



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR MEETING BOARD MEETING MINUTES

Wednesday, September 17, 2014 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Clallam County Courthouse – Health & Human Services Conference Room
223 E. 4th Street, Suite 042
Port Angeles WA 98362

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, Rymph and Flodstrom. Commissioners Shusterman and Tinker were 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

Executive Director Kassinger requested that Amended Resolution #2013-27 to adjust Self Help Technical Grant funding to accommodate rehabilitation as well as new construction.

Executive Director Kassinger requested that Resolution #2014-24, currently in the board packet, be replaced by an updated version. Motion to adopt the amended agenda by Commissioner Weed, 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 August Timesheet, August Regular Meeting Minutes, August Check Registers, excluding Section 8 and SH523 Grants 4 & 5. Moved by Commissioner Flodstrom, seconded by Commissioner Teal. Voice Vote. Approved.

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

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

EXECUTIVE DIRECTOR'S REPORT

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

Due to an increased amount of hearings regarding local marijuana issues, we have been asked to move our meetings, at least through the end of 2014 to the Health and Human Services Conference Room. The meeting in October will be at the Jefferson County Olycap offices and the meeting in November will be at Jamestown due to the Regional Housing Forum, so this will only affect us in December.

Provided today is a legislative letter regarding the methamphetamine issue. While at the Association of Washington Housing Authorities (AWHA) meeting last week, Executive Director Kassinger was made aware of changes in dates regarding public hearings. Currently, it is anticipated that the public hearing on this issue will be the end of October, which will place the new rule in effect after the 1st of the year. Executive Director Kassinger is planning on attending the public hearing regarding this issue.

Executive Director Kassinger reported that the 3rd set of windows for Eklund are being installed and it is anticipated that the final punchlist will be completed at the end of September. Once Eklund is a bit closer to completion, then a dedication date will be set. Commissioner Turner asked what the term liquidated damages meant and Executive Director Kassinger reported that this means that the contractor could be held responsible for income lost as the property is not available for use by the original date on the contract.

Executive Director Kassinger then discussed the High Risk letter from USDA. To summarize, the letter was sent because the loan packages were not submitted by June. Since the lots were not purchased until July, it was not possible for PHA to submit the loan packages. At this time, loan packages are being prepared for probable submission in October, with construction beginning in February or March. Commissioner Turner met with Art Seavey of Rural Community Assistance Corporation (RCAC) to discuss options in regards to a response. It was determined that Mr. Seavey was preparing a letter and upon receipt of that letter, Executive Director Kassinger would determine whether a replacement and/or an additional letter would be necessary. Additionally, the RD 1944-I, Exhibit E was discussed and reviewed by the board, who were satisfied by the staff report of policy and procedure as it relates to the Technical Grant.

Executive Director Kassinger reported that a successful bid was accepted by USDA Rural Development to purchase a home on the corner of Vine and Lopez. Rehabilitation on this property will begin and an applicant is in the loan process at this time.

Executive Director Kassinger stated that a review of the Procurement Policy by the HUD specialist who visited a few months ago resulted in his recommendation that the limit be increased to \$100,000.00. An example of what would be affected would be the Gales Street Widening Project. Originally it came in at approximately \$77,000.00, but a few change orders resulted in needing board approval for each change. This created a timing delay and the original company was unable to remain on the jobsite. Commissioner Rymph asked what the County and City limits were, response from Legal Counsel Neupert was \$200,000.00. Commissioner Flodstrom asked about the usage of the small works roster and Executive Director Kassinger stated that our main responses so far have been more of the engineering type. Director of Asset Management Martinez stated that the new, updated website for MRSC would be rolled out in December. Commissioner Teal asked if the change to the limit would affect any other agencies and was told it would not. Executive Director Kassinger stated that this was a time-saving issue for staff and she would recommend the board pursue this option through a policy change to be brought to the next meeting. The board agreed.

Commissioner Teal asked if the numbers in the Rental Assistance Report meant that vouchers were now becoming available. Executive Director Kassinger reported that other agencies were now absorbing some of our port-out clients, enabling us to free up vouchers for local use.

Executive Director Kassinger also met with Senator Murray's staff and promoted the need for HUD to recognize the vast differences between Urban and Rural programs.

Executive Director Kassinger and Director of Acquisition and Development O'Rourke viewed property in Port Townsend and are tentatively looking for commercial options to partner with in future development opportunities.

Executive Director Kassinger is meeting with Discovery View next week to look at partner possibilities similar to Garden Court.

Commissioner Turner asked about the status of Phase 1 of the Mt. Angeles View Re-Development. The consultant will be here next week for the Tier II Seismic evaluation. Submission cannot be made until that information is available.

REPORTS FROM COMMISSIONERS

Commissioner Rymph stated that he would not be available in October of 2014 or in January, February or March of 2015.

Commissioner Teal asked for more information regarding the HUD changes regarding inspections. It was explained that a policy change would need to be made and that it would be a transition of moving families of the annual inspection list to the bi-annual list.

Commissioner Weed stated that he was aware that there were concerns in the community regarding issues with transients and illicit drug users that may have connections with the Lee Plaza. Director of Asset Management Martinez stated that she had been made aware of some of those concerns and that staff had discussed the issue with those who had concerns.

OLD BUSINESS

None

NEW BUSINESS

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

Tabled until October, due to attendance requirements not being met

Resolution #PHA 2014-28: Approve Amendment to the Admissions and Occupancy Plan

Moved by Commissioner Flodstrom, seconded by Commissioner Teal. It was explained that HUD was requiring changes to the Flat Rent calculations that now included a utility allowance which had not been in place before. This change will result in a cost to PHA of approximately \$3,000.00 as it is implemented over the next year. Voice Vote, Approved. Commissioner Turner asked that statistics be kept showing what the cost is to PHA on an annual basis.

Resolution #PHA 2014-29: Adoption of New Flat Rent Amounts
Commissioner Teal, seconded by Commissioner Rymph. Voice Vote. Approved.

Amended Resolution #PHA 2013-27: Amend 2013-27 for Self Help Technical Grant purpose
Moved by Commissioner Teal, seconded by Commissioner Weed. An amendment to the existing resolution was requested to show that Technical Grant funds for Self Help could be used for rehabilitation of properties as well as new construction. Voice Vote. Approved.

Next Meeting:
Wednesday, October 15 at 1:00 p.m.
Olycap Conference Room
Port Townsend WA 98382

Adjournment: The meeting adjourned at 2:24 p.m.

Secretary

Board Chair

Seal: