



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
ANNUAL BOARD MEETING MINUTES
Wednesday, March 16, 2016 at 1:00 p.m.

The Public is invited to attend the Annual Meeting of the Board of Commissioners at:
Jefferson County Commissioners' Chambers
Basement Level Jefferson County Courthouse
Port Townsend, WA

CALL TO ORDER

The meeting was called to order at 1:04 p.m. by Commissioner Tinker.

ROLL CALL

Present were: Commissioners Weed, Rymph, Teal, Tinker, Turner and Flodstrom. Staff members present were Executive Director Kay Kassinger, Director of Development Annie O'Rourke, Legal Counsel Chris Riffle, and Executive Administration Specialist Minna Angevine.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Commissioner Turner requested that a discussion of Endorsement for the Boys & Girls Club's capital campaign be added. Revised agenda approved as requested.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

ELECTION OF OFFICERS

Commissioner Turner nominated Commissioner Weed as Board Chair, seconded by Commissioner Teal. No other nominations made – Voice Vote. Approved.

Commissioner Turner nominated Commissioner Teal as Vice-Chair, seconded by Commissioner Tinker. No other nominations made – Voice Vote. Approved.

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger's February Timesheet, February Regular Meeting Minutes, February Check Registers excluding Outpost and Self Help 523 Grants 5 and Self Help 502 Loans. Moved by Commissioner Flodstrom, seconded by Commissioner Tinker. Voice Vote. Approved.

Approval of Outpost February Check Registers. Moved by Commissioner Teal, seconded by Commissioner Turner. Voice Vote. Approved. Commissioner Tinker abstained.

Approval of Self Help 523 Grant 5 and Self Help 502 Construction Loans February 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 HUD has responded to the letter from the Peninsula Housing Authority Board of Commissioners in response to the Sub-standard Management Score received in the Public Housing Assessment System. HUD recognizes and acknowledges that Peninsula Housing Authority has recovered from its deficient status with-in the ninety day compliance period. Commissioner Rymph asked if this was the letter that was sent to each of Clallam and Jefferson County Commissioners. Executive Director Kassinger stated that yes, and they have each received a copy of this latest correspondence from HUD.

Executive Director Kassinger reported that a resident meeting was held for the Mount Angeles View Demolition Plan and 19 households were in attendance. Executive Director Kassinger reported that this is the largest number of families that have been in attendance for any of the meetings for the redevelopment. Executive Director Kassinger reported that representatives from Boys & Girls Club and Lutheran Community Services were also in attendance to talk about their plans during redevelopment and also the services they offer. Executive Director Kassinger reported the primary questions residents asked were: When will demolition occur and where will tenants be moved?-Executive Director Kassinger responded demolition will most likely occur in December 2016 or January 2017 and each household will have a relocation packet specific to each of the family's needs with each packet containing a list of available housing choices for them. And finally, how would families pay for relocation costs-Executive Director Kassinger responded that Peninsula Housing Authority would be paying for the cost of relocation. It was also noted that the families are really excited for the new, expanded Boys & Girls Club to be built on site. Executive Director Kassinger reported that the timeline of the redevelopment project is still in the hands of HUD with approval of the mixed finance packet and the demolition and disposition application. Commissioner Weed asked if recent conversations had been had with Clallam Transit about bus routes. Executive Director Kassinger replied that those conversations have not occurred but would be soon.

Executive Director Kassinger reported that preliminary building plans have been received on the Lincoln School project. Of the 3 different exterior designs that incorporate the addition of a 3rd floor to the existing structure, the State Historical Preservation Office (SHPO) preferred the design that has a HIP roof rather than a flat roof. The SHPO has expressed their interest in the Peninsula Housing Authority moving forward on this project so the next phase will be to find a Historical Preservationist to prepare the application for historical designation. Executive Director Kassinger stated that a Part 1 application will be prepared and submitted to SHPO. With their support it will then be submitted to the National Park Service, the reviewing agency for historical designations. Once the Part 1 application is approved we are then determined eligible to apply for Historical Tax Credits, a needed funding source for the project. Commissioner Turner asked what the starting timeframe would be for redevelopment of the Lincoln School Building. Executive Director Kassinger answered that if Peninsula Housing Authority was successful the first time through on all the funding and tax credit applications, September or October of 2017 would be the earliest that the Lincoln School development could start. Executive Director Kassinger reported that she has met with Community Development Director Nathan West about finalizing details for Phase 1 of Mount Angeles View redevelopment which includes changing the location on site of the Boys and Girls Club with the Community Learning Center. Commissioner Flodstrom asked if the City had approved this relocation request. Executive Director Kassinger stated that she had not received official notification from the City of Port Angeles but had

been told it was approvable and is included in a list of project priority items discussed with Nathan West, Director of Economic and Community Development

REPORTS FROM COMMISSIONERS

Commissioner Flodstrom had nothing to report.

Commissioner Tinker reported that Shelter Provider Network meetings have had an influx of new people and revitalization seems to be the hot topic right now. Homeless numbers seemed to be down over last year's point in time count.

Commissioner Rymph reported that the Seattle Times had an article where Seattle and King County were working to support private, for profit, developers to build affordable housing. There are tax breaks and concessions on infrastructure to make these projects feasible. While there are obstacles in our rural communities, it would be worth a discussion to see what can be offered to bring this type of partnership into the local community.

Commissioner Teal is still building.

Commissioner Turner is thankful to Commissioner Tinker for her year of being Board Chair and Congratulations to Commissioners Weed and Teal on their new rolls of Board Chair and Vice Chair.

Commissioner Weed had nothing to report.

OLD BUSINESS

None.

NEW BUSINESS

Resolution #PHA 2016-05: Revise MAV Design Contract

Moved by Commissioner Rymph seconded by Commissioner Flodstrom. Director of Development O'Rourke explained that the original contract with Schemata was unique to MAV Redevelopment, Phase 1A. This amendment is to encompass all of Phase 1. Executive Director Kassinger stated that this contract with Schemata is not just a design contract but also includes budget management during the project. Commissioner Flodstrom asked if there will be any further cost changes and amendments. Director of Development O'Rourke stated that this is the final budget amount. Voice Vote. Approved.

Resolution #PHA 2016-06: Revise MAV Engineering Contract

Moved by Commissioner Teal seconded by Commissioner Rymph. Director of Development O'Rourke explained that this amendment is for all of the Site Development of MAV Phase 1. The original Contract was for MAV Phase 1A. Voice Vote. Approved

Resolution #PHA 2016-07: PHA FY2017 Annual Plan

Moved by Commissioner Flodstrom seconded by Commissioner Tinker. Commissioner Teal asked for clarification of the consolidated plan. Executive Director Kassinger explained that each year, Peninsula Housing Authority's annual plan has to comply with Washington State's consolidated plan. Voice Vote. Approved.

Resolution #PHA 2016-08: Demolition/Disposition Application Full Phase 1 MAV

Moved by Commissioner Turner seconded by Commissioner Rymph. Executive Director Kassinger explained that this application is to submit for all of MAV Phase 1. The approved application that Peninsula Housing Authority has for Phase 1A does not address the disposition of those units. Commissioner Turner asked if Peninsula Housing Authority would be able to salvaged items from the

demolition of units. Executive Director Kassinger stated that the question has been asked of HUD but HUD has not approved such salvage at this time. Voice Vote. Approved.

Resolution #PHA 2016-09: AR Write Off's

Moved by Commissioner Rymph seconded by Commissioner Tinker. Executive Director Kassinger explained that these debts are primarily not expected to be collected due to evictions. These will be submitted to a collection agency or garnishment where able. Voice Vote. Approved.

Commissioner Turner has requested that the Peninsula Housing Authority Board of Commissioners consider a request that a letter of endorsement be issued in support of a new Boys & Girls Club for the community of Port Angeles. Commissioner Turner stated that she would be happy to write a draft letter of support to bring to the next Board Meeting for review.

EXECUTIVE SESSION

The Board entered into Executive Session at 2:15 p.m. to discuss the purchase of a foreclosed Self-Help house for the purpose of Rehab for a new prospective Self-Help Client. Executive Session is expected to last approximately 10 minutes with action to follow.

RECONVENE

The Board Reconvened at 2:26p.m.


Resolution #PHA 2016-10: Purchase of Self-Help Rehab home

Moved by Commissioner Turner seconded by Commissioner Tinker. Voice Vote. Approved.

Next Meeting:

Wednesday, April 20, 2016 at 1:00 p.m.
Clallam County Courthouse – Commissioners Meeting Room
223 E 4th Street
Port Angeles, WA 98362

Adjournment: The meeting adjourned at 2:27 p.m.



Secretary



Board Chair

Seal:

