



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, June 17, 2015 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:  
Clallam County Courthouse – Commissioner’s 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 Tinker, Teal, Rymph, Shusterman, Turner, Flodstrom, Koelsch and Weed. Staff members present were Executive Director Kay Kassinger, Director of Development Annie O’Rourke and Executive Administration Specialist Minna Angevine. Legal Counsel Dave Neupert was also in attendance.

**OATH OF OFFICE**

Legal Counsel Dave Neupert administered the Oath of Office to newly appointed Commissioner Kay Koelsch.

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

Commissioner Flodstrom requested that the dates be amended from April to May on the consent agenda for the following: Approval of Regular Meeting Minutes.  
Revised agenda approved as per requested.

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

None

**CONSENT AGENDA**

Approval of consent agenda: Executive Director Kassinger’s May Timesheet, May Regular Meeting Minutes, May Check Registers, excluding the Outpost and Self Help 523 Grants 4 & 5. Moved by Commissioner Turner, seconded by Commissioner Shusterman. Voice Vote. Approved.

Approval of Outpost May Check Registers. Moved by Commissioner Teal, seconded by Commissioner Weed. Voice Vote. Approved. Commissioner Tinker abstained.

Approval of Self Help 523 Grants 4 & 5 May Check Registers. Moved by Commissioner Shusterman, seconded by Commissioner Flodstrom. 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 June 19, 2015 will be the final meeting to update and finalize the Jefferson County 10 year plan.

Executive Director Kassinger reported on the Washington State House Bill 2263 amending RCW 82.14 to allow Counties the option to levy one-tenth of one percent in sales/use tax. These dollars would be dedicated to building and operating affordable housing and related services. In 2014, the mental health funds that were collected using the same one-tenth of one percent amounted to \$947,000 in Clallam County and \$374,000 in Jefferson County. Commissioner Turner made a motion to send a letter of support of House Bill 2263 and its companion from the Peninsula Housing Authority Board to Representatives Tharinger and Van de Wege and Senator Hargroves, seconded by Commissioner Teal. Voice Vote. Approved. Executive Director Kassinger will work together with Commissioner Tinker to draft the letter.

Executive Director Kassinger reported that HUD has sent notification that Peninsula Housing Authority's Administrative Fee income is going up from 74% to 79% in the Housing Choice Voucher program which equates to an increase in operation dollars of about two thousand per month.

Executive Director Kassinger reported on the RFP draft that Comptroller Dotlich had provided. Executive Director Kassinger had requested some figures as to what Peninsula Housing Authority has paid our state auditor to provide the audit services in the past and the following is what was provided: FY 2012 cost of audit which includes accountability (required every two years), \$28,000, FY 2013 cost of audit which does not include accountability was \$30,000 and FY 2014 cost of audit, including accountability was \$39,000. The cost increase is due mainly to paying travel costs of the auditors that are having to come up from Port Orchard, Kitsap area. The reports from other Housing Authorities that Comptroller Dotlich has received is that there is not much of a cost savings in the first year and the state auditor's office will still continue to do the accountability audit for Peninsula Housing Authority but there will be time saved on staff hours involved with audit functions.

Executive Director Kassinger informed the board that at the Shelter Provider's Meeting, a report came through that in Clallam County, homelessness has decreased over 78% since 2006. Jefferson County's numbers did increase but that makes funding more readily available and it shows a more accurate count.

Executive Director Kassinger then asked if there were any questions.

Commissioner Turner asked where HUD was with Peninsula Housing Authority's Demolition application and Executive Director Kassinger reported that it was still listed as "under review" on HUD's secure systems website but that she is hopeful.

Director of Development Annie O'Rourke reported that she has had email dialogue with Paul Purcell of Beacon Development in regard to the conversion of the Lincoln High School in Jefferson County to affordable housing. More information will need to be gathered and a timeline will need to be looked at with the School District so as to see what funding may be available.

Director of Development O'Rourke also reported that Pendley Estates is moving along. A ground breaking ceremony is scheduled for June 30, 2015 at 5:30pm and as of today, 2 of the 9 foundations have been poured. The Self-Help group at the Phoenix property in Jefferson County should hopefully

begin within the next couple of weeks, we are just waiting to hear back from USDA on the status of appraisals. A new construction supervisor should be hired by the end of this week for the Jefferson County project.

Director of Development O'Rourke presented a scenario of setting up a booth at the Jefferson County Fair, August 14<sup>th</sup>-16<sup>th</sup>, to help get the Self-Help program promoted in Jefferson County. Director of Development O'Rourke asked for input on which would be more feasible, a booth presence for one day vs. three days and would volunteers be available.

Commissioner Rymph commented a one day presence on Saturday should work out best and that he felt the fair would be a good place to reach the demographic that the Housing Authority is trying to reach with the Self-Help program. Commissioners Rymph, Teal and Shusterman expressed a willingness to help out with a block of time in the booth.

### **REPORTS FROM COMMISSIONERS**

Commissioner Turner expressed concern over the delay of the land purchase in Sequim, wondering how patient the seller was willing to be. Director of Development O'Rourke stated that the seller was being accommodating at this point and that some clarification of documentation needed to happen.

Commissioner Turner reported that she has had a meeting with Executive Director Kassinger, Director of Development O'Rourke, Executive Director of the Boys & Girls club and their planner devising a plan to move forward with the plan to build a new Boys & Girls club, in line with the redevelopment of Mount Angeles View, Phase 1. They are exploring all funding avenues to hire a consultant to come in and evaluate the site and determine the process and building plans that would best suit the project. Commissioner Teal made a motion for Executive Director Kassinger to write a letter of support on behalf of the Housing Authority for the project, seconded by Commissioner Weed. Voice Vote. Approved. Commissioner Turner abstains.

Commissioner Rymph reports that the Port Townsend Leader had a front page article of a development firm that has purchased a Section 8 building for renovation, located in Marine Plaza in uptown Port Townsend, and fully intends to keep it Section 8 housing upon completion of the renovation.

Commissioner Tinker reported that the purchase of a house by North Olympic Regional Veterans Housing Network is complete and that veterans have already been moved in for permanent supportive housing. Commissioner Tinker also reported that she had received a letter from Mrs. Kendra Waggoner from First Federal Community Foundation that monies are now available for the submission of applications.

### **OLD BUSINESS**

#### **EXECUTIVE SESSION**

The Board entered into Executive Session at 1:59 pm to discuss an offer submitted by Episcopal Retirement Community of the purchase of land and how to proceed. Executive Session is expected to last approximately 20 minutes.

#### **RECONVENE**

The Board Reconvened at 2:20 pm

**NEW BUSINESS**

Legal Counsel Dave Neupert presented the roles of the Housing Authority Board Members as a refresher now that we have a full board with the addition of Commissioner Kay Koelsch. It was reviewed that the role of the Board is to set the Policies and that the day to day operation of the Housing Authority has been placed into the authority of the Executive Director through her contract.

**Resolution #PHA 2015-15: Accounts Receivable Write off**

Moved by Commissioner Shusterman, seconded by Commissioner Teal. No Discussion  
Voice Vote. Approved.

**Resolution #PHA 2015-16: Authorization for Executive Director Kassinger to Apply for SHOP funds**

Moved by Commissioner Flodstrom, seconded by Commissioner Shusterman. No discussion. Voice  
Vote. Approved.

**Resolution #PHA 2015-17: Authorization for Executive Director Kassinger to Submit USDA RD 523  
Technical Assistance Grant Application**

Moved by Commissioner Turner, seconded by Commissioner Shusterman. No discussion. Voice Vote.  
Approved.

**Next Meeting:**

Wednesday, July 15, 2015 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.



Secretary



Board Chair Pro-Tem

Seal:

