



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, January 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 – Room 070
223 E 4th Street
Port Angeles, WA 98362

CALL TO ORDER

The meeting was called to order at 1:03pm by Commissioner Weed.

ROLL CALL

Present were: Commissioners Shusterman, Weed, Rymph, Turner, Koelsch and Flodstrom. Staff members present were Executive Director Kay Kassinger, Legal Counsel Chris Riffle and Executive Administration Specialist Minna Angevine.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Commissioner Shusterman requested a discussion to amend Peninsula Housing Authority Board of Commissioner By-laws. Revised agenda approved as requested.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger's December Timesheet, December Regular Meeting Minutes, December Check Registers. Moved by Commissioner Shusterman, seconded by Commissioner Turner. Voice Vote. Approved. Commissioner Flodstrom abstained from December Regular Meeting Minutes.

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 she had met with Representative Steve Tharinger to discuss important goals of the Low Income Housing Alliance in relation to the State Capital Budget. Executive Director Kassinger stated that Representative Tharinger was open to discuss the challenges that low income housing providers face and requested specific data on those challenges. The main obstacle, as per Association of Washington Housing Authorities (AWHA), has been that the Legislative mandated funding set asides are not being met primarily due to the lack of project operating funds being available .. Representative Tharinger will be in attendance at the AWHA meeting, to make a presentation on the State Budget Planning Cycle. Commissioner Turner asked where the AWHA meeting will take place.

Executive Director Kassinger reported that the meeting will be held in Olympia in February. This will be in conjunction with the next Legislative conference.

Executive Director Kassinger reported that she and Director of Acquisition and Development O'Rourke met with Port Townsend City Manager David Timmons to discuss opportunities to purchase land that the City of Port Townsend owns. The discussion went very well. Mr. Timmons discussed an opportunity for a Neighborworks organizational capacity training with the City of Port Townsend and Housing partnering agencies, such as Dove House, OlyCap, and Peninsula Housing Authority. Mr. Timmons would like to see more collaboration between these groups and the community to establish affordable housing in the area. Mr. Timmons has asked Executive Director Kassinger to head up gathering a group of stakeholder agencies to meet with the City of Port Townsend for an initial discussion about the proposal. The City has offered to cover the Neighborworks cost of about \$22,000.

Executive Director Kassinger reported that we will wait on sending out 90 day relocation letters to the 5 tenants affected by the recent HUD demolition approval until we hear if we will be awarded tax credits in this latest application round at the Washington State Housing Finance Commission. The expected award announcements will be the end of February or beginning of March. Commissioner Flodstrom asked if we knew of anyone that may be interested in the tax credits. Executive Director Kassinger stated that she has heard that perhaps Key Bank may be and also First Federal might have an interest. Commissioner Turner asked for clarification on the demolition approval process of the additional units compared to the approved 6. Executive Director Kassinger stated that Peninsula Housing Authority would have to submit a new request for the additional units for demolition but that it would be going through a different office from our first request. Executive Director Kassinger stated that if the tax credit application was successful, Peninsula Housing Authority would move forward with all of Phase I of the redevelopment of Mount Angeles View.

Executive Director Kassinger reported that the Washington State Auditor's office is working on getting all Housing Authorities in Washington State to report consistently on financials. With this, it appears the finding that Peninsula Housing Authority received on the Fiscal Year 2014 financials will be reversed. Executive Director Kassinger stated that a new issue has come up with the reporting of some of the USDA Rural Development Loans and what statements those need to be reported on. The State Auditor's Office is still working on this and Executive Director Kassinger is unaware of what ramification will come from this new obstacle at this time but it could result in a new finding.

Executive Director Kassinger reported that she had received a letter from the HUD field office in Seattle that a letter will be going out to all Peninsula Housing Authority Board Members as well as the appointing officials of those Board Members notifying of the substandard PHAS score that Peninsula Housing Authority has received on the Management Portion of reporting. Executive Director Kassinger stated that this is a HUD policy to send the letters. Executive Director Kassinger reported that she would like to send out a letter to both Jim Jones, Clallam County Administrator, and Phillip Morley, Jefferson County Administrator, to give a short explanation to what has happened and that a plan is in place to rectify it. Commissioner Rymph stated that the letter to the County Administrators should really come from the Peninsula Housing Authority Board rather than the Executive Director. Commissioner Turner would like to include a short statement about the length of time that Bremerton Housing Authority has had this issue as compared to Peninsula Housing Authority and that this will not affect the plan for redevelopment of Mount Angeles View. Commissioner Flodstrom asked if there would be funding repercussions with HUD due to this score. Executive Director Kassinger stated that this will not affect the funding with Peninsula Housing Authority. Commissioner Rymph asked that the letter state that Peninsula Housing Authority has received a high performer score in all categories except

the management category. Commissioner Rymph also requests that the letter state the funding from HUD will not be affected.

Executive Director Kassinger reported that some agency goals had been compiled. Executive Director Kassinger reported that the list of goals for the upcoming year is as follows: Peninsula Housing Authority will increase all areas of scoring in regard to HUD benchmarks; Peninsula Housing Authority will not go into High Risk Status in regard to the 523 grant with USDA Rural Development; Peninsula Housing Authority will begin demolition on Mount Angeles View and move forward with Phase I of redevelopment; Peninsula Housing Authority will complete the disposition of Sunbelt Apartments; Peninsula Housing Authority will finalize the re-syndication of the Lee Hotel; Peninsula Housing Authority will work with local leaders in both Jefferson and Clallam Counties to get HB2263 on the ballot and provide public education and information on this funding source; Peninsula Housing Authority will continue to collaborate with both Jefferson and Clallam County partner agencies to increase affordable housing; and Peninsula Housing Authority will continue to meet the needs of clients while maintaining a balanced budget agency wide.

Commissioner Turner asked if there was an update to the Lincoln School project at this time. Executive Director Kassinger stated that the architect was in the preliminary planning stages of drawings in an effort to determine the number of units that can be created in the existing building. This will determine whether the project requires a third floor of units added to meet project operating cost estimates

REPORTS FROM COMMISSIONERS

Commissioner Shusterman had nothing to report.

Commissioner Flodstrom had nothing to report.

Commissioner Turner invited all board members to the upcoming Boys & Girls Club breakfast at the Port Angeles location. Commissioner Turner stated the Breakfast will be held on January 27, 2016 from 7:00am-8:00am. Commissioner Turner reported that the Port Angeles Boys & Girls Club is averaging approximately 120-125 kids each day.

Commissioner Koelsch requested that the financials for each of the properties be condensed. Executive Director Kassinger stated that she would look into it. Commissioner Koelsch reported on Fresno Housing Authority and the positive impact it had in the community with its developments.

Commissioner Rymph reported that the Jefferson County Commissioners had accepted his request to continue on as a Peninsula Housing Authority Board member.

Commissioner Weed had nothing to report.

OLD BUSINESS

Commissioner Turner moved to endorse Executive Director Kassinger's Goals as reported on page 9 of the Board Packet. Commissioner Rymph seconded. Voice Vote. Approved.

NEW BUSINESS

Resolution #PHA 2016-01: Application of Tax Credits for MAV Redevelopment


Moved by Commissioner Shusterman seconded by Commissioner Flodstrom. Executive Director Kassinger requested that a change be made to the resolution from "Organizational Meeting" to "Regular Meeting." Commissioner Shusterman moved as revised. Executive Director Kassinger stated that this was for the submission of the Tax Credit Application to the Washington State Housing Finance Commission for the MAV I redevelopment, including the authorized signers on the application. Voice Vote. Approved.

Commissioner Shusterman requested that the By-Laws be changed to include three meeting dates in Jefferson County instead of only two to make the meetings more accessible to Jefferson County community members. Commissioner Turner proposed the meeting dates be changed to March, July and October. Executive Director Kassinger stated that she will draft up a resolution for the next meeting. Executive Administration Specialist Minna Angevine will look at the availability of a meeting location. Commissioner Shusterman requested that the Board Meetings be posted in the local newspapers. Executive Director Kassinger stated that we give notice to Peninsula Daily News but it does not always get posted. Executive Administration Specialist Minna Angevine will continue to submit a list of meetings to the Peninsula Daily News and also add the Port Townsend Leader.

Next Meeting:

Wednesday, February 17, 2016 at 1:00 p.m.
Clallam County Courthouse – Commissioners Meeting Room
223 E 4th Street
Port Angeles, WA 98362

Adjournment: The meeting adjourned at 2:20 p.m.


Secretary


Board Chair

Seal:

