



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, June 15, 2016 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Clallam County Courthouse – Commissioners 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 Commissioner Weed.

ROLL CALL

Present were: Commissioners Weed, Tinker, Turner, Koelsch, Shusterman, Rymph and Teal. Staff members present were Executive Director Kay Kassinger, Director of Acquisition and Development Annie O'Rourke, Legal Counsel Allison Mahaney, and Executive Administration Specialist Minna Angevine. Absent was Commissioner Lindholm, excused for travel.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

None

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger's May Timesheet, May Check Registers excluding Outpost and Self Help 523 Grants 5 and Self Help 502 Loans and excluding May Regular Meeting Minutes. Moved by Commissioner Turner, seconded by Commissioner Tinker. Voice Vote. Approved. Commissioner Turner moved to amend the May Regular Meeting minutes to reflect the excused absences for Commissioners, seconded by Commissioner Tinker. Voice Vote. Approved as amended.

Outpost April & May Check Registers. Moved by Commissioner Teal, seconded by Commissioner Turner. Voice vote. Approved. Commissioner Tinker abstained.

Self Help 523 Grant 5 and Self Help 502 Construction Loans April & May Check Registers. Moved by Commissioner Turner, seconded by Commissioner Shusterman. 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 met with executive directors from Habitat for Humanity of East Jefferson County, Olympic Community Action Programs, Dove House Advocacy Services and Jefferson Mental

Health regarding the acquisition of the Nomura property in Port Townsend and reported that none of the agencies have the capacity to take on the large debt required to secure the purchase of the property. Port Townsend City Manager David Timmins had spoken of the need to establish a Community Land Trust or Public Development Authority in Jefferson County for affordable housing projects such as the Nomura property. Habitat for Humanity of East Jefferson County has had discussions with a few people expressing interest in purchasing property such as the Nomura property and holding the land for future affordable housing development purposes. Executive Director Kassinger reported there are also two other properties not yet on the market but available for affordable housing purposes. .

Executive Director Kassinger reported she received a phone call from Vern Garrison, a builder/developer in Jefferson County, to set up a meeting to talk about housing opportunities in Jefferson County. They will be meeting soon to see what Mr. Garrison may have to offer.

Executive Director Kassinger received a phone call from the editor of the Port of Call publication, Dale Wilson, with a proposal to relocate the houses that are planned for demolition in Phase 1 of the Mount Angeles View redevelopment with the purpose of affordable housing. Executive Director Kassinger requested that Mr. Wilson submit a proposal to her for consideration.

Executive Director Kassinger stated the Boys & Girls club has requested the Housing Authority apply for a grant to the Opportunity Fund for help in funding the infrastructure on the Boys & Girls Club new building lot in Phase 1 of the Mount Angeles View redevelopment. The Opportunity Fund is available for government entities only and as such the Boys & Girls club is not eligible to apply. The Boys & Girls Club would write the grant application and the Housing Authority would present the proposal for county consideration. Commissioner Turner reported that the Clallam County Commissioners are the governing board of the funds and the current seated Commissioners are very supportive of new development and also supportive of a new Boys & Girls Club so time is of the essence. Commissioner Weed asked what specifically is involved with the infrastructure. Executive Director Kassinger stated it would be all the water, sewer, electric, storm-water, paving, and sidewalks. Commissioner Weed asked if supplemental funding will be needed. Executive Director Kassinger stated that the grant application will be written to cover as much as we can apply for. Commissioner Tinker asked if this is a conflict for the Housing Authority and can the Housing Authority apply for this grant themselves. Executive Director Kassinger stated that the infrastructure that Peninsula Housing Authority will be putting in does not qualify for this grant. Commissioner Rymph asked where the dollars come from for this fund. Executive Director Kassinger stated that it is an excise tax collected in the county to be used for the development of public facilities in support of economic development.

Executive Director Kassinger reported that Paul Purcell, President of Beacon Development Group will attend the July Board Meeting in Jefferson County to talk about affordable housing development in difficult communities.

Executive Director Kassinger reported that she received an email from a group of Port Angeles residents that are not happy with the use of Lauridsen Boulevard as the future truck route for the City. They are requesting that a representative of the Housing Authority attend the next Port Angeles City Council meeting to speak against this. Executive Director Kassinger stated that she is not in favor of speaking against the truck route location as the Housing Authority was aware of this when we submitted our redevelopment master plan for Mount Angeles View with the City and planned accordingly.

Executive Director Kassinger reported that she and Director of Acquisition and Development O'Rourke will be presenting a project update to the Port Townsend School Board on June 27th regarding the Lincoln School Building. Executive Director Kassinger will be requesting consideration of extending

the due diligence phase date from March 2017 to March of 2018. Executive Director Kassinger is also willing to discuss changing the population served from Senior to Disabled which could make us eligible for Housing Trust Fund funds in the 2016 round. Executive Director Kassinger is unsure of what direction the School Board may be going with the project since there will be a new Superintendent soon.

Commissioner Weed requested that a presentation of the Mount Angeles View redevelopment project be given to the Board Members at the August Board Meeting as it has been a while since the Board has seen the plans.

Commissioner Teal expressed her concern about some evictions that are listed on the Eklund Heights property reports. Executive Director Kassinger stated that there were two tenants that had stopped making rent payment due to a conflict between them. The conflict has now been resolved, the tenants are paying their rent and they will remain in their units at this time. Commissioner Teal also expressed an interest in seeing the percentage of vouchers that were issued as Elderly vs. Disabled in Jefferson County. Executive Director Kassinger stated that she would have Director of Rental Assistance Tesch look into that for the next Board Meeting.

REPORTS FROM COMMISSIONERS

Commissioner Teal reported that the Accessible Communities Committee met and they are planning for next round of funding. They are looking into funding an accessible playground.

Commissioner Shusterman asked why Self-Help does not build townhomes only single dwelling units. Executive Director Kassinger stated that one of the biggest challenges is finding participants for a type of home model. Director of Acquisition and Development O'Rourke stated that zoning is also an issue.

Commissioner Rymph had nothing to report.

Commissioner Turner is still working with the Boys & Girls Club on their Capital Campaign.

Commissioner Tinker just attended the Shelter Provider Network forum. It is great to see the resurgence of "new blood" but it also poses a challenge since there is a lack of experience.

Commissioner Koelsch reported that she met with the City of Sequim's Mayor and City Manager. She had several questions but she was not given very many answers. Commissioner Koelsch will be having another meeting with the Mayor, Director of Public Works and City Manager of Sequim on July 14th at 2pm and should be able to receive the answers to her questions at that time. Commissioner Koelsch asked if there would be any questions that the Housing Authority would like her to take to this meeting.

Commissioner Weed attended the Self-Help Dedication at Pendley Estates. What a special and insightful experience. Commissioner Weed's son applied for Astronaut School and was accepted!

OLD BUSINESS

Covered in Director's report

NEW BUSINESS

Resolution #PHA 2016-14 A/R Write off's.

Moved by Commissioner Turner seconded by Commissioner Shusterman. Commissioner Turner asked how far past due does the Housing Authority allow tenants to go in rent as one tenant owes more than \$3,000 in rent. Executive Director Kassinger reported that the tenants receive a pay or vacate as soon as they go delinquent. Executive Director Kassinger will look into why the past due rent is so high for this past tenant and report back to the board at the next meeting. Commissioner Turner asked for clarification on what the Charges category was for. Executive Director Kassinger stated this is the cost to repair the unit from tenant damages. Voice Vote. Approved.

Resolution #PHA 2016-15 Affordable Housing Program grant application

Moved by Commissioner Rymph seconded by Commissioner Tinker. Director of Acquisition reported that with the restructuring of the program through the Federal Home Loan Bank and also the sponsorship of a local bank, First Federal, it may be a good time to resubmit for an additional funding source for the Mount Angeles View Redevelopment. Commissioner Turner asked if there were specific items that the money can be used for in the redevelopment. Director of Acquisition and Development O'Rourke reported that this will be able to be used for a large piece of the construction budget. Commissioner Turner asked when the monies would be awarded. Director of Acquisition O'Rourke reported that mid-August is when we should have preliminary notification. Voice Vote. Approved.

Next Meeting:

Wednesday, July 20, 2016 at 1:00 p.m.
Jefferson County Courthouse – Commissioners Meeting Room
1820 Jefferson St.
Port Townsend, WA

Adjournment: The meeting adjourned at 2:21 p.m.



Secretary



Board Chair

Seal:

