

**MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY
OF ANACONDA HELD JUNE 15, 2023**

The Board of Commissioners of the Housing Authority of the City of Anaconda met at the Housing Authority Office, 10 Main Street, on June 15, 2023. The Meeting was called to order at 4:30PM.

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

PRESENT

Katherine Basirico
Adam Vauthier
Sharati Pia
Camille Erickson

ABSENT

Dan Wood

Others Present: Secretary Kaitlin Leary, Assistant Director Paul Fenchak

APPROVAL OF THE MINUTES

Minutes of the Regular Meeting of May 23, 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 May 23, 2023. Commissioner Basirico motioned that the minutes of the regular meeting be approved.

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

BILLS AND COMMUNICATIONS

MAY VOUCHERS

The PHA and Pintlar Vouchers for the month were reviewed.

The Assistant Director reported on the PHA and Pintlar extraordinary expenditures in May. For PHA, they included: staff training for the Montana Housing Conference, annual Post Office Box fee, County taxes, ground squirrel treatment, application to

Patriot Rail for fence repair, and vehicle insurance to State Farm. The Assistant Director added that a cost to WEX for gas for \$87.52 is also missing from the voucher sheet, and has since been added.

For Pintlar, the last advertising payment for the CDBG RFP was processed. The Assistant Director noted that the material payment for Capital One was from April and should be removed.

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

MONTHLY NOTICES - TENANTS

MAY

The Secretary informed the Board that there were eight (8) notices sent in May. They included five (5) 3-Day Notices, one (1) 14-Day notices, and 2 Notices to Appear. Of the 3-Day notices, 2 paid, 3 made a partial payment. Of the 14-Day Notice, 1 did not pay.

REPORT OF THE SECRETARY

VACANCIES

MAY

The Secretary reported on the Authority's vacancies for MAY 2023. She stated that the PHA vacancies totaled twenty-nine (29), and that the total vacancies for the same period of the previous year totaled twenty-five (25). The Secretary noted that this total includes the 21 offline units/special use unit.

The Secretary reported that Pintlar vacancies totaled two (1), and that vacancies for the same period of the previous year totaled one (1).

Commissioner Basirico asked what the offline units were. The Secretary explained that they include 19 units offline for market conditions, with some from Cedar Park waiting on the CDBG planning, and some from Mount Haggin slated for upgrades. The Secretary added that MHH 407 is offline for unit modernization, as it was destroyed by past tenant. She noted also that CPH 203 is

a special use unit, which is the location of our Cedar Community Room and Kids Program with the Anaconda Family Resource Center.

FINANCIAL STATEMENTS

MAY

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 \$519,531.98. The savings balance plus checking totaled \$555,970.81. 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 \$93,390.62. Total Savings and Investments: \$1,049,361.43. Delinquent Account Total was \$11,395.85, as opposed to \$5,557.70 at this time last year. The Secretary noted that she will request several accounts be written off to collection loss further down the agenda.

For the Pintlar Apartments, the balance in the General Fund was \$92,324.16. The Secretary noted that this included the siding and windows loan amount and without this amount the account balance would be \$78,971.66 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 \$4,610.30 for a combined total of \$101,119.72 in savings. The savings balance plus checking totaled \$109,004.38. Delinquent Accounts Total was \$2,403.29. This was opposed to \$0.00 delinquent at this time last year.

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

REPORT: COMMUNITY POLICE STATISTICS

MAY

The Secretary reported that there were 8 calls related to the Housing Authority. There were 2 from Cedar Park, 5 from Mount Haggin, 0 from the Manor and 1 from Pintlar. There were no arrests.

OLD BUSINESS

None

NEW BUSINESS

PHA and PINTLAR WRITE-OFFs TO COLLECTION LOSS

The Secretary presented the Board with 4 accounts from past PHA tenants, totaling \$5,714.72, to write-off to Collection Loss. The Board reviewed the information.

The Secretary then presented 1 account from a past Pintlar tenant for \$950, and requested Board review to also write it off to Collection Loss. The Board briefly reviewed the items.

Seeing no further discussion, Commissioner Basirico motioned to write-off the proposed 4 PHA and 1 Pintlar past tenant accounts to Collection Loss. Commissioner Pia seconded the motion and upon roll call, Chairman Vauthier declared said motion carried unanimously.

INFORMATION

HUD ON-SITE

The Secretary provided the Board a letter from HUD regarding compliance review June 27-29th. The Secretary asked if any Board members were available to meet with the HUD representatives on the 28th. Chairman Vauthier is scheduled for 2:00pm. Commissioner Basirico said she may be available and would check her calendar.

MISCELLANEOUS

The Secretary stated that she had 4 miscellaneous items, and Assistant Director Fenchak reminded her of another.

First, the Secretary stated that there was a recent news program that highlighted the bed bug issue at Hearthstone. She noted that the Housing Authority did have one active case at PJ Hagan Manor, but it is currently being treated.

Second, the Secretary noted that the railroad fence repair is slowly moving forward, and Continental Fence is hoping to be on site in August. She stated

that she would bring a Capital Fund budget revision for the project in the coming months.

Third, the Secretary noted that the housing authority email domain is having issues with “Gmail” e-mail addresses. She advised Commissioner to be on the lookout for missing or multiple emails if they were using Gmail addresses.

Fourth, the Secretary stated that site-wide PHA inspections are underway. She noted that this is our first inspection with HUD’s new NSPIRE standards, and a couple key issues have been identified. Of smaller note are new requirements for smoke detectors in every bedroom, as well as specific measurement standards for heater drainage pipes. The Secretary stated that these would be likely be handled in-house by Maintenance. A bigger issue, however, is that almost every outlet tested so far is not meeting new grounding requirements under NSPIRE. She stated that Foreman Killoy will look into what is needed here, but it could be a big expense.

Lastly, staff is working with NanMckay to update our Admissions and Continued Occupancy Policy (ACOP), the PHA’s main and biggest policy document, and the Board will be hearing more about this in the coming months.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business to come before the Board, Commissioner Pia 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 4:55PM.

Chairman

Date

Seal

Secretary