

**MINUTES OF THE REGULAR MEETING  
OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY  
OF ANACONDA HELD AUGUST 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 August 15, 2023. The Meeting was called to order at 4:47PM.

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

**PRESENT**

Camille Erickson  
Adam Vauthier  
Katherine Basirico

**ABSENT**

Sharati Pia  
Dan Wood

Others Present: Secretary Kaitlin Leary and Assistant Director Paul Fenchak

**APPROVAL OF THE MINUTES**

Minutes of the Regular Meeting of July 25, 2023 were reviewed by the Board, with Chairman Vauthier calling for any additions, deletions, corrections or comments.

Commissioner Basirico motioned that the minutes of the regular meeting of July 25, 2023 be approved. Commissioner Erickson seconded the motion, and upon roll call, Chairman Vauthier declared said motion carried unanimously.

**BILLS AND COMMUNICATIONS**

**JULY VOUCHERS**

The PHA and Pintlar Vouchers for the month were reviewed.

The Assistant Director reported on the PHA and Pintlar extraordinary expenditures in July. For PHA, they included: annual tool/cell allowance for maintenance staff, a large payment of HD Supply for sealed-battery smoke alarms for every bedroom, as now required by HUD, extraordinary plumbing work by Saltenberger Plumbing to fix a ceiling leak at PJ Hagan Manor, extraordinary plumbing work by Galle Plumbing to address boiler issue at PJ Hagan Manor, credit card payment for ACOP policy services

from Nan McKay, KONE elevator contract payment, two payments to B Squared Pest for bedbug treatments, and two payments to State Fund because of a recalculated invoice amount. Commissioner Basirico asked how the bed bug situation was. Director Fenchak stated it was going well, treatment was completed, and 2 of the 3 floors have been inspected without issue, with the 3<sup>rd</sup> floor inspection scheduled this week.

There was also a PHA Capital Fund payment to Apollo Energies for the HUD Energy Audit at Mount Haggin, Cedar Park, and PJ Hagan Manor.

For Pintlar, there were no extraordinary expenditures.

Seeing no further discussion, Chairman Vauthier announced he would entertain a motion to approve the PHA and Pintlar Vouchers for July. Commissioner Basirico motioned that the 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**

### **JULY**

The Secretary informed the Board that there were eight (8) notices sent in July. They included four (4) 3-Day Notices, two (2) 14-Day notices, and 2 Notices to Terminate Tenancy. Of the 3-Day notices, 2 paid, and 2 did not pay. Of the 14-Day Notice, 1 paid, 1 did not pay. Of the two Notices to Terminate Tenancy, one is moving forward, and another is scheduled for a meeting this week to discuss a cure.

## **REPORT OF THE SECRETARY**

### **VACANCIES**

#### **JULY**

The Secretary reported on the Authority's vacancies for July 2023. She stated that the PHA vacancies totaled twenty-eight (28), and that the total vacancies for the same period of the previous year totaled thirty-three (33). The Secretary noted that this total includes the offline units/special use unit.

The Secretary reported that Pintlar vacancies totaled two (2), and that vacancies for the same period of the previous year totaled two (2). The Secretary was pleased to announce that the unit that has been under significant construction for some time was finally released, and it should be rented soon.

## **FINANCIAL STATEMENTS**

### **JULY**

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 \$527,564.80. The savings balance plus checking totaled \$575,971.26. 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 \$93,620.67. Total Savings and Investments: \$1,069,591.93. Delinquent Account Total was \$4,416.35, as opposed to \$10,434.75 at this time last year.

For the Pintlar Apartments, the balance in the General Fund was \$97,301.78. The Secretary noted that this included the siding and windows loan amount and without this amount the account balance would be \$83,949.28 and loan at \$13,352.50. The Secretary stated that the loan savings account at Southwest Credit Union has a balance of \$4,186.41. She continued that the Security Deposit Account was \$4,611.07 for a combined total of \$106,099.26 in savings. The savings balance plus checking totaled \$117,470.70. Delinquent Accounts Total was \$615.29. This was opposed to \$320.00 delinquent at this time last year. Director Fenchak noted that most of this delinquent amount was paid.

Seeing no further discussion, Chairman Vauthier announced he would entertain a motion to approve the July 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**

### **JULY**

The Secretary reported that there were 10 calls related to the Housing Authority. There were 2 from Cedar Park, 6 from Mount Haggin, and 2 from PJ Hagan Manor. There were no arrests.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **HUD ON-SITE REVIEW**

The Secretary presented the Board with a letter from HUD detailing the results of the on-site compliance review. She noted that there were several minor findings, and that HUD has requested a corrective action plan. The Secretary apologized, as she had hoped to present the plan to the Board, but the Cedar Park apartment fire has kept her quite busy. The Secretary stated that she would be working on the plan in the next couple weeks and would send it to all Board members.

The Secretary noted that HUD did not go over every item with staff while HUD was on-site, and that several issues would be resolved with simple conversation with HUD. The Board reviewed the letter and each finding. The Board will review the corrective action plan when it is finished.

### **CEDAR PARK HOMES APT. 221 FIRE**

The Secretary stated that she had received report from Law Enforcement, stating that the fire was likely started by a lit cigarette catching the resident's oxygen tank on fire. The resident stated it was not his cigarette, but further investigation revealed that no one else was likely in the apartment. The Secretary added that smoking on our property, tenant or guest, is not allowed, and is a substantial violation, as is destruction of our property and fire due to carelessness. She stated that she would be moving forward with lease termination.

The Secretary noted that the apartment was a complete loss, but that the Fire Department and drywall did the job in stopping the fire from spreading.

She presented the Board with the initial information from Philadelphia insurance, noting a \$10,000 deductible. It was noted that, due to the submitted claim, a considerable insurance policy cost increase should be expected next year.

The Secretary added that interior hazardous material demolition work would begin shortly with the help of Fine Fabric Care. She noted that staff is still trying to assess how to move forward, but the insurance adjuster recommends lining up a contractor. The Secretary stated that there would be more information to come.

### **FIRE HYDRANTS**

The Secretary stated that the Fire Department ran into some issues with the fire hydrant at Cedar Park. It was discovered that some of our fire hydrants at different properties are private, though the Water Department does not have full records. Staff will be working with the Water Department and the Fire Department to take an inventory of our fire hydrants, try to determine which ones are private and

belong to the Housing Authority, and then establish maintenance or replacement needs. It was noted that some hydrant replacements may be necessary. The Secretary stated that there would be more to come on this front, as well. The Board briefly discussed fire hydrants. The Secretary noted that one of the hydrants at Cedar is from the 1950's and another from the 1980's. Commissioner Basirico asked if there might be a fire hydrant museum to which the hydrant from the 1950's could be retired.

**INFORMATION**

None

**MISCELLANEOUS**

None

**PUBLIC COMMENT**

None

**ADJOURNMENT**

There being no further business to come before the Board, Commissioner Basirico motioned that the meeting be adjourned; Commissioner Erickson seconded the motion and upon roll call, the said motion carried. The meeting was adjourned at approximately 5:15PM.

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**Chairman**

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**Date**

**Seal**

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**Secretary**