

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
SPECIAL MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
March 1, 2010
5:30 p.m.**

Members Present: Eileen Meyer, Board Chair
Randy Stitt, Vice Chair
Jan Galitzer
Phil Anderson
Jim Sherow
Ida Jane Leupold

Members Absent: None

City Commission Liaison: Jim Sherow

Staff Present: JoAnn Sutton, Executive Director
Mandy Thomas, Assistant Executive Director
Patrick O'Neil, Special Projects Manager/HR

I. CALL TO ORDER

Eileen called the meeting to order at 5:32 p.m.

II. OPEN FORUM

- a. New Comments or Concerns: No new comments or concerns were presented.
- b. Adjournment Time: Adjournment time was set for no later than 7:30 p.m.

III. CONSENT AGENDA

Jan moved to approve the Consent Agenda as presented. Randy seconded. Eileen asked if any member wished to remove items from the Consent Agenda for further discussion. There were no such requests. Eileen called for a roll call vote. Roll call vote carried 6-0. (Consent Agenda items included the following: Approval of January 20, 2010 Regular Meeting minutes; Approval of February 22, 2010 Regular Meeting minutes; Approval of Resolution No. 030110-A, amending Sections 500 & 600 of the Housing Authority's Personnel Policy; and Resolution No. 030110-B, adopting revisions to the Procurement Policy)

IV. COMMISSIONER'S COMMENTS

Randy thanked the Board for agreeing to temporarily change meeting dates to Monday nights so that he would be able to attend.

V. OLD BUSINESS

a. Annual Board Meeting: JoAnn informed the Board that due to issues with the HUD's electronic submission process, the Housing Authority's fee accountant would be later than expected in completing the 2009 financial reports, which will delay completion of the Annual Report. JoAnn suggested that the Annual Meeting be held in April rather than March. After discussion, the Board agreed to hold the Annual Meeting on April 12, 2010, in the City Commission room at City Hall, provided the room was available for use on this date. Patrick will check other available dates in April in case April 12 is not available and further discussion will be held at the Special Meeting this month to either confirm or schedule another date.

VI. NEW BUSINESS

- a. Award Contract for Replacement of HVAC Systems and Water Heaters at Pottawatomie Court and Hudson Circle—Resolution No. 030110-C: JoAnn informed the Board that bids received for the projects were lower than anticipated. The Housing Authority is considering other projects to fund with ARRA Capital Fund monies that will remain after contracts for the two previously proposed projects are approved. JoAnn explained that some bids received were incomplete and could not be considered. After verification of references, the lowest qualifying bid submitted by R.M. Baril General Contractor, was determined by Housing Authority staff to be the lowest responsible bid is therefore staff recommendation to the Board for awarding of the contract. Phil moved to approve Resolution No. 030110-C, Awarding the Contract for Replacement of HVAC Systems and Water Heaters at Pottawatomie Court and Hudson Circle to R.M. Baril General Contractor. Jim seconded. Eileen asked if there were any further comments or discussion. There was no further discussion. Eileen called for a roll call vote. Roll call vote carried 6-0.
- b. Award Contract for Replacement of Electrical Services and Equipment at Baehr Place—Resolution No. 030110-D: JoAnn explained that several bids were received; however some bids were not complete and could not be considered. One bid was withdrawn at the request of the contractor after bid opening due to a calculation error on the part of the contractor. The Housing Authority agreed to allow the contractor to withdraw his bid. Bids were below the anticipated costs for the project. After reviewing the bids and verifying references, Housing Authority staff determined that the lowest responsible bid was submitted by 2 Wire Electric, Inc. Randy moved to approve Resolution No. 030110-D, Awarding the Contract for Replacement of Electrical Services and Equipment at Baehr Place to 2 Wire Electric, Inc. Ida Jane seconded. Eileen asked if there were any further comments or discussion. There was no further discussion. Eileen called for a roll call vote. Roll call vote carried 6-0.

VII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 6:06 p.m.

Respectfully Submitted,

Eileen Meyer, Board Chair