



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, October 21, 2015 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Jefferson County Commissioners Chambers
Basement Level Jefferson County Courthouse
Port Townsend, WA

CALL TO ORDER

The meeting was called to order at 1:00 p.m. by Commissioner Tinker.

ROLL CALL

Present were: Commissioners Turner, Koelsch, Weed, Tinker, Shusterman, Rymph, and Teal. Staff members present were Executive Director Kay Kassinger, Director of Development Annie O'Rourke, Director of Rental Assistance Debbi Tesch, Legal Counsel Dave Neupert and Christopher Riffle, Executive Administration Specialist Minna Angevine and Port Townsend School Board member Jennifer James Wilson.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director Kassinger requested that Amended Resolution PHA-2014-02 be added to the agenda. Director of Development Annie O'Rourke requested the removal of the Lincoln School Discussion in Executive Session. 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 September Timesheet, September Regular Meeting Minutes, September Check Registers, excluding Outpost and Self Help 523 Grants 5 and Self Help 502 Loans. Moved by Commissioner Rymph, seconded by Commissioner Shusterman. Voice Vote. Approved.

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

Approval of Self Help 523 Grant 5 and Self Help 502 Construction Loans September Check Registers. Moved by Commissioner Turner, seconded by Commissioner Weed. 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 the RFP for audit services was ready to go out. Executive Director Kassinger and Comptroller Annette Dotlich would be on the review committee and was wondering if a Board Member would be interested in joining the review committee as well.

Commissioner Shusterman volunteered. Commissioner Turner asked if we could invite other agencies to "piggy back" with Peninsula Housing Authority's audit. Executive Director Kassinger explained we could try but it may be difficult as Fiscal Year End dates differ among agencies.

Executive Director Kassinger reported on the Police Officers that Port Angeles Police Department has assigned to Peninsula Housing Authority. So far Peninsula Housing Authority staff is pleased with the response they have received.

Executive Director Kassinger reported on the Mount Angeles View Demolition Application. Executive Director Kassinger received an email from the Special Applications Center (SAC) stating that an updated Board Resolution needed to be submitted before the application process can move forward. Executive Director Kassinger explained to the SAC that Peninsula Housing Authority has funding from other areas that is almost ready to expire. SAC stated that a Priority Rush would be placed on the application due to the funding increment.

Executive Director Kassinger reported that she has a meeting scheduled with Senator Murray's office to discuss funding of Veterans Administrative Supportive Housing vouchers as well as HUD's proposed Administrative Fee calculation. Executive Director Kassinger would also like to discuss the challenges that Peninsula Housing Authority is having with the State USDA Rural Development Office in regard to our Cost Allocation Plan. USDA is trying to impose an indirect cost rate to the Self Help Grant which is contradictory to HUD's requirement of Asset Management and Direct Costs per program.

Commissioner Tinker asked if other Housing Authorities were experiencing the same issues with the Indirect Cost rate versus Direct Cost allocation. Executive Director Kassinger reported that most Housing Authorities do not have the Self Help program. Kitsap Housing Authority is the only other Housing Authority with the Self Help program and they do not have enough Public Housing units to require Asset Management.

Executive Director Kassinger reported that the Sunbelt Apartment transition to Serenity House appears to be moving forward. HUD has reinstated Serenity House's grant and it appears that Serenity House is in the final stages of compliance with Department of Commerce.

Executive Director Kassinger reported that the Lee Plaza has completed its 15 year tax credit compliance period and that PNC, the majority partner, will exit December 31, 2015, turning over ownership to PHA and Jim Brawner, the Class B partner. Executive Director Kassinger has spoken with Mr. Brawner, the original developer on the Lee Plaza, about a resyndication of the property with a 4 % Tax Credit/ Bond Measure to handle additional property maintenance and rehabilitation needs of the building.

Executive Director Kassinger is updating Peninsula Housing Authority's procurement policy to include the regulatory updates.

Commissioner Turner asked if a meeting with Congressman Derek Kilmer had been scheduled.

Executive Director Kassinger stated when she met with Judith Morris, Congressman Kilmer's legislative liaison, she provided her with information on how the Admin Fee Study would affect all the housing authorities in Congressman Kilmer's district and that a future meeting is expected between Congressman Kilmer, herself and the other Housing Authorities in his district.

REPORTS FROM COMMISSIONERS

Commissioner Rymph had nothing to report.

Commissioner Koelsch had nothing to report.

Commissioner Turner reported that Habitat for Humanity is no longer moving forward with their project out in Forks. Commissioner Turner thought that perhaps there is an opportunity for Peninsula Housing Authority to purchase the land for a future project. Commissioner Turner also expressed her concern over the lack of support homeless families in Clallam and Jefferson counties. The unit Director of the Mount Angeles View Boys and Girls club reported that currently there are 7 kids that attend the club living in cars with their families. Commissioner Turner feels that a discussion of this crisis needs to become forefront in the community. Commissioner Turner requested the name and number of the individual who conducted the tour of the Lincoln School building. She would like to work with him to get computers for the Boys & Girls club. Director of Acquisition and Development O'Rourke was able to provide that to Commissioner Turner.

Commissioner Shusterman has nothing to report.

Commissioner Teal reported that the State of Washington has \$1 million in a fund that was received from Handicapped Parking Fees. Jefferson County was one of only three Counties in Washington State to apply for and receive money from this fund for accessible communities and barrier removal.

Commissioner Weed had nothing to report.

Commissioner Tinker reported that Camp Sol Duc is now getting siding and windows.

Commissioner Turner would also like to issue a thank you for the great relationship between the Peninsula Housing Authority and the Boys & Girls club. The maximum capacity for the Mt. Angeles View Boys and Girls club is about 135 persons according to the Fire Marshal and right now the Club is servicing about 139 to 140 kids. The Boys & Girls club is now looking for some expansion space.

OLD BUSINESS

Discussion was held on the Lincoln School redevelopment plan. Director of Acquisition and Development O'Rourke reported that a letter was compiled and submitted to the Port Townsend School Board on September 23, 2015 for discussion at the September 28, 2015 School Board meeting. Director of Acquisition and Development O'Rourke stated that a conversation had been had with Port Townsend School Superintendent Dr. Engle and that a response to Peninsula Housing Authority's proposal would be forthcoming. Director of Acquisition and Development O'Rourke had hoped to have that response in time for today's board meeting for discussion but has not yet received it. Director of Acquisition and Development O'Rourke requested feedback from School Board Member Jennifer James Wilson. School Board Member Wilson stated that there was not much in the line of discussion but that the School Board is open to a compatible use of the Lincoln School Building that is helpful to its nearest neighbor the High School campus. At this time, the School Board's main focus is building a new elementary school and all energy is being focused on a Bond measure on the February ballot. Director of Acquisition and Development O'Rourke does not have the information to move forward with discussion until we receive a written response from the Port Townsend School Board. School Board Member Wilson posed the question of what makes the Lincoln School Building so attractive for the project of low income housing. Commissioner Rymph stated that if Peninsula Housing Authority is successful in getting the Lincoln

School designated as a Historical Building, a new avenue of funding becomes available to rehabilitate and convert into housing opportunities. Executive Director Kassinger stated that this opportunity would also give the Housing Authority several units of affordable housing in a short timeframe to serve a client that is in desperate need in the Jefferson County Community. Executive Director Kassinger also stated that the Housing Authority also has experience with this type of rehab project in the Lee Hotel conversion.

NEW BUSINESS

Happy Birthday Commissioner Kay Koelsch!!!!

EXECUTIVE SESSION

The Board entered into Executive Session at 1:54 pm to discuss the sale price of real property in Port Townsend and also the Performance Evaluation of Executive Director Kassinger. Executive Session is expected to last approximately 15 minutes with a resolution for the Sale of real Property in Jefferson County to follow.

RECONVENE

The Board Reconvened at 2:19 pm

Commissioner David Rymph moved that the Board Chairman, Commissioner Tinker, meet with Executive Director Kassinger to discuss results of Performance Evaluation and report back to the board at the November meeting, seconded by Commissioner Shusterman. Voice Vote. Approved.

Resolution #PHA 2015-25: HCV Waitlist Change

Moved by Commissioner Shusterman, seconded by Commissioner Weed. Director of Rental Assistance Tesch reported that by changing the HCV Waitlist to a lottery system from the current way, we will be able to service clients in a more timely fashion. Currently, the clients are on our waitlist for a period of up to 5 years. With the lottery system, the clients would only be on the waitlist for approximately 1 year. Director of Rental Assistance Tesch also reported that the administrative burden is greatly diminished with the lottery based system. Commissioner Teal asked the current status of the Jefferson County Waitlist, Director of Rental Assistance Tesch reported that there is currently 38 clients on the Jefferson County Waitlist. Commissioner Rymph asked if there was a possibility of someone spending 5 years on the waitlist and then losing out on housing with the lottery system. Executive Director Kassinger reported that the Housing Authority will work through the current waitlist now before moving to the lottery system. Voice Vote. Approved.

Resolution #PHA 2015-26: Jefferson County HCV Utility Allowance

Moved by Commissioner Rymph, seconded by Commissioner Teal. Commissioner Rymph asked if the allowance was going up or going down. Director of Rental Assistance Tesch reported that the allowances were going up by an average of \$11 per two bedroom unit. Commissioner Rymph asked which part of the utilities are going up. Director of Rental Assistance Tesch reported that the main factors are the increase in garbage and water. Voice Vote. Approved.

Resolution #PHA 2015-27: Sale of Lot in Phoenix Addition

Moved by Commissioner Shusterman, seconded by Commissioner Weed. Voice Vote. Approved.

Resolution #PHA 2015-28: Accounts Receivable Write Off

Moved by Commissioner Teal, seconded by Commissioner Shusterman. Voice Vote. Approved.

Amended Resolution #PHA 2014-02: Submission of Demolition Application

Moved by Commissioner Shusterman seconded by Commissioner Rymph. Voice Vote. Approved

Next Meeting:

Wednesday, November 18, 2015 at 2:00 p.m.
Jamestown S'Klallam Tribal Center-Ironwood Room
1033 Old Blyn Highway
Sequim, WA 98382

Adjournment: The meeting adjourned at 2:35 p.m.



Secretary



Board Chair

Seal:



