



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR MEETING BOARD MEETING MINUTES

Wednesday, October 15, 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
830 Commerce Loop
Port Townsend WA 98382

CALL TO ORDER

The meeting was called to order at 1:05 p.m. by Commissioner Turner.

ROLL CALL

Present were: Commissioners Turner, Weed, Teal, Shusterman, Teal and Flodstrom. Commissioner Rymph was excused. Staff members present were Executive Director Kay Kassinger, Director of Asset Management Sarah Martinez and Executive Assistant Teresa Rodocker. Legal Counsel Dave Neupert was also in attendance.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

None

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

No public in attendance

CONSENT AGENDA

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

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

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

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

EXECUTIVE DIRECTOR'S REPORT

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

Eklund Heights: The dedication will be held on October 30, 2014 at 1 pm. Cake and coffee will be served. Invitations will be sent out shortly to everyone. It is hoped that some dignitaries involved in the funding process will be able to attend.

Operating Reserve Offset Litigation Update: Information has been received that indicates that 5 housing authorities located in Nebraska, North Carolina, Florida, California and Georgia have been asked to provide the items requested through discovery. It is anticipated that it will be the 1st Quarter of 2015 before more information is received regarding this.

Rural Development Communication: After receipt of the letter from RD placing PHA in the high risk category, Executive Director Kassinger has a letter ready to mail regarding the actual status of the grant. The intent of the letter is to clarify any information that may have been missed in any prior communications. The letter outlines the number of loan packages submitted currently and the number of loan package that PHA anticipates submitting in the next 2 weeks. Commissioner Teal asked for a clarification on the number of packages and Executive Director Kassinger responded that it is 16 packages total and that those numbers will be updated prior to the letter being sent.

Commissioner Turner outlined the information regarding the upcoming hearing on the methamphetamine issue which will be held at the end of October. The report received stated that a Cost-Benefit Analysis was available, but that it needed to be requested. Both Commissioner Turner and Executive Director Kassinger will be requesting this in preparation for attending the hearing.

Commissioner Turner stated that the Regional Housing Forum will be held on Wednesday, November 19, 2014 at 9:00 am. It will be held at the Jamestown S'Klallam Center.

Commissioner Teal asked if there was any further information regarding the Discovery View property. Executive Director Kassinger stated that while she had met with them, they were currently looking at a 9% tax credit application versus a 4% tax credit bond deal. A rehab/re-syndication deal would not score well in the Finance Commission Tax Credit round so Executive Director Kassinger does not recommend we pursue a deal at this time though she does expect to remain in communication with the Discovery View participants.

REPORTS FROM COMMISSIONERS

Commissioner Tinker reported that a grant for the Outpost from Home Depot has been received and work will be done on October 24th for landscaping and a playground.

Commissioner Teal stated that she had met Joe Abbott, the new inspector for PHA, and he was very nice and polite.

Commissioner Shusterman stated that he had a discussion with Fred Kimball from the Habitat from Humanity board regarding a collaboration between agencies in order to accomplish outreach. It has become difficult for them to find applicants who qualify for the loans. Executive Director Kassinger explained that she has discussed this with them as well as the possibility of PHA providing loan packaging services for Habitat.

Commissioner Turner reported that she was following up on a possible board member from the Sequim area who would represent the east side of Clallam County.

OLD BUSINESS

Rural Development High Risk Letter:

Discussed during Executive Director Report.

NEW BUSINESS

Resolution #PHA 2014-24: 2014 Amendments to By-Laws

Moved by Commissioner Flodstrom, seconded by Commissioner Shusterman. Originally presented in August, tabled from September. Voice Vote, Approved.

Resolution #PHA 2014-30: Out of State Travel & Training for Annette Dotlich, Comptroller

Moved by Commissioner Tinker, seconded by Commissioner Flodstrom. Commissioner Weed asked if this training was in the line item budget. Executive Director Kassinger explained that it was. Voice Vote, Approved.

Resolution #PHA 2014-31: Approval of Changes to Procurement Policy

Commissioner Teal, seconded by Commissioner Weed. Change to policy raising the Small Purchase Threshold to \$100,000 which is the maximum allowable by HUD. Originally discussed at the September meeting. Voice Vote, Approved.

Resolution #PHA 2013-32: Approval of Application for Clallam County 2060/2163 Funds

Moved by Commissioner Shusterman, seconded by Commissioner Flodstrom. In discussion, Executive Director Kassinger stated that the application covers funding for a PHA project and for us to apply on behalf of Serenity House for funding for the Housing Resource Center and for operating funds for Sunbelt. Serenity House would then be a sub-recipient of funds. The reason for the application to include Serenity House projects was due to them missing the Clallam County Mandatory Bidder's Conference. Serenity House asked PHA to sponsor their projects and Executive Director Kassinger spoke with Iva Burkes, Health and Human Services Director to see if this was appropriate, which it is. If funded, the contract will be between PHA and Clallam County with all Serenity House expenditures requiring PHA approval prior to reimbursement request to the county. Legal Counsel will review the application prior to submission and the contract prior to signature by PHA.

Commissioner Tinker explained that Serenity House operates the Housing Resource Center in Sequim, Port Angeles and Forks and that the funds applied for under this category would go for immediate assistance. Fund would be used for deposits, rental assistance, etc. The \$140,000 being applied for is the main source of funding for this program and without it, the HRC would not be able to meet the needs of the communities they serve. The HRC offices are critical in our communities.

Commissioner Teal asked what the funds for Sunbelt would be used for and Executive Director Kassinger stated that while Serenity House has a \$90,000 HUD award for operating funds, the funds requested from the county would help them free up other agency funds in their existing budget. The question was then raised as to whether or not this would affect any on-going issues with Serenity House and their payments being made to us for the leases currently held on units at Sunbelt. Executive Director Kassinger stated that this was 2 different areas and it would not affect the master lease program currently in place.

Commissioner Tinker asked how the application would be presented in terms of priority funding. Executive Director Kassinger stated that the application would clearly show that funding for the MAV

Redevelopment would be the top priority, with funding for the Housing Resource Centers listed second and the Sunbelt funding would be third.

Commissioner Turner asked how much funding was available. Executive Director Kassinger responded that the 2060 Capital funds have \$50,000 available, while the 2163 funds are primarily for services to the homeless community and have \$220,000 available.

Commissioner Turner asked, based on historical funding approvals, what our chances would be of getting all of the funding requested. Executive Director Kassinger replied that in the past, they have funded the majority of our requests, however; cuts have been in place in recent years. Commissioner Tinker stated that last year, they funded all requests, but with a 10% reduction overall.

Commissioner Weed asked if any other agencies were prepared to do the duties of the Housing Resource Center if the funding did not come through. Commissioner Tinker stated that the majority of the other agencies focused on one particular area of client but the HRC works with any person needing emergency housing assistance. Executive Director Kassinger stated other agencies' funding is provided for specific services and therefore, that limits their ability to do the same work as the HRC.

Commissioner Weed asked who determined how the county funds were allocated. Executive Director Kassinger stated that there was a committee who made recommendations to the Clallam County Commissioners.

Commissioner Turner asked if Serenity House were to no longer be in existence, would we be able to staff and run the HRC. Executive Director Kassinger and Commissioner Tinker agreed we could not take on running the HRC and if it was to remain a viable operation without Serenity House funding, it would take a collaboration of many agencies to do so.

Commissioner Shusterman asked if we needed an agreement of conditions in place for the sub-recipient. Executive Director Kassinger stated that the county would prepare the agreement and that PHA would have legal counsel review it to ensure that all appropriate checks and balances were in place.

Commissioner Tinker stated that she would feel more comfortable with a budget review.

Commissioner Weed stated that he felt more justification may be needed on the \$35,000.

Commissioner Shusterman asked if the Sunbelt funding application was tied in any way to the Purchase & Sale Agreement currently in process for the Sunbelt units to Serenity House. Executive Director Kassinger stated that it was not.

Commissioners Flodstrom and Teal both stated that they were comfortable with the resolution as presented.

Commissioner Tinker moved to amend the resolution to strike the Sunbelt portion from the resolution. There was no second, motion not carried forward.

Commissioner Flodstrom asked who would receive the \$35,000 asked for if it was not in our request. Commissioner Tinker stated that other agencies, including ones she participates in, would then have a better chance of getting their requests approved.

Commissioner Flodstrom asked if Serenity House would have a better chance of receiving the funds, had they shown up the Bidder's Conference. Executive Director Kassinger stated that she felt a portion of it would have been received.

Commissioner Flodstrom asked if we could reduce the amounts being requested and if Commissioner Tinker would be able to accept that. Commissioner Tinker stated that she felt strongly that the Sunbelt portion be removed from the application.

Commissioner Weed asked if there was a verbal portion to the application process. Executive Director Kassinger stated that there was not, however; the application process is formatted to ensure that applicants can apply for more than one proposal, with the option of listing order of priority for each agency.

Voice Vote. Approved. Commissioner Tinker voted against.

EXECUTIVE SESSION

2:10 PM - The board adjourned to Executive Session for the purpose of discussing the Collective Bargaining Agreement and for a discussion of Self-Help Lot Sales Prices. Executive Session is expected to last 30 minutes, with action to be taken after the session. Commissioner Teal was excused.

2:55 PM – The board reconvened. Commissioner Teal returned to the meeting.

Commissioner Flodstrom moved to authorize Executive Director Kassinger to move forward with negotiations in regard to the Collective Bargaining Agreement and to pursue lot prices for the Self-Help Lots as discussed in Executive Session. Commissioner Tinker seconded. Voice Vote, Approved. Commissioner Teal abstained.

Next Meeting:

Wednesday, November 19 at 1:00 p.m.
Jamestown S'Klallam Center – Alderwood Room
1033 Old Blyn Highway
Sequim WA 98382

Adjournment: The meeting adjourned at 3:00 p.m.

Secretary

Board Chair

Seal: