



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, January 11, 2012 at 1:00 p.m.

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

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

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:10 p.m. by Commissioner Shusterman.

Present were: Commissioners Boardman, Teal and Shusterman and Attorney Dave Neupert. Commissioner Fleck and Commissioner Rymph attended via conference call. Commissioners Easling and Turner were excused from the meeting. Staff members present were Executive Director Pam Tietz and Executive Assistant Teresa Rodocker. Public attendees: no public.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

CONSENT AGENDA

Approval of consent agenda: November Regular Meeting Minutes, November and December Financial Reports and November and December Check Registers. There were no additions or corrections to the minutes. Commissioner Boardman moved to approve the consent agenda. Seconded by Commissioner Teal. Voice vote. Approved.

NEW BUSINESS

Resolution #: PHA 2012-001: Write off assets of \$814.95 and approve asset transfer (truck valued at \$1000) from one property to another. Moved by Commissioner Teal, seconded by Commissioner Boardman. Director Tietz explained that the truck being transferred was an older vehicle being transferred to the Forks properties, as there is currently no maintenance vehicle out there at this time. Voice Vote. Approved.

Resolution #: PHA 2012-002: Payment of \$40,045.75 to Olympic Electric for emergency response/repairs at the Terrace. Moved by Commissioner Boardman, seconded by Commissioner Fleck. Director Tietz explained that this amount usually requires a bidding process, however, because this was an emergency, it was not sent out for bids. It has been sent to the insurance company, but there has been no response at this time. Voice Vote. Approved.

Resolution #: PHA 2012-003: Accounts Receivable write-off in the amount of \$8434.91. Moved by Commissioner Teal, seconded by Commissioner Boardman. Commissioner Teal asked why there was \$3,123.25 spent on legal fees for charges of \$789.14. Director Tietz explained that there were court costs and Legal Counsel Neupert explained that this particular vacate went to trial and a judgement was obtained. Voice Vote. Approved.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

No public.

EXECUTIVE DIRECTOR'S REPORT

Director Tietz presented a written report to the Board and discussed the following items:

Vacation:

Director Tietz informed the board that she very much enjoyed her time off and expressed her appreciation to the staff for working diligently in her absence.

Forks Housing LLC:

Director Tietz informed the board that all units have been leased. Commissioner Fleck informed the board that the residents there are very happy with the units.

Oxbow Apartments:

Director Tietz informed the board that our request for \$65,000 to the Clallam County Affordable Housing Fund (2060 Fund) was not funded. Director Tietz felt that there could have been two reasons we were not selected which include insufficient funds for every project submitted and that it is possible that the review committee did not clearly understand how the project would have worked. Efforts will be made to submit the request again next year. Director Tietz may provide feedback to the review committee to suggest that an in-person meeting be held with applicants may not be a bad idea in order to have requests more fully explained. However, the Housing Resource Center was funded for another year.

Jefferson County Affordable Housing Funds:

Director Tietz has not yet received a response to her request to the Jefferson County Administrator to discuss how Jefferson County allocates their local document recording fees for affordable housing. Director Tietz will be following up with them again this month. With the many changes happening with Olycap in their community, Director Tietz has sent an email to the Janet Anderson, Olycap Interim Director to see if there is any way that we can help or assist.

In October, Director Tietz toured all the properties with their Housing Manager Kathy Morgan and was asked to provide input on whether or not the properties were being used to their best capabilities. However, financials were not provided so Director Tietz was unable to provide them with feedback.

Director Tietz has some additional concerns regarding some of the changes occurring with Olycap and Commissioner Rymph offered to make contact with individuals and encourage them to speak with Director Tietz if possible.

Homestead:

Director Tietz had requested a five year deferral in an amendment to the Homestead loan documents. Sharon Robinson, with the Department of Commerce has notified us that the request was moving forward. Director Tietz anticipates having it approved and in place at our next board meeting.

Garden Court:

Director Tietz has still not heard back from Rural Development on this.

Salary Survey:

The salary survey was completed and presented to the board in the board packets. After reviewing it, we are clearly in compliance with the requirements that limit director compensation when paid from federal funds. The cost of the survey was \$785 and the numbers disclosed include all benefits, so the report reflects total compensation. Director Tietz stated that we had also done comparisons with the city manager, port director and local school administrators and felt that we were favorably comparable with those as well.

Commissioner Teal stated that it looked like Director of Development Kassinger and Director of Asset Management Madigan were underpaid. Director Tietz stated that she agreed that a review needed to be done and stated that she wished to begin by adjusting the salary for Director of Asset Management Madigan immediately. Director Tietz also stated that the next budget process should be reviewed in regards to the big picture and those discussions would begin in April.

Director Tietz then asked Legal Counsel Neupert if any action needed to be taken in regards to the salary survey and it was concluded that it just needed to be signed by the Board Chair and then kept on hand in case it is requested. Commissioner Shusterman, Vice-Chair, signed the Salary Survey at that time.

REPORTS FROM COMMISSIONERS –

No reports at this time

OLD BUSINESS -

Salary Survey – Discussed during Director's Report

Next meeting: Wednesday, February 8, 2012 at 1:00 p.m at the Port Angeles Administrative Office.

Adjournment: The meeting adjourned at 1:37 p.m.

Commissioner Rymph will not be in attendance at the January, February or March meetings.

Secretary

Board Chair

Seal: