



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, February 20, 2013 at 1:00 p.m.

The Public is invited to attend the meeting of the Board of Commissioners at:  
Clallam County Courthouse – Commissioner’s Board 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, Teal, Rymph, Hancock, Turner, Fleck and Shusterman. Commissioner Boardman was excused. Also present were staff members Executive Director Pam Tietz, Director of Acquisition and Development Kay Kassinger and Executive Assistant Teresa Rodocker, along with Legal Counsel Dave Neupert.

Public attendees: None

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

None

**ADDITIONS TO THE AGENDA**

Addition to the Agenda of Resolution #2013-07 – Authorize Executive Director Tietz to sign necessary agreements regarding a change in banking procedures at the request of the financial institutions.

**CONSENT AGENDA**

Approval of consent agenda: January Regular Meeting Minutes and January Check Registers. Moved by Commissioner Shusterman, seconded by Commissioner Flodstrom. Correction was requested by Commissioner Hancock to reflect that she had met informally with Candace Pratt and that a meeting was not held with Ken Hays, but that she did know him and would be willing to speak with him regarding Sequim housing items. Correction was requested to correct the resolution numbers to reflect the correct year and resolution number. 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:

Employee Retirement: Vern Sohlberg has announced his retirement after 30 years of employment with Peninsula Housing Authority. A card is being passed around for board members to sign.

Union Contract: The current contract is up June 30, 2013, so negotiations will begin shortly.

Homeless Connect: Well attended, with 470 individuals seeking services. Not all of them were homeless, but many that were not currently homeless are considered at-risk. The Smile Mobile was brought in and served over 36 people in one day, showing the need for a dental clinic to serve the low and very low income in the area. There is a possibility that Olycap will be re-opening the dental clinic that had previously been able to service those same populations.

Director Tietz has visited Jefferson County quite a bit in the last month and while the HAPN has disbanded, there is a core group of individuals working on the 10 Year Plan for Jefferson County, which will be able to provide guidance for the new organization of volunteers, which will form a group similar to the Clallam County Shelter Provider's Network.

Point in Time Homeless count is complete and while final numbers are not in at this time, it is estimated that there is a reduction of over 50% of unsheltered individuals in the last five years. However, numbers in Jefferson County may be increasing, as more areas were reached. Many individuals counted were those currently residing on farms in tents and/or vehicles, with the permission of the farm owners.

The state auditor has completed their visit and it is estimated that we will receive the final report, with a final exit interview scheduled soon. Director Tietz was told that there would not be any findings, however, there were some issues that needed to be addressed in regards to various items. Some of those items were to be more specific as to travel purposes (don't just note mileage, note meeting and location); documenting location and attendance of individuals when providing purchased items, such as food and drink, tracking the contract files in a different and/or more documented manner. Those issues, along with others raised, if not already taken care of, will be addressed shortly.

Eklund Heights: Unfortunately Tax Credit Funding was not received for Eklund Heights. After reviewing the funded projects, it was determined that all Tax Credit Funds went to rehabilitation projects. This is an area of concern and has been brought to the attention of the appropriate organizations.

## **REPORTS FROM COMMISSIONERS**

Commissioner Teal reported that Puget Sound Energy will be taking over the utilities for the Jefferson County PUD effective April 1, 2013. Unfortunately, there are many unanswered questions regarding credits on accounts with the PUD, low-income assistance, rates and more. It may be that some of these items will affect many low income families in Jefferson County.

Commissioner Turner asked about the property tours. Executive Assistant Rodocker stated that she was in the process of finding available dates from the different Property Managers. It was determined that a tour of the Garden Court units would be done at the May Board Meeting, which will be held in Jefferson County. A separate day will be set up for Forks and an additional day for Port Angeles. All commissioners are interested in viewing the Forks properties, with Commissioners Flodstrom and Hancock also interested in touring the Port Angeles and Sequim properties, however, Commissioner Hancock will not be available in March.

Commissioner Turner asked about the board retreat. Executive Assistant Rodocker stated that a location had been found, but a date needed to be decided upon. Commissioner Flodstrom asked about waiting to determine a date until after a new commissioner had been selected. It was determined that late June looked feasible and that the discussion regarding this would continue at the next meeting in March.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Discussion of Board Member Recruitment – Director Tietz informed the board that Commissioner Boardman’s term ends in March of this year and that the Clallam County Commissioner’s office had begun the advertising process. Unfortunately, at this time, no applicants have come forward. Everyone was asked to look at areas of expertise that might be appreciated on the board, such as real estate, other residents and more.

Resolution #PHA-2013-03 – Approval of Clallam County Personal Services Agreement for Affordable Housing Funds – Wildwood Terrace Accessibility Improvements. Moved by Commission Teal, seconded by Commissioner Shusterman. Discussion was held as to the breakdown of the budget for billing from the county. Voice Vote. Approved.

Resolution #PHA-2013-04 – Approval of Accounts Receivable Collection Write-Off for Wildwood, Peninsula and Forks Housing LLC. Moved by Commission Shusterman, seconded by Commissioner Fleck. Commissioner Hancock inquired as to why the legal expenses were so high for some of them and it the explanation provided by Director Tietz was that most of these were terminations for cause, which tended to be more hand-on by the attorneys in regards to evictions. Additionally, Commissioner Turner raised a question regarding the differences in deposits. Director Tietz explained that deposits vary depending on the property. Some of flat deposit amounts and others are limited in that deposits can be no more than the monthly rent the tenant is responsible for. Director Tietz also explained that as we are seeing some increase in drug usage in units, it may become even more expensive during write-offs as units testing positive for methamphetamine use could have costs up to \$15,000 per unit to ensure the safety of the next household moving into those units. Voice Vote. Approved.

Resolution #PHA-2013-05 – Approval of Declaration of Surplus Property. Moved by Commission Flodstrom, seconded by Commissioner Fleck. Discussion was held regarding where the equipment came from and what was to be done with it once it was declared surplus. Director Tietz explained that these are the machines removed from the Senior/Disabled buildings now that new machines have been installed. Upon declaration of surplus, the items will then be sold. Voice Vote. Approved.

Resolution #PHA-2013-06 – Approval of Write off and/or Retirement of Inventory. Moved by Commission Shusterman, seconded by Commissioner Fleck. Discussion was held regarding what was to be done with this equipment once written off. Director Tietz explained that these are items that no longer work that cannot be fixed, therefore, they will be taken to the city landfill. Voice Vote. Approved.

Resolution #PHA-2013-07 – Approval to authorize Executive Director Tietz to sign necessary agreements regarding a change in banking procedures at the request of the financial institutions. Moved by Commissioner Flodstrom, seconded by Commissioner Fleck. Director Tietz explained that both First Federal and Key Bank will no longer be reviewing or approving ACH transactions on accounts that require 2 signatures. Due to this change being made by the financial institution, this resolution will reduce the 2 signature requirement at the banks only, while still requiring that 2 staff members be required to conduct any banking transaction. For example, one staff member will “approve” the ACH transaction, while the second staff member would “release” the transaction. Both of these must be done from the staff-specific computers, with staff-specific log-ins and transaction information. Voice Vote. Approved.

**Next Meeting:**

Wednesday, March 20, 2013 at 1:00 p.m.

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

**Adjournment:** The meeting adjourned at 2:19 p.m.

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**Secretary**

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**Board Chair**

**Seal:**