Missoula Housing Authority Board
Regular Board Meeting
Wednesday, November 20, 2019

-MINUTES-

Members Present: Collin Bangs, Monique Casbeer, Mary Jane Nealon, Mike Nugent, Jack Richards, Kila Shields

Members Absent: Kaia Peterson

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

Guests Present: Ryan Sudbury

I. Call to Order: The meeting was called to order at 5:31 pm.

II. Attendance: See above

III. Election of Officers/Welcome to new Commissioner Mike Nugent:

Davidson: We need to elect a Chair and Vice Chair.

Nealon: Nominate Collin Bangs for Chair.

2nd: Casbeer

None opposed, motion passes.

Shields: Nominate Kaia Peterson for Vice Chair.

2nd: Nealon

None opposed, motion passes.

IV. Approval of Minutes: Regular Board Meeting, October 29, 2019

1st: Casbeer

2nd: Shields

None opposed, motion passes.

V. Commissioner Comments/Conflict of Interest Disclosure:

None

VI. Public Comments on items not on the Agenda:

None
VII. Action Items:
   a. Resolution #1105: Approving SEMAP submission

   Davidson: This is one of the HUD’s required reports that relates to our voucher program. It stands for Section 8 Management Assessment Program.

   McGrath: This is HUD’s grade for us. It’s a number of indicators that look at how we manage the compliance for the Section 8 program. Some of them are evaluated through their database system. Some of them are done through quality control reviews. All of them are validated by our A133 auditors. They look at a variety of things including: did we calculate things accurately, complete recertifications on time, are files complete, are inspections on time, etc. If we find any mistakes, we take care of them right away. Over the years we tend to be high performing. This year, based on the preliminary report, we will score 100%. One of the indicators is utilization, meaning did we lease-up all the vouchers. Right now, we’re tracking at about 105% of the funding, which is okay because we have reserves. It’s an opportunity for me to tip my hat to my team. They work really hard to do this work and it’s challenging.

   Davidson: Keeping the voucher count up on a monthly basis is an incredible balancing act. Jim and his team do an amazing job of predicting that balance and getting people leased-up.

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

VIII. Staff Reports:
   a. Vouchers, vouchers and more vouchers!

   McGrath: We had three opportunities for new vouchers. The one opportunity we received was Mainstream Vouchers. This was an intense national competition and we didn’t think MHA would get these. These vouchers go to nonelderly disabled households and we target it to a specific population. One will be for households coming out of institutions, like group homes, nursing homes, mental hospitals, etc. Another target will be for households coming out of rapid rehousing programs. We’re partnering with YWCA, Opportunity Resources, and Summit Independent Living for these vouchers. We asked for 20 vouchers and we got 20 vouchers. We asked for that amount because we needed to be able to use them right away. On the next round we can ask for more.

   The second opportunity was HUD VASH. It’s a Section 8 voucher from HUD with VA supportive services and they serve homeless veterans. We applied for 32 vouchers. As far as I know, we will probably receive these, but we haven’t received the official award from HUD yet. My vision for these vouchers is to take some of these and project base them, possibly some at Cornerstone.
The last opportunity is the foster youth initiative which serves youth aging out of foster care who are homeless or at-risk of homelessness. All you need to apply is to have an agreement between the housing authority and the public child welfare agency, which here is Child and Family Services, and the local Continuum of Care. It’s not a competitive process. The Housing Authority is ready to sign the MOU, but no one else is, so it’s hung up at this point.

b. Villagio update

Davidson: The construction bids were way out of budget. We are basically starting fresh with a new design. What this process did allow us to do was move from a sealed bid process to go to a negotiated contract with a contractor of our choice. We went through an interview process with contractors who had maintained interested throughout the bid process. Dick Anderson Construction was the chosen contractor. They have a wealth of knowledge and experience to bring to the process on how to bring the cost down. We’ll be going through the design process over the next 4-6 months and hopefully starting construction next summer.

Bangs: One issue with the design was 50% of the units were 3 and 4 bedrooms, which meant you had to find a way to have a window in each room. Dick Anderson is working with the architect for redesign.

Davidson: There is a need for more 3 and 4 bedroom stock in Missoula and it’s needed to make the 4% tax credit project work because they bring in additional rent.

c. Voluntary Conversion

Davidson: We are still waiting for the environmental reviews to come out from the city so we can start the rehab work on the Public Housing units. It came up in the last couple of weeks that HUD was going to insist that we were going to have to do environmental reviews every 5 years for our project-based vouchers. That’s a huge burden on the housing authority and the city. We met as a leadership team and compared project-based vouchers to tenant-based vouchers. We decided project-based vouchers were still the best option. Then I got an email from HUD and they said we don’t have to do the environmental reviews every 5 years. That solidified our decision that we should go with the project-based voucher option.

McGrath: In the next several months we’ll begin having a lot of meetings with tenants for the process.
d. Parkside and Russell Square loan conversions

Davidson: There isn’t anything new, other than to let you know the Russell Square loan did refinance. We got $318,000 to use for repairs. Our loan payments went down $2000 a month. We haven’t pursued Parkside at this time.

e. Cornerstone update

Davidson: Last month we talked about how those bids came in way over budget. We have been working with the low bidder, Edgell Building, on value engineering. I’m talking to MBOH about doing the loan because the project could handle about $100,000 debt. We’re still not sure yet how much of the $200,000 approved last month from the Development Fund will be needed. We’re about to enter into the construction contract. We’re taking all of the alternative deducts that were in the plans and we’re looking at additional deducts that Edgell is helping us identify. I think we’ll be able to get construction down to $1.9 million. We figured out the issue with the fire department and the issue with the no build zone without having to make a lot of changes to the design. We’re still hoping to break ground this year.

f. Permanent Supportive Housing update (Trinity)

Davidson: We’re still in predevelopment and looking at proformas. The Request for Qualifications (RFQ) for an architect is out. We’re getting a lot of interest from in state and out of state for that. HomeWORD and Blue Line Development are our partners on this project. The city agreed to issue the tax exempt bonds on that project which is saving us about $675,000 in bond issuance fees.

IX. Old Business:

None

X. New Business:

None

I. Adjournment: The regular meeting was adjourned at 6:35pm.

Collin Bangs, Board Chair

Lori Davidson, Executive Director