



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR MEETING BOARD MEETING MINUTES

Wednesday, July 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 – Commissioner’s Meeting Room
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.

ROLL CALL

Present were: Commissioners Teal, Flodstrom, Rymph, Turner, Shusterman and Weed. Commissioner Tinker was excused. Staff members present were Executive Director Kay Kassinger, Director of Acquisition and Development Annie O’Rourke and Executive Assistant Teresa Rodocker. Legal Counsel Dave Neupert was also in attendance. Roll call was assisted with updates on summer activities for Board Members and new hire Annie O’Rourke shared her background with the board.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director Kassinger had an additional Resolution to be added to New Business. Resolution #2014-22 for FHLB Application Submission was added. Commissioner Weed moved to approve the agenda as amended, seconded by Commissioner Shusterman. Voice Vote. Approved.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

No public in attendance

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger’s June Timesheet, June Regular Meeting Minutes, June Check Registers, excluding Section 8, SH523 Grants 4 & 5 and the Outpost. Moved by Commissioner Rymph, seconded by Commissioner Flodstrom. Commissioner Turner asked that the final paragraph in the June minutes be amended to show that she would not be in attendance at the August meeting. Voice Vote. Approved as amended.

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

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

Approval of the Outpost May Check Registers. Moved by Commissioner Rymph, seconded by Commissioner Flodstrom. Voice Vote. Approved.

EXECUTIVE DIRECTOR'S REPORT

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

She met with a group in Jefferson County interested in exploring housing for farmworkers. The meeting was interesting and while PHA will be happy to be part of the conversation, providing information as needed, the group may be going in a different direction that may not include PHA.

The property at Eklund has encountered a few delays due to incorrect windows being ordered. New windows will be installed.

I closed on the Jefferson County Self Help lots 7/14. The goal is to have permits in place and commence construction in 60 days.

The first 4 homes in Pendley Estates are 95% complete, with the second 4 loans closed on 7/15. The group is ready to begin work on these 4 houses. A Groundbreaking has been scheduled on August 1.

Commissioner Turner asked if the group from the Episcopal Church had a timeframe as to when they would get back to us and Executive Director Kassinger replied that she expected to hear back by the end of the month. The representative thought that the amount asked was reasonable and also asked for a figure as it related to us selling them the property, rather than leasing it.

Commissioner Turner asked what the Offset Litigation represented and Executive Director Kassinger explained that this was the litigation that approximately half of the Housing Authorities in the country are participating in as a result of public housing reserve funds being taken by HUD.

Commissioner Flodstrom asked that summaries of pertinent training classes be shared with the board and other agency personnel by those attending the classes..

Commissioner Weed asked if the waitlist numbers for the Asset Department reflected families who were on more than one list or if they were just grouped together. Executive Director Kassinger explained that families could apply to be on the waitlist for any and all properties because the waitlists are separate for each property.

REPORTS FROM COMMISSIONERS

Commissioner Teal stated that they have been very successful with their Community Garden and the handout provided in the board packet referenced an organization for homeless teens that has been assisted by the garden.

Commissioner Rymph stated that he is involved with an LLC called Quimper Village. The goal of Quimper Village is to provide housing for seniors that will allow aging in place to occur. Those involved are hopeful that 20-25 units could be developed in Jefferson County. The individuals met with Director Kassinger to discuss ideas for partnering such as land purchasing, property development and project management.

Commissioner Turner asked a question about the length of time units remained empty at properties such as the Lee Plaza, reflected in the Asset Management Department report. Executive Director Kassinger explained that some properties, such as the Lee Plaza, are more difficult to lease than others due to unit size and lack of parking. It was also explained the waitlist notification process can take up to 60 days from vacancy to lease up.

OLD BUSINESS

None.

NEW BUSINESS

Discussion for Changes to Quorum – By Laws

Current By-Laws state that a quorum consists of 5 or more board members. Meeting this number can be difficult when a full board is not seated. After discussion the Board directed Legal Counsel Neupert to prepare a resolution for the next meeting amending the By Laws to reflect a quorum will consist of a majority of the seated board member.

Resolution #PHA 2014-20: Out of State Travel – Carolyn Stimbart

Moved by Commissioner Shusterman, seconded by Commissioner Teal. Voice Vote. Approved.

Resolution #PHA 2014-21: Out of State Travel – Joe Abbott

Moved by Commissioner Shusterman, seconded by Commissioner Teal. Voice Vote. Approved.

Resolution #PHA 2014-22: FHLB Affordable Housing Program Grant Application

Commissioner Flodstrom, seconded by Commissioner Weed. Voice Vote. Approved.

Commissioner Turner and Commissioner Rymph will be unable to attend the meeting in August. All other board members will need to be present to ensure a quorum

Next Meeting:

Wednesday, August 20 at 1:00 p.m.
Clallam County Courthouse – Commissioner’s Meeting Room
223 E. 4th Street
Port Angeles WA 98362

Adjournment: The meeting adjourned at 1:52 p.m.

Secretary

Board Chair

Seal: