



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, September 18, 2013 at 1:00 p.m.

The Public is invited to attend the meeting of the Board of Commissioners at:
Clallam County Courthouse
Clallam County Commissioner's 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, Hancock and Shusterman. Commissioner Fleck was excused. Also present was Sarah Sanders, appointee to the board and staff members Executive Director Pam Tietz, Director of Acquisition and Development Kay Kassinger and Executive Assistant Teresa Rodocker. Legal Counsel Neupert was also in attendance.

Legal Counsel Neupert administered the Oath of Office to Ms. Sanders.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

Jolene Rice was in attendance as a co-worker of Commissioner Sanders and had no comments.

CONSENT AGENDA

Commissioner Turner brought forth that the Section 8 Check Registers were to be voted on separately, as Commissioner Flodstrom, as a landlord receiving payments, would be abstaining from that vote, both today and in the future. Those changes will be made to the next months agenda appropriately.

Approval of consent agenda: August Regular Meeting Minutes, Director Tietz's August Time Card and August Check Registers (not including Section 8). Moved by Commissioner Teal, seconded by Commissioner Shusterman. Voice Vote. Approved.

Approval of Section 8 Check Registers: Moved by Commissioner Hancock, seconded by Commissioner Shusterman. Voice Vote. Approved. Commissioner Flodstrom Abstained.

EXECUTIVE DIRECTOR'S REPORT

Director Tietz provided a verbal report as follows:

AWHA: Director Tietz recently attended the Association of Washington Housing Authorities (AWHA) quarterly meeting. Discussions there included the issues with the federal budget, possible preparations to be made in the case of a government shutdown and the possibility that the sequester could be continued with cuts ranging from 5% - 9%. It is possible that if there is a shutdown, HAP payments would be a concern as any payments PHA made would not be reimbursed during the shutdown period and the cost at this time is approximately \$400,000.

Conversation was also held in regards to the state legislative agenda as to funding from the Housing Trust Fund and Document Recording Fees. Transportation seems to be a high issue for legislators, so it may be difficult to compete with that. Additionally, in order to get HTF dollars, you must be on a specific list (Sunbelt received approval for that list this year), but it is difficult to get on the list, so exploration of other funding opportunities must continue.

Lastly, there was also discussion regarding the methamphetamine issue and the support needed from all of the housing authorities to move forward with legislative upgrades.

Healthcare Reform: Selected staff are going through training in regards to this.

Strategic Plan: Staff member received copies of the strategic plan and provided input. This input included comments regarding Jefferson County emphasis and other indications that the staff was in support of it as written. The next phase will be to hold one meeting in Clallam County and one meeting in Jefferson County in order to allow stakeholders a comment period as well. Commissioner Turner asked if board members could be provided with the staff comments.

Union Contract: A proposed agreement has been reached and Commissioner Turner asked that this be added to the agenda as an item to be voted on under New Business.

Sunbelt: Another tour was held for board members of Peninsula Behavioral Health and it went well. They are interested in moving forward and will be holding a discussion with their board. Application has been made for 2060 county funds to replace the roof and Director of Development Kassinger is working on getting the bids updated.

Commissioner Hancock asked if Director Tietz's computer issues had been addressed and was assured that they had.

Commissioner Turner asked what assistance was being provided to the families affected by the recent methamphetamine issue and the board was informed that Family Self Sufficiency Specialist Lisa Worthey was coordinating efforts with staff and other agencies for donations of items including furniture, dishes, clothing and more.

Commissioner Teal asked how long the average lease period for VASH vouchers is, as she was aware of some individuals struggling. Director Tietz agreed that some of them were taking longer, but that could be due to their personal barriers.

Commissioner Turner mentioned that it would be wise to get in the front with the legislators due to the growing list of legislative issues and concerns facing housing authorities in the state.

ADDITIONS TO THE AGENDA

Commissioner Turner noted that the agenda had not been formally adopted and that there were some items to add to the agenda. Items to be added included: Executive Session to discuss the Union Contract; Resolution #2013-36; Resolution #2013-37; Resolution #2013-38 and the Oath of Office for Commissioner Sanders (already completed at the opening of the meeting). Commissioner Rymph moved that the agenda be adopted as amended. Seconded by Commissioner Flodstrom Voice Vote. Approved.

REPORTS FROM COMMISSIONERS

Commissioner Hancock reported that she recently was in conversation with Sequim Mayor Ken Hays in which they discussed affordable housing. Mayor Hays indicated that he was supportive, but the issues included where and how, with concerns about density and location preference closer to the central areas due to the proximity of services. This was a timely conversation as the Sequim City Council will be working on the comprehensive plan and it was suggested that their city planner open discussion with PHA, specifically with Executive Director Tietz or Director of Development Kassinger.

Also, Commissioner Hancock will be heading to Oregon for 2 weeks, after which time she will be going to Florida, where she will be residing for the next 5 months as she prepares to snowbird in Florida each year. She is willing to remain as a board member and participate electronically until a replacement could be found, should that be what the board desires.

Commissioner Shusterman reported that he attended the most recent Jefferson County Housing Partnership meeting and he appreciated Director Tietz's optimism in regards to the group. He will be absent in October, as he will be traveling during that time.

Commissioner Teal reported that after many years of advocacy and hard work, she was pleased to announce that a new park is being established near the affordable housing properties.

Commissioner Sanders reported that while the West End is always in need of more affordable housing, they have been moving forward and continuing to house families rapidly from shelter to home.

Commissioner Turner reported that efforts are being made to develop a push on methamphetamine legislation and has met with Representative Steve Tharinger and with aides for Representative Kevin Van de Wege.

Commissioner Turner then brought up the options available in regards to Commissioner Hancock being absent for part of each year. Commissioner Rymph asked how many were needed for a quorum – 5 was the confirmed number from Legal Counsel Neupert. It was determined that efforts will be made to include Commissioner Hancock electronically each month during her absences.

OLD BUSINESS

Union Bargaining Agreement: The board will adjourn for executive session at end of the meeting for discussion purposes only.

NEW BUSINESS

Resolution #PHA-2013-32; Approval of Surplus Items – Moved by Commissioner Flodstrom, seconded by Commissioner Shusterman. Executive Assistant Rodocker explained what the excess items were and that many were unusable and just needed to be hauled away. Voice Vote. Approved.

Resolution #PHA-2013-33; Approval of Accounts Receivable Write Off – Moved by Commissioner Teal, seconded by Commissioner Shusterman. Commissioner Turner noted that the total amount was \$18,260.61 and asked that totals be provided on all future resolutions for this. Voice Vote. Approved.

Resolution #PHA-2013-34; Approval of Obsolete Asset Inventory Write Off – Moved by Commissioner Flodstrom, seconded by Commissioner Rymph. Commissioner Turner asked if we were taking advantage of any rebate programs. Executive Assistant Rodocker explained how those worked and that we were not eligible. Voice Vote. Approved.

Resolution #PHA-2013-35; Approval of Flat Rents – Moved by Commissioner Shusterman, seconded by Commissioner Teal. Commissioner Flodstrom asked what mechanism was used to determine the amounts listed. Director Tietz explained the Income-Based versus Flat-Rent choices given to the tenants in Public Housing. Commissioner Turner asked what the difference between a townhouse and a rowhouse was. Executive Assistant Rodocker answered that a townhouse was usually two stories, with no more than two units connected, while a rowhouse was usually two stories and could have more than two units. Voice Vote. Approved.

Resolution #PHA-2013-36; Eklund Heights Loan Modification – Moved by Commissioner Shusterman, seconded by Commissioner Flodstrom. Director of Development Kassinger explained that this had been outlined at the last meeting and this was the last step in this process. Voice Vote. Approved.

Resolution #PHA-2013-37; CDBG Sub-Recipient Agreement – Moved by Commissioner Rymph, seconded by Commissioner Teal. Director of Development Kassinger explained that this agreement had been reviewed with Legal Counsel Neupert and it was approved by the Port Angeles City Council through their consent agenda the evening of September 17th. Voice Vote. Approved.

Resolution #PHA-2013-38; Eklund 1 Construction Contract Award – Moved by Commissioner Shusterman, seconded by Commissioner Teal. Director of Development Kassinger explained that the original bids were over by \$48,000, due to the design phase. After review, \$153,000 was pulled from the budget, which included redesign for cabinets, flooring, drain lines and the landscaping. After these revisions, the bid winner was Hoch Construction. Voice Vote. Approved.

The board entered into Executive Session at 1:59 pm for approximately 5 minutes in order to discuss Union negotiations.

The General Board Meeting reconvened at 2:06 pm.

Commissioner Teal moved that the Union Bargaining Contract be approved. Commissioner Shusterman seconded. Voice Vote. Approved.

It was noted by Executive Director Tietz that executive team members that are not in the union would also be receiving equal percentage cost of living increases at the same time as the union members.

Next Meeting:

Wednesday, October 16 at 1:00 p.m.
Peninsula Housing Authority Port Townsend Office
5210 Kuhn Road
Port Townsend WA 98368

Adjournment: The meeting adjourned at 2:09 p.m.

Secretary

Board Chair

Seal: