

## **Missoula Housing Authority Board**

Regular Board Meeting

Wednesday, August 16, 2023

### MINUTES-

Members Present: Kaia Peterson, Jack Richards, Sheena Comer Winterer,  
Jennifer Cerutti, Colin Bangs

Members Absent: Kila Shields, Teigan Avery, Sam Oliver

Staff Present: Evan Hauser, Adam Ragsdale, Susan Aaberg(Zoom), Sara Stout, Debbie Hibbits  
Jim McGrath

- 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 – July 19, 2023  
Cerutti: Moves  
Richards: 2<sup>nd</sup>  
**Approved**
- IV. Commissioner Comments/Conflict of Interest Disclosure: None  
Cerutti: I just want to say thank you for allowing me to take the Ethics for Commissioners training. It was great.  
Peterson: Conflict of interest just to note that NeighborWorks Montana has provided funding for the Trinity project in the past and we work closely with Homeward. Andrea is our board chair. Just wanted to share given the resolution related to the relationship w/ Homeward and Trinity. I wanted to acknowledge that.
- V. Public Comments on items not on the Agenda: None
- VI. Action Items:  
Resolution #1150: Approval of Defining the Procurement Limits for the Executive Director  
Comer Winterer: Moves  
Cerutti: 2<sup>nd</sup>  
**Approved**  
Resolution #1151: Approval of Formation of LLC with Homeward to Pay Trinity Service Partners.  
Comer Winterer: Moves  
Cerutti: 2<sup>nd</sup>  
**Approved**

VII. Staff Reports:

a. September 13th- Tentative Date for Annual Report to City Housing Committee

Ragsdale: I spoke with Sam and the date has been confirmed.

Peterson: I am going to be out of town. Usually, the time does not get set until the week before. As many commissioners that are available and able to attend the better. Once we have the time on that we will let everybody know.

b. National Museum of Forest Service History

Ragsdale: Moving along. They are doing value engineering and square footage reduction measures to meet the budget. Still looking at Spring of 2024 to start the project. Moving forward.

c. Closeout of Public Housing

Ragsdale: 2 things HUD has to do before it will be official. We patiently wait for this to be finalized.

d. Villagio

Hauser: Landscaping on building A is close to complete. Landscaping on building B will start middle of September. Building B's Temporary Certificate of Occupancy & permits should be approved early next week. Once that is through the contractor will have to periodically reapply for the TCO until you can get the official Certificate of Occupancy. Tenants can start moving in at that point. We are still in the punch phase on building B. What is left to be punched 5<sup>th</sup> floor tubs and corridors and then stairwells and garages. We anticipate tenants being in the structure in the middle of September. Radon testing will be preformed next week. Dick Anderson is doing an awesome job on site.

Comer Winterer: How rented out is building A?

Hauser: not as much as we would like to see. We have 90 units, and we are p[probably] in the 20s rented. A lot of people want 1-bedroom units because of the cost so there are more people moving towards Trinity/Mullan at present. The pressure is on Blueline with the initial leasing of the 2 projects and we will step in if we need to, to meet requirements.

Ragsdale: We are fully staffed on both sites.

Stout: We are planning a second open house ahead of building B opening since the first open house was so successful.

Peterson: Homeward was very complimentary of the project and all the work MHA is doing. If we do have folks that are interested what is the best path for them to go down?

Stout: The site has all the paperwork they need and a step by step with direct links included.

e. Trinity

Hauser: The Blue Heron PSH has gotten TCO. Partners are starting to move in. We are starting to move in all the donated furniture etc. We will process furniture through the hot room before moving it into units. We will process all the participants stuff through the hot room as well prior to move in. Due to the population being served we are trying to make sure all construction is done prior to so as not to trigger anyone. 178 door thresholds have been ordered and will be installed soon on all Trinity sites. Still waiting on TCO for townhomes and navigation center.

Peterson: The event last week at Imagination Brewing went great last week. They raised \$600 towards supplies for BH. It was a panel discussion and Andrea facilitated it. It is recorded on MCAT if interested. They did a great job and took a lot of audience questions. It was a nice event to help educate and celebrate this project. The partnership is really powerful between all these community partners.

f. Speedway and 819 Stoddard

Ragsdale: No update.

g. Strategic Planning

Oliver: No updates there either. Ongoing. We are still working on staffing up in Finance. If you guys hear of anyone looking send them our way.

Peterson: The outreach and communication was a huge part of strategic planning along with communication with the city. The idea is that the strategic plan lives within your organization and I think that it is as we continue all our work.

**VIII. Other Matters:**

Richards: I was wondering why we changed the phone system around.

Ragsdale: The phone system was updated recently because our old system was becoming obsolete. Now we have Microsoft Teams. There have been some hiccups along the way but overall, a very handy system. There are letters that correspond to each number on the keypad. When prompted you will start to type the party's name and you will be routed to that person. You can get to the front desk as well and be transferred from there.

Meeting adjourned at 6:10 pm



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Sam Oliver, Executive Director

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Kaia Peterson, Board Chair