

**MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY
OF ANACONDA HELD OCTOBER 17, 2023**

The Board of Commissioners of the Housing Authority of the City of Anaconda met at the Housing Authority Office, 10 Main Street, on October 17, 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

Camille Erickson
Adam Vauthier
Dan Wood
Sharati Pia

ABSENT

Others Present: Secretary Kaitlin Leary, Assistant Director Paul Fenchak

APPROVAL OF THE MINUTES

Minutes of the Regular Meeting of September 21, 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 September 21, 2023 be approved. Commissioner Wood seconded the motion, and upon roll call, Chairman Vauthier declared said motion carried unanimously.

BILLS AND COMMUNICATIONS

SEPTEMBER VOUCHERS

The PHA and Pintlar Vouchers for the month were reviewed.

The Assistant Director reported on the PHA and Pintlar extraordinary expenditures in September. For PHA, they included: training expenses for AD Fenchak to attend HOTMA training in HUD Denver, cabinets and 2 hot water heaters from HD Supply, and flooring from SJ Perry.

For PHA Capital Funding, the MHH/Railroad fence project was completed by Butte Continental Fence.

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 September. 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

SEPTEMBER

The Secretary informed the Board that there were twelve (12) notices sent in September. They included four (4) 3-Day Notices, seven (7) 14-Day notices, and 1 Notice to Terminate Tenancy. Of the 3-Day notices, 4 did not pay. Of the 14-Day notices, 6 paid, and 1 did not pay. The Secretary stated that the Lease Termination was for the Cedar Park fire.

REPORT OF THE SECRETARY **VACANCIES**

SEPTEMBER

The Secretary reported on the Authority's vacancies for September 2023. She stated that the PHA vacancies totaled thirty-two (32), and that the total vacancies for the same period of the previous year totaled thirty-four (34). The Secretary stated that, unfortunately, there have been 4 move-outs so far in October. The Board briefly discussed PHA vacancy.

The Secretary reported that Pintlar vacancies totaled one (1), and that vacancies for the same period of the previous year totaled two (2).

FINANCIAL STATEMENTS

SEPTEMBER

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 \$648,117.50. The savings balance plus checking totaled \$669,137.52. 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 \$94,711.31. Total Savings and Investments: \$1,163,848.83. Delinquent Account Total was \$8,260.35, as opposed to \$13,408.75 at this time last year.

For the Pintlar Apartments, the balance in the General Fund was \$105,172.80. The Secretary noted that this included the siding and windows loan amount and without this amount the account balance would be \$91,820.30 and loan at \$13,352.50. The Secretary stated that the loan savings account at Southwest Credit Union has a balance of \$4,187.57. She continued that the Security Deposit Account was \$4,761.86 for a combined total of \$114,122.23 in savings. The savings balance plus checking totaled \$124,969.10. Delinquent Accounts Total was \$645.29. This was opposed to \$384.00 delinquent at this time last year.

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

REPORT: COMMUNITY POLICE STATISTICS

SEPTEMBER

The Secretary reported that there were 10 calls related to the Housing Authority. There were 3 from Cedar Park, 5 from Mount Haggin, and 2 from P.J. Hagan. There were no arrests.

OLD BUSINESS

None

NEW BUSINESS

None

INFORMATION

HOTMA Updates (Housing Opportunity Through Modernization Act)

The Secretary stated that staff will be very busy in the next few months preparing for the HOMTA Income and Asset updates, along with the rest of our Admissions and Continued Occupancy Policy. The Secretary and Assistant Director briefly discussed HOTMA.

FLAT RENT PUBLIC HEARING 11/21 at 2PM

The Secretary stated that the public hearing for the update of PHA Flat Rent Rates will be held in the Housing Office on November 21, 2023 at 2:00pm. She noted that the Board will review the Flat Rent at their December meeting.

CPH FIRE UNIT STATUS

The Secretary stated that Fine Fabric Care is nearing completion on the interior demolition work. She noted that our insurance adjuster has been really pushing us to get a contractor in place. The Secretary stated that bids were requested from three construction companies, but so far, only Strande Construction has followed through with site visits, and a bid estimate is expected soon.

MISCELLANEOUS

CDBG HUD PANEL CALL

The Secretary stated that staff and Good Housing Partnership have been focusing on the HUD portion of the CDBG project. She stated that a repositioning panel call has been scheduled with HUD for November 2, 2023 at noon, and invited Commissioners to attend.

MOUNT HAGGIN HOMES OFFLINE MODERNIZATION

The Secretary reported that Water and Environmental Technologies has finally provided a proposal for the design and bid work for the Offline Market Condition units at MHH, totaling \$23,000. The Secretary continued that the CDBG project may extend to Mount Haggin Homes, and staff and Good Housing Partnership folks think it would be a good idea to wait and see how the panel call goes. WET is aware that the project is on ice at the moment, but it is good to have the proposal.

2024 COMMISSIONERS' TRAINING

The Secretary stated that PHADA is holding a commissioners' conference and training this year in San Diego, January 8-10th. She asked any interested Commissioners to consult their schedules and get back to her.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business to come before the Board, Commissioner Pia 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 4:50PM.

Chairman

Date

Seal

Secretary