

Housing Authority of the County of Clallam

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Thursday, January 6, 2011 at 10:00 a.m.

The Public is invited to attend the meeting of the Board of Commissioners at:

The Board Room
2603 S. Francis Street, Port Angeles, WA

CALL TO ORDER AND ROLL CALL

Commissioner Turner volunteered to chair the meetings until we have a full membership and a new election. The meeting was called to order at 10:03 a.m. by Commissioner Turner.

Present were: Commissioners Boardman, Turner, Fleck and Attorney Dave Neupert. Staff members present were Executive Director Pam Tietz and Executive Assistant Jami Snyder. Commissioner Easling was not in attendance. Public attendees: David Rymph Chairman and acting Executive Director of the Jefferson Housing Authority, Lisbeth Jardine Secretary for MAV Family Resident Council and Helen Hamilton resident of Terrace apartments.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

Lisbeth wishes winter was over. Helen - thanks for letting her come to the meeting. David – we are in the midst of the merger to consolidate the housing authorities, everyone in Port Townsend is looking forward to it. We are also in midst of renovating our largest asset a 40-apartment complex. The Port Angeles commissioners would like to do a site visit in Port Townsend. Pam will contact Kate to set this up. The deadline for the Jefferson County commissioner applications for the new board is January 7. When the new board is appointed we will set up a tour of the Clallam sites. David will be absent from the area from mid January to the first of April.

CONSENT AGENDA

Approval of consent agenda, December Regular Meeting Minutes, October and November Financial Reports and November Check Registers. Commissioner Boardman moved to approve the consent agenda. Seconded by Commissioner Fleck. Roll call vote by Commissioner Turner. Approved.

Additions to the agenda:

- Resolution 2011-03 – Awarding a contract to TEKNON Corporation of Redmond in the amount of \$66,042.23 for installation of security cameras at the Terrace, Manor and Villa apartments.
- Resolution 2011-4 – Approve Director Tietz' execution, delivery, and performance of the Application, the Credit Reservation Contract, the Carryover Allocation Contract, the Regulatory Agreement (Extended Use Agreement) and any and all other documents to which the Housing Authority and the Washington State Housing Finance Commission

are parties with regard to the Eklund Heights Tax Credit project to build 50 multi-family units in Gales Addition.

Commissioner Fleck moved to add the resolutions to the agenda, seconded by Commissioner Boardman. Roll call vote by Commissioner Turner. Approved.

EXECUTIVE DIRECTOR'S REPORT

Sunbelt Apartments – we have been working to lease the empty units. Serenity House is still looking at what they are going to do in Sequim. The City of Sequim wants to purchase the block where the thrift store is now to build a new city hall. Serenity House may need to find another option for the types of units they have in Sequim. Commissioner Boardman asked if Serenity House displaces people won't they will have to compensate those tenants. Director Tietz replied the Uniform Relocation Act would require that tenants are compensated if they are displaced. Commissioner Boardman stated it seems like a time to take advantage of leveraging. Director Tietz - we will continue to talk about the best use for the property.

FSS funding – we did submit an application; however the award has not been made yet. Our current staffing is still in place and we are going on faith that we will receive the funds. As of December 31, 2010 we were out of funds for the program, but there is enough in reserves to keep the program going until the award is made. In talking with HUD, if you received the funds previously you should receive them again.

Section 504 Transition Plan – we hired Sawyer Shirley of NFC to assess our current plan. He has gone to all the sites as well as looked at our program policies and offices. He will prepare a draft plan to ensure we are addressing all that we need to address. We should receive the draft this month. For the third piece of the project he will provide training. Terry Madigan coordinated the visit and was pleased with the way it went.

Yardi Software Conversion – we had contacted an individual who was doing work at Bremerton Housing Authority but he has taken another position and it unable to help us with our transition. Kitsap Housing is doing a similar transition in-house and may have some IT people that may be able to help us with our conversion.

Homestead – the 12 units on Parcel A have officially been sold to the Archdiocese Housing Authority (AHA). The asbestos abatement started this week. The AHA superintendent is moving to Forks for the construction period. The contracts have been signed. Demolition will begin as soon as the asbestos abatement is completed. The AHA will build 30 units for permanent supportive housing. It will be a ten month construction period.

Annual Audit – The annual audit has started. The Section 8 and Capital fund, specifically the ARRA money we received, will be audited. The auditor will be here until end of February and wants to schedule an entrance conference for next week. Commissioner Turner will attend the entrance conference on Wednesday the 12th. Commissioner Boardman may also attend. The entire board will be invited to the exit conference.

OlyCap, Port Townsend – deForest Walker who has coordinated the housing programs for a number of years is leaving OlyCap; she plans to stay in the area and continue to be involved with affordable housing programs. Commissioner Turner suggested Ms. Walker could be a possible board member. David Rymph will contact her.

COMMISSIONERS REPORT

No reports.

OLD BUSINESS

Peninsula Housing Authority – Director Tietz explained there is a lot of detail work to be done. We will need to go about establishing the articles of incorporation and bylaws to be adopted by the new board. We will also fix the bylaws around the roll call vote. The bylaws are already in draft form. Attorney Neupert explained the articles of incorporation are the organizational documents and the bylaws are operational documents. Director Tietz stated that between now and the February meeting, both sets of commissioners should be appointed. She would like to distribute the draft articles of incorporation and bylaws to the members so we are able to approve the documents at the February meeting. The assets and liabilities need to be identified for both agencies that have to be transferred to the new entity. She proposed having a couple senior staff head up a committee to make sure all assets and liabilities are transferred. The committee would include a commissioner from each county; staff will do the work but the commissioners could be on the committee to oversee completion. Director Tietz had a conversation with the State Auditor about the merger. They agreed we would keep a spreadsheet that lists the assets and liabilities transferred to the new entity including the effective date. She also suggested that once the Jefferson County commissioners are appointed, we contact them for a volunteer for the committee. She also explained that we need to appoint a resident commissioner; Clallam County is waiting to appoint all of the commissioners at the same time with the terms staggered. Commissioner Easling will also need to be replaced. February 1 would be the first joint meeting. Clallam County will have five members and Jefferson County will have three. Commissioner Turner suggested it would be better to get the volunteer at the next meeting.

Mt. Angeles View Update – We have been working on our response to the City's comments on the plans. Director Tietz has also been working on the application for the Community Learning Center and we have a grant writer working with us. We have the draft and are refining some of the details. The due date has been moved to February. Mithun put together some basic elevations and floor plans for the CLC for the application. They are very preliminary and were created just for the visual aspect in the application. Commissioner Turner asked about the timeline for the city review. Director Tietz responded hopefully Mithun will have the response within the next two weeks. After submission, the City has a certain number of days to review.

Kay has spoken with Impact Capital who holds the predevelopment loan for Eklund and asked them to keep the project out there and continue to advocate for us since they are in conversations with the Housing Trust Fund and Tax Credit Division regularly. We are still looking for funds to widen the road between 7th and Highway 101. We went to the Opportunity Fund Board for funding which was approved. However, the meeting didn't meet the requirements of the open public meetings act so there will be another meeting on January 24th. Director Tietz will talk to the commissioners about the need for workforce housing in relation to economic development. Commissioner Turner asked the Executive Director to let the board know when she goes to the commissioners.

NEW BUSINESS

Resolution #2011-01 – Adopting a revised Schedule of Maintenance Charges. Moved by Commissioner Boardman, seconded by Commissioner Fleck. Discussion: Small revision to the

charges for lock outs and changing locks and clarifying labor charges. Roll call vote by Commissioner Turner. Approved.

Resolution #2011-02 - Authorizing Director Tietz to write off four obsolete refrigerators from inventory. Moved by Commissioner Fleck, seconded by Commissioner Boardman. Discussion: Commissioner Turner asked how old the refrigerators are. Director Tietz responded that there is a variety of ages. Commissioner Turner stated The Re-Store will accept any refrigerators newer than 10 years old. Director Tietz will check on the ages of the refrigerators. Roll call vote by Commissioner Turner. Approved.

Resolution #2011-03 – Awarding a contract to TEKNON Corporation of Redmond in the amount of \$66,042.23 for installation of security cameras at the Terrace, Manor and Villa apartments. Moved by Commissioner Boardman, seconded by Commissioner Fleck. Discussion: Received six bids. TEKNON scored the highest overall. Terry Madigan talked to them when they did the initial walk through and he feels confident they will do a good job. Roll call vote by Commissioner Turner. Approved.

Resolution #2011-4 – Approve Director Tietz’ execution, delivery, and performance of the Application, the Credit Reservation Contract, the Carryover Allocation Contract, the Regulatory Agreement (Extended Use Agreement) and any and all other documents to which the Housing Authority and the Washington State Housing Finance Commission are parties with regard to the Eklund Heights Tax Credit project to build 50 multi-family units in Gales Addition. Moved by Commissioner Fleck, seconded by Commissioner Boardman. Roll call vote by Commissioner Turner. Approved.

No Executive Session necessary at this time.

Adjournment: The meeting adjourned at 11:50 a.m.

Next meeting: Thursday, February 3, 2011 at 10:00 a.m.




Secretary


Board Chair