



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, November 18, 2015 at 2:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:  
Jamestown S'Klallam Tribal Center-Ironwood Room  
1033 Old Blyn Highway  
Sequim, WA 98382

**CALL TO ORDER**

The meeting was called to order at 2:04 p.m. by Commissioner Tinker.

**ROLL CALL**

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

**REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA**

Executive Director Kassinger requested that Amended Resolution PHA-2014-02 be added to the agenda. Director of Acquisitions and Development Annie O'Rourke requested the removal of the Lincoln School Discussion in Executive Session. Revised agenda approved as per requested.

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

None

**CONSENT AGENDA**

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

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

Approval of Self Help 523 Grant 5 and Self Help 502 Construction Loans October Check Registers. Moved by Commissioner Weed, seconded by Commissioner Rymph. 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 the Regional Housing Forum that preceded today's meeting was one of the best attended forms in its 5 year history. There were several great topics but the one that stood out was the "Tiny" housing development to serve homeless that is proposed for Jefferson County. Each home will be approximately 250 square feet and cost approximately three to four thousand dollars to build by relying on volunteer builders.

Executive Director Kassinger reported that an article had come out in the Peninsula Daily News about the Lincoln Building and the Housing Authority's interest in it. Executive Director Kassinger also received a phone call from a reporter at the Port Townsend Leader. It appears that there is positive press on the project. Executive Director Kassinger also reported that the Port Townsend School District has agreed to hold off on demolishing the building until Peninsula Housing Authority can complete the due diligence on the cost and extent of the project.

Executive Director Kassinger reported on the Mount Angeles View Demolition Application. Executive Director Kassinger received an email from the Special Applications Center (SAC) stating that an updated Board Resolution needed to be submitted before the application process can move forward. Executive Director Kassinger reiterated to the SAC that Peninsula Housing Authority has funding from other areas that could expire due to the extended review by the SAC if a decision wasn't soon issued. SAC stated that a Priority Rush would be placed on the application due to the funding issue.

Executive Director Kassinger reported that she is still attempting to reschedule the meeting with Senator Murray's office to discuss funding of Veterans Administrative Supportive Housing vouchers as well as HUD's proposed Administrative Fee calculation.

Executive Director Kassinger reported that Julie Knott from Jefferson County has contacted her in regard to Multifamily Housing opportunities in Port Townsend and Port Hadlock. Ms. Knott is representing individual land owners on these proposals.

Executive Director Kassinger reported that HUD is planning on implementing No Smoking in all Public Housing units. Peninsula Housing Authority implemented a No Smoking policy via rental agreement addendum 5 years ago. The challenge for Peninsula Housing Authority will be HUD's proposed regulation of No Smoking within 25 feet of any building at our Mount Angeles View Property especially around the 4-plex units on the property.

Executive Director Kassinger reported on the expose that KOMO TV did on the Inspector General's report of over income families living in Public Housing in our State. Executive Director Kassinger spoke that Peninsula Housing Authority serves clients who make up to 80 percent of the area median income in our Public Housing units while most Housing Authorities only serve clients making up to 50 percent of the area median income. This provides a higher income mix now but will change after the Mt. Angeles View redevelopment where the rebuilt public housing units will be limited to serve clients making up to 50 percent of the area median income when they come on line. At this time, Peninsula Housing Authority only has two households that are over income and paying flat rents. Those households can be a model for other tenants and their rent payments are operating revenue to the property.

Executive Director Kassinger reported on the Peninsula Housing Authority's Public Housing Assessment Score from HUD and for the first time in agency history, our score is Sub-Standard. The scoring is broken down into 3 categories, financial, physical, capital and management operations. Peninsula Housing Authority received high scores for the physical, financial and capital indicators. The problem area was management operations due to occupancy and tenants account receivables. The six methamphetamine contaminated units that were off line for almost two years were the primary issue though the senior buildings had significant turn over this past year as well. . The PHAS scoring is based on last fiscal year which ended June 30, 2015. Those 6 units are back on line, leased up and the new

property manager is working closely with tenants to see that rent is collected in a timely manner. This should improve the score for the next scoring period. Peninsula Housing Authority was only two points below the "Standard" score. Commissioner Flodstrom asked if this score will affect funding and Executive Director Kassinger stated no. Executive Director Kassinger stated that the issues with the problem areas, like high balances on uncollected rent, have been rectified with new staff in place.

Executive Director Kassinger received a phone call from the Special Applications Center (SAC) concerning the application for Demolition for phase 1A of Mount Angeles View Redevelopment. The representative from SAC stated that Peninsula Housing Authority's application would not be approved as written. The engineer from SAC stated that the narrative needed to state that each Public Housing unit would be replaced at one unit to one unit. Executive Director Kassinger rewrote the narrative and resubmitted it again through SAC. Executive Director Kassinger received communication the following day that the letter was finally submitted to upper management of SAC for review. Executive Director Kassinger reported that the Federal Home Loan Bank had notified Peninsula Housing Authority that we did not receive the award of funding for the project but we have been placed on the waitlist for funding if additional funds become available.

Commissioner Koelsch asked about the status of Public Housing being placed in Sequim. Executive Director Kassinger explained that HUD no longer builds new Public Housing Developments. The most recent one in Clallam County was built in the 1980's. Commissioner Tinker reported that her experience has been that, in the past, the Community of Sequim has been opposed to low income housing coming into Sequim. Commissioner Flodstrom also stated that the development fee structure for the City of Sequim is an obstacle.

### **REPORTS FROM COMMISSIONERS**

Commissioner Flodstrom had nothing to report.

Commissioner Rymph had nothing to report.

Commissioner Koelsch had nothing to report

Commissioner Weed had nothing to report

Commissioner Teal reported that she received a phone call from an acquaintance confined to a wheelchair in regard to lack of accessibility after renovations were completed in their unit.

Commissioner Teal referred them to Fair Housing.

Commissioner Shusterman has nothing to report.

Commissioner Tinker reported Q13 News came out to interview her about Veteran's Housing. The reporter, Brandi Cruse, was very compassionate and did a great job.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

**EXECUTIVE SESSION**

The Board entered into Executive Session at 2:50 pm to discuss the Lincoln School project and also the Performance Evaluation of Executive Director Kassinger. Executive Session is expected to last approximately 20 minutes with action on Executive Director Kassinger’s performance evaluation.

**RECONVENE**

The Board Reconvened at 3:42 pm

Commissioner Shusterman moved that the Board of Commissioner authorize a three percent salary raise be given to Executive Director Kassinger, based on her performance evaluation, seconded by Commissioner Rymph. Commissioner Tinker clarified that it would be effective December 1, 2015. Commissioner Flodstrom requested that the board work on setting goals with Executive Director Kassinger. Commissioner Rymph requested that those goals be quantifiable. Executive Director Kassinger posed the question of should senior staff be included in the goal making process. Commissioner Flodstrom stated that he would prefer that to happen and to start this process at the December Board Meeting. Voice Vote. Approved.

**Resolution #PHA 2015-29: Application of Clallam County 2060 Funds**

Moved by Commissioner Rymph seconded by Commissioner Flodstrom. Executive Director Kassinger clarified that the project would be for Peninsula Apartments in Forks. Commissioner Rymph asked if the funds could also be applied for in Jefferson County. Executive Director Kassinger stated that Jefferson County did not have the RFP process in place at this time. Voice Vote. Approved.

**Resolution #PHA 2015-30: Beacon Development Consultant Contract for Lincoln School**

Moved by Commissioner Shusterman, seconded by Commissioner Weed. Commissioner Shusterman asked for clarification on the timeframe of contract. Executive Director Kassinger stated that Beacon Development would not get paid any monies until all due diligence had been completed and predevelopment started. Voice Vote. Approved.

**Next Meeting:**

Wednesday, December 16, 2015 at 1:00 p.m.  
Clallam County Courthouse – Commissioners Meeting Room  
223 E 4<sup>th</sup> Street  
Port Angeles, WA 98362

**Adjournment:** The meeting adjourned at 3:50 p.m.

  
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Secretary

  
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Board Chair

Seal:

