

**MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY
OF ANACONDA HELD SEPTEMBER 21, 2023**

The Board of Commissioners of the Housing Authority of the City of Anaconda met at the Housing Authority Office, 10 Main Street, on September 21, 2023. The Meeting was called to order at 4:36PM.

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

PRESENT

Camille Erickson
Adam Vauthier
Dan Wood
Sharati Pia (at 4:45PM)

ABSENT

Sharati Pia

Others Present: Secretary Kaitlin Leary

APPROVAL OF THE MINUTES

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

Commissioner Erickson motioned that the minutes of the regular meeting of August 15, 2023 be approved. Commissioner Wood seconded the motion, and upon roll call, Chairman Vauthier declared said motion carried unanimously.

BILLS AND COMMUNICATIONS

AUGUST VOUCHERS

The PHA and Pintlar Vouchers for the month were reviewed.

The Assistant Director reported on the PHA and Pintlar extraordinary expenditures in August. For PHA, they included: payment to West Hill Auto for work truck repairs, credit card charge from Hickory House Inn and The Forge hotel for emergency shelter for tenants during the Cedar Park Fire, Year-end work and Financial Data Submission by Loucks & Schwartz, costs for emergency waterline replacement at Cedar Park to Saltenberger Plumbing, Maes Excavating, and Miller Mechanical, payment of DOR collections for Pintlar Apartments to Pintlar, bed bug inspection and treatment by B Squared, and for a 2010 Honda four-wheeler for Maintenance. The Board briefly discussed the four-wheeler.

For Pintlar, there was payment to Loucks and Schwartz for year-end work, and to CD Rice for carpet materials and install.

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

MONTHLY NOTICES - TENANTS

AUGUST

The Secretary informed the Board that there were six (6) notices sent in August. They included five (5) 3-Day Notices, zero (0) 14-Day notices, and 1 Notice to Appear. Of the 3-Day notices, 2 paid, and 3 did not pay.

REPORT OF THE SECRETARY

VACANCIES

AUGUST

The Secretary reported on the Authority's vacancies for August 2023. She stated that the PHA vacancies totaled thirty-one (31), and that the total vacancies for the same period of the previous year totaled thirty-two (32). 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 stated that there was a move-in in September.

FINANCIAL STATEMENTS

AUGUST

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 \$650,91.27, which includes a deposit of \$121,877.68 for the initial insurance claim settlement for CPH 221. The savings balance plus checking totaled \$670,538.22. 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 \$93,668.38. Total Savings and Investments: \$1,164,206.60. Delinquent Account Total was \$7,191.60, as opposed to \$12,339.70 at this time last year.

For the Pintlar Apartments, the balance in the General Fund was \$102,356.81. The Secretary noted that this included the siding and windows loan amount and without this amount the account balance would be \$89,004.31 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 \$4,611.46 for a combined total of \$111,154.68 in savings. The savings balance plus checking totaled \$121,935.13. Delinquent Accounts Total was \$0.29. This was opposed to \$649.00 delinquent at this time last year.

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

REPORT: COMMUNITY POLICE STATISTICS

AUGUST

The Secretary reported that there were 11 calls related to the Housing Authority. There were 5 from Cedar Park, 6 from Mount Haggin. There were no arrests. The Secretary stated that the Housing Officer's report notes ongoing neighbor

complaints at Cedar Park, and added that a particular dispute between two households has been taking a lot of staff time, as well, and briefly discussed the situation.

OLD BUSINESS

CPH 221 FIRE

The Secretary presented the Board with a statement from Philadelphia Insurance, issuing the Authority an initial payment of \$121,877.68 for the fire damage at Cedar Park Apt. 221. The Secretary noted that it was based on initial estimates, and that staff is setting it aside and keeping good records on expenses. So far, there have been few. The Secretary stated that Fine Fabric Care is still working on the hazardous interior demo. They are thinking that there is no structural damage to beams and foundation, but won't know until the demo is complete. Then we will have to get a contractor to come in and restore the interior.

NEW BUSINESS

COMMENDATION OF SERVICE, KATHERINE BASIRICO, RESOLUTION

No. 597

The Secretary stated that Commissioner Basirico resigned from the Board. Kitty sent a letter stating that she must resign due to her time commitments. The Secretary stated that Kitty served just shy of 10 years and in all Officer positions. She stated that the Board has commended such long-serving Commissioners in the past by passing a resolution doing so, and presented the Board with Resolution No. 597. The Commissioners stated their support.

Chairman Vauthier announced he would entertain a motion to approve Resolution No. 597 Commending Service of Katherine Basirico to the Housing Authority of the City of Anaconda. Commissioner Erickson motioned to approve Resolution No. 597. Commissioner Wood seconded the motion and upon roll call, Chairman Vauthier declared said motion carried unanimously.

HUD FORM 52574 CONFIRMING FY 2024 BUDGET

The Secretary stated that HUD is moving most of their records and submissions electronically. She explained that their system now requires HUD form 52574 submitted digitally in order to be eligible for Calendar Year 2024 Operating Subsidy. She presented HUD form 52574 to the Board for review.

Chairman Vauthier announced he would entertain a motion to approve HUD form 52574 Confirming FY 2024 Budget. Commissioner Erickson motioned to approve HUD form 52574. Commissioner Pia seconded the motion and upon roll call, Chairman Vauthier declared said motion carried unanimously.

INFORMATION

FY 2023 Audit

The Secretary stated that Dale Rector, Auditor with Rector, Reeder and Lofton, was on-site on August 30th, and completed the Fiscal Year 2023 on-site audit work. She stated that she expects an audit draft soon, and stated that there were no findings, only a few small recommendations, such as update to Procurement Policy, which is already underway.

The Secretary reported, however, that the Financial Data Summary resulted in

only a 90% occupancy rating for FY 2023. She stated that this would trigger the sub-standard management designation via the Public Housing Assessment System (PHAS) score again this year. She reviewed the Management sub-section score components with the Board. The Secretary stated that she briefly noted her frustration on this with the Housing Authority's Portfolio Management Specialist (PMS) at HUD Denver. PMS Hayes will be looking into this, as HUD is aware that we've done much work to get those numbers up, and last checked it was 94%. The Secretary stated that she doesn't have much hope, as the numbers don't generally lie, so to prepare for bad PHAS score news.

MISCELLANEOUS

The Secretary noted that the Board would be seeing the Flat Rent Rates earlier this year, as they are to be in place by January 1, 2024.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business to come before the Board, Commissioner Erickson motioned that the meeting be adjourned; Commissioner Wood seconded the motion and upon roll call, the said motion carried. The meeting was adjourned at approximately 5:06PM.

Chairman

Date

Seal

Secretary