



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

**Board of Commissioners**  
**REGULAR MEETING BOARD MEETING MINUTES**

Wednesday, August 20, 2014 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:  
Clallam County Courthouse – Commissioner’s Meeting Room  
223 E. 4<sup>th</sup> Street  
Port Angeles WA 98362

**CALL TO ORDER**

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

**ROLL CALL**

Present were: Commissioners Teal, Flodstrom, Shusterman, Tinker and Weed. Commissioners Turner and Rymph were excused. Staff members present were Executive Director Kay Kassinger, Rental Assistance Director Debbi Tesch and Executive Assistant Teresa Rodocker. Legal Counsel Dave Neupert was also in attendance.

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

Executive Director Kassinger had an additional Resolution to be added to New Business. Resolution #2014-27 for awarding a contract for the re-roofing of Sunbelt Apartments.

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

No public in attendance

**CONSENT AGENDA**

Approval of consent agenda: Executive Director Kassinger’s July Timesheet, July Regular Meeting Minutes, July Check Registers, excluding Section 8, SH523 Grants 4 & 5 and the Outpost. Moved by Commissioner Teal, seconded by Commissioner Flodstrom. Commissioner Teal asked for a definition of the term ACH as it relates to the check registers and it was stated that it stands for Automated Clearing House and was the term used for electronic deposits. Commissioner Teal asked why the expenses on the Cost Center did not match the amount on the Check Register and it was stated that the amounts differ due to the PTD vs. YTD numbers. Voice Vote. Approved as amended.

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

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

Approval of the Outpost July Check Registers. Moved by Commissioner Flodstrom, seconded by Commissioner Weed. Voice Vote. Approved, Commissioner Tinker abstained.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Peninsula Behavioral Health (PBH) has ended their supportive services agreements with Serenity House of Clallam County due to some ongoing issues. This specifically will affect PHA in our future Supportive Housing (SH) grant requests that include Maloney Heights where PBH was the service provider. Their services provided leverage match for the grant request. We will begin searching for other areas to gain points in future funding applications. In discussions with Serenity House, they are comfortable with the new arrangement and expect to handle their own case management. Funding for services is always a challenge and over the years Serenity House has relied on lots of small grants versus large ones. Many of these small grants have disappeared and as such, supportive services have become more difficult to fund. Commissioner Tinker stated that West End Outreach Services is also having some of the same issues.

It was mentioned that Serenity House is actively recruiting for a new Executive Director as Kathy Wahto is retiring at the end of 2014.

Executive Director Kassinger explained that the Pine Road Village is a Rural Development (RD) property and the owners were in touch regarding the possible sale of Pine Road Village to PHA. Comptroller Dotlich has been asked to review and run the numbers, as Pine Road Village is not currently receiving assistance for all of the units. It should take approximately 4 – 6 weeks to have more insight and make a recommendation.

Executive Director Kassinger explained that there is continued discussion with the City of Port Angeles in regard to the utility easements for Wildwood Terrace and PHA currently is working with a surveyor to ensure the easement language meets our needs.

Executive Director Kassinger reported that the HUD onsite visit was just completed and the gentleman who was here made some suggestions in regard to the meth-contaminated units and will be assisting with a protocol worksheet as to how to bring units back online that have been affected. Commissioner Flodstrom asked how the different levels of contamination being looked at by the State Department of Health would impact PHA financially and Executive Director Kassinger stated it would be \$5,000-\$10,000 per unit. Commissioner Flodstrom then asked if the legislature would be reviewing this and Executive Director Kassinger stated that only if a rule making decision was not reached by the Department of Health.

Executive Director Kassinger reported that the new windows for Eklund failed as well and that the end of the contract was being approached, so it could be a \$500 per day cost to the contractor. They are reviewing the available options at this time.

Executive Director Kassinger reported that a booth was set up at the Clallam County Fair to distribute information regarding the Self-Help program and the in-person response was positive, so she is hopeful that there will be numerous applicants in response.

Next, it was reported that Senior Staff will be completing their required training in regard to Public Records and Open Meetings this month.

The Request for Proposals (RFP) for Legal Services has been posted. Commissioners Shusterman and Flodstrom offered to be part of the review committee.

Lastly, Executive Director Kassinger reported that USDA Rural Development would like to see PHA expand our Mutual Self-Help program to include Acquisition/Rehabilitation. This would involve purchasing homes that have gone into foreclosure, selling them to qualified low-income families and completing the rehabilitation in a less labor intensive Self-Help model. The initial focus would be on homes located in our past Self-Help neighborhoods to help stabilize the neighborhoods. Commissioner Teal asked why these homes have gone into foreclosure. Usually the families have lost a job or needed to move from the area but some have just walked away with no explanation. A few other Self-Help grantees are trying the Acquisition/Rehabilitation model but it is a fairly new program for RD; so, the procedures are a negotiated agreement with each program.

### **REPORTS FROM COMMISSIONERS**

Commissioner Tinker stated that while there was one vacancy left at the Outpost, she was hopeful that an applicant who was in the process would be approved, bringing the Outpost to 100% occupancy. Additionally, it is possible that Home Depot will be taking over the cost and work of doing the landscaping.

Commissioner Teal asked about the spraying being done at Burke Place and how PHA was ensuring the safety of the tenants in regards to the chemicals being used. Executive Director Kassinger responded that staff would ensure the safety of tenants when this occurs.

### **OLD BUSINESS**

#### **Peninsula Housing Authority Board Quorum Requirements**

It was determined that a vote could not be held on a Resolution listed under New Business as it related to an Amendment of the By-Laws as only 5 board members were in attendance and any changes to the By-Laws required an approval of at least 5 board members, with at least 6 in attendance. Legal Counsel Neupert was asked to make adjustments to the Resolution so that it will make the quorum change as originally requested and to add that changes to the By-Laws require a majority vote, with an attendance requirement of 1 more than a quorum in attendance.

### **NEW BUSINESS**

#### **Resolution #PHA 2014-23: 2014 Section 8 Management Assessment Program Certification (SEMAP)**

Moved by Commissioner Flodstrom, seconded by Commissioner Teal. Rental Assistance Director Debbi Tesch explained that this was basically a Section 8 report card with 15 areas reviewed. Of those 15, the first 8 are completed as a Self-Certification. PHA has received 100% for the last 2 years on the SEMAP and there is every reason to believe that this score will be achieved again. As the SEMAP is to be submitted next week and it requires the signature of the Chair, the resolution was amended to state that the Vice-Chair could sign in the absence of the Chair. Voice Vote. Approved.

#### **Resolution #PHA 2014-24: Approval of Amendment to By-Laws**

Tabled until September 17, 2014 due to attendance requirements not being met and a suggested addition to the Resolution.

Commissioner Shusterman then asked if Resolution #PHA 2014-27 could be reviewed prior to Executive Session.

#### **Resolution #PHA 2014-27: Offer Contract on Sunbelt Re-Roofing**

Commissioner Teal, seconded by Commissioner Tinker. It was explained that bid opening had occurred for re-roofing at Sunbelt Apartments and this was the only bid received. Funds are available and this is the last deferred item on needed repairs. Voice Vote. Approved.

The Board adjourned to Executive Session at 2:04 pm to discuss both a potential real estate acquisition and a potential real estate sale. Executive Session is expected to last 30 minutes, with action to be taken following the session.

The Board reconvened from Executive Session at 2:34 pm.

Resolution #PHA 2014-25: Approval of Sale of Sunbelt Apartments

Moved by Commissioner Teal, seconded by Commissioner Flodstrom. An amendment was requested to replace the word “amount” with the word “terms” in the final sentence. Voice Vote. Approved.

Resolution #PHA 2014-26: Approval of Purchase of Property

Moved by Commissioner Weed, seconded by Commissioner Tinker. An amendment was requested to amend the resolution to read “authorizes Executive Director Kassinger to submit two (2) bids on the purchase of real estate identified in Executive Session for use in the Mutual Self-Help Program for the amounts recommended by staff in Executive Session. Executive Director Kassinger is authorized to sign all documents necessary to complete the transaction”. Voice Vote. Approved.

Commissioner Shusterman will be unable to attend the meeting in September.

**Next Meeting:**

Wednesday, September 17 at 1:00 p.m.  
Clallam County Courthouse – Commissioner’s Meeting Room  
223 E. 4<sup>th</sup> Street  
Port Angeles WA 98362

**Adjournment:** The meeting adjourned at 2:36 p.m.

---

**Secretary**

---

**Board Chair**

**Seal:**