



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR MEETING BOARD MEETING MINUTES

Wednesday, May 21, 2014 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Olympic Community Action Conference Room
823 Commerce Loop
Port Townsend WA 98368

CALL TO ORDER

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

ROLL CALL

Present were: Commissioners Teal, Flodstrom, Rymph, Shusterman and Weed. Commissioners Tinker and Turner 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

Executive Director Kassinger requested that Amended Resolution PHA #2014-13 be added to the agenda under New Business.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

No public in attendance

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger's April Timesheet, April Regular Meeting Minutes, April Special Meeting Minutes, May Special Meeting Minutes, along with April Check Registers, excluding Section 8, SH523 Grants 4 & 5 and the Outpost. Moved by Commissioner Rymph, seconded by Commissioner Flodstrom. Voice Vote. Approved.

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

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

Approval of The Outpost April 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:

A meeting was held with President Larry Hueth, Senior Vice-President Ed Brady, Assistant Vice-President and Community Reinvestment Officer Morgan Fox of First Federal. This discussion was held to determine First Federal's interest in the development pipeline of Peninsula Housing Authority, funding and anticipated shortfalls. Executive Director Kassinger discussed the challenges of funding through sources such as Commerce and First Federal very much wanted to express their support of Peninsula Housing Authority projects. Commissioner Shusterman asked if there were partnership possibilities with Supportive Housing agencies since this is the direction state funding seems to be headed. Executive Director Kassinger agreed it could work with certain programs, but it wasn't a viable option for all agency programs, such as Public Housing.

Executive Director Kassinger then opened a discussion on the required training for Open Public Meetings, Public Records and Records Retention. It was determined that the board would prefer to complete the training on-line, forward information regarding completion to Executive Assistant Rodocker, who would then ensure that tracking would be done to ensure that guidelines would be met as required.

Executive Director Kassinger provided a methamphetamine update in Commissioner Turner's absence. Interested parties were requested to submit letters to the DOH to not only discuss proposed contamination level changes but provide information on proposed encapsulated after clean-up standards. Typically units are either encapsulated or cleaned, but not both. Tacoma Housing Authority is doing research on the encapsulation standards proposed and will share this information with other agencies.

REPORTS FROM COMMISSIONERS

Commissioner Rymph stated that he met with Sarah Spath, the Executive Director from the Jefferson Land Trust regarding their long range plans. Jefferson Land Trust recently purchased a 16 acre parcel of land and one use in consideration is to turn it into affordable housing for farm workers that work the different farms in that area. Commissioner Rymph wondered if there was a possibility of a cooperative venture and Executive Director Kassinger stated that she has met Ms. Spath in the past and that she would be willing to speak with her again regarding this property and the options that may be available.

Commissioner Shusterman stated that he would not be available for the June meeting.

OLD BUSINESS

None.

NEW BUSINESS

Executive Director Job Description

Executive Director Kassinger explained that a review of the job description by board members showed some areas for updating and/or correction. A copy of the updates was given to all board members for their review and it was determined the changes should be incorporated into the job description used for Executive Director Kassinger.

Resolution #PHA 2014-14: Approval of Clallam County Utility Allowances

Moved by Commissioner Flodstrom, seconded by Commissioner Rymph. Director of Rental Assistance Tesch explained that it is required that all utilities be reviewed annually and if there is a change of 10% or more in any area, that those changes be applied. Since there was at least one area, the decision was made to change all of the allowances. This will result in a \$2 to \$5 savings for most participants.

Commissioner Rymph asked about Jefferson County utilities and it was explained that those are reviewed in November of each year. Voice Vote. Approved.

Resolution #PHA 2014-15: Accounts Receivable Write-Off

Moved by Commissioner Teal, seconded by Commissioner Weed. Commissioner Weed asked how often these were brought to the board and Comptroller Dotlich explained that while these were done quarterly, this quarter it is higher than usual as efforts were being made to clear these accounts prior to year end. Voice Vote. Approved.

Repeal of Resolution #PHA 2013-25: Occupancy Standards

Moved by Commissioner Rymph, seconded by Commissioner Flodstrom. Executive Director Kassinger explained that the original request to change standards was a result of lack of funding. At the time of the original resolution, changes were to be made only to those new to the program or who were had changes in circumstances. The original resolution was to go into effect on July 1, 2014. Since approval of PHA 2013-25, HUD determined that any changes must affect everyone, including those not making changes. After a review by Director of Rental Assistance Tesch determined that it would affect families approximately \$314 per month on average. Commissioner Rymph amended his motion to state that the repeal has the express intent of reinstating the occupancy standards that were in place prior to Resolution PHA 2013-25, as they are reflected in the policy. Voice Vote. Approved.

Amended Resolution #PHA 2014-13: Approval of contract with Kamin Excavation LLC for the Eklund Heights Walking Path on N. Gales Street

Moved by Commissioner Teal, seconded by Commissioner Rymph. Executive Director Kassinger explained the Clallam County Public Works Department requested some changes to improve the pathway project. After a review of the requests, three change orders were prepared one credit and two additions, that would result in a contract increase with Kamin Excavation LLC above the Board approved maximum. The resolution amendment is to increase the contract maximum by \$3,500. Voice Vote. Approved.

FY2015 Budget Review

Comptroller Dotlich presented the first draft of the budget and explained that this was based on actuals through February, projected numbers through June and includes Sunbelt, though it can be removed when the property is sold to Serenity House. Eklund numbers are budgeted through the entire year, but will not begin the lease up until August. The loss of Sunbelt's units will essentially be a wash with the Eklund addition. There are no management fees paid out of the capital fund this year, which is explains the Cost Center income reduction. It was determined that staff will prepare and present a formal budget approval request at the June meeting.

Commissioner Shusterman asked if everything that needed to be discussed regarding the training for Open Public Meetings, Public Records and Records Retention had been covered. The Board requested the training links be sent to them via e-mail for completion as their schedule permits. Once Executive Assistant Rodocker has received notification of training completion from the Board, she will establish a system for tracking and compliance.

Next Meeting:
Wednesday, June 18 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 2:00 p.m.

Secretary

Board Chair

Seal: