it back in August for a final vote and approval.

b. National Museum of Forest Service History

Oliver: Busy week for this project. The contractor chosen was chosen because of reputation and coming in with the lowest bid yet still over budget. As we refined design and tried to reduce costs, they actually increased their costs. I reached back out to Dick Anderson, who was one of the original bids on the project, and asked if they would take another look at the project. Not only were they willing to take a look, but they are willing to jump into the project. Their experienced estimator said we did all the right things, and we have a project here. Project start date projected March 2024, weather depending.

c. Closeout of Public Housing

Oliver: I reached out to our HUD connection on what to expect upon official closeout. There are 2 items on their side still needing to be done. Hoping for official word or a letter that is officially done.

d. Villagio

Oliver: We hosted open houses today at both sites. Villagio had a lot of traffic. This will be a big help as we fill both buildings. It looks like we may gain possession of the second building 2 weeks early. Building B is getting the final punch and all punch items should be done by the end of the month. Villagio is coming along great. Really no negative comments about the building.

e. Trinity

Oliver: Much the same at Trinity. People are living in all buildings with the exception of Blue Heron. In the last few weeks there have been big strides on the construction side of things. Hoping to get the certificate of occupancy by the end of the month so we can start filling Blue Heron in August. I was asked to participate in a panel that they are having at imagination brewing for a discussion and description of the project

f. Speedway and 819 Stoddard

Oliver: As we close out of Public Housing we look forward to reinvigorating Stoddard and either sell or repurpose. We keep it conditioned. It needs some work on the flooring and has some structural issues. It was estimated to be about \$75-\$80,000 to make it livable again. Sara will be involved with her grant writing skills when we can start on this project.

g. Strategic Planning

Oliver: We talked about wanting to set up an annual presentation to the city. We were offered some potential dates and if you could take a peek at those and see what will work for everyone. We previously had a brief discussion on rebranding as well and I just wanted to quickly revisit that.

Peterson: We are still on hold until Sara gets her feet under her.

Oliver: Agency wide succession planning by department. We have been discussing in leadership team meetings. Just trying to forecast the next 5 years of the agency.

Peterson: Have you and Sara talked about doing any kind of annual report? It could tie back into the measuring success conversation. A general outreach/ ongoing communication with our community.

Oliver: I will meet with Sara on that idea and make it an agenda item for next meeting.

Peterson: It could be a really great way to show progress over time.

VIII. Other Matters:

Cerutti: What came about with the Dayspring matter?

Oliver: We did authorize the use of MHA as a case study.

Meeting adjourned at 6:20 pm

Sam Oliver, Executive Director



Kaia Peterson, Board Chair

