



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, November 9, 2011 at 1:00 p.m.

The Public is invited to attend the meeting of the Board of Commissioners at:

**The Conference Room**  
**2603 S. Francis Street, Port Angeles WA**

**CALL TO ORDER AND ROLL CALL**

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

Present were: Commissioners Turner, Boardman, Rymph, Teal and Attorney Dave Neupert. Commissioner Fleck attended via conference call. Commissioners Easling and Shusterman were excused from the meeting. Staff members present were Executive Director Pam Tietz, Director of Acquisition and Development Kay Kassinger, Director of Asset Management Terry Madigan and Executive Assistant Teresa Rodocker. Public attendees: no public.

**ADDITIONS TO THE AGENDA**

Director of Acquisition and Development requested that we add Resolution #2011-29 "Assign the HACC Self-Help Homeownership Opportunity Program Loan Agreements to PHA" to the agenda. Director Tietz requested that we add discussion relating to a December Board Meeting to the agenda.

A motion was made to add the above items to the agenda by Commissioner Teal, seconded by Commissioner Boardman. Voice Vote. Approved.

**CONSENT AGENDA**

Approval of consent agenda: September Regular Meeting Minutes, July Financial Reports and September Check Registers. Commissioner Teal had one correction to the minutes. Commissioner Boardman moved to approve the consent agenda, with the correction requested by Commissioner Teal. Seconded by Commissioner Rymph. Voice vote. Approved.

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

No public.

**EXECUTIVE DIRECTOR'S REPORT**

Director Tietz asked Director of Asset Management Terry Madigan to update the board on the situation with the Terrace building.

As Director Madigan explained, a large fuse was blown when a surge hit the fuse. It shut down appropriately and while lines were fried and there was smoke, there was no fire. The city responded immediately, pulling all the meters and numbering them so they could review them, as the meters are city-owned. They may be looking at updating the meters.

Power was restored to the common areas and a meeting was held with the tenants. At that time, the repairs were estimated to be completed by Monday, November 7<sup>th</sup>. Approximately 8-10 tenants went to stay with family, while others were housed in hotel rooms at the Days Inn, Port Angeles Inn and the Red Lion.

On November 7<sup>th</sup>, Director Madigan was informed that the parts had to come from Illinois, which pushed the repair time frame to Friday, November 11<sup>th</sup>. Another meeting was held with the tenants to advise them of the new date.

Director Madigan praised the Fire Chief for their quick response as well as the city and supported the idea that Emergency Preparedness Classes be held for the tenants at all locations.

After giving his report, Director Madigan left at 1:26 pm.

Director Tietz presented a written report to the Board and discussed the following items:

**Criminal Activity:**

Director Tietz informed the board that the alleged perpetrator in the murder of Jennifer Pimental, while not a resident, has been accused of committing the crime on housing authority property. Additionally, one of our residents, has been accused of being an accomplice in the crime. Director Tietz stated that this was the first time she could remember an event like this occurring on housing authority property.

**State Budget Cuts:**

Director Tietz informed the board that she will be emailing information regarding state budget cuts as soon as she receives it.

**Salary Survey:**

Director Tietz informed the board that as we began the process of doing the salary survey, it became clear that it would be more cost-effective to hire the process out. The Nelrod Company will be doing the Salary Survey and it should be done by the end of November.

**Forks Housing LLC:**

Director Tietz informed the board that the property is finished and it is expected that all units will be leased by the end of the month.

**Complaint with the Human Rights Commission:**

Director Tietz informed the board a complaint has been filed against us by a participant in our program. This participant has filed a discrimination complaint before and Director Tietz is working with our attorney to ensure that all information is provided to the investigators upon request.

**Fraud Report:**

Director Tietz informed the board that there was a possible fraud case, up to approximately \$40,000 in which the housing authority has been paying HAP payments to a landlord, who was actually residing in the residence as a partner of the individual who was receiving the Section 8 assistance. Information has been turned over the HUD Investigative Office and the Social Security Investigative Office. In addition the Washington State Auditor's office has been notified. Further action to follow.

**REPORTS FROM COMMISSIONERS –**

No reports at this time

**OLD BUSINESS -**

No Old Business at this time

**NEW BUSINESS**

**Resolution #PHA 2011-25** – Authorizing PHA to participate in the State of Washington PERS Retirement System. Moved by Commissioner Rymph, second by Commissioner Teal. Voice Vote. Approved.

**Resolution #PHA 2011-26** – Approving Eklund Heights Housing Tax Credit application and authorizing signature authority for said project documents. Moved by Commissioner Boardman, second by Commissioner Fleck. Voice Vote. Approved.

**Resolution #PHA 2011-27** – Authorizing Director Tietz to enter into a professional services agreement with Zenovic & Associates to prepare Phase I – Mt. Angeles View Plans. Moved by Commissioner Boardman, second by Commissioner Teal. Voice Vote. Approved.

**Resolution #PHA 2011-28** – Appointing Kay Kassinger Acting Executive Director for the period of December 1, 2011 through January 3, 2012 and granting Ms. Kassinger direct and specific powers as may be necessary and appropriate to carry out the duties imposed upon her as Executive Director. Moved by Commissioner Teal, second by Commissioner Fleck. Request to amend with specific time frame by Commissioner Turner. Voice Vote. Approved with amendment.

**Resolution #PHA 2011-29** – Authorizing Director Tietz to sign all necessary documents to assign the Housing Authority of Clallam County Self-Help Ownership Opportunity Program Loan Agreements to the Peninsula Housing Authority. Moved by Commissioner Boardman, second by Commissioner Fleck. Voice Vote. Approved.

December Board Meeting – Discussion was held as to whether or not a board meeting would be held in December, due to Director Tietz’s absence. Board members were in agreement that there would be no meeting, however, Acting Executive Director Kassinger would be able to call a special meeting should the need occur.

Legal Counsel Neupert asked Commissioner Turner to remain and sign the contract in which the Peninsula Housing Authority assumed the Executive Director contract in July, as approved in previous board action.

**Next meeting:** Wednesday, January 11, 2012 at 1:00 p.m at the Port Angeles.

**Adjournment:** The meeting adjourned at 2:00 p.m.

Commissioner Rymph will not be in attendance at the January, February or March meetings.

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**Secretary**

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**Board Chair**

**Seal:**