



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, October 12, 2011 at 1:00 p.m.

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

The Conference Room
5210 Kuhn Rd, Port Townsend 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, Shusterman, Rymph, Teal and Attorney Dave Neupert. Commissioner Fleck was excused from the meeting. Staff members present were Executive Director Pam Tietz and Executive Assistant Teresa Rodocker. Public attendees: no public.

ADDITIONS TO THE AGENDA

Director Tietz requested that we add discussion relating to training in regards to public policy advocacy to the agenda.

Director Tietz requested that we add discussion regarding board recruitment to the agenda, in the wake of receiving a resignation from Commissioner Hamilton.

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

CONSENT AGENDA

Approval of consent agenda: September Regular Meeting Minutes, July Financial Reports and September Check Registers. Commissioner Rymph moved to approve the consent agenda, seconded by Commissioner Shusterman. Voice vote. Approved.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

No public.

EXECUTIVE DIRECTOR'S REPORT

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

Peninsula Housing Authority Transition Update –

Director Tietz is awaiting for USDA-RD to complete the transaction. Reminder emails have been sent, but there has been no final paperwork yet. Commissioner Rymph reminded the board that he would be out of the area in a few months and therefore would be unavailable in case there was still something left to be signed or authorized.

Employee Handbook –

These are being distributed today at the meeting. Director Tietz would like to have any board comments back by 11/1/11.

Balance of State Continuum of Care Funding Round –

Director Tietz informed the board that application has been submitted for funding for Supportive Housing programming. Funding will be used to add units in Clallam County and establish new units in Jefferson County. The application is for 16 units total, with the units being split between the two counties.

Oxbow Apartments –

Director Tietz will submit a funding request to the Clallam County Affordable Housing Fund (2060 fund) for the majority of the funds necessary to complete the transfer.

Regional Housing Forum –

Rescheduled to October 20th. Forum will be held from 8:45 am to 1 pm. If you would like to attend and would like to carpool, let Director Tietz know.

Wildwood Terrace Multifamily Housing Preservation and Revitalization (MPR) Funding –

Director Tietz received the official contracts to allow us access to the money, but the documents still have to be processed. This is significant progress on this project.

2012 HUD Budget –

Copy of NAHRO Monitor page which covers information regarding the budgets. Discussion centered around recapture amounts with Director Tietz providing information from her meeting with HUD and their proposed cuts and recaptures.

Executive Compensation –

Director Tietz handed out a recent PIH Notice which provided guidance for doing salary comparisons for top executives. Director Tietz has asked her assistant to work on this survey over the next month.

REPORTS FROM COMMISSIONERS –

No reports at this time

OLD BUSINESS -

Rosecrans Terrace-

Executive Session at 1:37 pm: Approximate duration 10 minutes: Purpose to discuss an update on the negotiations for Rosecrans Terrace.

Resume Open Meeting 1:51 pm.

Legal Services Proposals

Director Tietz and Commissioner Shusterman explained the interviews, scoring of proposals and discussed the recommendation from the review committee.

Resolution #PHA-2011-32

Awarding the following Legal Services contracts for professional services:

Platt Irwin Law Firm – General Counsel; Landlord-Tenant

Foster Pepper PLLC/Ballard Spahr LLP Partnership – Tax Credit; Bond; Civil Rights; Federal Regulations; Labor Law

Commissioner Rymph moved for approval, seconded by Commissioner Boardman. Voice Vote. Approved.

NEW BUSINESS

2012 HUD Budget – Discussion

Covered in Director Tietz’s earlier Board Report

Executive Compensation – Discussion

Covered in Director Tietz’s earlier Board Report

Forks Housing Resource Center – Discussion

Director Tietz asked for discussion about continuing the management of this facility. The time necessary for employees to put into the finance end (grant writing, tracking, etc) is not cost-effective at this time. Director Tietz has approached West End Outreach about taking this over and they have stated they are not able to do that at this time. Director Tietz has also approached Serenity House and they are continuing their discussion. She will continue to explore possibilities.

Resolution #PHA-2011-33 – Awarding a contract in the amount of \$39,890 to Lakeside Industries for re-paving at Homestead Apartments. Questions were asked regarding the bidding process. Lakeside was the only bidder. Additionally, they are on the approved Small Works Roster. Commissioner Boardman moved for approval, seconded by Commissioner Teal. Voice Vote. Approved.

Resolution #PHA-2011-34 – Approving bad debt write off of accounts totaling \$1,177.85. Moved by Commissioner Teal, seconded by Commissioner Boardman. Voice Vote. Approved. Director Tietz explained that this was the end of the quarter and that following requests for bad debt write off would now be quarterly.

Director Tietz informed the board that there was an error in numbering resolutions for the past few months and that these numbers have now been corrected.

Next meeting: Wednesday, November 9, 2011 at 1:00 p.m at the Port Angeles.

Adjournment: The meeting adjourned at 2:35 p.m.

Commissioner Shusterman will not be at the November meeting.
Commissioner Rymph and Director Tietz will not be at the December meeting.

Secretary

Board Chair

Seal: