



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, February 17, 2016 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Clallam County Courthouse – Commissioner’s Meeting Room
223 E 4th Street
Port Angeles, WA 98362

CALL TO ORDER

The meeting was called to order at 1:01pm by Commissioner Tinker.

ROLL CALL

Present were: Commissioners Shusterman, Weed, Rymph, Teal, Tinker, Koelsch and Flodstrom. Staff members present were Executive Director Kay Kassinger, Director of Asset Management Sarah Martinez, Legal Counsel Chris Riffle, Executive Administration Specialist Minna Angevine and guest Erica Lindholm.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director requested that Resolutions 2016-03, amendment to the ACC for FY2016 and 2016-04, amendment to Peninsula Housing Authority’s 5 year plan be added to the agenda.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger’s January Timesheet, January Regular Meeting Minutes, January Check Registers excluding Outpost and Self Help 523 Grants 5 and Self Help 502 Loans.. Moved by Commissioner Flodstrom, seconded by Commissioner Shusterman. Voice Vote. Approved.

Approval of Outpost January Check Registers. Moved by Commissioner Weed, seconded by Commissioner Flodstrom. Voice Vote. Approved. Commissioner Tinker abstained.

Approval of Self Help 523 Grant 5 and Self Help 502 Construction Loans January Check Registers. Moved by Commissioner Shusterman, seconded by Commissioner Weed. Voice Vote. Approved. Commissioner Teal abstained.

EXECUTIVE DIRECTOR’S REPORT

Executive Director Kassinger presented a written report and asked if there were any questions prior to her proceeding with her verbal report.

Executive Director Kassinger reported that Pacific Northwest Regional Counsel (PNRC) Annual Conference will be held May 22-24, 2016 in Seattle. Executive Director Kassinger stated that if Board Members are interested in attending, please let her know soon as registration is due by March 11, 2016.

Commissioner Teal requested a synopsis of what Neighbor Works is. Executive Director Kassinger report that Neighbor Works is an agency that provides training and helps facilitate communication, collaboration and working relationships with different agencies.

Commissioner Flodstrom stated that First Federal has expressed an interest in reviewing our project for the recently acquired tax credits for the Phase 1 of the Mount Angeles View Redevelopment.

Executive Director Kassinger reported Peninsula Housing Authority has submitted the paper request for the five Tenant Protection Vouchers to HUD received with the demolition approval of the five Phase 1A Units of the Mount Angeles View Redevelopment. Executive Director reported that it is very likely that Peninsula Housing Authority will receive a Tenant Protection Voucher for each displaced household that will need relocation during the entire redevelopment of Mount Angeles View.

Executive Director Kassinger reported that the Washington State Auditor's office confirmed that the finding that Peninsula Housing Authority received in FY2015 will more than likely be reversed and the remaining balance of the USDA Rural Development loans that Peninsula Housing Authority has for both Wildwood and Peninsula Apartments will need to be included on the Schedule of Expenditures of Federal Awards (SEFA). Executive Director Kassinger stated it is not clear at this time if the Washington State Auditor's office will issue a finding as a result of the absence of these loans on Peninsula Housing Authority's SEFA for FY2016.

REPORTS FROM COMMISSIONERS

Commissioner Shusterman requested that a short presentation be given pertaining to the status of those projects in Jefferson County at the next board meeting held in Port Townsend.

Commissioner Teal is still building.

Commissioner Rymph had nothing to report.

Commissioner Flodstrom had nothing to report.

Commissioner Koelsch had nothing to report.

Commissioner Weed had nothing to report.

Commissioner Tinker is hoping to finish the roof on Sarge's Place real soon.

OLD BUSINESS

None.

NEW BUSINESS

Executive Director Kassinger provided a rough draft copy of the HUD response letter to Peninsula Housing Authority's substandard management designation. Executive Director Kassinger reported that the two main areas of concern, Tenant Accounts Receivable and Occupancy will be impacted significantly with the redevelopment of Mount Angeles View. Executive Director Kassinger stated that as units are being torn down these are no longer subject to the Public Housing Assessment System (PHAS) which will directly affect the ratio for Tenant Accounts Receivable balance versus Tenant Rental Income. Executive Director Kassinger stated that Peninsula Housing Authority will be diligent in

collection of rents for those units occupied while making sure that available vacant units will be leased up in a timely manner. Executive Director Kassinger also stated that Comptroller Dotlich has looked into balances left by tenants that no longer reside at the Peninsula Housing Authority public housing properties and are current with a repayment agreement, can those balances be transferred over to the Cost Center rather than remain at the property level. Comptroller Dotlich has received information that those balance can indeed be transferred off of the properties and into the Cost Center to continue to collect the debt. These balances would be evaluated at the end of the fiscal year to determine if the transfer of these balances will work in favor of the property. Commissioner Weed asked if a policy should be written and adopted that outlines this practice. Executive Director stated that this could be helpful but that the only properties that will be effected by this policy are the Public Housing properties. Executive Director Kassinger stated that she would work with Comptroller Dotlich to come up with a policy that will outline the balance transfer option and report back to the Board at the March Meeting. Executive Director Kassinger will send the HUD response letter to Commissioner Tinker for review and signature to mail off to HUD within the 30 days that were given.

Resolution #PHA 2016-02: Change in By-Laws for Meeting Locations

Moved by Commissioner Teal seconded by Commissioner Rymph. Voice Vote. Approved.

Resolution #PHA 2016-03: Approving the FY2016 ACC for Capital Program Grant

Moved by Commissioner Teal seconded by Commissioner Weed. Executive Director Kassinger stated that this is the Annual Capital Grant that Peninsula Housing Authority receives from HUD and we received a slight increase over the submitted proposed budget. Voice Vote. Approved

Resolution #PHA 2016-04: Amendment to the Peninsula Housing Authorities 5 year plan

Moved by Commissioner Shusterman seconded by Commissioner Flodstrom. Director of Asset Management Sarah Martinez explained that Peninsula Housing Authority has adopted a rolling 5 year plan rather than a fixed 5 year plan due to the flexibility of it. With the rolling 5 year plan, Peninsula Housing Authority is required to file an amendment annually. Voice Vote. Approved

Next Meeting:

ANNUAL MEETING

Wednesday, March 16, 2016 at 1:00 p.m.

Jefferson County Commissioners' Chambers
Basement Level Jefferson County Courthouse
Port Townsend, WA

Adjournment: The meeting adjourned at 1:41p.m.


Secretary


Board Chair

Seal:

