



**Peninsula Housing Authority**  
*Serving Clallam and Jefferson Counties*

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, May 15, 2013 at 1:00 p.m.

The Public is invited to attend the meeting of the Board of Commissioners at:  
Olympic Community Action Conference Room  
803 W. Park Ave  
Port Townsend WA 98368

**CALL TO ORDER**

The meeting was called to order at 1:00 p.m. by Commissioner Turner.

Present were: Commissioners Flodstrom, Teal, Rymph, Turner, Fleck and Hancock. Commissioner Shusterman was excused. Also present were staff members Executive Director Pam Tietz, Director of Rental Assistance Debbi Tesch, Comptroller Annette Dotlich, Director of Asset Management Sarah Martinez, Director of Acquisition and Development Kay Kassinger and Executive Assistant Teresa Rodocker. Legal Counsel Dave Neupert was also in attendance.

Public attendees: Mr. Todd Wexman

**OATH OF OFFICE – Sarah Sanders**

Ms. Sanders was unable to attend due to a schedule conflict. The Oath of Office will be administered at the June meeting.

**ADDITIONS TO THE AGENDA**

Commissioner Turner asked that we provide the opportunity for questions regarding the April packet prior to the Director's report.

**REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA**

Mr. Wexman asked to address the board regarding information he had provided to the housing authority. His information is on pages 84 – 89 of the board packet. He reviewed the building information and his anticipated costs for it and urged the board to consider his suggestion. Commissioner Fleck spoke and offered her services in guiding Mr. Wexman through the process of non-profit partnerships, communication with local government and funding options. Mr. Wexman asked if he could remain for the rest of the meeting and was welcomed to do so by Commissioner Turner.

**CONSENT AGENDA**

Approval of consent agenda: March Regular Meeting Minutes, Director Tietz's March and April Travel Vouchers, Director Tietz's April Time Card and March and April Check Registers. Moved by Commissioner Fleck, seconded by Commissioner Teal. Voice Vote. Approved.

## **EXECUTIVE DIRECTOR'S REPORT**

Director Tietz presented a written report to the Board and provided a verbal report as follows:

HUD Letter in packet is missing page 2. This can be provided for those board members who wish to have it. There were minor findings, all of which were easily correctible. Additionally, one finding is incorrect and Director Tietz is working to open communication regarding that.

Jefferson County Housing Group: Director Tietz, along with Geoff Crump from Olycap, recently attended a meeting with the Shelter Action Group, which is connected with Jefferson Local 2020. It was a good meeting with lots of ideas shared. As a result of that meeting, there is going to be a coordinated effort to develop a comprehensive housing plan. A community meeting will be held on June 26, 2013 (Time TBD) at the Tri-Area Center in Jefferson County. More information regarding this meeting will be forthcoming.

## **REPORTS FROM COMMISSIONERS**

Commissioner Rymph stated that he would like to hear from staff regarding Mr. Wexman's proposal.

Director Tietz explained that while it is a worthy endeavor, it may not be cost-effective for Peninsula Housing Authority to become involved, specifically due to wage requirements. Commissioner Fleck again offered her support. Mr. Wexman expressed his concern that private party involvement was not a viable option and that only the housing authority could make it work.

Commissioner Fleck stated that Sarge's Place did have some availability.

## **OLD BUSINESS**

Resolution #PHA-2013-10 – Held over from March Meeting – Discussion of Attorney Neupert's Review - Approval of PHA Suitability Factors Admission Policy: Discussion was held with the request to add the term "gender" to the non-discrimination paragraph on the front page, ensure that the wording of "family members who will reside with you" is inserted as appropriate and clarification as to not denying someone when incarceration was due to non-payment of financial obligations. Moved as amended by Commissioner Rymph, seconded by Commissioner Teal. Voice Vote. Approved.

## **NEW BUSINESS**

Resolution #PHA-2013-15 – Section 8 Clallam County Utility Allowance: Moved by Commissioner Teal, seconded by Commissioner Flodstrom. Commissioner Rymph asked if it was an increase or decrease. Director of Rental Assistance Tesch responded that overall, it was a small decrease of \$1 - \$2. Voice Vote. Approved.

Resolution #PHA-2013-16 – Peninsula Apartments Re-roof: Moved by Commissioner Flodstrom, seconded by Commissioner Fleck. Voice Vote. Approved.

Resolution #PHA-2013-17 – 523 Grant Application: Moved by Commissioner Fleck, seconded by Commissioner Teal. Commissioner Rymph asked if there was land in Jefferson County yet. Director Tietz responded that there was not at this time, but this grant covered Jefferson County. Director of Acquisition and Development Kassinger also responded with information about the marketing being done in Jefferson County at this time. Voice Vote. Approved.

Capitalization Policy: During a review of this policy, it is the staff's recommendation that the base amount of \$1,000 be increased to \$5,000. Director Tietz explained that prior to submitting it as a resolution; she wanted to see if the board had any questions regarding it. No questions were asked and Comptroller Dotlich was asked to prepare a resolution for the next meeting.

2014 Budget Review & Work Session: Comptroller Dotlich handed out packets to all in attendance. Each packet included a budget sheet for each program and property and the last few pages were the consolidated budget. Comptroller Dotlich explained that as this was a new program being used for budgeting, many areas were going to have deviations. Explanations were also provided regarding the step increases scheduled for the next year in the estimated amount of \$6,800 and an estimated cost of living adjustment (COLA) which could be up to 2.5% for an estimated amount of \$40,000. After a basic discussion, with questions asked regarding the salary allocations, the notes provided and the amount of information being provided, Comptroller Dotlich was asked to provide a second draft, which would be based on consolidated budget with explanations to be made for deviations of more than 10%. Additionally, areas where decisions need to be made should have a list of available options for the board, along with a staff recommendation.

**Next Meeting:**

Wednesday, June 19, 2013 at 12:00 p.m.  
Jamestown S’Klallam Tribal Center  
1033 Old Blyn Highway  
Sequim WA 98382

The meeting will begin at noon, as it will include both a budget review and strategic planning. As there are quite a few things to review during that meeting, it is not probably that it will end at the usual time, so Commissioner Turner asked everyone to be aware of that time issue.  
Lunch will be provided.

**Adjournment:** The meeting adjourned at 3:25 p.m.

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**Secretary**

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**Board Chair**

**Seal:**