



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, November 16, 2016 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:  
Jamestown S'Klallam Tribal Center-Administrative Office's Conference Room  
1033 Old Blyn Highway  
Sequim, WA 98382

**CALL TO ORDER**

The meeting was called to order at 1:01 p.m. by Commissioner Weed.

**ROLL CALL**

Present were: Commissioners Weed, Lindholm, Shusterman, Rymph, Tinker, Turner and Teal. Staff members present were Executive Director Kay Kassinger, Director of Acquisition and Development Annie O'Rourke, Legal Counsel Allison Mahaney, and Executive Administration Specialist Minna Angevine. Absent was Commissioners Koelsch, excused.

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

Executive Director Kassinger requested the addition of Resolution 2016-29, out of state travel for Comptroller Annette Dotlich. Commissioner Turner requested that a discussion of the Opportunity Fund application be added

**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, Self Help 523 Grants 5 and Self Help 502 Loans. Moved by Commissioner Tinker, seconded by Commissioner Rymph. Voice Vote. Approved.

Approval of Outpost October check register. Moved by Commissioner Turner, seconded by Commissioner Rymph. Voice Vote. Approved. Commissioner Tinker abstained

Approval of Self Help 523 Grant 6 and Self Help 502 Construction Loans September and October Check Registers. Moved by Commissioner Turner, seconded by Commissioner Tinker. 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 she had recently met with Teri Nomura and Celine Santiago in regards to the Nomura property in Jefferson County. Ms. Santiago is a representative of the Santiago group who is interested in purchasing and developing the Nomura property. Executive Director Kassinger reported that she discussed what roll the Housing Authority would be willing to have in the project. Ms. Santiago expressed that she would like to provide affordable housing in the community as well as opportunity for businesses in the commercial area of the property. Executive Director Kassinger stated that an offer on the property has been accepted at this time and the prospective owners would like to work with the Housing Authority on the master plan for the property.

Executive Director Kassinger reported that the Clallam County administrator has determined the Opportunity Fund application for the Boy's and Girl's Club parcel infrastructure in the Mt. Angeles View redevelopment is not approvable and shouldn't be reviewed.

Executive Director Kassinger reported that the Mount Angeles View development packet is still being worked on and should be submitted to HUD soon. Due to the delay in this submission, the Request for Proposal to remove the existing homes on the property has not been published.

### **REPORTS FROM COMMISSIONERS**

Commissioner Lindholm had nothing to report.

Commissioner Tinker reported that Sarge's Attic second hand store opened October 1, 2016. It has been a great success.

Commissioner Turner reported that the Boys & Girls club annual auction brought in \$295K. Commissioner Turner also reported that the Port Angeles Chapter of the Boys & Girls club is serving 155 kids at this time. This is the first time in the Port Angeles Club history that they cannot accept new members.

Commissioner Rymph had concerns and is wondering if Executive Director Kassinger has heard of problems that may be coming from the results of the Presidential Election. Executive Director Kassinger stated that she has not heard anything at this time from HUD. Executive Director Kassinger stated that she has received communication that the Equity Partner in the Mount Angeles View redevelopment will not issue the letter of interest yet as they are concerned with what may happen with tax law in the coming year. Director of Acquisition and Development O'Rourke stated that she was hopeful that Peninsula Housing Authority would have more information by Friday, November 18, 2016.

Commissioner Shusterman had nothing to report.

Commissioner Teal reported that JUMP is working with the Accessible Community in Port Townsend to help support an accessible playground in Port Hadlock.

Commissioner Weed reported that the discussion on the State Legislative Session that he attended was very interesting. Commissioner Weed asked if any of the issues are critically important to Peninsula Housing Authority. Executive Director Kassinger stated that the Low Income Housing Alliance is partners with the Association of Washington Housing Authorities and that a presentation on what things they are working on is made every quarter.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

#### **Resolution #PHA2016-24 HCV Utility Allowance Jefferson County**

Moved by Commissioner Lindholm, seconded by Commissioner Tinker. Commissioner Turner asked why there was no resolution for Utility Allowance for Clallam County. Executive Director Kassinger stated that Clallam County will be coming at a different time. Executive Director Kassinger stated that a change only occurs if there is more than a 10% difference in the amount. Voice Vote. Approved.

#### **Resolution #PHA 2016-25- Community Frameworks Application, Self-Help Land-Maloney Lane Forks**

Moved by Commissioner Teal, seconded by Commissioner Rymph. Commissioner Teal stated that clarification of location needed to be amended from Port Angeles to Forks. Commissioner Lindholm requested clarification on the difference of \$12K per lot vs. \$15K per lot. Executive Director Kassinger stated that the \$15K/lot is the maximum allowed by Community-Frameworks and the lots that are being purchased are less than the \$15K/lot. Voice Vote. Approved.

#### **Resolution #PHA 2016-26 Clallam County 2060 Funds Application**

Moved by Commissioner Turner, seconded by Commissioner Lindholm. Executive Director Kassinger stated that the application process has changed and a letter of intent must be submitted prior to the application. The funds will be used for Peninsula Apartments siding project. Commissioner Turner asked if

the project will move forward if the Housing Authority does not receive this grant. Executive Director Kassinger stated that there are property Replacement Reserves that can be used if necessary. Commissioner Weed asked if there are other agencies that could also be applying for the funds. Executive Director Kassinger stated that the funds are required to be used for capital expenditures and not services and does not see many agencies needing the funds at this time. Voice Vote. Approved.

Resolution #PHA 2016-27 Community Frameworks Application, Self-Help Land W 11<sup>th</sup> Port Angeles

Moved by Commissioner Tinker, seconded by Commissioner Teal. Executive Director Kassinger stated that the application will be submitted so as not to use Housing Authority resources. Commissioner Turner asked what the likelihood is of receiving the funds. Executive Director Kassinger stated that the funds have been earmarked for this project. Voice Vote. Approved.

Resolution #PHA 2016-28 Mt. Angeles View Loan Commitment

Moved by Commissioner Turner, seconded by Commissioner Tinker. Executive Director Kassinger requested amendment of dollar amount from \$300,000 of loan to \$600,000. Executive Director Kassinger stated that HUD no longer allows a commitment of funds, they require that the money be available in a bank account at the time of closing. The dollars will be recouped when Peninsula Housing Authority is awarded 2017 Capital Fund and 2018 Capital Fund and also First Federal Community Fund dollars. Executive Director Kassinger stated that the project cannot move forward until Peninsula Housing Authority guarantees the funds. Commissioner Lindholm asked about the risks of not receiving the funding is that we are relying on to repay this loan. Executive Director Kassinger stated that 2017 Capital Fund has already been earmarked by HUD at this time and 2018 Capital Fund is very likely to be funded. Amendment moved by Commissioner Turner, seconded by Commissioner Rymph. Voice Vote. Approved.

Resolution #PHA 2016-29 Out of state travel


Moved by Commissioner Rymph, seconded by Commissioner Lindholm. Executive Director Kassinger stated that Comptroller Dotlich has an opportunity to travel to California for a HUD listening session on the federalization of the Cost Center. HUD has stated that there may be sessions added at later dates that are closer to Washington but nothing is listed at this time. Commissioner Turner asked that perhaps an amendment be made to the resolution to encompass travel to Western States to cover any new sessions that come up. Amendment moved by Commissioner Rymph, seconded by Commissioner Lindholm. Voice Vote. Approved.

Executive Director Kassinger reported that the Boys & Girls club's application to the Opportunity Fund Board had made it through the review process of the Economic Development Counsel however, the application was then routed to the Prosecuting Attorney's office by the County Administrator where it was determined ineligible. The Prosecuting Attorney's office's reason for rejection was that the project does not qualify for the funds due to the Housing Authority will sell the property to the Boys and Girls Club so it is no longer considered public property and the Boys & Gils club project is not specifically listed in the Comprehensive Plan of the City of Port Angeles. Executive Director Kassinger would like to rebut the decision. Commissioner Turner stated that the Boys & Girls club Board is also constructing a letter requesting a review of the decision.

**Adjournment:** The meeting adjourned at 2:20 p.m.

**Next Meeting:**

Wednesday, December 21, 2016 at 1:00 p.m.  
Clallam County Courthouse – Commissioner's Meeting Room  
223 E 4<sup>th</sup> Street  
Port Angeles, WA 98362

  
Secretary

  
Board Chair

Seal:

