



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR MEETING BOARD MEETING MINUTES

Wednesday, April 16, 2014 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Clallam County Courthouse
223 E. 4th Street
Port Angeles, WA 98362

CALL TO ORDER

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

OATH OF OFFICE

Legal Counsel Dave Neupert administered the Oath of Office to Terry Weed, who was then seated as a member of the Board of Commissioners of Peninsula Housing Authority.

Present were: Commissioners Turner, Teal, Tinker, Flodstrom, Rymph and Weed. Commissioner Shusterman was excused. Staff members present were Interim Executive Director and Director of Acquisition and Development Kay Kassinger, Director of Asset Management Sarah Martinez, Rental Assistance Director Debbi Tesch, Comptroller Annette Dotlich and Executive Assistant Teresa Rodocker. Legal Counsel Neupert was also in attendance. Also in attendance was Frederick Free, candidate for the position of Executive Director of Peninsula Housing Authority.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

REQUEST FOR ITEMS TO BE ADDED TO OR DELETED FROM THE AGENDA

Commissioner Turner asked that a formal board approval to support changes to the Washington State Department of Health WAC regarding methamphetamine levels be added to the agenda.

Commissioner Turner asked that discussion for a potential special meeting be added to the agenda.

Interim Executive Director Kassinger asked that Resolution #PHA 2014-13 – Award the contract for the N. Gales Street Walking Path be added to the agenda.

Commissioner Tinker moved that the agenda be approved as amended, Commissioner Flodstrom seconded. Voice Vote. Approved.

CONSENT AGENDA

Approval of consent agenda: Interim Executive Director Kassinger's March Timesheet, March Annual Meeting Minutes, along with March Check Registers, excluding Section 8 and SH523 Grants 4 & 5. Moved by Commissioner Flodstrom, seconded by Commissioner Tinker. Voice Vote. Approved.

Approval of Section 8 Housing Choice Voucher Check Registers. Moved by Commissioner Rymph, seconded by Commissioner Tinker. Voice Vote. Approved, Commissioner Flodstrom abstained.

Approval of Self Help 523 Grants 4 & 5 Check Registers. Moved by Commissioner Tinker, seconded by Commissioner Rymph. Voice Vote. Approved, Commissioner Teal abstained.

INTERIM EXECUTIVE DIRECTOR'S REPORT

Interim Executive Director Kassinger presented a written report and discussed the following items:

A discussion was held with Mr. Purcell of Beacon Development. The items discussed included the Port Hadlock Inn, which has requested funding from various entities and the possibility of projects in the West End, in partnership with other agencies.

Commissioner Rymph asked if there were any possibilities of the old Lincoln School building in Port Townsend being utilized for housing. Interim Director Kassinger stated that she was not aware of anything at this time.

Also announced was the retirement of Bob Ashbrook, Housing Inspector, who has been with Peninsula Housing Authority for 18.5 years.

Lastly, the Supportive Housing Program was notified that the grant renewal, in the amount requested, was received.

Commissioner Turner asked if there had been anyone in attendance at the meeting for the Annual Plan, which was held on April 11, 2014. There was no public in attendance for that meeting.

REPORTS FROM COMMISSIONERS

Commissioner Rymph stated that the Jefferson County community partners' meeting for Mr. Free would be Thursday, April 17, 2014 from 12 pm – 2 pm at Doc's Marina Grill, in the Liar's Lounge room.

Commissioner Tinker reported that there was still a vacancy at the Outpost to be filled and also stated that the Veteran's Stand-down will be held May 1, 2014.

Commissioner Weed reported that he would like to be made aware of any Commissioner Training that may be possible for him. He also disclosed his affiliation with OlyCAP.

Commissioner Teal reported that the Community Garden in Jefferson County was going well.

Commissioner Turner reported that a review of the agenda showed that Mr. Free would be making a small, 10 minute presentation, then the board would adjourn to Executive Session. At the conclusion of the Executive Session, the meeting would be adjourned, at which time senior staff would be invited to meet with Mr. Free. At 4 pm, there would be a meeting with community partners in the adjoining room.

OLD BUSINESS

Discussion of the Board Member Recruitment: Commissioner Turner reported that she was still talking to some individuals who would be strong additions to the board.

NEW BUSINESS

Special Meeting

Commissioner Turner requested that a Special Meeting be held the end of April for the purpose of discussing the open position of the Executive Director. Commissioner Flodstrom moved, seconded by Commissioner Tinker. Discussion was held to determine a date and time for the meeting. The decision was made to hold the meeting on Tuesday, April 29, 2014 at 1 pm. Voice Vote. Approved.

Commissioner Turner asked that a formal board approval to support changes to the Washington State Department of Health WAC regarding methamphetamine levels be voted on. Commissioner Tinker moved, seconded by Commissioner Teal. Voice Vote. Approved

Amended Resolution #PHA-2014-02: Authorizing Submittal of Development Proposal and Demolition Application to HUD for MAV1a

Moved by Commissioner Teal, seconded by Commissioner Tinker. It was explained that after the previous approval, the City of Port Angeles provided additional comments that needed to be included in the application. To comply with the SAC requirement that the board resolution be dated after all consultation letters, this amendment needed to occur in order to meet date guidelines. Voice Vote. Approved as amended.

Resolution #PHA 2014-11: Declaration of Surplus Items

Moved by Commissioner Flodstrom, seconded by Commissioner Rymph. Interim Executive Director Kassinger explained the agency procurement policy adopted in June 2013 provides direction on disposal of surplus items and board approval is not required; therefore, this is the last resolution that will be presented to the board. Voice Vote. Approved.

Resolution #PHA 2014-12: Amendment to Capital Fund Grant 2014 Annual Plan

Moved by Commissioner Teal, seconded by Commissioner Tinker. Asset Manager Martinez explained that notification of the 2014 Capital Fund Grant Award was received and the amount was lower than previously approved. HUD requires an Annual Contributions Contract (ACC) Amendment be made which reflects the actual award amount. Voice Vote. Approved as amended.

Resolution #PHA 2014-13: Approval of contract with Kamin Excavation LLC for the Eklund Heights Walking Path on N. Gales Street

Moved by Commissioner Teal, seconded by Commissioner Tinker. Interim Director Kassinger explained that the bids were opened the previous Friday and Kamin Excavation LLC submitted the low responsive bid. Commissioner Flodstrom asked if an analysis of bid items was completed. Interim Director Kassinger explained the project engineer reviewed all bids and the low bidder included use of an electronic flagging system, rather than individual flaggers. Commissioner Rymph expressed his preference was to utilize employees as flaggers rather than a mechanical system. Interim Director Kassinger noted his concern but explained the procurement policy requires acceptance of the low responsive bid.. Voice Vote. Approved (Commissioner Rymph voted nay).

Presentation to the Board of Commissioners – Mr. Frederick Free

Mr. Free spoke for approximately 30 minutes, discussing his Outline of Vision for Peninsula Housing Authority. No questions were asked by the board or staff.

EXECUTIVE SESSION

The board entered Executive Session at 2:10 pm for the purpose of meeting with an applicant for public employment. Executive Session was expected to last for approximately 1 hour.

RECONVENE

The board reconvened at 3:10 pm, no further action was taken

Next Meeting:

Wednesday, May 21 at 1:00 p.m.

Peninsula Housing Authority – Jefferson County Office
5210 Kuhn, Port Townsend WA 98368

Adjournment: The meeting adjourned at 3:12 p.m.

Secretary

Board Chair

Seal: