



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, November 15, 2017 at 3:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Wednesday, November 15, 2017 at 3:00 p.m.

Jamestown S'Klallam Tribe
Administrative Office Conference Room
1033 Old Blyn Highway
Sequim, WA 98382

CALL TO ORDER

The meeting was called to order at 3:05 p.m. by Commissioner Weed.

ROLL CALL

Present were: Commissioners Teal, Rymph, Lindholm, Weed, Turner and Tinker. Staff members present were Executive Director Kay Kassinger, Legal Counsel Dave Neupert, Director of Acquisition & Development Annie O'Rourke, Juli Forman, 501 Commons, and Executive Administration Specialist Minna Angevine. Absent were Commissioners Koelsch and Shusterman, excused.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director Kassinger requested that Resolution 2017-25 be added to the agenda under New Business. Moved by Commissioner Turner, seconded by Commissioner Tinker. Voice Vote. Approved.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

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

Outpost October Check Register. Moved by Commissioner Teal, 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 had met with a representative with Clallam County Fire District 1 of Forks. The following tax exempt entities voluntarily paying fees to Fire District 1: Department of Natural Resources, University of Washington Olympic Natural Resource Center, Department of Transportation and Department of Fish and Wildlife. Executive Director Kassinger will propose that Peninsula Housing Authority pay a fee of \$12.50 per housing unit per year for both Peninsula and Homestead Apartments which equates to an annual amount of \$450 and \$200 respectively. Commissioner Turner is concerned that there is no ceiling to the proposal. Executive

Director Kassinger stated that she had given the Fire District copies of the property budgets and explained to them that the properties do not have much capacity for this fee. Executive Director Kassinger feels comfortable with the proposal of \$12.50/unit/year.

Executive Director Kassinger turned the meeting over to Juli Forman from 501 Commons to present her findings on the focus groups that were conducted in October as well as individual interviews that were performed after the focus groups.

Juli Forman reported that each of the focus groups was diverse but had a heavy representation from local Government, especially from Port Angeles and found that the Social Service agencies were not as well represented. Juli Forman reported that something that came out of the focus groups was what role will Peninsula Housing Authority play in developing partnerships that are needed/wanted. The Peninsula Housing Authority Board's consensus is that public relations, outreach and education about what the Housing Authority does and who the Housing Authority is needs to take place. Juli Forman mentioned that the Peninsula Housing Authority should have a more concise description and explanation of what the agency is about on the website.

Juli Forman pointed out that perceptions and priorities are different in Jefferson County than Clallam County. The representatives in the Jefferson County focus group have a real concern for housing in general. Commissioner Lindholm felt that managing expectations through public relations is very crucial component in Jefferson County. Commissioner Rymph expressed his thoughts about Executive Director Kassinger publishing an informational campaign, outlining local partnerships and monetary support that Peninsula Housing Authority has received and the successes the Housing Authority has achieved through those partnerships. Executive Director Kassinger agreed that an annual report outlining Peninsula Housing Authority's successes in the communities would be beneficial.

Juli Forman concluded her presentation with looking for a consensus from the Board members as to role the Housing Authority has in the communities and what steps the Housing Authority can take to help forge the gap in relationships with community service providers going forward in the future.

REPORTS FROM COMMISSIONERS

Commissioner Turner reported that the Boys & Girls Club annual dinner auction raised \$307k which was over their goal.

Commissioner Rymph had nothing to report.

Commissioner Lindholm had nothing to report.

Commissioner Teal reported that Jefferson County is working on updating their Comprehensive Plan. Commissioner Teal also reported that she has been asked why the Fair Market Rents (FMR's) are so low in Jefferson County. Executive Director Kassinger explained that HUD uses a five year rolling average calculated in a HUD formula to create the FMR's. The amounts for the calculation are collected from all over Jefferson County, not just from Port Townsend.

Commissioner Tinker had nothing to report.

Commissioner Weed had nothing to report.

OLD BUSINESS

None

NEW BUSINESS

Executive Session

Entered into Executive Session at 4:30pm to review proposals made in the Teamsters Collective Bargaining Agreement negotiations for a new contract to replace the current one that is set to expire on December 31, 2017. Also will be discussing a possible real estate purchase with factors of minimum and maximum bid price and comparable sales in the area. Debt will not be used for the purchase of the real estate as the Housing Authority will be using Self-Help Opportunity Program (SHOP) funds. Executive Session is expected to last 15 minutes with possible action on the real estate purchase to follow.

Reconvene

Reconvened at 4:43pm.

Resolution 2017-24 Impact Capital Loan Modification

Moved by Commissioner Tinker, seconded by Commissioner Turner. Executive Director Kassinger stated that the \$66,172.51 debt, including loan fees, is for lot 11 at the Eklund Heights property. Impact Capital is willing to restructure the debt to be paid back monthly over a 2 year period rather than one payment due at the end of November 2017. Voice Vote. Approved.

Resolution 2017-25 Self Help Real Estate purchase

Moved by Commissioner Tinker, seconded by Commissioner Turner. Maximum amount as recommended by staff in Executive Session. Voice Vote. Approved.

Adjournment: The meeting adjourned at 4:52 p.m.

Next Meeting:

Wednesday, December 20, 2017 at 1:00 p.m.
Clallam County Courthouse-Commissioner's Meeting Room
223 E 4th St.
Port Angeles, WA 98362



Secretary



Board Chair

Seal:

