Missoula Housing Authority Board  
Regular Board Meeting  
Wednesday, September 18, 2019

-MINUTES-

Members Present:  Jamie Hoffmann, Collin Bangs, Monique Casbeer, Jack Richards, Kaia Peterson

Members Absent:  Kila Shields, Mary Jane Nealon

Staff Present:  Lori Davidson, Jim McGrath, Mary Melton, Sam Oliver, Adam Ragsdale, Debbie Hibbitts

Guests Present:  Ryan Sudbury

I. Call to Order:  The meeting was called to order at 5:30pm.

II. Attendance:  See above

III. Regular meeting will be closed for Executive Session:  
The meeting was closed at 5:30pm.

IV. Regular meeting will be reconvened  
The regular meeting was reconvened at 6:30pm.

V. Approval of Minutes: Regular Board Meeting, August 21, 2019

1st: Casbeer
2nd: Richards
None opposed, motion passes.

VI. Commissioner Comments/Conflict of Interest Disclosure:

Hoffmann: I expect I will be moving in November, so next month might be my last meeting.

Davidson: In the interim, Collin will take Jamie’s place as chair.

VII. Public Comments on items not on the Agenda:

None
VIII. **Action Items:**
   
a. **Resolution #1099: Payment Standards**

McGrath: We set the amount of assistance we can do for section 8 tenants based on the fair market rents. The fair market rents went down for the second year in a row. The fair market rents are based on survey data and loosely based on reality. We are allowed to set our payment standards with a range based on the fair market rents, 90% to 120% of the fair market rents. They payment standards have a rigid effect on people entering into new leases because it has a cap. It goes into effect every year when we reevaluate them. They are set by bedroom sizes. The 0 and 1 bedroom sizes we had already set at 120%, which means we have to go down. We don’t have a choice on that. The other bedroom sizes hadn’t been pushed all the way up, so we proposed to do that.

1st: Casbeer
2nd: Peterson
None opposed, motion passes.

b. **Resolution #1100: Approval of FY2020 Budget**

Hibbitts: Last month it was my understanding there was a request for a balance sheet showing the cash that’s available. I did provide that this month. It gives you a reference of the cash we have on hand to run the properties and cash available for capital needs.

Davidson: The cash for replacement reserve is where capital improvements will be funded from. We will have $300,000 for improvements at Russell Square with new loan. I would add new stair replacements in spring. And we’ll have a lower debt payment there.

Hibbitts: The capital funds sheet is a lot more money because we have funds from 2019 and 2020 to spend down. That is the funding we receive from HUD to make improvements to our Public Housing properties.

Davidson: I added the operating cash in public housing that we want to spend down before we convert. We are making as many improvements as we can to spend these things down. We’re hiring a company to help us with the environmental reviews that have to be done on these properties. There are two environmental reviews that have to be done for the conversion.

Hibbitts: We did the full budgets for the year for public housing, but of course we don’t know for sure what it’s going to look like yet after the conversion. Our Central Office fund net income is small and that’s because we don’t want net income in there for HUD to be able to recapture. The asset management fees come into the Business account. The Development fund is for purchasing or
selling a property. If you look at the bottom line of all of the properties and programs, they all have a healthy net income.

Davidson: The debt coverage ratios are also pretty healthy.

1st: Casbeer
2nd: Richards
None opposed, motion passes.

IX. Staff Reports:
   a. Villagio

   Davidson: We had the bid opening today and it was not a good one. We only had one bidder. Three of the bidders backed out at the last moment for legitimate reasons. Because we only ended up with one bidder, we have to reject the bids and go back out. The project is in suspense right now.

   b. Voluntary Conversion

   Davidson: There’s nothing more to add than what was talked about during the budget discussion.

   c. Parkside and Russell Square loan conversions

   Davidson: We’ve put Parkside on the back burner while we work on some other projects. I do need your approval tonight to let me sign the Russell Square loan documents. That loan is coming any day.

   1st: Casbeer
   2nd: Peterson
   None opposed, motion passes.

   d. Cornerstone update

   Davidson: It’s out for bid. Those bids come in October 3. We had 6 contractors at the prebid walkthrough.

   e. Permanent Supportive Housing update

   Davidson: The county commissioners signed the resolution to donate the land. We’re moving forward on planning for that.

X. Old Business:

None
XI. **New Business:**

Davidson: We need to reschedule the October board meeting because I’ll be out of town and I’d like to be there for Jamie’s last meeting.

October regular board meeting rescheduled to October 29, 2019 at 12:00pm.

I. **Adjournment:** The regular meeting was adjourned at 7:22pm.

[Signatures]

Jamie Hoffmann, Board Chair
Lori Davidson, Executive Director