



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, December 18, 2013 at 1:00 p.m.

The Public is invited to attend the 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 1:02 p.m. by Commissioner Turner.

Present were: Commissioners Turner, Teal, Rymph, Fleck and Shusterman. Commissioner Hancock attended via telephone. Commissioner Flodstrom was excused. Also present were staff members 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, Executive Assistant Teresa Rodocker and Accounting Clerk Dianne Wardlow. Legal Counsel Neupert was also in attendance.

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

Commissioner Shusterman requested that we discuss Board Officer terms during the conversation relating to Commissioner's terms and Board Officer Elections.

Add Resolution #2013-49 for the approval of out of state training and travel.

Delete Resolution #2013-47

Motion made to approve the revised agenda by Commission Shusterman. Seconded by Commissioner Fleck. Voice Vote. Approved.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

There were no public attendees.

CONSENT AGENDA

Approval of consent agenda: November Regular Meeting Minutes, along with November Check Registers. Moved by Commissioner Rymph, seconded by Commissioner Teal. Voice Vote. Approved.

INTERIM EXECUTIVE DIRECTOR'S REPORT

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

Manresa Castle has decided to not move forward at this time with further discussion with Peninsula Housing Authority, but may revisit it again in the future.

Mount Angeles View Redevelopment – The resolution was pulled due to incorrect formula by consultant preparer. We are back to CDBG funds – Phase 1

Methamphetamine Situation – We are still dealing with the demolition of the 6 affected units at PHA. Jeff Bamer will be doing some foundation research to see if it is possible to split the demolition into two phases – rehabilitate half and demolish half of the units. Commissioner Turner asked what would happen if we just left the units standing and waited to see if the legislature passes the new ceilings on the methamphetamine levels or modifies the WAC. The legislature is being asked for “California standard” which would remove “to stud” requirements. Application for the demolition of Phase 1A needs to be done in late January or early February. Commissioner Hancock asked what the downside of “wait and see” would be and leave the buildings standing until decision has been made by the legislature. Interim Executive Director Kassinger indicated that if the law is not changed we won’t be able to demolish and would need to renovate the units per HUD regulations to the cost of \$300,000 plus. Director of Asset Management Martinez stated that the longer they sit vacant; it will affect Peninsula Housing Authority’s PHAs occupancy scores. Commissioner Teal asked if the utilities are still on in the affected units. Interim Executive Director Kassinger responded that the utilities are still on in Peninsula Housing Authority’s name. Commissioner Turner asked if the demolition would become Phase 1. Interim Executive Director Kassinger said that it cannot be part of Phase 1 because we were not able to get the Tax Credits at this point to fund. Director of Asset Management Martinez stated that our occupancy rate has to be above 96% to be a high performer on the PHAs scoring. Interim Executive Director Kassinger reported that di minimis demolition may be paid out of reserves and the cost would be approximately \$20,000 to decontaminate before demolition. This would take place during the First Quarter of 2014. She is in the process of getting proposals and quotes from contractors and will bring them back to the board at the next meeting.

Commissioner Teal stated there is a Lobby Day for Housing Authorities at the State Capital Building in February. Commissioner Fleck said that she will be there to represent PHA.

Interim Executive Director Kassinger reported that the Serenity House wants the Sunbelt property to be transferred to them. Peninsula Behavioral Health approves the property transfer and would be providing case management. The mortgage is currently held by the Department of Commerce and the mortgage is higher than the value of the property. Serenity House would pay for the transfer and relocation of existing tenants. This transfer would take place in the first six months of 2014. Commissioner Teal asked what would happen to the current tenants. Interim Executive Director Kassinger stated that Serenity House would support them in their relocation. Commissioner Turner confirmed that nothing formal needs to be done by the PHA Board at this time and she asked if there would be board consent for this transfer. All board members were in favor of the transfer.

Peninsula Housing Authority just received their PHAs Report rating of “Standard Performer”. The question was asked why we weren’t rated “High Performer”. Comptroller Dotlich reported that we received lower scoring due to unpaid status of Account Payables in the Capital Fund even though Capital Fund should not be considered part of Operating. Comptroller Dotlich has sent a letter disputing the inclusion of Capital Funds in this calculation. In addition, our Accounts Receivable balance was high due to evictions.

Commissioner Rymph asked if a press release had been submitted to the area newspapers regarding the resignation of Executive Director Pam Tietz. Executive Assistant Rodocker stated that a combination resignation notice and Open House invitation were published in the area newspapers. Commissioner Rymph indicated that he had not seen it in the Port Townsend newspaper and requested that another article be submitted for publication.

REPORTS FROM COMMISSIONERS

Commissioner Teal reported that she has spoken with Representative Van De Wege regarding the passing of new methamphetamine contamination ceilings.

Commissioner Rymph – support of new opportunities in Jefferson County

Commissioner Shusterman reported that he will miss the June and September board meetings.

Commissioner Fleck gave an update on the Outpost construction and that she has been busy with the Toys for Tots in the West End.

OLD BUSINESS

None

NEW BUSINESS

Commissioner Turner went over the Commissioner's terms. Commissioner Hancock stated that she will not be renewing her term which expires on 3/10/2014. Commissioner Shusterman wants to continue to serve as a commissioner when his term expires on 2/28/2014. We currently have one vacant commissioner position and will have two vacancies once Commissioner Hancock's term expires. Officer Elections were then discussed. The current by-laws limit the number of years that a Commissioner can be the Chair to three consecutive one-year terms. Commissioner Turner is completing her third year and said that she would be interested in being the Commission Chair for another year. Commissioner Shusterman does not want to be the Commission Chair when Commissioner Turner's year expires. Legal Counsel Neupert was asked to amend the PHA by-laws to increase the number of years from three to four years. This by-law change will be brought to the January board meeting. Six Commissioners must be present at the board meeting to pass the by-law change

Resolution #PHA-2013-44; Approval of Amendment to the PHA Personnel Policy, Appendix B "Travel Policy" – Commissioner Teal moved. Commissioner Rymph seconded. It was explained that a review of the travel policy showed that percentages allocated toward meals were missing, along with a statement regarding non-reimbursement for alcohol charges. Voice Vote. Approved.

Resolution #PHA-2013-45; Authorized write off of Accounts Receivable Collection Write-Off – Commissioner Shusterman moved, Commissioner Rymph seconded. There was discussion regarding the large legal fees associated with these accounts. Interim Executive Director Kassinger is going to come up with a synopsis on how to reduce these legal fees and add codes to each uncollected account which would indicate why type of eviction. The codes will help justify and understand why the legal fees are so high. Voice Vote. Approved. Commissioner Hancock Abstained.

Resolution #PHA-2013-46; Obsolete Asset Inventory Write-Off – Commissioner Rymph moved, Commissioner Shusterman seconded. It was explained that this was to write off obsolete inventory. Voice Vote. Approved.

Resolution #PHA-2013-47; Mt. Angeles View 1-2014 Tax Credit Application Signature Authorization – This resolution was pulled due to incorrect formula by consultant preparer.

Resolution #PHA-2013-48; Authorization to purchase Jefferson County property for Mutual Self Help – The resolution was moved to the end of the agenda to follow the Executive Session.

Resolution #PHA-2013-49; Out of State Training & Travel Authorization – Commissioner Rymph moved, Commissioner Shusterman seconded. It was explained by Director of Asset Management Martinez that Peninsula Housing Authority would like to send one staff member to a class being offered by Nan McKay on the Uniform Physical Conditions Standards (UPCS) in March of 2014. This training will allow us to perform our own annual inspections per HUD standards. Voice Vote. Approved.

At 2:15 p.m., the Board of Commissioners went into Executive Session.

At 2:47 p.m. the Executive Session adjourned and the regular meeting reconvened.

Resolution #PHA-2013-48; Authorization to purchase Jefferson County property for Mutual Self Help – Commissioner Shusterman moved, Commissioner Fleck seconded. The resolution will provide authority to negotiate a purchase price for 7 lots in the City of Port Townsend that are suitable for use in the Mutual Self Help Build program. Interim Executive Director Kassinger was given the authority to offer the purchase price of \$168,000 for the 7 lots. Voice Vote. Approved. Commissioner Teal Abstained.

Executive Director Search – Direction was given to Commissioner Rymph, Commissioner Flodstrom, Commissioner Turner and Interim Executive Director Kassinger to reconvene the search for an Executive Director.

Next Meeting:

Wednesday, January 15 at 1:00 p.m.
Clallam County Courthouse – Commissioner’s Meeting Room
223 E. 4th Street, Port Angeles WA 983632

Adjournment: The meeting adjourned at 2:50 p.m.

Secretary

Board Chair

Seal: