



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, September 16, 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. 4th Street
Port Angeles WA 98362

CALL TO ORDER

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

ROLL CALL

Present were: Commissioners Flodstrom, Turner, Koelsch, Weed, Tinker, Shusterman, Rymph, and Teal. Staff members present were Executive Director Kay Kassinger, Director of Development Annie O’Rourke, Legal Counsel Dave Neupert and Allison Mahaney and Executive Administration Specialist Minna Angevine.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director Kassinger requested that minutes from the Special Meeting held on September 3, 2015 and Garden Court Financials be added. Commissioner Koelsch requested that the date on Resolution 2015-23 be amended from September 18, 2015 to September 16, 2015. Commissioner Koelsch also requested that the date of the next Board Meeting be changed from May 20, 2015 to October 21, 2015. Commissioner Rymph asked that discussion of the Lincoln School Building be added under Old Business. Commissioner Turner asked that discussion of the letter to Washington DC be added under Old Business. Commissioner Turner requested that discussion of Executive Director Kassinger’s Performance Evaluation be added under New Business. 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 August Timesheet, August Regular Meeting Minutes, August Check Registers, excluding Outpost and Self Help 523 Grants 5. Moved by Commissioner Shusterman, seconded by Commissioner Flodstrom. Voice Vote. Approved.

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

Approval of Self Help 523 Grant 5 August Check Registers. Moved by Commissioner Weed, 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 had recently attended the AWhA quarterly meeting in Spokane where there was a presentation by legislative consultants from Washington DC regarding the proposed changes to the Housing Choice Vouchers Administrative Fee Formula. It appears that HUD is amending the proposed rule's formula based on feedback they have received from numerous advocacy groups prior to implementation and without re-opening the public comment period. The proposed rule considered households with Earned Income the most expensive to manage and would provide a higher Administrative Fee than all other household types. . The amended formula would provide funding at higher rates for Large Household classification. Director of Rental Assistance Tesch ran some numbers for our agency and it was found that only 9% of our Housing Choice Voucher clients have earned income but over 13% would be classified as Large Households. Even with the change, the agency would be expected to lose over 25% of the program Administrative Fee funding if the new formula is implemented. Executive Director Kassinger feels that the issue still needs to be addressed with legislators in Washington DC as there are missing elements in the formula calculation. Commissioner Flodstrom asked Executive Director Kassinger if there was an opportunity to have direct discussion with HUD in regard to the proposed calculation. Executive Director Kassinger stated that there was not an opportunity for direct conversation with HUD as the Federal rule making process is set up for written comments and that response period has now closed. Commissioner Rymph ask Executive Director Kassinger if a contingency plan was in place if a Government Shutdown were to occur. Executive Director Kassinger explained that in the past, HUD has funded our contracts prior to the shutdown date so that funds are available during that timeframe. At this time, our agency's contacts are reporting that there may be a continuing resolution for funding to carry us to the end of the calendar year.

Executive Director Kassinger reported that she had received some information from PHADA (Public Housing Authorities Directors Association) explaining the funding trend for Housing Authorities over the past 70 years. Commissioner Flodstrom asked for clarification on THUD (Transportation HUD Bill). Executive Director Kassinger explained that THUD is where the appropriations for funding from HUD come from.

Executive Director Kassinger reported that Legal Counsel Neupert has resigned from Platt Irwin Law Firm at the end of the year 2015 and will no longer be the Housing Authority's legal counsel. Executive Director Kassinger is hoping to have a meeting with Platt Irwin in the next 30 days to determine a new representative from their office to replace him.

Executive Director Kassinger reported that the Housing Authority was successful with awarding 4 Project Based Housing Choice Vouchers to OlyCAP for the Northwest Passage Apartments in Port Townsend.

The Housing Authority has also seen some success for clients in leasing up units in Jefferson County. Of recently issued vouchers, 4 have leased up with 3 more in the works. Commissioner Teal asked where the leasing was taking place. Executive Director Kassinger reported that it was at Bishop Park Apartments.

Executive Director Kassinger reported that the Salvation Army is working diligently to deal with the homeless traffic volume that they are experiencing at their property. The Port Angeles Police Department is working with them as well to rectify this issue. The Manor Apartments is still experiencing an overflow of vagrants that have become a problem with our tenants and Property Management Staff. The Housing Authority is still experiencing a lack of response from local law enforcement so Executive Director Kassinger has reached out to Chief Terry Gallagher of the Port Angeles Police Department and requested a meeting with him. Commissioner Flodstrom mentioned that the new Majors of the Salvation Army may be interested in attending the meeting with Chief Gallagher. Commissioner Flodstrom reported that the Salvation Army is looking for alternatives for the overnight shelter that they are operating on an emergency basis at this time.

Commissioner Teal asked for clarification on the Property Report for Catherine of Sienna. There appeared to be a discrepancy in the lease date. Commissioner Teal also asked for clarification of the Year to Date Actual Expenditures on the Property Report for Homestead Apartments. The amount appears to be for the fiscal year to date 2015 not the current fiscal year to date 2016.

Commissioner Turner requested information on the unit turn over time frame for the different properties, specifically why it is taking so much more time at some properties over others. Executive Director Kassinger explained that the staffing at some of the properties is down due to medical leaves and also the state of the unit upon vacancy. Commissioner Turner asked if it is common now for units to be in such a dire state upon vacancy. Executive Director Kassinger explained that due to the nature of the vacancy, typically eviction, this is more common at this time.

REPORTS FROM COMMISSIONERS

Commissioner Flodstrom, while sorry to see him go, expressed his well wishes to Legal Counsel Neupert in his new adventures.

Commissioner Weed reported on the new Executive Director at OlyCap, Dale Wilson. Executive Director Wilson has many years of experience in his field.

Commissioner Teal expressed how great the Phoenix ground breaking ceremony and meeting with the Port Townsend School District Superintendent was.

Commissioner Shusterman reported that he too felt the meeting with the Port Townsend School District Superintendent went well.

Commissioner Turner reported that she received a phone call from an individual with MANNA in regards to a young mother of two small children. The mother has been homeless for quite some time and has found that our area has no real emergency shelter for families. Commissioner Turner met with this mother and found that she lived in a shelter in New York for many years and has now moved to our area with her children. Commissioner Turner reported how easy this mother was to work with.

Commissioner Tinker reported that she attended the Shelter Providers Network meeting. Commissioner Tinker is setting up a meeting with a gentleman that specializes in Hay Bale Construction to see how this may work in the Forks area as this gentleman is very interested in low income housing opportunities.

Commissioner Rymph reported that while working the Jefferson County Fair for the Self-Help program, he met an individual that is a proponent of small houses in Jefferson County. Communications have started with Jefferson County about building 200 square foot homes on a parcel in Chimacum that was

formally used as a campground. This parcel is not being used at this time and it was not included on the survey of land available for low income housing in Jefferson County that was done a few years back.

Commissioner Koelsch had nothing to report.

OLD BUSINESS

Discussion was held in regard to the letter addressed to Senators Cantwell and Murry and Representative Kilmer for the Housing Choice Voucher funding. Commissioner Turner requested that more of our agency and area statistics about poverty, homelessness and waitlist be included. Commissioner Turner expressed that specific questions and issues be addressed with the invitation to include feedback. Commissioner Rymph stated that the letter needs to be very concise about the issues.

Discussion was held on the Lincoln School redevelopment plan. Director of Acquisition and Development O'Rourke reported that a meeting was held on August 20, 2015 with herself, Commissioners Teal, Rymph, and Shusterman, Port Townsend School Superintendent Dr. Engle, Paul Purcell of Beacon Development and Les Tonkin of Tonkin Architecture to discuss the opportunity of development of the Lincoln School building into low income housing. The meeting went well. Director of Acquisition and Development O'Rourke reported that Paul Purcell has submitted some estimates for each phase of the development since the meeting with Dr. Engle. Phone calls have been made to Dr. Engle, requesting what is needed to move forward with Port Townsend School Board action on the Lincoln School project but contact has not been made at this time. Executive Director Kassinger reported that a purchase price or fixed redevelopment costs have not been established. Commissioner Rymph moved that the Peninsula Housing Authority Board empower Executive Director Kassinger and Director of Acquisition and Development O'Rourke enter into discussions with the Port Townsend School Board regarding the future use of the Lincoln School Building, specifically for low income housing units with a priority given to senior citizens and teachers. Commissioner Turner seconded. Voice Vote. Approved. Commissioner Rymph moved that a subcommittee be established, made up of Commissioners Teal, Rymph, and Shusterman and the Director of Acquisition and Development O'Rourke in regard to the acquisition of the Lincoln School. Commissioner Shusterman seconded. Voice Vote. Approved. Legal Counsel Neupert stated that the meetings held by the subcommittee needed to maintain compliance with Open Public Meeting regulations. Commissioner Rymph requested that the motion to form a subcommittee be rescinded. Commissioner Turner seconded. Voice Vote. Approved. Commissioner Turner suggested that the Peninsula Housing Authority extend the invitation to the Port Townsend School Board to attend the Peninsula Housing Authority's regular board meeting on October 21, 2015. Commissioner Turner also requested that something be set up to view the Lincoln School Building prior to the regular Board Meeting. Director of Acquisition and Development O'Rourke will submit the request to Mr. Taylor.

Commissioner Turner asked when performance evaluations of Executive Director Kassinger need to be submitted. Executive Administration Specialist Malinda Angevine requested they be submitted back to her by October 14, 2015 so that the board will be ready discuss in Executive Session at the October 21st Board Meeting.

NEW BUSINESS

Resolution #PHA 2015-23: Authorized Representatives for the Self-Help 523 Grant
Moved by Commissioner Turner, seconded by Commissioner Flodstrom. Commissioner Turner requested that the date be revised to reflect the correct date of September 16, 2015. Voice Vote. Approved.


Resolution #PHA 2015-24: Authorization for Executive Director Kassinger to Apply for Additional SHOP funds.

Moved by Commissioner Shusterman, seconded by Commissioner Rymph. Commissioner Turner asked the location of the property. Executive Director Kassinger explained that this was the property that was acquired through sealed bid to USDA on a foreclosed former Self-Help home. Executive Director Kassinger stated that this property is eligible for additional SHOP funds for the rehab. Voice Vote. Approved.

Next Meeting:

Wednesday, October 21, 2015 at 1:00 p.m.
Jefferson County Commissioners Chambers
Basement Level Jefferson County Courthouse
Port Townsend, WA

Adjournment: The meeting adjourned at 2:30 p.m.


Secretary


Board Chair

Seal:



