



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, April 20, 2016 at 1:00 p.m.

The Public is invited to attend the Annual Meeting of the Board of Commissioners at:  
Clallam County Courthouse – Commissioners Meeting Room  
223 E 4<sup>th</sup> 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, Rymph, Teal, Tinker, 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**

None

**COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA**

None

**CONSENT AGENDA**

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

Approval of Outpost March Check Registers. Moved by Commissioner Turner, seconded by Commissioner Koelsch. Voice Vote. Approved. Commissioner Tinker abstained.

Approval of Self Help 523 Grant 5 and Self Help 502 Construction Loans March Check Registers. Moved by Commissioner Flodstrom, seconded by Commissioner Turner. 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 Erica Lindholm has been approved by Clallam County Commissioners as a member of Peninsula Housing Authority's Board. She was unable to attend today's meeting but will be in attendance in May to receive her Oath of Office.

Executive Director Kassinger like to express her thanks to Commissioner Flodstrom for his years of service as a Board Member of Peninsula Housing Authority.

Executive Director Kassinger reported that the Washington State Auditor has wrapped up the Fiscal Year 2015 audit and held the Exit Conference. Executive Director Kassinger reported that the State Auditor's Office was very complimentary to the agency, specifically of Comptroller Annette Dotlich, and having reporting documentation for our agency's reporting criteria. Executive Director Kassinger reported that the RFP has been reviewed and a selection has been made for a new agency, Watson McDonell, to perform the annual audit. The cost is significantly less than what the State Auditor has historically charged based on the proposal from Watson McDonell.

Executive Director Kassinger reported that she had a meeting in regards to the City of Port Angeles' Comprehensive Plan. The City is now asking for public input to complete the plan by a June 2016 date. Executive Director Kassinger stated that comments are being taken on any project or area you believe the City should undertake. Commissioner Turner asked if the comments are only accepted from City Residents and Executive Director Kassinger reported that no, anyone that has an interest in the community should respond. Commissioner Weed asked what the biggest factor that the Housing Authority may see as an issue. Executive Director Kassinger stated the biggest issue would be storm water management and the costs associated with it.

Executive Director Kassinger reported that the second group meeting was held on the Mount Angeles View Redevelopment and at this point, everything is on schedule to have a closing for January 2017. This group is made up of HUD mixed finance advisors, architects, demolition advisors and tax credit advisors.

Commissioner Weed asked if the issue with re-syndicating the Lee Plaza is considered a major set-back at this time or how is this affecting the property. Executive Director Kassinger stated that while it is a disappointment that the project will not be moving forward, it doesn't greatly affect the property at this time. The property cash-flows and there is a sizeable amount in the replacement reserve account at this time and the units are all in good shape. The biggest obstacle at this point is the partner, Trilogy and the debt owed them. Trilogy is not looking for payment or a buy out of the partnership at this time. Commissioner Turner asked if the presentation of the Lincoln School project to the Port Townsend school Board was positive. Executive Director Kassinger stated that the School Board reacted very positively but there was one Board Member that did not appear to be enthused with the project yet.

## **REPORTS FROM COMMISSIONERS**

Commissioner Koelsch had nothing to report.

Commissioner Rymph reported that he will not be in attendance at the May Board Meeting.

Commissioner Teal reported that Jefferson County has received some of the funds available that the State has collected in handicapped parking tickets. She was on the committee that used the funds to secure a beach accessible wheelchair and walker and also had brochures printed up showing accessible restaurants in Port Townsend and Service Dog designation process.

Commissioner Turner reported that she will not be in attendance at the May Board Meeting. Commissioner Turner reported that she had just received the book "Evicted" and was looking forward to starting it.

Commissioner Flodstrom had nothing to report.

Commissioner Tinker reported that Forks will be hosting a Veteran's Stand Down on May 5<sup>th</sup> from 9:00 am – 3:00 pm.

Commissioner Weed had nothing to report.

## **OLD BUSINESS**

Commissioner Turner reported that the Boys & Girls Club is working diligently on acquiring Endorsement Letters from Community Members and businesses in support of a New Boys & Girls Club at the Mount Angeles View location. These letters are one of the items needed for the application of Washington State Youth Recreation Funds. This application is due May 27, 2016. Executive Director Kassinger stated that the number of units being demolished needed to be changed from 22 to 33 in the letter. Commissioner Tinker moved to accept the letter as changed, seconded by Commissioner Flodstrom. Voice Vote. Approved.

**NEW BUSINESS**

**Resolution #PHA 2016-08 AMENDED: Phase 1 of MAV Demo/Dispo Application Submission.**

Moved by Commissioner Flodstrom seconded by Commissioner Tinker. Executive Director Kassinger reported that this resolution is to recognize the 6 units that have already been approved by HUD for demolition and included in the disposition process. Voice Vote. Approved.

**Resolution #PHA 2016-11: Clallam County Utility Allowance**

Moved by Commissioner Teal seconded by Commissioner Turner. Executive Director Kassinger reported that this is the annual review of the Clallam County Utilities for the Housing Choice Voucher program. Commissioner Flodstrom asked for clarification on the Range and Refrigerator allowance. Executive Director Kassinger explained that those amounts are given if the tenant provides those appliances rather than the landlord. Voice Vote. Approved

**Resolution #PHA 2016-12: City of Port Angeles Loan Payoff**


Moved by Commissioner Rymph seconded by Commissioner Tinker. Executive Director Kassinger explained that a word needs to be changed and that the verbiage should read “full reconveyance from the City” rather than “Full reconveyance to the City...” Commissioner Rymph moved to approve as amended seconded by Commissioner Tinker. Executive Director explained that this property was purchased with a loan from the City of Port Angeles before SHOP funds were built up and able to be used. Voice Vote. Approved.

**Next Meeting:**

Wednesday, May 18, 2016 at 1:00 p.m.

Clallam County Courthouse – Commissioners Meeting Room  
223 E 4<sup>th</sup> Street  
Port Angeles, WA 98362

**Adjournment:** The meeting adjourned at 2:43 p.m.

  
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Secretary

  
\_\_\_\_\_  
Board Chair

Seal:



## Update from the Executive Director

### Staff/Staff Training/Meetings

Sarah Martinez – Housing authority legal updates presented by Foster Pepper PLLC at the Association of Washington Housing Authorities quarterly meeting

#### Kay Kassinger Meetings

- Jefferson Shelter to Housing Partnership meeting
- Association of Washington Housing Authorities quarterly meeting
- Washington State Housing Finance Commission meeting

### Acquisition/Development Report

Please see attached report.

### Asset Management Report

Please see attached property reports.

### Rental Assistance Report

Please see attached report.

### Finance Report

Please see attached financial reports.

## NEW BUSINESS

Fiscal Year 2017 Budget – Department heads and I met to discuss the upcoming year's budget plan which Comptroller Dotlich will be presenting at the meeting for your consideration. The discussion will include any tenant accounts receivable debt assumption by the cost center.

Supportive Housing Program (SHP) Vouchers – I received notice that our SHP 1 & 2 Grant applications were not funded by HUD in the Continuum of Care round. SHP 1 grant expired January 31, 2016 and SHP 2 grant expires September 30, 2016. These funds provide rental vouchers to single, disabled homeless persons with the offer of supportive services as part of the housing component. SHP 1 is used primarily at Maloney Heights, Serenity House's supportive housing community and SHP 2 is primarily OlyCAP's Pfeiffer House supportive housing property. We have continued paying the rental assistance for SHP 1 participants by using program income, fully expecting the grant to be renewed. When we received notice that neither grant was being continued, we contacted HUD and Washington State Department of Commerce, the state's Continuum of Care coordinator to discuss what options were available to help these households. Both organizations have agreed to continue our funding through the end of 2016, providing additional time for Serenity House and OlyCAP to seek other resources. Based on the commitment from HUD and Commerce, and the program income we have available, we should be able to continue making rental assistance payments for these clients through June 30, 2017 before we have fully expended all resources.

## OLD BUSINESS

Mt. Angeles View (MAV) Redevelopment – The MAV 1 Demolition and Disposition Application is submitted to HUD's Special Applications Center (SAC) and review has begun. The "placeholder" financial documents have been submitted to the Mixed Finance Department as well with the goal to