



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR MEETING BOARD MEETING MINUTES

Wednesday, June 18, 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, Tinker and Weed. Commissioner Shusterman was excused. Staff members present were Executive Director Kay Kassinger, Director of Asset Management Sarah Martinez, Rental Assistance Director Debbi Tesch, Comptroller Annette Dotlich and Executive Assistant Teresa Rodocker. Legal Counsel Dave Neupert was also in attendance.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Commissioner Turner asked that a discussion regarding meeting dates for July and August be added to the agenda at the end of the meeting. Commissioner Weed moved to approve the agenda as amended, seconded by Commissioner Teal. 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 May Timesheet, May Regular Meeting Minutes, May Check Registers, excluding Section 8, SH523 Grants 4 & 5 and the Outpost. Moved by Commissioner Flodstrom, seconded by Commissioner Tinker. Commissioner Turner then asked if the May Regular Meeting Minutes could be removed from the Consent Agenda, with the approval of Commissioners Flodstrom and Tinker. They agreed and the May Regular Meeting Minutes were removed. Voice Vote. Approved.

Approval of May Regular Meeting Minutes. Moved by Commissioner Rymph, seconded by Commissioner Tinker. Commissioner Turner was not in attendance at the May meeting and wanted to confirm that all discussion held by the board regarding the FY2015 budget was included in the minutes. Board members assured her it was. Voice Vote. Approved.

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

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

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

EXECUTIVE DIRECTOR'S REPORT

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

The 2014 HUD Appropriations Act is requiring that changes be made to the Flat Rent Schedule for Public Housing. This will require a re-approval of the Annual Plan. One of the changes will require a utility allowance be included in the Flat Rent calculations. This change may reduce the agency rental income on flat rent units in an amount that could equal the utility allowance. This will come back to the board at the August or September meeting.

Jefferson County Self-Help properties due diligence is continuing. Extensions with Kitsap Bank and Habitat for Humanity of East Jefferson County have been signed with a new closing date of July 14th.

A Physical Needs Assessment (PNA) has been completed in regard to the MAV Redevelopment. The PNA should be in soon and addresses issues such as re-plumbing, earthquake readiness and electrical items. The PNA is required to meet HUD guidelines for the demolition request.

The six methamphetamine contaminated units have been cleaned out and are now ready for remediation. Once the Department of Health completes the rule change, we will begin the remediation.

The Clallam County Shelter Provider's Network held their Annual Forum on Tuesday, June 17th. The "report card" on how things are going was presented and while homelessness is decreasing, there was a 40% increase in the eastern part of the county. Commissioner Flodstrom noted that there was also a surge in foreclosures in this part of the county as well.

On Wednesday, June 25th at 3 pm, the Jefferson Shelter to Housing Partnership will be holding a meeting at the Tri-Area Community Center. The focus of the meeting will be Farm Worker's Housing.

The position of Director of Acquisition & Development has been filled with the hiring of Ann M. O'Rourke. Her education background includes Marketing, Finance Law and Business and she owns her own design firm. Currently, she does the house plans for the Self-Help program and she will continue to do so as part of her position with PHA. She will begin work July 7, 2014.

Commissioner Rymph asked if the Self-Help designs allowed for aging in place and Executive Director Kassinger replied that since 2007 we have designed all homes to comply with HUD Visitability standards which include one entrance with no stairs, wider doors and hallways and one bathroom that will accommodate a wheelchair bound person. While some sites are not level and do have steps, the homes will still meet the HUD Visitability standards.

Commissioner Teal asked for an update on the time frame for the Self-Help building process and Executive Director Kassinger stated that the goal is for September.

Commissioner Turner asked about the Jefferson Shelter to Housing Partnership 10 Year Plan Update. Executive Director Kassinger explained that Rental Assistance Director Debbi Tesch has been a member of the committee preparing the draft update. The update will be presented to the full group for review in the next few months for discussion and final consideration.

Commissioner Turner was pleased with the agency's success with our Section 8 Home Ownership program and asked for some additional details. Executive Director Kassinger explained that much of the program success can be attributed to the Board committing 5 home ownership vouchers annually when PHA began its USDA RD Mutual Self-Help Program in 2003. This has allowed the agency Family Self-Sufficiency (FSS) program to work with Section 8 participants to help them purchase an existing home or to build a new home. The largest challenge we faced was getting HUD to revise their regulations and allow a voucher to be committed to a home under construction without having to request approval from D.C. each time. Rewriting of the regulation was taken on by the Development Department and through much conversation with HUD, the regulation was revised in 2005. PHA has 35 families that have moved on to Home Ownership, with the majority working with Lisa Worthey, staff coordinator of the Family Self-Sufficiency program.

REPORTS FROM COMMISSIONERS

Commissioner Teal stated that she had attended a meeting regarding Housing for those with Disabilities and found it very informative, with lots of resource information.

OLD BUSINESS

Executive Session – Mt. Angeles View Redevelopment Lot G3 Discussion: This was moved to the end of the meeting.

NEW BUSINESS

Resolution #PHA 2014-16: Approval of Fiscal Year 2015 Budget

Moved by Commissioner Flodstrom, seconded by Commissioner Rymph. Commissioner Weed asked if the budget was available at this meeting and it was not. Wording was then amended, with the approval of Commissioners Flodstrom and Rymph, who had moved and seconded, to read "Be it resolved by the Peninsula Housing Authority, in Regular Session assembled this 18th day of June, 2014 that the Board of Commissioners of the Peninsula Housing Authority hereby authorizes the adoption of the Peninsula Housing Authority's Fiscal Year 2015 Budget as discussed at the May 21, 2014 Board of Commissioner's meeting. Voice Vote. Approved.

Resolution #PHA 2014-17: Accounts Receivable Write-Off

Moved by Commissioner Teal, seconded by Commissioner Weed. Commissioner Flodstrom noted that it was nice to see a reduction in the legal fees. Voice Vote. Approved.

Resolution #PHA 2014-18: Authorization for Out of State Travel & Training

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

Resolution #PHA 2014-19: Wildwood Easement Agreement with the City of Port Angeles

Moved by Commissioner Rymph, seconded by Commissioner Tinker. Executive Director Kassinger explained that when the property was first obtained, utilities were handled by the county PUD. Since the city now services it, they have realized that they have no legal public access to certain areas and are requesting easements for their service areas. . The easements will not interfere with UFAS improvements scheduled at Wildwood Terrace Apartments in 2015.. Voice Vote. Approved.

EXECUTIVE SESSION

The Board entered Executive Session at 1:32 pm for approximately 15 minutes, for discussion regarding the Mt. Angeles View Lot G3, with action possible after the session.

The Board reconvened at 1:48 pm.

Commissioner Tinker moved that Executive Director Kassinger be authorized to discuss with Episcopal Retirement Communities possible options regarding Lot G3, with final approval to be presented to board for further action. Seconded by Commissioner Teal. Voice Vote. Approved.

Future Meetings (Addition to agenda):

Commissioner Turner asked everyone to check their calendars to see if attendance was an issue for anyone for July and August. All board members stated that they expected to be able to attend both meetings, except Commissioner Turner, who will not be able to attend in August.

Next Meeting:

Wednesday, July 16 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: