



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES

Wednesday, April 19, 2017 at 1:00 p.m.

The Public is invited to attend the Annual Meeting of the Board of Commissioners at:
Wednesday, April 19, 2017 at 1:00 p.m.

Clallam County Courthouse – Commissioners Meeting Room
223 E 4th Street
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 Weed, Rymph, Turner, Koelsch, Shusterman, Tinker and Teal. Staff members present were Executive Director Kay Kassinger, Legal Counsel Chris Riffle, and Executive Administration Specialist Minna Angevine. Absent, Commissioner Lindholm, excused.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director Kassinger requested the addition of Resolution PHA2017-07. Commissioner Rymph requested Resolution numbers be updated from 2016-05 and 2016-06 to 2017-05 and 2017-06

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of Consent Agenda, moved by Commissioner Turner, seconded by Commissioner Shusterman. Correction of Check Registers required, Commissioner Turner moved to withdraw the Consent Agenda as presented, seconded by Commissioner Shusterman. Voice Vote. Approved. Approval of Executive Director Kassinger's March Timesheet, March Regular Meeting Minutes. Moved by Commissioner Turner, seconded by Commissioner Shusterman. Voice Vote. Approved. Approval of March Check Registers, as amended, excluding Outpost, Self Help 523 Grants 6 and Self Help 502 Loans. Moved by Commissioner Turner, seconded by Commissioner Shusterman. Voice Vote. Approved.

Outpost March Check Registers. Moved by Commissioner Teal, seconded by Commissioner Shusterman. Voice Vote. Approved. Commissioner Tinker abstained.

Self Help 523 Grant 6 and Self Help 502 Construction Loans January Check Registers. Moved by Commissioner Tinker, seconded by Commissioner Shusterman. 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 she continues to attend weekly meetings with David Timmons and the housing trust group out of Port Townsend. At this time, Homeward Bound will be reconstituted to encompass both Jefferson and Clallam Counties. Executive Director Kassinger has been asked to sit on the new Board of Directors. A public meeting for the Jefferson/Clallam County Community Land Trust has been scheduled in Gardner on May 17, 2017 at 6:00pm. Executive Director Kassinger reported that the Land Trust has been in conversations with the prospective Nomura Property owners and at this time the due diligence is ongoing.

Executive Director Kassinger reported that Clallam County Commissioners have officially approved the Opportunity Fund application for the Mount Angeles View, LLLP infrastructure. Executive Director Kassinger anticipates that the closing date on the project will be July 1, 2017. Executive Director Kassinger stated that once a hard date of the closing date is determined, an RFP will be published in regards to the moving of the homes set for demolition. The timeframe to move the units is a very narrow one and the RFP will have it all detailed out.

Executive Director Kassinger received a phone call from Port Angeles Fire Chief, Ken Dubuc regarding a proposed increase to the Medic charge on City of Port Angeles utility bills. Fire Chief Dubuc is proposing a 30% increase over the current charge of to generate the needed revenue to add up to 4 new Paramedic/Firefighter staff Port Angeles Fire Department. This increase is being proposed as a phase in over the next four years. This addition will fully staff the Port Angeles Fire Department. The increase will affect the Manor and Villa Apartments. Executive Director Kassinger is working with Fire Chief Dubuc at this time to see if a larger discount can be given to Peninsula Housing Authority as we are a federally funded agency.

Commissioner Teal expressed a concern over the Housing Choice Voucher waitlist in Jefferson County and if it would open up again in the near future. Executive Director Kassinger stated that Peninsula Housing Authority's goal is to be able to open up the Housing Choice Voucher waitlist once a year, at minimum. Currently in Clallam County, the success rate of finding a unit to rent is only 20%.

Executive Director Kassinger gave an update of the Peninsula Housing Authority Audit by the Washington State Auditor's Office. The audit has been completed and Peninsula Housing Authority in compliance, the financial statements have been presented fairly and all the safeguards and internal control are in place for a clean audit.

REPORTS FROM COMMISSIONERS

Commissioner Teal had nothing to report.

Commissioner Shusterman had nothing to report.

Commissioner Koelsch had nothing to report.

Commissioner Tinker reported that discussion on the 10 year plan is happening at the Shelter Provider Network meeting. Commissioner Tinker also stated that Doc Robinson with Serenity Housing is doing a great job so far.

Commissioner Rymph reported that he is still working with 501 Commons on cost of the agency evaluation and he was able to secure a grant in the amount of \$1,875 when we move forward.

Commissioner Turner had nothing to report.

Commissioner Weed had nothing to report.

OLD BUSINESS

None

EXECUTIVE SESSION

Entered into Executive Session at 2:05pm to discuss Land Development and also to discuss personnel issues. Executive Session is expected to last 45 minutes with no action to take place.

RECONVENE

Reconvened at 3:05pm. Commissioner Weed stated that the personnel discussion will continue at the May Board meeting.

NEW BUSINESS

Resolution #PHA2017-05 – Accounts Receivable write-offs

Moved by Commissioner Shusterman, seconded by Commissioner Teal. Commissioner Turner asked about a substantial payment that was received on the debt left owing. Executive Director Kassinger stated that it is likely that a partner agency paid that amount. Commissioner Teal stated that the balances of bad debt appear to be smaller than in the past. Executive Director Kassinger stated that the Property Management Staff is really on top of the accounts receivable for their properties and understand the importance of collecting in a timely manner. Voice Vote. Approved.

Resolution #PHA2017-06 – HCV Administrative Plan Update for Rent Reasonableness.

Moved by Commissioner Rymph, seconded by Commissioner Tinker. NELROD, the independent company we currently use for rent reasonableness review will continue to assess Housing Choice Voucher are being charged a reasonable amount for rent as required by HUD. Voice Vote. Approved.

Resolution #PHA2017-07 – Peninsula Housing Re-siding contract.

Moved by Commissioner Tinker, seconded by Commissioner Teal. Executive Director Kassinger explained that this is to replace the windows on all bottom units and siding throughout. Executive Director Kassinger stated that the majority of the funds will come out of the Replacement Reserve account for the property and a small portion will come out of operating dollars. Voice Vote. Approved.

Adjournment: The meeting adjourned at 3:22 p.m.

Next Meeting:

Wednesday, May 17, 2017 at 1:00 p.m.

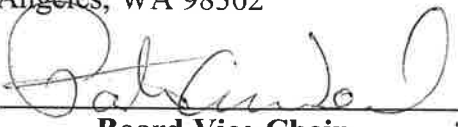
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Secretary



Board Vice-Chair

Seal:

