



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, October 10, 2012 at 1:00 p.m.

The Public is invited to attend the meeting of the Board of Commissioners at:
Jefferson County Office
5210 Kuhn Street, Port Townsend WA 98368

CALL TO ORDER AND ROLL CALL

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

Present were: Commissioners Flodstrom, Boardman, Turner, Teal, Shusterman and Rymph. Commissioner Fleck was excused. Also present were Legal Counsel Dave Neupert and staff members Executive Director Pam Tietz and Executive Assistant Teresa Rodocker.

Public attendees: None

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None:

ADDITIONS TO THE AGENDA

None

CONSENT AGENDA

Approval of consent agenda: September Regular Meeting Minutes and July Check Registers. Commissioner Shusterman moved that the agenda be adopted and Commissioner Flodstrom seconded. Commissioner Rymph asked when he would receive a Board Handbook. Commissioner Turner provided hers and will pick up a new one at the office. There were no further additions, corrections or amendments to the agenda. Voice Vote. Approved.

EXECUTIVE DIRECTOR'S REPORT

Director Tietz presented a written report to the Board and provided a verbal report as follows:

Staff:

Director of Asset Management Terry Madigan has resigned. The position was accepted by Sarah Martinez, a current PHA employee. The Property Manager position has been posted and advertised and interviews will be held next week. Melanie Barnes, the Property Manager for the Family Development, Lee Plaza and Wildwood Terrace is out on leave. A decision will be made as to how PHA will proceed within the next couple of weeks.

Finance Report:

The finance report was included in this month's board packet.

Garden Court Apartments:

Being reviewed with attorney's due to items in the partnership agreement as there are things that may be a negative for PHA. There are clauses regarding certain funds and how they are to be used and/or returned if not used.

SEMAP Review: Peninsula Housing Authority received 100% on our recent review for the HUD review of our Section 9 program.

Newspaper Article: Director Tietz brought attention to a newspaper article from Olycap regarding the Pfeiffer House and the efforts being made to raise funds by Olycap for renovation costs.

Board Appointment Process:

Director Tietz asked Commissioner Turner to address this issue. Commissioner Turner has spoken with the County Commissioners office and has been informed that they are collecting applications for all of the different boards right now and they will do the appointments at one time. It is anticipated that we may see this come to a conclusion in December of this year.

Boys & Girls Club Meeting:

Director Tietz has been in meetings with Mary Budke, Director of the Boys & Girls Club to provide guidance in establishing an MOU as it relates to the Family Center, which is leased by the Boys & Girls Club, but used by other agencies. The purpose behind establishing this MOU is to have the responsibilities of each organization laid out so as to avoid issues, such as cleaning, supplies, etc.

REPORTS FROM COMMISSIONERS

Commissioner Teal did not have a report, but did inquire as to where the Hancock property was located. Director Tietz responded and also indicated that there was currently some back and forth with the City of Port Townsend regarding street and sidewalk maintenance.

Commissioner Turner reported that she will be in touch with Commissioner Fleck to determine if there is anything that can be done in regards to teleconferencing and/or other areas to assist Commissioner Fleck in her ability to attend board meetings.

Additionally, Commissioner Fleck reminded the board members that mileage sheets were available at the PHA office for mileage to and from board meetings and other required meetings.

OLD BUSINESS

Executive Director Contract:

The employment contract for Director Tietz was distributed to each commissioner at the last board meeting. The original contract was from March of 2009 and has a 3 year term, with additionally years automatic unless changes are requested by either the Director or the Board. Legal Counsel Dave Neupert will be working on the contract, with Commissioner Flodstrom agreeing to act in an "on-call" role, should there be any questions. Once this is complete, the proposed contract will be sent to all board members. The board will then forward any and all comments to Teresa Rodocker, Executive Assistant. Comments will then be collated and forwarded to Legal Counsel Neupert for review.

NEW BUSINESS

Resolution #PHA-2012-028 – Approval of new Initial Payment Standards for the Housing Choice Voucher Program. Moved by Commissioner Shusterman, second by Commissioner Teal. Discussion was held regarding how the figures were arrived at. Director Tietz stated that we could stay within certain percentages of these numbers and that we were able to do so with little to no change to some of the smaller units, but with larger changes to the 4 and 5 bedroom allowances. Voice Vote. Approved.

Resolution #PHA-2012-029 – Approval of new Jefferson County Utility Allowance Schedule for Housing Choice Voucher Program. Moved by Commissioner Flodstrom, seconded by Commissioners Boardman and Rymph simultaneously. Discussion was held as to how the figures were reached, with Director Tietz explaining the program used in determining them. Additional discussion occurred in regards to how changes will be made once the ownership of some of the utility services changes. Voice Vote. Approved.

Resolution #PHA-2012-030 – Approval of new Adopted FY2013 budgets for Wildwood Terrace and Peninsula Apartments. Moved by Commissioner Shusterman, seconded by Commissioner Boardman. Discussion was held as to the reason for the loss of \$450,000. Director Tietz responded that this was funding that we had been approved in 2008 for this dollar amount through USDA Rural Development. Due to on-going concerns with the agreement, funds were not and have not been released to us. Director Tietz has now been in contact with another department of the USDA Rural Development and the \$450,000 will not be forthcoming, however, approval to increase rents (which will not affect the tenants) has been asked for and received, which will allow us to have the needed funds for the needed improvements, without having to borrow the funds, which would place PHA in a precarious situation, sometime in the next 20 years. Voice Vote. Approved.

Resolution #PHA-2012-031 – Approval for Director Tietz to present application for Local 2060 funds for Wildwood project. Moved by Commissioner Rymph, seconded by Commissioner Teal. Discussion was held as to the funds being used for accessibility, specifically ramp access to the office. Voice Vote. Approved.

A reminder that the next board meeting will follow the annual Housing Forum at the Jamestown S’Klallam Tribal Center. A motion was made by Commissioner Teal, seconded by Commissioner Flodstrom to change the meeting time to 1:30 pm. Discussion was held requesting that Executive Assistant Teresa Rodocker provide directions to the meeting place for all board members and to post a Public Notice in a timely manner regarding the change of location and meeting time. Lunch will be served beginning at 12:30.

Next Meeting:

Wednesday, November 14, 2012 at 1:30 p.m.
Jamestown S’Klallam Center Administration Boardroom
Old Blyn Highway
Sequim WA 98382
Port Townsend WA 98368

Adjournment: The meeting adjourned at 2:26 p.m.

Secretary

Board Chair

Seal: