



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, December 12, 2012 at 1:00 p.m.

The Public is invited to attend the meeting of the Board of Commissioners at:
Clallam County Courthouse – Commissioner’s Conference Room
Port Angeles WA 98362

CALL TO ORDER

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

Present were: Commissioners Flodstrom, Boardman, Turner, Teal and Shusterman. Commissioner Rymph arrived at 1:17 pm and Commissioner Fleck was excused. Also present were newly appointed Commissioner Sylvia Hancock, Legal Counsel Dave Neupert and staff members Executive Director Pam Tietz, Director of Acquisition and Development Kay Kassinger and Executive Assistant Teresa Rodocker.

Public attendees: None

OATH OF OFFICE/INTRODUCTIONS

Legal Counsel Neupert administered the Oath of Office to Sylvia Hancock. .

ROLL CALL

Commissioner Turner asked that each attendee introduce themselves with a brief outline of their history, in order for Commissioner Hancock to familiarize herself with the other members and staff.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None:

ADDITIONS TO THE AGENDA

Commissioner Turner asked that a discussion regarding the meeting dates be added to the agenda.

CONSENT AGENDA

Approval of consent agenda: November Regular Meeting Minutes and November Check Registers. Moved by Commissioner Boardman, seconded by Commissioner Flodstrom. There were no further additions, corrections or amendments to the agenda. Voice Vote. Approved.

EXECUTIVE DIRECTOR’S REPORT

Director Tietz presented a written report to the Board and provided a verbal report as follows:

Holiday: The office will be closed on December 24th and 25th for the Christmas Holiday. Director Tietz will be out of the office from the 20th through the 31st and Director of Acquisition and Development Kassinger will act as the ED in her absence.

Port Angeles Police Department: Director Tietz and Commissioner Turner met with the Port Angeles Police Department and the Boys & Girls Club to discuss the idea presented by Chief Gallagher regarding the possibility of partnering to put forth a Bond Campaign that will provide funding for both a new Police Station and a new Boys & Girls Club in the neighborhood. While there are some good points to the situation, there are some concerns to be brought forth as well. The next meeting will be January 17, 2013 at 9:30 am at the Peninsula Housing Authority office.

HAPN: Director Tietz attended the quarterly meeting in November. During that meeting the decision was made to change the format of the group to a less formal one, which will have no appointments by government entities, but will be open to anyone interested (similar to the Shelter Provider's Network in Clallam County). Director Tietz will be serving as the co-chair of this organization.

Sunbelt: After providing a brief background on the acquisition of the Sunbelt property, Director Tietz informed the board that a meeting was held with Serenity House, Sequim Mayor Ken Hays and Sequim City Manager Steve Burkett to discuss the current proposal to sell the Sunbelt properties to Serenity House, with Peninsula Behavioral Health as the owner and Serenity House as the project manager. This will allow Peninsula Housing Authority to provide Section 8 assistance more fully than it is able to at this time.

HUD Financial Assessment Subsystem (FASS): Information in the written report outlines that an email from HUD was not received by Director Tietz, but was in fact delivered to her Spam folder. Efforts are being made to provide verification of this fact to HUD, which will hopefully enable us to avoid a penalty, which could include being labeled as a "troubled" agency. The appeal is in process and more information will be forthcoming.

Wildwood Terrace Apartments: Director Tietz provided information regarding the funding. It is her recommendation that after waiting years to receive the funding from RD, while still receiving improvement recommendations from RD, that the offer of the loan (which funds were never received for) be declined and that the rents be increased, without increases to the tenants, which will allow the improvements to be made over the next three years, without having a loan payment due, now, or in the future. Motion made by Commissioner Teal and seconded by Commission Shusterman that the loan be declined, the rents be increased as recommended, authorization for Director Tietz to take this action and the improvements to be made. No further discussion was held. Voice Vote. Approved.

Meeting Day Change: As it was listed on Director Tietz's report, Commissioner Turner asked that a discussion be held regarding the date of the monthly meetings at this time. Executive Assistant Rodocker explained that a review of the calendar in January showed that we would be unable to get the January packet out until the Wednesday or Thursday before the meeting, due to the New Year's Day holiday. After a review of their schedules, the board felt that it would be beneficial to meet the 3rd Wednesday of each month, beginning in January of 2013. Legal Counsel Neupert was asked to prepare a resolution amending the by-laws to show this change and Executive Assistant Rodocker was asked to provide the appropriate public notices in local publications.

REPORTS FROM COMMISSIONERS

None

OLD BUSINESS

Executive Director Contract: Legal Counsel Neupert reviewed the contract with regards to the changes requested at the last board meeting. Changes included a start date of 1/1/13, annual salary to be increased by 4% and E & O Insurance to include Executive Director with an increase to \$2 Million. Moved by Commissioner Flodstrom, second by Commissioner Rymph. Discussion: Commissioner Turner requested that the 4% increase be adjusted to be retroactive to January 1, 2012, as Director Tietz voluntarily took the cut when preparing the budget for 2012 and it was determined that it was not necessary for the cut to occur. Voice Vote. Approved, with the increase retroactive to January 1, 2012.

NEW BUSINESS

Resolution #PHA-2012-034 – Approval of Submission of Tax Credit Application for Eklund Heights. Moved by Commissioner Shusterman, second by Commissioner Teal. Director of Acquisition and Development Kassinger explained that funding was being sought for the Eklund Heights property. While application for this has been made before, and denied at those times, the guidelines for the application process have been updated and PHA will be applying once again. Voice Vote. Approved.

Resolution #PHA-2012-035 – Approve to enter into Purchase & Sale Agreement with NORVHN for Olympic Vista Property. Moved by Commission Boardman, seconded by Commissioner Flodstrom. Discussion included a request by Commission Shusterman to add the term “pursuant to the signed Purchase & Sale Agreement, with a Sale Price of \$325,000.00. Voice Vote. Approved as amended.

Resolution #PHA-2012-036 – Approval of 6 month loan extension with RCAC for Olympic Vista Property. Moved by Commission Shusterman, seconded by Commissioner Flodstrom. Explanation provided that this was to extend the existing loan in order to cover the time period needed to sell the property to NORVHN. Discussion included questions regarding pre-payment penalty (none), type of funder RCAC was (Non-profit funder based in California that typically worked with bridge loan type of situations) and closing costs (NORVHN to pay all closing costs). Voice Vote. Approved.

Resolution #PHA-2012-037 – Approval of out of state travel for Property Manager Training. Moved by Commission Flodstrom, seconded by Commissioner Rymph. Discussion was held regarding the mileage reimbursement rates and Director Tietz explained that we followed IRS rates on all travel reimbursements, including mileage and per diems. Voice Vote. Approved.

Next Meeting:

Wednesday, January 16, 2013 at 1:00 p.m.

Clallam County Courthouse – Commissioner’s Board Room - Port Angeles WA 98362

Adjournment: The meeting adjourned at 2:25 p.m.

Secretary

Board Chair

Seal: