

**MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY
OF ANACONDA HELD APRIL 18, 2023**

The Board of Commissioners of the Housing Authority of the City of Anaconda met at the Housing Authority Office, 10 Main Street, on April 18, 2023. The Meeting was called to order at 4:37PM.

Chairman Adam Vauthier presided over the meeting. Upon roll call the following were present or absent as named:

PRESENT

Dan Wood
Adam Vauthier
Katherine Basirico
Camille Erickson

ABSENT

Sharati Pia

Others Present: Secretary Kaitlin Leary

APPROVAL OF THE MINUTES

Minutes of the Regular Meeting of March 15, 2023 were reviewed by the Board, with Chairman Vauthier calling for any additions, deletions, corrections or comments.

Seeing no further discussion, Chairman Vauthier announced he would entertain a motion to approve the minutes of the regular meeting of March 15, 2023. Commissioner Erickson motioned that the minutes of the regular meeting be approved.

Commissioner Basirico seconded the motion, and upon roll call, Chairman Vauthier declared said motion carried unanimously.

BILLS AND COMMUNICATIONS

MARCH VOUCHERS

The PHA and Pintlar Vouchers for the month of March was reviewed.

The Secretary reported on the PHA and Pintlar extraordinary expenditures in March. For PHA, they included: staff training for the Director and Assistant Director to go the Montana Housing Conference in May, as well as a Supervisory Maintenance web

training for new Maintenance Foreman Don Killoy, laminate flooring from HD Supply, glass from Butte Glass, toner and office supplies on the credit card, and a quarter of the payment to Philadelphia Insurance for PHA's general liability insurance.

For PHA Capital Funds, the Secretary reported payment to Andrews & Sons concrete for ramp work, noting that there would be an additional ramp installed this summer, and payment to Ray Peterson Electric for updating Cedar Park Pedestrian lighting to LEDs.

For Pintlar, there was payment to Nationwide insurance for the full Pintlar general liability insurance.

Seeing no further discussion, Chairman Vauthier announced he would entertain a motion to approve the PHA and Pintlar Vouchers for March. Commissioner Wood motioned that the March Vouchers for PHA and Pintlar be approved. Commissioner Erickson seconded the motion and upon roll call, Chairman Vauthier declared said motion carried unanimously.

MONTHLY NOTICES - TENANTS

MARCH

The Secretary informed the Board that there were nine (9) notices sent in March. They included six (6) 3-Day Notices and three (3) 14-Day notice sent. Of the 3-Day notices, 1 made a partial payment, 1 made a payment agreement, and 4 did not pay. The Secretary noted that two of those four are going the Montana Emergency Rental Assistance Program, so staff is working with them. Of the 14-Day notices, 2 made payment, 1 made partial payment. The Secretary stated that no Notices of Termination were sent.

REPORT OF THE SECRETARY **VACANCIES**

MARCH

The Secretary reported on the Authority's vacancies for March 2023. She stated that the PHA vacancies totaled thirty (30), and that the total vacancies for the same period of the previous year totaled twenty-three (23). The Secretary stated that there were 2 move-ins in March, but 3 move-outs, which put staff down one from the goal to maintain 29 or less vacancies, including the 20 offline-unit vacancies.

The Secretary reported that Pintlar vacancies totaled one (1), and that vacancies for the same period of the previous year totaled one (1). The Secretary added that tile is almost in for this one apartment, and staff hope to have it ready in May.

FINANCIAL STATEMENTS

MARCH

Financial Statements were provided to the Commissioners in advance of the meeting for review. The balance in the General Fund for PHA at First Montana was \$591,012.09. The savings balance less checking totaled \$586,374.69. The Certificates of Deposit remains at \$400,000.00; and after receiving interest on the Money Market Savings at First Montana Bank, the new balance is \$93,312.63. Total Savings and Investments: \$1,079,687.32. Delinquent Account Total was \$10,578.85, as opposed to \$5,783.70 at this time last year. The Secretary noted that there were several tenant accounts with high balances who are either working with staff through the Emergency Rental Assistance Program or have moved out.

For the Pintlar Apartments, the balance in the General Fund was \$95,189.23. The Secretary noted that this included the siding and windows loan amount and without this amount the account balance would be \$81,836.73, and loan at \$13,352.50. The Secretary stated that the loan savings account at Southwest Credit Union has a balance of \$4,185.26. She continued that the Security Deposit Account was \$4,609.55 for a combined total of \$103,984.04 in savings. The savings balance plus checking totaled \$110,341.83. Delinquent Accounts Total was \$13.29. This was opposed to \$337.00 delinquent at this time last year.

Seeing no further discussion, Chairman Vauthier announced he would entertain a motion to approve the March PHA and Pintlar Financials. Commissioner Erickson motioned to approve the March PHA and Pintlar Financials. Commissioner Basirico seconded the motion and upon roll call, Chairman Vauthier declared said motion carried unanimously.

REPORT: COMMUNITY POLICE STATISTICS

MARCH

The Secretary reported that there were 15 calls related to the Housing Authority. There were 7 from Cedar Park, 4 from Mount Haggin, 3 from the Manor and 1 from Pintlar. The Secretary noted that there were several disturbances where minors were involved, so the Housing Officer is keeping an eye on those.

OLD BUSINESS

CDBG UPDATE

The Secretary stated that the A-DLC County Commission approved the Request for Proposals (RFP), and the RFP was put out for advertisement with the Leader, Standard, and National Association of Housing Providers. She stated that responses are due on Friday, April 21st by 3:00pm to the County CEO's office. She added that only two firms had contacted her, an Architectural firm, and a housing development firm. She noted that the housing development firm was the firm that assisted with Butte Public Housing's repositioning.

The Secretary stated that she would like to put the selected RFP before the A-DLC County Commission in May, but this wouldn't provide the Board time to review the RFP at their next meeting. Since they aren't expecting a high response rate, the Secretary asked if the Commissioners would feel comfortable moving forward with Staff recommendation on RFP choice to be put before the County. The Board discussed this. The Secretary stated that she would send the Board all information, and if it is a close call or the response rate is higher than anticipated, she will slow the process down. Commissioners were in agreement to let staff recommendation be put before the A-DLC Commission, if there is no major question.

Public Comment: Janice Hagan-Dulaney asked what CDBG stands for, and the Secretary stated it is "Community Development Block Grant".

NEW BUSINESS

CDBG UPFRONT COSTS

The Secretary stated that the Housing Authority cannot mix federally funded dollars with the Community Development Block Grant (CDBG). She stated that she hasn't been able to get the County on board to pay invoices upfront in previous discussions, and advertising costs are now coming in. The Secretary reminded the Board that they approved the \$10,000 match from our Credit Union law suit account. The Secretary spoke with both HUD fee accountants, Loucks & Schwartz, as well as our Auditors, Rector Reeder & Lofton, about using money from non-federal Pintlar Apartment funds to cover upfront costs for the CDBG, which would then be reimbursed. She stated that both Loucks & Schwartz and Rector & Reeder thought this would be ok. She asked the Board if they would be comfortable using Pintlar funds to cover upfront CDBG costs, and then have

them reimbursed. Chairman Vauthier stated that there may be an issue from CDBG's side, as reimbursement may have to go to the County since they are the authorized CDBG funds recipient and the Housing Authority is just a partner for CDBG purposes. Chairman Vauthier explained how past CDBG project funds were handled at Discover Anaconda. It was agreed that more information was needed, and the Secretary will speak with CFO John Sholey at the County and with CDBG representatives from MT Department of Commerce. The Board agreed to table the motion until there was further information.

Chairman Vauthier declared said item tabled.

PERSONNEL UPDATES

The Secretary stated that Maintenance Foreman Dick Holbrook is retiring at the end of the month after over 20 years with the Housing Authority. She stated that we will lose a big piece of institutional knowledge with his retirement. The Secretary continued that current Maintenance Mechanic Don Killoy has been promoted to Maintenance Foreman, and there is a staff meeting tomorrow regarding current Maintenance Laborer, Bryan Trainor, being promoted to the Maintenance Mechanic position. She stated that, if all goes well, we would then go out for advertising a Maintenance Laborer position. The Secretary noted that Mr. Killoy has been here just over a year, and Mr. Trainor only 4 months, so maintenance staff is fairly new, especially with the addition of a brand new Laborer. The Secretary stated that there will undoubtedly be growing and learning together, with associated growing pains and opportunities, but she thinks Mr. Killoy and Mr. Trainor are capable.

On that note, the Secretary shifted discussion to the Director and Assistant Director positions, noting that there are increased job demands between navigating new staff and with repositioning and many projects on the horizon. The Secretary stated concern over staff capacity. The Secretary stated that there are structural changes coming, and the HUD Executive Compensation Survey has just been completed, which prompt a discussion on current salaries. The Secretary stated that Assistant Director Fenchak currently makes around \$49,000, but the average for his position is \$64,608. Similarly, the Secretary as Executive Director makes around \$65,000, but the average for her position is \$116,525. The Secretary stated that due to the PHA size and Anaconda's cost of living, she and Mr. Fenchak understand that the average is out of reach, but requested the Board to consider increases to their salaries. The Secretary suggested an increase for the Assistant Director to \$55,000, and increase for the Executive Director to \$75,000.

Chairman Vauthier asked the Secretary if the Commissioners could meet for an Executive Session. The Secretary agreed. Chairman Vauthier called an Executive Session. The Secretary and one member of the public in attendance exited the room for the Executive Session, while Chairman Vauthier, Vice-

Chairman Wood, Assistant Vice-Chairman Erickson, and Commissioner Basirico remained.

Chairman Vauthier stated that the Executive Session ended, and requested that the Secretary and members of the Public be readmitted to the meeting room. Chairman Vauthier stated that the Board acknowledges increased workload. He stated that the Board would like to confirm that the budget can accommodate increases, but Commissioners would like to see the Assistant Director increase to \$55,000 and the Executive Director increase to \$85,000. The Secretary expressed her gratitude, but noted that \$85,000 seems excessive and may not be feasible. The Secretary offered to review the budget and bring the budget and numbers back to the Board in May. The Commissioners agreed to table the motion until next month to review numbers. Chairman Vauthier declared said item tabled.

INFORMATION

BUTTE PHA SHOWCASE

The Secretary stated that she, Assistant Director Fenchak, and Commissioner Erickson attended the Butte PHA repositioning showcase arranged by HUD. Butte Housing Authority Director Revonda Stordahl discussed their repositioning venture with help from a representative of the Good Housing Partnership, the firm that assisted them with repositioning. She stated it was a good discussion, and Commissioner Erickson got to experience some of the repositioning dialogue. She added that Director Stordahl spoke well of their repositioning, though noted that it is a lot of work, and difficult on property managers. She stated that it did not have an effect of their staffing levels, but they currently have more money in the bank. Participants then got to take a tour of 2 apartments at Silver Bow Homes. The Secretary shared pictures of the apartment tour with the Board.

MT HOUSING CONFERENCE

The Secretary stated that the Montana Housing Conference is May 15-17th. She and Director Fenchak will attend, and stated that it was last call, if any Commissioners were interested.

HUD COMPLIANCE REVIEW

The Secretary reminded the Board that the Housing Authority is scheduled for a HUD compliance review at the end of June. She reiterated that HUD will likely have recommendations, but it will be good to know where HACA stands and move forward.

INSPECTIONS

The Secretary stated that we have been preparing for UPCS inspections this year, but received word from HUD that we may not receive a REAC inspection until 2024, and at that time, UPCS protocols will have transitioned to NSPIRE inspection protocols. The Secretary explained that the transition from UPCS to NSPIRE has been in the books for some time, and brings a lot of change.

The Secretary stated that annual site-wide inspections have been scheduled for mid-June. She noted, however, that we have been preparing for UPCS standards, but because we think our next HUD inspection will use NSPIRE standards, we have requested that the annual site-wide inspections use the NSPIRE standards. This will help us prepare, but will also likely lead to more findings and resulting projects.

MISCELLANEOUS

The Secretary stated that Housing Officer, Marc Arment, had received questioning from A-DLC Chief of Law Enforcement and County CEO on if Housing pays for the Housing Officer position. The Secretary stated that we have always done so, and added that she provided the contract and statement of payments so far this year to Officer Arment to provide to the County.

The Secretary stated that she received a request to push Housing Board meeting times to earlier in the day, and wanted to gauge how the Board felt about this. Commissioners briefly discussed this, noting some conflicts, and the meeting time will be kept as is.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business to come before the Board, Commissioner Erickson motioned that the meeting be adjourned; Commissioner Basirico seconded the motion and upon roll call, the said motion carried. The meeting was adjourned at approximately 5:40PM.

Chairman

Date

Seal

Secretary