



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, May 20, 2015 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Jefferson County Courthouse – Commissioner’s Chambers
Basement Level Jefferson County Courthouse
1820 Jefferson Street
Port Townsend, WA 98368

CALL TO ORDER

The meeting was called to order at 1:02 p.m. by Commissioner Tinker.

ROLL CALL

Present were: Commissioners Tinker, Teal, Rymph, Shusterman and Weed. Staff members present were Executive Director Kay Kassinger, Director of Asset Management Sarah Martinez, Rental Assistance Director Debbi Tesch, Comptroller Annette Dotlich, and Accounting Clerk Dianne Wardlow. Legal Counsel Dave Neupert was also in attendance. Excused were Commissioners Flodstrom and Turner.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director Kassinger requested that the dates be amended from March to April on the consent agenda for the following: Approval of Executive Director Kassinger’s Timesheet, Approval of Regular Meeting Minutes, and Approval of Check Registers.

Executive Director Kassinger requested the amendment of Action Required on Resolution #2015-13 to reflect “Approval of FY2016 Agency Budget.”

Executive Director Kassinger requested that we add Resolution #2015 – 14 to the agenda under New Business.

Revised agenda approved as per Executive Director’s request.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger’s April Timesheet, April Regular Meeting Minutes, April Check Registers, excluding the Outpost and Self Help 523 Grants 4 & 5. Moved by Commissioner Shusterman, seconded by Commissioner Teal. Voice Vote. Approved.

Approval of Outpost March Check Registers. Moved by Commissioner Rymph, seconded by Commissioner Shusterman. Voice Vote. Approved. Commissioner Tinker abstained.

Approval of Self Help 523 Grants 4 & 5 March Check Registers. Moved by Commissioner Shusterman, seconded by Commissioner Weed. 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.

Commissioner Rymph asked for clarification of the acronyms used in Director of Acquisition and Development O'Rourke's report. Specifically the use of BPA, clarified as Bonneville Power Administration and also EU, clarified as Equivalent Unit used in Rural Development 523 grant tracking. The request was made that acronyms be clarified or spelled out in future reports.

Executive Director Kassinger announced the successful purchase of 2 homes acquired through auction for the purposes of rehabilitation on the 523 grant. One of the purchases was made for only \$1 over the asking price from Rural Development, as Peninsula Housing Authority was the only bidder. The Housing Authority was up against a second bidder for the second property, but we were able to secure the house for only \$10,000 above asking price. The house was still purchased well below appraised value.

Executive Director Kassinger reported that the Department of Commerce has slowed down the transfer of Sunbelt Apartments to Serenity House at this time. It is looking like perhaps mid-June before Serenity House will be caught up on all their issues and the transfer can begin moving forward.

Executive Director Kassinger reported that an offer has been accepted by John Ralston for 8 lots on the east side of Port Angeles for the purposes of Self-Help. Annie O'Rourke has begun the due diligence processes.

Executive Director Kassinger had just received a written offer from Episcopal Retirement Community although she hadn't had a chance to review it before this meeting. The goal is to bring the offer to the June Board meeting.

Executive Director Kassinger informed the board that while in attendance at the recent NAHRO conference, she had a chance to speak with Ryan Mielcarek, special assistant to Bill Block. Ryan was previously our agency's Public Housing Facility Specialist and has agreed to help us with the review of our Demolition and Disposition application that has been submitted on to HUD.

Executive Director Kassinger then asked if there were any questions.

Commissioner Teal asked for clarification of the Section 3 report and what it was. Executive Director Kassinger explained that this report is a low income employment report that we have submitted historically on an annual basis to HUD; however the HUD web based program has not been available to report on for the last two years. The current web based version will be replaced with a different format which will be more comprehensive and take additional man hours to complete. The new reporting is due to the Office of the Inspector General stating HUD is not providing sufficient oversight to the program.

Commissioner Teal also made note that our agency is doing much better based on the Asset Management reports in work order completions and unit lease ups..

Commissioner Rymph thanks Executive Director Kassinger for including all the information on Garden Court Apartments, perhaps does not need to see so much detail. Maybe just a balance sheet and waitlist report would be sufficient.

Commissioner Teal asked what the status of the Section 8 waitlist is for both Jefferson and Clallam Counties. Executive Director Kassinger stated that the Clallam County waitlist has been worked through and is almost completed at this time and then we will begin pulling the remaining applicants on the Jefferson County waitlist.. Housing Subsidy Coordinator Tesch explained that once the purge is complete for both Clallam and Jefferson County waitlists, the Housing Authority will then open up both waitlists together. The Housing Authority is also looking at our current Administrative Plan to see how we may be able to simplify the waitlist so applicants will spend a shorter timespan than the current 5+ years on the waitlist. We are looking at implementing a lottery system where you only place the number of applicants you expect could be served in a 1 year period. If this is the recommended direction the wait list will open annually as the wait list is depleted.

REPORTS FROM COMMISSIONERS

Commissioner Teal attended the NAHRO Regional Conference this week where she spent two days in workshops. She received great information and networking. She discussed that Twitter and Facebook (Social Media) were being used as avenues for communication and advertising by some Housing Authorities. Commissioner Teal was wondering what kind of challenge it would be to maintain these when these sources should be updated a couple times a week. Executive Director Kassinger explained that Peninsula Housing Authority does use Facebook at this time, mainly for our Self-Help program but sees staff time to be an issue for use of Social Media on a bigger scale. Commissioner Teal also attended the Break Out session for Federal Home Loan Bank and was wondering who our local banking partner may be. Executive Director Kassinger made note that our local partner is First Federal. Commissioner Teal talked about some down payment assistance monies that were also discussed at training that are awarded on a first come, first served basis. Director of Asset Management Martinez explained that his comes from House Key Rural and that our agency had some home owners early on in the Self-Help program that utilized those funds but not sure why we have not carried on with that program. Commissioner Teal discussed the wonderful cards that were being handed out daily to homeless veterans in the Seattle area, showing all the places that they could receive a hot meal and also all the different places to find shelter.

Commissioner Weed also attended the same conference as Commissioner Teal. Although he is still on a learning curve, he found the conference very enjoyable and informative. Commissioner Weed was curious about local funding. While he understands that the funding on a federal level has issues, he was wondering if there are also problems with State level funding and if our agency has run into those. Executive Director Kassinger explained that the main issues we have run into is with Housing Trust Fund and capital projects. State Funds typically do not fund operations of our agency and the primary concern is how the State Legislature is going to fund the Housing Trust Fund for the capital projects now as they are allocating to specific "buckets" that are to be funded. Our challenge is now to see how we can secure those dollars when our agency goes for funding with the Mount Angeles View redevelopment. Commissioner Weed was also wondering where our agency was at with ending Veteran's Homelessness. Executive Director Kassinger stated that we are doing exceptionally well in that area, considering that we do not have the Government resources helping us with that issue. We are currently partnered with Homelessness Task Force, Shelter Providers and OlyCAP. .

Commissioner Rymph has nothing at this time.

Commissioner Tinker reported that Sarge's Place is still in the process of purchasing neighboring property in order to provide more housing, training and employment opportunities to veterans.

NEW BUSINESS

Resolution #PHA 2015-13: Approval of FY 2016 Budget

Moved by Commissioner Rymph, seconded by Commissioner Teal. Commissioner Teal questioned what fungibility meant and Executive Director Kassinger explained that it basically means that dollars can be moved between projects but that our agency only has that capability between the AMP's. Commissioner Weed questioned if there were any Replacement Reserves budgeted into the projects. Comptroller Dotlich explained that she did indeed budget for required replacement reserves and those amounts show up in the detailed budget spreadsheets that were handed out. Executive Director Kassinger explained that HUD properties are not allowed to keep reserves. Commissioner Teal asked if Jefferson County will be getting any 2060 funds and Executive Director Kassinger explained that at this time, she has not requested any. Executive Director Kassinger's priority is to get the 10 year plan updated in Jefferson County however she is confident that there should be no problem securing those funds if she asks.

Voice Vote. Approved.

Resolution #PHA 2015-14: Approval of out of state travel for Annie O'Rourke

Moved by Commissioner Rymph, seconded by Commissioner Teal. Executive Director Kassinger explained that this needed to be moved on quickly as to secure cheaper plane tickets. Voice Vote. Approved.

Next Meeting:

Wednesday, June 17, 2015 at 1:00 p.m.
Clallam County Courthouse – Commissioners Meeting Room
223 E 4th Street
Port Angeles, WA 98362

Adjournment: The meeting adjourned at 1:57 p.m.



Secretary



Board Chair

Seal:

