



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, December 21, 2016 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Wednesday, December 21, 2016 at 1:00 p.m.
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 1:00 p.m. by Commissioner Weed.

ROLL CALL

Present were: Commissioners Weed, Lindholm, Rymph, Tinker, Turner and Koelsch. Staff members present were Executive Director Kay Kassinger, Legal Counsel Chris Riffle, and Executive Administration Specialist Minna Angevine. Absent were Commissioners Schusterman and Teal, excused.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director Kassinger requested the addition of an Executive Session with no action to follow be added to agenda.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger’s November Timesheet, November Regular Meeting Minutes, November Check Registers excluding Outpost. Moved by Commissioner Rymph, seconded by Commissioner Tinker. Voice Vote. Approved.

Approval of Outpost November check register. Moved by Commissioner Turner, seconded by Commissioner Rymph. Voice Vote. Approved. Commissioner Tinker 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 she and Director of Acquisition and Development O’Rourke met with the MAV Phase I tax credit investor, National Equity Fund (NEF). NEF is still interested in the MAV phase 1 project and is one of 4 projects NEF expects will proceed. The challenge is for NEF to get investor capital for their projects with the potential tax code changes proposed by the new federal administration. Typically the investor capital is raised during the month of December for projects that close in January; however this has been pushed back. NEF will start looking for investors in January/February which changes the MAV Phase 1’s closing date from January to June 2017. Also, the equity will be lower than the original projection of \$1.05 on the dollar with a worst case scenario, the tax credit equity would be \$.93 on the dollar. Executive Director Kassinger stated that because of this reduced equity projection, MAV Phase 1 is facing a potential \$1.6 million deficit to the project. The agency will be looking at all funding options to cover this gap which includes the Opportunity Fund request submitted to Clallam County. . Executive Director Kassinger stated that she and Nathan West with the City of Port Angeles agreed City of Port Angeles comprehensive plan update needed to include all of the MAV redevelopment phases. This will allow the application before the Opportunity Fund Advisory Board to include MAV Phase I as well as the Boys & Girls Club. Executive Director Kassinger stated that she has reached out to

Representative Steve Tharinger's office in regard to a request for additional funding for the project from the Housing Trust Fund. Executive Director Kassinger stated that her goal is to secure \$910,000 from the Opportunity Fund and an additional \$1 million from the Housing Trust fund for the deficit the MAV Phase 1 project faces.

Executive Director Kassinger reported that she and Director of Acquisition and Development O'Rourke had also been in touch with the contractor on the MAV Phase 1 project as his price had been guaranteed through March 1, 2017. He felt confident that the price would hold until June when the project is now projected to close. He is reaching out to the subcontractors on the project to see what their thoughts were on the timeframe and price and will get back with Executive Director Kassinger in the next week. Commissioner Lindholm asked if the contractor is concerned with the new timeframe of MAV Phase 1. Executive Director Kassinger stated that no they are not as they are currently involved in the construction project at the Peninsula College in Port Angeles that is not project to finish until April or May.

Commissioner Rymph asked about the change in Management at Garden Court Apartments in Jefferson County. Executive Director Kassinger reported that Guardian, the management company for Garden Court Apartments, had issued a letter giving the Housing Authority 30 days' notice that they would not be renewing their management contract. Executive Director Kassinger has been in touch with Shelter Resources letting them know that she has found a new agency, Ad West, that will be taking over the management of the property January 1, 2017.

Executive Director Kassinger reported that Carolyn Stimbert will be retiring on December 31, 2016 and the Port Townsend office will only be opened on Wednesdays starting January 2017 to see how this will work for our clients.

Executive Director Kassinger spoke with Nathan West about a new organization that has been form called the North Olympic Legislative Action Committee. The organization has representatives from the City of Port Angeles, City of Sequim, City of Forks, Clallam County, North Olympic Land Trust, Peninsula College and The Port of Port Angeles that make up the Legacy Members. The goal of North Olympic Legislative Action Committee is to come up with a legislative agenda for the region. Nathan West requested Executive Director Kassinger's participation in the group to represent the Housing piece.

Executive Director Kassinger reported that she met with Mrs. Tyler about some property in Jefferson County. Mrs. Tyler is part of a group that has an interest in housing as well as financial resources to move their project forward. Executive Director Kassinger is not sure at this stage of their plan how much money the group has and is willing to spend on infrastructure and development. This project will not have a focus on affordable Housing but will be a mixed plan with a component of Affordable Housing.

Commissioner Turner asked how the delay that the Housing Authority is facing for MAV Phase 1 are impacting the relocation of families. Executive Director Kassinger stated that the relocation is moving forward at this time. With this delay, it will help with the relocation of a couple of the more difficult situations such as moving from the area to a new County and the paperwork that is involved with that. Executive Director Kassinger stated that the units will be vacant for a little longer than expected before the delay but the units are all offline with HUD approval and will not count against the vacancy scores that Peninsula Housing Authority is subject to from HUD.

Commissioner Turner comment how great it is that the Lower Elwha tribe came to look at some of the houses in MAV Phase 1 that will be available for relocation. Executive Director Kassinger stated that the Request for Proposal will still be published when the project moves a little closer to that time to see if there are other entities that may be interested.

Commissioner Turner asked what the ball park projected date for demolition to start on the MAV phase 1 redevelopment. Executive Director Kassinger stated that she anticipates to start no later than June of 2017.

Commissioner Tinker asked if Peninsula Housing Authority received any of the 2060 funds from Clallam County. Executive Director Kassinger stated that the email came in the day prior that the agency did not receive funds.

Commissioner Weed asked about the stability of Serenity House and if there was anything new to report on it. Executive Director Kassinger stated that she had not heard of any news other than one project, Evergreen Family Village, was not funded by HUD. It was formerly a transitional housing program that was not funded last year by the continuum of care, so they reapplied as a conversion project this year and still did not get funded.

REPORTS FROM COMMISSIONERS

Commissioner Lindholm had nothing to report.

Commissioner Koelsch had nothing to report

Commissioner Turner reported that the Mount Angeles View Boys & Girls club is still overflowing and must continue to turn down new enrollment. Commissioner Turner also reported that the Boys & Girls club capital campaign will kick off with a luncheon on March 15, 2017 at the Vern Burton Gym in Port Angeles.

Commissioner Rymph had nothing to report.

Commissioner Weed had nothing to report.

Commissioner Tinker reported that a veteran with 3 children has scheduled to be hired by Clallam Bay prison and a group, Calm Waters, has sponsored him and will be supplying this gentleman with all the gear needed for the job.

OLD BUSINESS

None.

NEW BUSINESS

Resolution #PHA2016-30 – Accts Receivable write off’s.

Moved by Commissioner Tinker, seconded by Commissioner Turner. Commissioner Lindholm asked how a tenant became so far behind in rent before the eviction happened. Executive Director Kassinger stated that this was one of the first cases that the eviction was not upheld by local courts. It took several attempts through the judicial system to uphold the eviction and the tenant did not pay the required increase in rent during that time. Voice Vote. Approved.

Resolution #PHA 2016-31 – First Federal Community Foundation Grant MAV Phase 1, Affordable Housing.

Moved by Commissioner Tinker, seconded by Commissioner Turner. Commissioner Turner asked what the maximum is that can be applied for on this grant. Executive Director Kassinger stated that there is no maximum but there is a minimum of \$45K. . Voice Vote. Approved.

Resolution #PHA 2016-32- First Federal Community Foundation Grant MAV Phase 1, Community Development

Moved by Commissioner Tinker seconded by Commissioner Rymph. Executive Director Kassinger stated that this amount is to cover the purchase of the playground equipment that the contractor has in the plans of Mount Angeles View phase 1 redevelopment. Voice Vote. Approved.

EXECUTIVE SESSION

The Board entered into Executive Session at 1:48 pm to discuss legal issues. Executive Session is expected to last approximately 30 minutes with no action to follow.

RECONVENE

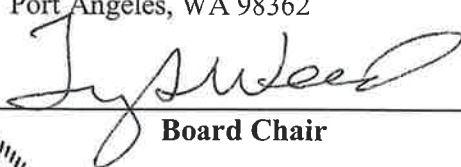
The Board Reconvened at 2:18 pm

Adjournment: The meeting adjourned at 2:18 p.m.

Next Meeting:

Wednesday, December 21, 2016 at 1:00 p.m.
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Port Angeles, WA 98362


Secretary


Board Chair

Seal:

