



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, December 16, 2015 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Clallam County Courthouse – Commissioners Meeting Room
223 E 4th Street
Port Angeles, WA 98362

CALL TO ORDER

The meeting was called to order at 1:05 by Commissioner Weed.

ROLL CALL

Present were: Commissioners Weed, Rymph, Turner, Koelsch and Teal. Staff members present were Executive Director Kay Kassinger, Legal Counsel Dave Neupert and Executive Administration Specialist Minna Angevine.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director Kassinger requested that Resolutions PHA-2015-34, PHA-2015-35 and PHA-2015-36 be added to the agenda. Revised agenda approved as per requested.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger's November Timesheet, November Regular Meeting Minutes, November Check Registers, excluding Outpost and Self Help 523 Grants 5 and Self Help 502 Loans. Moved by Commissioner Turner, seconded by Commissioner Rymph. Voice Vote. Approved. Commissioner Turner abstained from November Regular Meeting Minutes.

Approval of Outpost November Check Registers. Moved by Commissioner Teal, seconded by Commissioner Rymph. Voice Vote. Approved.

Approval of Self Help 523 Grant 5 and Self Help 502 Construction Loans November Check Registers. Moved by Commissioner Rymph, seconded by Commissioner Turner. Voice Vote. Approved. Commissioner Teal abstained.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Kassinger presented a written report and asked if there were any questions prior to her proceeding with her verbal report.

Executive Director Kassinger reported that the due diligence of adding the third floor to the Lincoln School Building began with outreach to the Washington State Historical Preservation Office. They stated that a third floor addition would be allowed by them but the final approval will be through the

National Park Service as part of the National Historical Register application review process. We will need our development contractor to handle the National Historical Register application so an answer to whether a third floor can be added to the building will not be determined prior to signing the contract with Beacon Development. The contract with Beacon Development states the contract can be terminated after due diligence if the project is not financially feasible.

Executive Director Kassinger reported Clallam County has approved funding for the Peninsula Apartments residing project. Clallam County Commissioners granted Peninsula Housing Authority \$45,000 for this project. The remaining funds for this project are budgeted from Peninsula Apartments replacement reserve account.

Executive Director Kassinger met with Julie Knott and Beulah Kingsolver to discuss Jefferson County development opportunities. Ms. Knott is working with a property owner that would like to develop multifamily housing in the Port Hadlock community at the density allowed if public sewer was in place but with a septic system. Jefferson County code does not currently allow this density with septic and Julie was asking for our support in approaching the county with this request. Ms. Kingsolver, Executive Director for Dove House requested our assistance in helping them develop additional rental units on property they currently own.

Executive Director Kassinger reported that she participated in a meeting with the Washington Low Income Housing Alliance and Representative Steve Tharinger. The meeting covered the challenges agencies in the state face with the capital funding allocation requirements placed on the Department of Commerce by the legislature. Executive Director Kassinger has scheduled a follow up meeting with Mr. Tharinger to discuss specific concerns she still had after meeting.

Executive Director Kassinger reported that the Washington State Auditor's office is on site conducting the audit for Fiscal Year End 2015. The entrance meeting with Peninsula Housing Authority and the State Auditor's office has been scheduled for December 23, 2015 at 10:00am. Executive Director Kassinger has asked if any board members are available to attend the entrance meeting. Commissioner Turner stated that she would attend.

Executive Director Kassinger reported that she had just recently received a draft version of the Demolition Approval Letter from HUD for her review. With the approval, Peninsula Housing Authority has also received five tenant protection vouchers to utilize for the relocation of tenants during the demolition process. Commissioner Teal asked what the timeframe looks like now for the actual start of demolition. Executive Director Kassinger stated the tenants will be provided 90 days for relocation so it appears April would be the soonest that demolition could start. Commissioner Turner asked if the land use permit that Peninsula Housing Authority has filed with the City of Port Angeles is still current or has it expired. Executive Director Kassinger stated that it is current through the summer of 2016. We are eligible for an automatic one year extension if needed.

Executive Director Kassinger reported that she received a phone call from Alana Linderoth a reporter with the Sequim Gazette. Alana is doing an article on the lack of affordable housing in Sequim and would like to interview Executive Director Kassinger about her thoughts on the issue. Executive Director Kassinger asked her to give her an idea of what perspective Alana would be writing the article from and what direction it would go and she would be happy to sit down with her.

Executive Director Kassinger reported that she had done some research in regard to questions that arose of Peninsula Housing Authority's substandard scoring with Public Housing Assessment System (PHAS). Executive Director Kassinger reviewed reports contained on HUD's website of other Washington State Housing Authorities. Executive Director Kassinger found that of the 29 Housing Authorities in Washington State, only 11 of those are subject to the PHAS scores. Of those 11 Housing Authorities, three other agencies besides Peninsula Housing Authority have been given a substandard score through PHAS.

REPORTS FROM COMMISSIONERS

Commissioner Teal reported that she has started building with the Self-Help Phoenix addition.

Commissioner Rymph reported that his term on the Peninsula Housing Authority Board is to expire and he is drafting an email to Jefferson County Commissioner requesting to continue on with the Peninsula Housing Authority Board.

Commissioner Turner nothing to report.

Commissioner Koelsch had nothing to report.

Commissioner Weed had nothing to report.

OLD BUSINESS

None

NEW BUSINESS

Executive Director Kassinger reported that in the Redevelopment of Mount Angeles View, 15 units will be set aside for Homeless Families. Peninsula Housing Authority will be partnering with Serenity House for these units and the services to the tenants. Executive Director Kassinger is concerned of the lack of resources until the 15 units will be on line. Commissioner Turner would like to set up a round table discussion with representatives of each agency that has contact with children to get a better understanding of how big the homeless family problem is and also collaborate to find solutions to this growing problem. Commissioner Turner would like to get started with these discussions in January. Commissioner Weed posed the question of would this discussion take place in just Clallam County or would Jefferson County be included. Executive Director Kassinger stated that funds for a solution could be more readily available if both Counties were included. Commissioner Turner stated that if both Counties were included, she would like to have help with a representative in Jefferson County.

Executive Director Kassinger reported that she had a list of goals for the agency to discuss with the Board.. Commissioner Weed asked if these goals were agency specific or were they goals specific to the Executive Director and was this to be a board directed discussion. Commissioner Rymph requested that the discussion of goals be tabled until those Board Members that were most interested could be present to participate in the discussion.

Resolution #PHA 2015-31: Declaration of Trust

Moved by Commissioner Turner seconded by Commissioner Teal. Executive Director Kassinger clarified that the Declaration of Trust is required by HUD to be filed each year on Public Housing Property that has received Capital Fund Dollars, this is to get Peninsula Housing Authority in compliance. Commissioner Turner moved for a friendly amendment of Resolution PHA 2015-31 to include the language: Authorized acting Board Chair to file a Declaration of Trust with Clallam County Auditor's Office. Voice Vote. Approved.

Resolution #PHA 2015-32: Accounts Receivable Write Offs

Moved by Commissioner Rymph, seconded by Commissioner Turner. Commissioner Rymph asked if the majority of the charges were legal fees. Executive Director Kassinger explained that most of the charges were due to damages of the units that were vacated and the time and materials needed to make rent ready. Executive Director Kassinger also reported one write off was a client with unreported income who defaulted in their repayment agreement with the agency. Voice Vote. Approved.

Resolution #PHA 2015-33: Lee Hotel Tax Credit Withdrawal Agreement:

Moved by Commissioner Teal seconded by Commissioner Turner. Executive Director Kassinger reported that the tax credit compliance period of the Lee Hotel has ended and the PNC has agreed to leave the partnership at no cost to the property. Voice Vote. Approved.

Resolution #PHA 2015-34: HCV Fair Market Rents:

Moved by Commissioner Teal seconded by Commissioner Rymph. Executive Director Kassinger explained that HUD issues new Fair Market Rents annually and at this time, the Fair Market Rents have increased in Jefferson County. With the new rents, this may help clients find units in Jefferson County. Executive Director Kassinger also stated the rent data HUD uses to calculate rents is 2 years old. Voice Vote. Approved.

Resolution #PHA 2015-35: Public Housing Flat Rents:

Moved by Commissioner Turner seconded by Commissioner Rymph. Executive Director Kassinger stated that this will allow Peninsula Housing Authority to increase the flat rents back up to 100% of the fair market value. Currently, flat rents for Peninsula Housing Authority are set at 80% of Fair Market. There is also a utility allowance for each unit. Commissioner Weed asked what determines if flat rent is charged. Executive Director Kassinger stated that the tenant gets to choose between income based calculations or flat rents at the time of their annual reexam. Voice Vote. Approved.

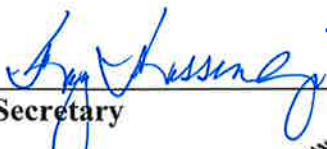
Resolution #PHA 2015-36: HACC Lee Hotel Re-syndication:

Moved by Commissioner Teal seconded by Commissioner Turner. Executive Director Kassinger stated now that the PNC partnership will be dissolved, the property needs to be evaluated on the viability of its long term operations. One issue is the debt that Peninsula Housing Authority had taken out in the beginning of the project. This is to determine if re-syndication of the property could allow the debt to be moved to the Lee property as well as address capital expenditures that the property is in need of. Voice Vote. Approved.

Next Meeting:

Wednesday, January 20, 2016 at 1:00 p.m.
Clallam County Courthouse – Commissioners Meeting Room
223 E 4th Street
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Adjournment: The meeting adjourned at 2:28 p.m.



Secretary
Seal:



Board Chair

