



**Peninsula Housing Authority**  
*Serving Clallam and Jefferson Counties*

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, December 20, 2017 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:  
Wednesday, December 20, 2017 at 1:00 p.m.

Clallam County Courthouse-Commissioner's Meeting Room  
223 E 4<sup>th</sup> St.  
Port Angeles, WA 98362

**CALL TO ORDER**

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

**ROLL CALL**

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

**REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA**

None

**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 Koelsch. Voice Vote. Approved.

Outpost November Check Register. Moved by Commissioner Turner, seconded by Commissioner Teal. Voice Vote. Approved.

**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 asked Director of Acquisition and Development Annie O'Rourke give an update on the Mount Angeles View I LLLP project (MAV). Director of Acquisition and Development O'Rourke shared that MAV has been awarded \$630K from the Federal Home Loan Bank of Des Moines. This money will be used for the infrastructure in Phase 1 which will free up the Opportunity Fund for additional infrastructure. Commissioner Weed asked if there were change order or significant delays occurring on the project. Director of Acquisition and Development O'Rourke reported that there is a change order for an unknown asbestos abatement on a water line. Director of Acquisition and Development O'Rourke stated that she was just given a new timeline from the contractor and she is currently in discussions with them to make sure we are as close to the original completion date as

possible. Commissioner Turner asked what the projected date of completion is. Director of Acquisition and Development O'Rourke stated that a seven unit building is scheduled to be delivered for occupancy in August of 2018 with additional buildings released each month thereafter

Executive Director Kassinger stated that she had a lunch meeting with Mary Budke with the Boys & Girls Club to discuss where they were with the funding of the new building. The Boys & Girls Club has not yet received their Department of Commerce allocation at this time due to the Capital Budget still not approved at the state level. Executive Director Kassinger stated that she has sent a letter to our State Representatives and State Senator talking about the impact the lack of capital budget is having on the Boys and Girls Clubhouse within the MAV project.

Executive Director Kassinger stated that the Peninsula Daily News published a public announcement of the Peninsula Housing Authority Board meeting. Executive Administration Specialist Minna Angevine will attach a copy of the agenda to be published going forward.

Executive Director Kassinger stated that an update to the Peninsula Housing Authority website should occur in January 2018. It will have a more concise description of what the Housing Authority is about and does.

Executive Director Kassinger reported that she has met with Jamie Maciejewski with Habitat for Humanity, Kathy Morgan with OlyCap, and Aislan Palmer with Bayside Housing. The group is working to create a Jefferson County Housing Office as a new 501C3 entity in Jefferson County. This entity will not be under County or City government and The Housing Office will be charged with creating a Board of Directors comprised of a diverse group of community members to determine what affordable housing projects should be considered in Jefferson County and work toward making a project happen. Jefferson County Commissioner Sullivan thinks that Jefferson County could fund the newly created entity up to \$50K. Executive Director Kassinger stated that they are hoping the City of Port Townsend, the Port of Port Townsend and other entities would be willing to put dollars in to try to raise approximately \$110K to fund an Executive Director position for this non-profit to get it established. Legal Counsel Neupert is working on how the Housing Office organization should be formed to allow accepting government as well as private funds. . This is all in the preliminary stages with the second meeting scheduled for early January.

Executive Director Kassinger reported that she will be attending the next Clallam County Commissioner work session that will be held on January 8, 2018. She is hoping to discuss the process of how the 2060/2163 funds are to be awarded as they are public funds. The County personnel that had such knowledge of the processes are no longer in the employ of Clallam County.

Executive Director Kassinger reported that Peninsula Housing Authority has been awarded a renewal of our FSS grant from HUD. Peninsula Housing Authority has received FSS funding since the inception of the program.

Executive Director Kassinger reported that the State Appeals court has upheld the ruling that Peninsula Housing Authority cannot collect legal fees in association with evictions based on the language contained in the existing tenant leases. Legal Counsel Neupert is working on changing the language in the Peninsula Housing Authority leases at each property to be able to start collection of these fees.

Executive Director Kassinger stated that she received a phone call from an attorney with HUD in regard to receive payment of the Operating Fund recapture. The attorney was looking for banking info on where to route the funds.

**REPORTS FROM COMMISSIONERS**

Commissioner Lindholm had nothing to report.

Commissioner Koelsch had nothing to report.

Commissioner Turner reported that the Boys & Girls Club is still moving forward with raising money for the new Port Angeles Boys & Girls Club. They just received a donation of \$75K and one for \$25K.

Commissioner Rymph had nothing to report.

Commissioner Teal attended the Jefferson County Commissioner’s public forum. Commissioner Teal asked the County Commissioners to please keep watch for the annual report that the Peninsula Housing Authority will be publishing.

Commissioner Weed had nothing to report.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Resolution 2017-26 – Update to Schedule K, Tenant Charges**

Moved by Commissioner Turner, seconded by Commissioner Lindholm. Director of Asset Management Sarah Martinez stated that this schedule is provided to tenants during the move in process outlining items that the tenant may be charged for due to things like damage due to negligence or cleaning upon move-out. These charges do not charge for regular wear and tear on the unit. The Schedule of charges has not been updated since 2012 and wages have increased 21% in that time. The update is to cover the cost that the Peninsula Housing Authority incurred with materials and labor. A comprehensive analysis was done to derive the costs. Commissioner Lindholm asked what happens to the current tenants that have the old Appendix K. Director of Asset Management Martinez explained that a lease addendum will occur and be sent to each of the tenants to sign. Commissioner Weed asked if the security deposits will increase. Director of Asset Management Martinez stated that there is no plan at this time for an increase. Voice Vote. Approved.

**Adjournment:** The meeting adjourned at 2:12 p.m.

**Next Meeting:**

Wednesday, January 17, 2018 at 1:00 p.m.  
Clallam County Courthouse-Commissioner’s Meeting Room  
223 E 4<sup>th</sup> St.  
Port Angeles, WA 98362

  
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Secretary

  
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Board Chair

Seal:

