



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**

Wednesday, May 17, 2017 at 1:00 p.m.

The Public is invited to attend the Annual Meeting of the Board of Commissioners at:  
Wednesday, May 17, 2017 at 1:00 p.m.

Clallam County Courthouse – Commissioners Meeting Room  
223 E 4<sup>th</sup> Street  
Port Angeles, WA 98362

**CALL TO ORDER**

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

**ROLL CALL**

Present were: Commissioners Teal, Shusterman, Turner, Koelsch and Tinker. Staff members present were Executive Director Kay Kassinger, Director of Asset Management Sarah Martinez, Comptroller Annette Dotlich, Legal Counsel Chris Riffle, and Executive Administration Specialist Minna Angevine. Absent, Commissioners Weed, Rymph and Lindholm, excused.

**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 April Timesheet, April Regular Meeting Minutes, April Check Registers excluding Outpost and Self Help 523 Grants 5 and Self Help 502 Loans. Moved by Commissioner Shusterman, seconded by Commissioner Koelsch. Voice Vote. Approved.

Outpost April Check Registers. Tabled until June meeting. No Quorum reached for vote.

Self Help 523 Grant 6 and Self Help 502 Construction Loans January Check Registers. Tabled until June meeting. No Quorum reached.

**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 the HUD Mixed Finance Review Panel for the Mount Angeles View Redevelopment, Phase 1 will be May 18, 2017 at 1pm in Washington D.C. Executive Director Kassinger has been supplying the needed information on the project for this review.

Executive Director Kassinger stated that the Housing Authority has had some outreach on the demolition and relocation RFP publication for the homes set for demolition in the Mount Angeles View Redevelopment. Two interested parties attended the walk through of the homes on May 4, 2017. Commissioner Shusterman asked about the logistics of Peninsula Housing Authority moving the units to land owned by the Housing Authority. Executive Director Kassinger stated that HUD will not allow

Peninsula Housing Authority to maintain control of the homes other than to demolish them. The Partnership will be in control of the homes once the closing takes place.

Executive Director Kassinger stated that she has met with Port Angeles Fire Chief Ken Debuc in regards to the proposed medic rate change. Fire Chief Debuc advocated for the Housing Authority at the City Council meeting stating that the medic rate increase has budgetary ramifications to the Housing Authority. The 30% discount that the Housing Authority receives as a public entity is state regulated and cannot be changed, however, the increase can be phased in over a five year period rather than a three year period.

Executive Director Kassinger reported that the Land Trust Annual Meeting originally scheduled for May 17, 2017 in Gardner has been cancelled and will be rescheduled. There are some questions that have come up from new memberships with Homeward Bound that need to be resolved.

Executive Director Kassinger reported that the ground breaking ceremony for the next Self-Help group will be held Thursday, June 8, 2017 at the West 15<sup>th</sup> Street location.

Executive Director Kassinger reported that Bruce Cowen from Jefferson County would like to come talk to the Peninsula Housing Authority Board about implementing a property tax Housing Levy in Jefferson County for development of affordable housing. The levy would be placed on the November ballot by the Jefferson County Commissioners. Philip Morley, Jefferson County administrator has set the following schedule for the levy: June 19<sup>th</sup>-Issue the Housing Crisis Resolution to be able to enact a voter approved levy, June 26<sup>th</sup> – Public briefing, public comments and outreach, July 10<sup>th</sup> –Continue public briefing, comments and outreach, July 24<sup>th</sup> – official Board of County Commissioners' Hearing, July 31<sup>st</sup> –take action and vote to put the levy on the ballot. The levy as proposed will provide approximately \$1.8 million per year.

Commissioner Turner asked if all the tenants that need to be relocated due to the Mount Angeles View redevelopment had found housing and moved. Executive Director Kassinger reported that all but 1 family has moved at this time. The one tenant that has not moved is still in the process of looking for a unit in a different county.

Executive Director Kassinger will be attending the Port Angeles Business Association meeting to give a presentation on the Mount Angeles View Redevelopment and the Housing issues in the community. The meeting will be held on June 13, 2017 at 7:30 AM at Joshua's restaurant.

Executive Director Kassinger reported that Jake Oppelt has contacted her about the possible purchase of the Lee Plaza. Executive Director Kassinger has requested that the proposal needs to be more than just the hard debt on the property but that there are regulations that our lenders have placed on the property. She would get back to Mr. Oppelt as to what the debt on the property is.

Commissioner Teal asked why the Burke Apartments issued a check to HUD for such a large sum of money. Executive Director stated that this is excess cash accumulated since the property began operating in 2010 and HUD now requires those funds be returned to them.

Executive Director Kassinger asked that Comptroller Dotlich give a narrative of the proposed Fiscal Year 2018 budget at this time. Comptroller Dotlich reported that there are a few items that have not been finalized but that she took the information based on the Federal Government's continuing resolution for Housing Choice Voucher and Public Housing operating funding, knowing that a prorate of those funds could occur. Comptroller Dotlich reported that she has included all known salary increases based on union scale and also a projected 2% cost of living increase. Comptroller Dotlich stated that the Public Housing Family development's (AMP 1) budget will be decreased by 35% in FY2018 as the redevelopment is taking place and until the new units come back on line. Comptroller Dotlich explained that the Public Housing Operating Subsidy is based on a formula that includes each unit available for occupancy and due to the redevelopment, the subsidy for AMP 1 will be decreased. The Housing

Authority will not feel the effects of this for about three years. Executive Director Kassinger did explain that Peninsula Housing Authority will be receiving an Asset Repositioning Fee (ARF) in place of the Operating Subsidy for a five year timeframe. Comptroller Dotlich explained that due to the tight budgets in the Public Housing program, there will be some fungibility expected between both AMP 1 (family housing) and AMP 2 (senior housing). The Housing Choice Voucher program has quite a bit of reserve dollars that need to be spent down by increasing our leasing. By increasing the number of vouchers leased, this will increase the administrative funding. Comptroller Dotlich explained that the Cost Center will not see much developer fee in FY18, this is expected to come in at the completion of MAV redevelopment. The Cost Center is expected to receive the revenue from the sale of the Self-Help lots. The TBRA grant will also need to get the rental vouchers increased to receive more administrative fee. The Self-Help grant is expected to have an extension of the grant submitted but the Cost Center will need to cover the deficit of costs. Overall the net income of the consolidated budget is projected to be less than in years past. Commissioner Turner asked if this decrease is only anticipated due to the Mount Angeles View redevelopment and will likely increase once again when this has been completed. Comptroller Dotlich explained that the trend is really due to funding of each of the programs that the Housing Authority is managing. At this point, jobs have not been affected but will need to be re-evaluated if programs such as Self-Help and/or TBRA are cut out of the Federal Budget. This could also affect the Cost Center budget due to management fees that are collected from those programs and also salary allocations. Executive Director Kassinger stated that she doesn't anticipate an increase in funding in the long term.

### **REPORTS FROM COMMISSIONERS**

Commissioner Turner had nothing to report.

Commissioner Koelsch had nothing to report.

Commissioner Tinker reported that Department of Commerce no longer requires a 10 year homelessness plan but is now requiring a 5 year homelessness plan.

Commissioner Shusterman reported that he attended a BBQ for the LBGT community in Port Townsend and both David Timmons and the Port Townsend Chief of Police were guests. Commissioner Shusterman and David Timmons had a conversation about the 4-plex that came over from Victoria BC to Port Townsend. Commissioner Shusterman asked about the logistics of the property that it was brought to. David Timmons stated that the property would be terraced to hopefully allow for the possibility of more affordable housing. OlyCAP will be managing the property.

Commissioner Teal reported that she is working on the landscaping at her new home. A letter to the editor of the Port Townsend Leader came out about a disabled gentleman that was given a 1 bedroom mobile home but cannot afford to park it in Sea Breeze due to their income rules.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Resolution #PHA2017-08 – Clallam County Utility Allowance for HCV

Moved by Commissioner Shusterman, seconded by Commissioner Turner. Executive Director Kassinger stated that this is the annual review of utility allowance for Clallam County. Commissioner Shusterman moved for the amendment to reflect the corrected resolution number of 2017-08, seconded by Commissioner Turner. Voice Vote. Approved.

Resolution #PHA2017-09 – FY2018 Budget.

Moved by Commissioner Tinker, seconded by Commissioner Shusterman. Voice Vote. Approved.

**EXECUTIVE SESSION**

Entered into Executive Session at 2:20pm to discuss personnel issues. Executive Session is expected to last 15 minutes with possible action to take place.


**RECONVENE**

Reconvened at 2:41pm. Commissioner Teal stated that due to budgetary concerns at this time, the Board does not feel comfortable offering a salary increase to Executive Director Kassinger. Commissioner Teal stated that the decision was not based on performance as the Board feels that Executive Director Kassinger is doing an excellent job.

**Adjournment:** The meeting adjourned at 2:46 p.m.

**Next Meeting:**

Wednesday, June 21, 2017 at 1:00 p.m.  
Clallam County Courthouse – Commissioners Meeting Room  
223 E 4<sup>th</sup> Street  
Port Angeles, WA 98362

  
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Secretary

  
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Board Chair

Seal:

