



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, March 20, 2013 at 1:00 p.m.

The Public is invited to attend the meeting of the Board of Commissioners at:
Clallam County Courthouse – Commissioner’s Board Room
Port Angeles WA 98362

CALL TO ORDER

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

Present were: Commissioners Flodstrom, Teal, Rymph, Turner and Shusterman. Commissioners Boardman, Fleck and Hancock were excused. Also present were staff members Executive Director Pam Tietz and Executive Assistant Teresa Rodocker, along with Legal Counsel Dave Neupert.

Public attendees: None

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

ADDITIONS TO THE AGENDA

None

ELECTION OF OFFICERS:

Commissioner Teal nominated Commissioner Turner as Chair. Commissioner Rymph seconded the nomination. There were no other nominations. Voice Vote. Approved.

Commissioner Teal nominated Commissioner Shusterman as Vice-Chair. Commissioner Flodstrom seconded the nomination. There were no other nominations. Voice Vote. Approved.

CONSENT AGENDA

Approval of consent agenda: February Regular Meeting Minutes, Director Tietz’s February Travel Vouchers, Director Tietz’s February Time Card and January Check Registers. Moved by Commissioner Teal, seconded by Commissioner Shusterman. Correction to the minutes requested by Commissioner Teal that her report at the last meeting show that the Jefferson County PUD is taking over from Puget Sound Energy. This was transposed in the minutes. There were no further additions, corrections or amendments to the agenda. Voice Vote. Approved.

EXECUTIVE DIRECTOR'S REPORT

Director Tietz presented a written report to the Board and provided a verbal report as follows:

Pendley Estates: Approved by the City Council on 3/19/13 and recorded on 3/20/13. Director Tietz explained that the property was named after a long-time board member who served approximately 30 years on the Board of Commissioners for Peninsula Housing Authority. Additionally, Director Tietz expressed her appreciation for City Manager Dan McKeen who worked with PHA to move the project forward.

Jefferson County: Director Tietz is working with the core group of individuals who are working to form a group similar to the Shelter Providers Network in Clallam County. She is attending an organizational meeting on 3/21/13 to discuss the next steps and the big picture.

Additionally, a group has made an offer to purchase the Port Hadlock Inn with the hope to use it as low-income housing. Director Tietz is hoping to meet with them to discuss funding ideas and options with them.

The audit by the State Auditor has been completed and the exit interview was held March 13, 2013 with Commissioners Turner and Flodstrom in attendance. Commissioner Flodstrom stated that he was pleased to report that the auditors were complimentary of the staff and their assistance during the audit and that while there were some exit notes, there were no major findings. Director Tietz reported that many of the things mentioned in the exit notes have already been addressed and the others are in the process of review through her office.

The HUD audit is being held this week and at this time, we have not yet heard from them in regards to any issues.

The sale for the OlyVista property will close early April, and will go out to bid with rehabilitation scheduled soon after. PHA is working with NORVHN to lease the units to veterans and their families. This property is located on Lopez Street off of Lauridsen and Vine and was originally purchased in order to obtain the single around the property with the intent to sell the OlyVista property.

Eklund Heights has been worked on by Director Tietz lately, as we did not get the 9% tax credit funding, but the Housing Trust Fund has decided that since many properties are on the wait list for the 9% funding, they will put more money into the projects using a 4% tax credit and issue bonds to help with funding. An updated form is required and this was completed yesterday and will be submitted. PHA is still asking for a bit over \$5.5 million, which is unprecedented, but it is being considered. Three projects on the list have Impact Capital loans and the Housing Trust Fund would like to see Impact Capital paid off so they can re-use those funds for other projects. A decision is expected in Mid-April.

Commissioner Flodstrom asked for a fuller explanation of tax credit funding. To access 4% it must be done in conjunction with a bond issue and as long as there is available bond cap. There is lots of bond cap available in the state right now. The choice is supporting bond debt or using tax credit to pay down the bond. If we do a 4% tax credit, with the rent structure targeting 50% of income, we could support a bit over \$700,000 in debt. We could use the Housing Trust Fund, the Opportunity Fund, First Federal Savings Bank and local county document recording fees. Then use the 4% tax credit program to generate a bit over 3 million for the project. 9% credit would provide more funding, but those are competitive and we have not been able to get them. The decision to make is really to determine if you use the 4% program, can you find the money to make up the gap.

Website – New website is up and running. Please take some time to review it.

Commissioner Turner asked about the Jefferson Land Trust partnership request. Director Tietz explained that she had referred them to the Office of Rural and Farm Worker Housing (ORFH) which has a well established process in place for this type of partnership and programming.

Commissioner Turner asked about the Island County Forum. Director Tietz explained that herself and Kathy Wahto, Executive Director from Serenity House went and spoke regarding the partnerships between the different agencies and programs and how they were set up and managed.

REPORTS FROM COMMISSIONERS

Commissioner Rymph stated that he enjoyed the Forks property tour but he was concerned about the units affected by drug use. Director Tietz explained that PHA would be working to establish a process in which self-testing could be done, with experts called in for further evaluation whenever chemical traces were found. It is expensive; however, the safety of the staff and tenants is the priority.

Commissioner Teal stated that she was impressed with the units in Forks as well.

Commissioner Shusterman informed the board that he would not be in attendance at the next 2 meetings.

Commissioner Flodstrom reported that he enjoyed seeing the Forks facilities and what good shape they were in. He also asked when a Port Angeles tour would be scheduled. Executive Assistant Rodocker stated that a time would be scheduled upon Commissioner Hancock's return.

Commissioner Turner reported that she was pleased to see the Pendley approval completed. Additionally, she asked the board to have a conversation regarding a board retreat to work on the 5 Year Plan. Executive Assistant Rodocker reported on some facilities available and it was determined that the board retreat would be held immediately after the board meeting in June. Executive Assistant Rodocker will contact Jamestown S'Klallam Tribe to locate a meeting room and will organize lunch for that day.

OLD BUSINESS

Recruitment of New Board Member – One application has been received by the Clallam County Commissioners at this time. Director Tietz was going to review the application after the board meeting.

NEW BUSINESS

Sequestration Discussion – Director Tietz explained that the sequestration will affect not only PHA, but all housing authorities. PHA has stopped issuing Section 8 vouchers, except for VASH, which will continue to be issued as required. PHA does have adequate reserves to meet the financial needs through the fiscal year, but that the budget review process will begin shortly and all managers will be involved in this. Questions were raised regarding staffing concerns and how it would be determined where expenses could be cut. Director Tietz explained that all managers were reviewing their budgets and that the proposed budget would be available in May for a first review and in June for a vote.

Resolution #PHA-2013-08 – Approval of FY2014 Annual Plan. Moved by Commissioner Rymph, seconded by Commissioner Shusterman. Director Tietz explained that this was a HUD required item to be done each year. Voice Vote. Approved.

Resolution #PHA-2013-09 – Approval of General Depository Agreement. Moved by Commissioner Shusterman, seconded by Commissioner Flodstrom. Director Tietz explained that this was required by the State Auditor's office. Voice Vote. Approved.

Resolution #PHA-2013-10 – Approval of Suitability Factor Policy. Moved by Commissioner Teal, seconded by Commissioner Shusterman. Commissioner Teal asked that the word gender be added to the equal housing statement. Commissioner Shusterman asked the source of the document and Director Tietz explained that the base of the policy was from Seattle Housing Authority. Further discussion was held regarding the words shall vs. may in certain paragraphs and clarification of what applicants will be denied for in regards to criminal acts. Voice Vote. One Aye – Four Nays. Denied. Commissioner Flodstrom moved that the Resolution be re-submitted in April. Commissioner Teal seconded the motion. Voice Vote. Approved.

Resolution #PHA-2013-11 – Approval of Compensation Comparability Analysis Certification. Moved by Commissioner Flodstrom, seconded by Commissioner Shusterman. Director Tietz explained that this was the annual required analysis. Commissioner Turner noted that one position was below the minimum range. Director Tietz responded with the information that the numbers on the report were for the last calendar year and that halfway through 2012 that position did receive a salary increase and is now in the appropriate range. Voice Vote. Approved.

Resolution #PHA-2013-12 – Approval of Accounts Written Off. Moved by Commissioner Rymph, seconded by Commissioner Flodstrom. Voice Vote. Approved.

Resolution #PHA-2013-13 – Approval of Records Retention Policy. Moved by Commissioner Shusterman, seconded by Commissioner Flodstrom. Executive Assistant Rodocker explained that research had been done regarding storing things electronically and that it was not cost-effective as many documents could be scanned, but the paper documents still had to be retained. Voice Vote. Approved.

Resolution #PHA-2013-12 – Approval of Out-of-State travel for Director Tietz and Comptroller Dotlich. Moved by Commissioner Teal, seconded by Commissioner Shusterman. Voice Vote. Approved.

Next Meeting:

Wednesday, April 17, 2013 at 1:00 p.m.

Clallam County Courthouse – Commissioner’s Board Room - Port Angeles WA 98362

Legal Counsel Neupert explained that he would not be in attendance for the April meeting, but that Josh Fox would be attending in his place.

Executive Assistant Rodocker will not be in attendance in April due to training. Another staff member will be asked to attend to take minutes and provide any assistance needed.

Adjournment: The meeting adjourned at 2:33 p.m.

Secretary

Board Chair

Seal: