



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, July 15, 2015 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Clallam County Courthouse – Commissioner’s Meeting Room
223 E. 4th Street
Port Angeles WA 98362

CALL TO ORDER

The meeting was called to order at 1:00 p.m. by Executive Director Kay Kassinger. Executive Director Kassinger read from Peninsula Housing Authority’s by-laws, stating that the meeting may be called to order by the secretary in the absence of the Board Chairman and Vice-Chairman and that the Housing Authority follows Robert’s Rules of order, which allows a Board Chairman Pro-Tem be elected. Commissioner Flodstrom moved that Commissioner Shusterman be elected to the position of Board Chairman Pro-Tem, seconded by Commissioner Rymph. Voice Vote. Approved.

ROLL CALL

Present were: Commissioners Teal, Shusterman, Rymph, Koelsch, and Flodstrom. Staff members present were Executive Director Kay Kassinger, Rental Assistance Director Debbi Tesch and Executive Administration Specialist Minna Angevine.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director Kassinger requested that Resolution 2015-20, out of state travel for Annie O’Rourke and Sarah Martinez, be added to the agenda. Commissioner Teal requested that the site of the Section 8 renovation be corrected from Water Street to Uptown Port Townsend. Revised agenda approved as per requested.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger’s June Timesheet, June Regular Meeting Minutes, June Check Registers, excluding Self Help 523 Grants 5. Moved by Commissioner Teal, seconded by Commissioner Koelsch. Voice Vote. Approved.

Approval of Self Help 523 Grant 5 June Check Registers. Moved by Commissioner Rymph, seconded by Commissioner Flodstrom. Voice Vote. Approved. Commissioner Teal abstained.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Kassinger presented a written report and asked if there were any questions prior to her proceeding with her verbal report.

Executive Director Kassinger reported that she has heard back from the Special Applications Center (SAC) regarding Peninsula Housing Authority's Demolition and Disposition application for the Mount Angeles View redevelopment. SAC has requested 3 additional packets of information: Resident Consultation items including agendas, minutes, and sign in sheets from all the resident consultation meetings that Peninsula Housing Authority held. Resubmission of the Cost Analysis that has been performed and documentation of the consultation of the Resident Advisory Board which Peninsula Housing Authority does not have in regards to Mt Angeles View. All items were submitted on Tuesday, July 14, 2015 as requested. Executive Director Kassinger was able to answer all questions from SAC.

Executive Director Kassinger reported that Serenity House in now caught up on all their debt, however, a hold has been placed on the transfer of ownership for Sunbelt Apartments until HUD's review of the Supportive Housing Grant with Serenity House is complete. HUD has been clear with Kim Leach of Serenity House that until this review is satisfied, the grant contracts will not be renewed and the transfer of the property will not occur which means Peninsula Housing Authority will maintain ownership of Sunbelt.

Director of Development Annie O'Rourke has met and is working with Paul Purcell regarding the potential conversion of the Lincoln School in Port Townsend to affordable housing units. It was expressed to Annie that the Port Townsend School District has not been interested in converting the building to affordable housing at this time. The challenge at this point has been trying to get all parties together for a meeting. It is hopeful that a meeting can take place soon.

Executive Director Kassinger reported that Kyle Cronk, the Chief Executive Officer of the YMCA, called to discuss their capital campaign to build a new facility in Port Townsend at the Mountain View Commons site and asked if Peninsula Housing Authority would be interested in partnering if an affordable housing component is proposed on the site. Commissioner Rymph added that the other major partners with the YMCA are Jefferson Healthcare and the Jefferson County Aquatic Coalition. While these are only preliminary discussions and no commitment has been made at this point, Executive Director Kassinger did express interest in the idea to Mr. Cronk. .

Executive Director Kassinger reported that in this legislative session the programs that serve our clients survived with very little cuts. TANF received a 9% increase over last funding year, Washington Youth and Families Fund received a 50% increase over the last budgeted amount. Also, the Governor has signed House Bill 2263, the 1/10th of 1% sales tax for affordable housing and services. There was one minor change to the bill before being sent to the Governor - a requirement that any local implementation is through local voter approval..

REPORTS FROM COMMISSIONERS

Commissioner Koelsch asked about the Wells Fargo Down Payment Assistance program and there was follow up from the last meeting on it. Executive Director Kassinger reported that Director of Development Annie O'Rourke had researched it and found that only Non-Profits were eligible for the program.

Commissioner Teal reported that she had attended the Port Townsend Town Hall meeting and reported concern over the statistics that housing in general is scarce, not just affordable housing.

Commissioner Shusterman reported receiving an incredible amount of spam with the new email system. Executive Director Kassinger requested that Minna get together with our email supplier and see what can be done to make this a bit easier.

OLD BUSINESS

EXECUTIVE SESSION

The Board entered into Executive Session at 1:43 pm to discuss an update to the offer submitted by Episcopal Retirement Community of the purchase of land. Executive Session is expected to last approximately 10 minutes.

RECONVENE

The Board Reconvened at 1:50 pm

NEW BUSINESS

Resolution #PHA 2015-18: Annual SEMAP Certification

Moved by Commissioner Teal, seconded by Commissioner Rymph. Director of Rental Assistance Debbi Tesch gave a presentation on what our agency is scored on in a SEMAP Certification. Due to leasing issues with the decrease in funding from HUD, Peninsula Housing Authority has been scored as a standard performer instead of a high performer. This will not affect our funding in any way. Commissioner Rymph asked if all categories needed to obtain a "yes" in order to have High Performer status, Director of Rental Assistance Tesch stated that is correct. Commissioner Teal asked if this scoring was for both Jefferson and Clallam Counties, Director of Rental Assistance Tesch stated yes. Director Teal asked for clarification on which HUD item was only required every other year, Executive Director Kassinger clarified that issue to only pertain to inspections and that the admin plan for Section 8 vouchers was being reviewed at this time to include the new regulation.

Voice Vote. Approved.

Resolution #PHA 2015-19: Authorization for Executive Director Kassinger to Apply for SHOP funds

Moved by Commissioner Rymph, seconded by Commissioner Flodstrom. Commissioner Rymph asked about Peninsula Housing Authority's debt situation with Community Frameworks in regards to SHOP funds. Executive Director Kassinger stated that Peninsula Housing Authority has received roughly \$1.2 million in SHOP funds, however, after 10 years that money converts from a debt to a grant and that Community Frameworks has converted approximately \$400,000 from loan to grant money for Peninsula Housing Authority. Also, as homeowners are moving into the completed houses, 30% of the SHOP loan received on each lot is also converted over to grant income. Voice Vote. Approved.

Resolution #PHA 2015-17 amended: Increase Amount of Application on 523 Grant

Moved by Commissioner Teal, seconded by Commissioner Rymph. No discussion. Voice Vote. Approved.

Resolution #PHA 2015-20: Out of State Travel for Director of Asset Management Sarah Martinez & Director of Development Annie O'Rourke to Capital Fund Training.


Moved by Commissioner Rymph, seconded by Commissioner Teal. Commissioner Flodstrom asked if the reason for the resolution was because the travel was out of state. Executive Director Kassinger stated that Peninsula Housing Authority's policy stated that board resolution is required. Commissioner Rymph asked for clarification on each attendee's specific job related to the training. Executive Director

Kassinger stated that Director of Asset Management Martinez is in charge of the Capital Fund, therefore making it necessary for her attendance. As Director of Development O'Rourke works together with Director of Asset Management Martinez on Capital Fund projects, training would be beneficial. Voice Vote. Approved

Next Meeting:

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Adjournment: The meeting adjourned at 2:00 p.m.


Secretary


Board Chair ~~Pro Tem~~

Seal:

