BILLINGS HOUSING PARTNERS

MEETING OF THE BOARD OF COMMISSIONERS

**February 28, 2024, at 12:00 PM**

HOUSING AUTHORITY OF BILLINGS, 2415 1ST AVE NORTH, BILLINGS MT

Commissioner Boos Patti Webster Public: Eric Field

Commissioner Crawford - Absent Helen Verhasselt John Sevens

Commissioner Hammer Rhonda Mitchell

Commissioner Reno - Absent Trina Swafford

Commissioner Tusi Amber Uzelac

Commissioner Stott Brian Starr

Commissioner Taylor

1. **Call to order and Determination of a Quorum**

* Commissioner Chairman Boos called the regular meeting of the Board of Commissioners to order at 12:09 PM.
* It was determined to be a Quorum.

1. **Public Participation**
   1. Eric Field stated he is here to observe.
   2. John Stevens asked the cost of the recycle/reuse project. CEO Webster replied approximately $18M. He was also wondering when it is due to start in which the reply was delivery of the pods are to start tomorrow 2/29.
      1. John also asked if there is a completion date for the 3D printed duplex which CEO Webster replied depending on the weather because that is a type of concrete that is used.
      2. John had asked how the Laurel Gardens project was going and where does it stand in progress. The response from Webster is the siding has been replaced throughout most of the property and a lot of the underground work has been completed.
2. **Approval of the Consent Agenda**

* Chairperson Boos presented Resolution 1217 – Consent Agenda. The consent agenda included the following:
* Meeting Minutes January, 2024
* Financials - December 2023, January 2024
* Contracts
* Public Housing Compliance report
* HCV Housing Compliance report
* Presentation of Current Account Balances
* Claims in the amount ofJanuary $  **1,532,099.28** have been reviewed and paid for the previous months.  A complete listing of the claims for the previous month is available with the Chief Financial Officer.
* Charge Off’s

**COMMISSIONER Tusi MOVED TO APPROVE RESOLUTION 1217 – CONSENT AGENDA.**

**COMMISSIONER Hammer SECONDED THE MOTION.** *All were in favor, the motion passed unanimously.*

AYES: 5

NOES: 0

ABSENT: 2

ABSTAIN: 0

1. **Chief Executive Officer Report –CEO Patti Webster**
   1. HUD Reports
   2. The waitlist has gone down by over 300.
   3. It was addressed that we have 35 vacant units by Amber Uzelac, Director of Assets.
2. **Chief Financial Officer Report – CFO Helen Verhasselt**
   1. Audit presentation by Aaron Ness with Eide Bailey
      1. 2 findings were discussed. Commissioner Tusi does not feel like the first finding should not be a finding as it was a matter of funds being zeroed out by being moved from one account to another. Mr. Ness stated it is an error and it is a requirement by HUD to be registered as a finding.

**COMMISSIONER Hammer MOVED TO APPROVE the Audit Findings.**

**COMMISSIONER Tusi SECONDED THE MOTION.** *All were in favor, the findings passed unanimously.*

AYES: 5

NOES: 0

ABSENT: 2

ABSTAIN: 0

* 1. The summary financial format had been changed. CFO Verhasselt had wondered if that was what the board had been wanting to see. Although the board loved what they saw, they were wondering if it could show a year-to-date income loss line.

1. **Policy**
   1. CEO Webster presented Resolution 1221.

**RESOLUTION NUMBER 1221**

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF BILLINGS**

**HOUSING CHOICE VOUCHER PAYMENT STANDARDS**

* WHEREAS, the Housing Authority of Billings has an established Board of Commissioners pursuant to MCA 7-15-443. The Commissioners are responsible to establish Housing Choice Voucher Payment Standards.
* NOW THEREFORE BE IT RESOLVED that the Members of the Housing Authority of Billings Board of Commissioners hereby resolve to adopt a resolution to amend the Housing Choice Voucher Administrative Plan, Chapter 16. II.B with updated Payment Standards.
* The adopted payment standards will reflect the approval from HUD for both the 120% waiver and the 50% Success Rate Rent
* This also adopts the Exception Payment Standards for 59105 and 59106 approved for MDOC that we can adopt as this is within our jurisdiction.
* EFFECTIVE: **March 1, 2024**

**COMMISSIONER Hammer MOVED TO APPROVE RESOLUTION 1221 – HCV Payment Standards**

**COMMISSIONER Stott SECONDED THE MOTION.** *All were in favor, the motion passed unanimously.*

AYES: 5

NOES: 0

ABSENT: 2

ABSTAIN: 0

1. **Procurement & Construction Management –** CEO Webster presented Resolution 1218, 1219 and 1220.

**RESOLUTION NUMBER 1218**

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF BILLINGS**

**DISPOSITION ACTIVITY - GARAGE SALE**

WHEREAS, the Housing Authority of Billings periodically dispositions items that are no longer of use to the agency, in accordance with Housing and Urban Development Department regulations and the State of Montana Code Annotated;

NOW THEREFORE BE IT RESOLVED that the Members of the Housing Authority of Billings Board of Commissioners hereby resolve to adopt a resolution to allow for a garage sale to dispose of the following items from Laurel Gardens:

1. 26 air conditioner units

2. 15 Boilers

3. 13 water heaters

**Effective: March 1, 2024**

**COMMISSIONER Stott MOVED TO APPROVE RESOLUTION 1218 – Disposition – Garage Sale**

**COMMISSIONER Tusi SECONDED THE MOTION.** *All were in favor, the motion passed unanimously.*

AYES: 5

NOES: 0

ABSENT: 2

ABSTAIN: 0

1. **Governance**
   1. **Development Committee report out.**
      1. **NEW Regular Meeting Time for the Development Committee is the 2nd Tuesday of each month 2:00 pm – 4:00 pm**

**RESOLUTION NUMBER 1219**

WHEREAS, the Housing Authority of Billings in accordance with Housing and Urban Development Department regulations and the Housing Authority of Billings’ own policies, the following scope of work change is added to the Laurel Gardens Development Rehabilitation Project,

* Residents of Laurel Gardens presented a petition to add Storm/Screen Doors to the scope of work.
* Change to scope of work will be not exceed $30,000.00
* This change is an eligible use of Public Housing Disposition Proceeds
* **Effective date 03/01/2024**

**COMMISSIONER Taylor MOVED TO APPROVE RESOLUTION 1219 – Addition of Storm Doors to LG**

**COMMISSIONER Stott SECONDED THE MOTION.** *All were in favor, the motion passed unanimously.*

AYES: 5

NOES: 0

ABSENT: 2

ABSTAIN: 0

**RESOLUTION NUMBER 1220**

WHEREAS, the Housing Authority of Billings in accordance with Housing and Urban Development Department regulations and the Housing Authority of Billings’ own policies, the following request for land donation, for affordable housing development, is made to the City of Billings:

* Lampman Strip Park; 5.69 Acres
* **Effective date 03/01/2024**

**COMMISSIONER Hammer MOVED TO APPROVE RESOLUTION 1220 – Request for Land Donation**

**COMMISSIONER Stott SECONDED THE MOTION.** *All were in favor, the motion passed unanimously.*

AYES: 5

NOES: 0

ABSENT: 2

ABSTAIN: 0

1. **Board Comments and Announcements**
   1. **There are now 6 NAHRO Certified Commissioners**
      1. Hannah Reno
      2. Ed Hammer
      3. Tom Boos
      4. Amanda Taylor
      5. Tafuna Tusi
      6. Gale Stott
2. **Adjournment**

* The Board meeting was adjourned at 1:39 PM with Tusi motioning and Stott seconding. *All were in favor, the motion passed unanimously.*

AYES: 5

NOES: 0

ABSENT: 2

ABSTAIN: 0

**Next Regular Board Meeting, March 27, 2024.**

Tom Boos, Board Chairperson **SEAL**

Patti Webster, Secretary of Board of Commissioners Date