



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, January 16, 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 1:01 p.m. by Commissioner Shusterman.

Present were: Commissioners Flodstrom, Boardman, Teal, Rymph and Shusterman. Commissioner Hancock arrived at 1:05 pm. Commissioners Turner and Fleck were excused. Also present 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: Josh Fox, Attorney-at-Law of Platt Irwin Law Firm accompanying Legal Counsel Neupert

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

ADDITIONS TO THE AGENDA

None

CONSENT AGENDA

Approval of consent agenda: December Regular Meeting Minutes and December Check Registers. Moved by Commissioner Teal, seconded by Commissioner Boardman. 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:

Audits: The state auditor has arrived and it is anticipated that the visit will be approximately 6 weeks. Additionally, both the Lee Plaza and Garden Court properties are undergoing their Tax Credit audits as well. The State Auditor Entrance Conference will be held on Wednesday, January 23, 2013 at 10 am at the Peninsula Housing Authority administrative office. Commissioners Flodstrom and Boardman have agreed to attend.

Wildwood Terrace Apartments: Director Tietz has completed the proper notification to RD that we will not be utilizing the loan, as the housing authority moves in another direction. While this was not what RD was anticipating, their reaction has been accepting of the decision. Small improvements are underway at this time, with the largest one being the parking lot, drainage and accessibility items, which should be completed within the next 3 years.

Sunbelt: Director of Acquisition & Development participated in a telephone call with Serenity House and the Department of Commerce in which conversation was held as to the procedures to be followed when transferring property from one entity to another.

Legislative Meetings: Director Tietz has meetings scheduled with staff from Congressman Kilmer's office on 1/22/13 at 9:30 am and with staff from Senator Murray's office on 1/28/13 at 10:00 am. Board Commissioners are invited to attend. Both meetings will be held at the Peninsula Housing Authority administrative office. Commissioner Hancock informed the board that she had been involved in communication with Congressman Kilmer's office regarding the disadvantages of funding for rural versus urban areas.

HUD Regional Administrator: Director Tietz met with Mary McBride to discuss issues affecting rural areas, specifically funding. After a lengthy 1 ½ hour meeting, Director Tietz was pleased that Ms. McBride seemed to understand the concerns facing rural communities and both agreed that future conversations would be important, both on local and national levels.

Olycap: Director Tietz has met with the new Executive Director, Geoff Crump, and feels that there are opportunities that will arise for the 2 programs to work together. Mr. Crump is knowledgeable about community programs and it is felt that he will be a strong asset to the organization. Commissioner Flodstrom asked if Olycap was still selling the three properties. Director Tietz responded that one has been sold, however the Pfifer has not been sold and is planned to be used for future housing opportunities. Additionally, Serenity House of Clallam County has extended an offer to Olycap to help them review the procedures for the establishment and viability of a Housing Resource Center in Jefferson County.

Sarge's Place: Director of Acquisition and Development Kassinger reported that documents were sent to the state today. The preliminary design is almost ready and will be submitted for approval soon. It is anticipated that construction will begin in May and be complete in September, with a goal of 100% lease up by the end of the 2013 calendar year. Director Tietz explained that two of the 4 current residents will be utilizing Housing Choice Vouchers and that the other two, who are related, will be moving in together. Those two individuals may receive some cash assistance over the next 42 months to assist with the transition.

Supportive Housing Program: A Director Tietz received an email today letting applicants know that funding has been cut. Applicants will be placed in Tiers, ranging from Tier 1 to Tier 3. The understanding is that Tier 1 will be funded, Tier 2 may be funded and Tier 3 will be unlikely to be funded. The requests submitted by Peninsula Housing Authority, for \$300,000 for a 1 year renewal to cover 31 SHP units have been placed in Tier 1.

Regional Housing Forum: The forum has been scheduled for November 20, 2013 at the Jamestown S'Klallam Center.

REPORTS FROM COMMISSIONERS

Commissioner Teal asked about the Self-Help status in Jefferson County. Director of Acquisition and Development Kassinger responded stating that lots that are build ready are being researched now and the partnership with Habitat for Humanity has been placed on the back burner at this time. Marketing is being done now, with a goal for firm applicants no later than August. The summer will be spent actively pursuing land options and funds have been requested from the Housing Trust Fund for down payment assistance for both counties.

Commissioner Flodstrom asked if the meeting with Chief Gallagher of the Port Angeles Police Department was still scheduled for tomorrow at 9:30 am. Director Tietz asked Executive Assistant Rodocker to confirm with Chief Gallagher and to respond to Commissioners Flodstrom and Boardman.

Commissioner Flodstrom inquired as to the possibility of property tours in the near future. Commissioner Hancock stated that she would also like this opportunity, but that she would be out of town starting January 26th, for about 3 weeks. Director Tietz asked Executive Assistant Rodocker to begin looking at dates for property tours. One for Port Angeles and Sequim properties and a second one for Forks properties.

Commissioner Teal stated that her computer was up and working and she was now accessible via email. Her email address remains the same.

Commissioner Rymph informed the board that the Lincoln Building in Port Townsend is being put up for sale by the Port Townsend School District and it may be something that PHA might be interested in for housing opportunities.

Commissioner Hancock stated that she had met with Candace Pratt and Ken Hays, both of whom are individuals who she would like to work with regarding housing in the Sequim area, however, she would like to discuss zoning and other items with PHA staff prior to having future discussions. Director of Acquisition and Development Kassinger stated that she would contact Commissioner Hancock to set up a meeting between them after Commissioner's Hancock's return.

Commissioner Shusterman advised the board that he will be absent for the April meeting and possible the May one as well.

OLD BUSINESS

None

NEW BUSINESS

Discussion of Board Terms and Officers – Director Tietz stated that with elections coming at the annual meeting in March, that it may be an appropriate time to review the roles of Commissioner Turner and Commissioner Boardman, both of whom have term expirations in March of this year. Commissioner Turner had stated to Director Tietz previously that she would consider serving an additional term, and serving as Chair, should that be the wish of the board. Commissioner Shusterman stated that he would consider serving as Vice-Chair once again as well. Commissioner Boardman agreed to give her service to the board appropriate thought and to notify Director Tietz upon her decision. Elections will be on the agenda for the March annual meeting.

Resolution #PHA-2012-38 – Approve Amendment to Bylaws regarding Meeting Date Revision approved at the December Board Meeting. Moved by Commission Flodstrom, seconded by Commissioner Boardman. There was no discussion. Voice Vote. Approved as amended.

Resolution #PHA-2013-01 – Approval of Garden Court Operating Agreement. Moved by Commission Flodstrom, seconded by Commissioner Teal. Explanation provided by Director Tietz that this was an item reviewed by the board in May of 2012. Concerns addressed in this revised version include the clarification of funds reserved for sewers, should it not be used in 10 years. The new agreement states that if the sewer is imminent, then further retention of the funds could be available in order to complete this project. In addition, Foster Pepper reviewed and negotiated other items that were no longer valid and/or out of date. Commissioner Rymph asked if this was the final act before the Jefferson County Housing Authority disappears and was answered in the affirmative.

Resolution #PHA-2013-02 – Approval of the recommended Partnership Agreement for Mt. Angeles View I. Moved by Commission Boardman, seconded by Commissioner Teal. Director of Acquisition and Management Kassinger explained to the commissioners that the partnership is required for many purposes. Foster Pepper prepared the documents for board review and will assist with any necessary filing. A new partnership will be required for each phase (3 for the Mt. Angeles View property, 1 for the Senior building phase) and a non-profit will also need to be established for the Head Start agreement. All of these are required for Housing Trust Fund funding requests. Voice Vote. Approved.

Next Meeting:

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

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Adjournment: The meeting adjourned at 1:55 p.m.

Secretary

Board Chair

Seal: