



**Peninsula Housing Authority**  
*Serving Clallam and Jefferson Counties*

**Board of Commissioners**  
**REGULAR MEETING BOARD MEETING MINUTES**  
Wednesday, January 21, 2015 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:  
Clallam County Courthouse – Health and Human Services Conference Room  
223 E. 4<sup>th</sup> Street  
Port Angeles WA 98362

**CALL TO ORDER**

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

**ROLL CALL**

Present were: Commissioners Turner, Flodstrom, Weed, Shusterman and Teal. Staff members present were Executive Director Kay Kassinger, Director of Acquisition and Development Annie O'Rourke and Executive Assistant Teresa Rodocker. Legal Counsel Dave Neupert was also in attendance. Excused were Commissioners Tinker and Rymph.

**REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA**

Commissioner Flodstrom stated that he wished to inform the board that he was no longer involved in the Section 8 program and therefore would be able to participate in agenda items in connection to this program.

**COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA**

None

**CONSENT AGENDA**

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

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

Approval of Outpost December Check Registers. Moved by Commissioner Weed, seconded by Commissioner Teal. Voice Vote. Approved.

## **EXECUTIVE DIRECTOR'S REPORT**

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

The State Auditor has arrived and will be requesting an Entrance Interview soon. An email will be sent to all board members asking for participation from at least two (2) board members. The Entrance Interview will last approximately 30 minutes. The Exit Interview is tentatively scheduled for the month of March.

Commissioner Turner met with Dr. Locke on Friday, January 16<sup>th</sup> to ensure his receipt of letters from Executive Director Kassinger. The first letter requested an immediate release of 3 units that are cleaned and ready for tenants, based on the new methamphetamine guidelines. The second letter outlined the plan to prepare another 3 units for release, upon clean up from an approved company. It was noted that the work put forth by Peninsula Housing Authority Board and Staff may have been time-consuming, but it saved over \$500,000 and will also be beneficial in the future.

County 2163 Funds: The sub-contract with Serenity House has been executed. Executive Director Kassinger explained that there will be a meeting on Thursday, January 29<sup>th</sup> at 9:00 am at which other agencies wish to have clarification in the decision-making process from the funding committee regarding the sub-contract.

Lee Plaza: The 15 Year compliance time period has been met and preliminary conversation has indicated that costs to PHA for the process to transfer the property out of this funding program will consist of legal fees only. Executive Director Kassinger will be asking for a consensus on moving forward with this process under new business.

Executive Director Kassinger explained that she and Director of Development and Acquisition O'Rourke submitted answers to the Episcopal Retirement Community questions. One item in question was architectural review of the building design. ED Kassinger asked if any board members would like to participate on the architectural review committee and assist in developing the CC&Rs. Commissioners Tinker, Shusterman and Weed have volunteered.

Executive Director Kassinger reported that Commissioner Teal's term ends in January of 2015 and that the Jefferson County Commissioners were scheduled to meet on January 20, 2015 with Commissioner Teal's re-appointment on the agenda. Commissioner Tinker's term will end in March of 2015 and a request from Commissioner Tinker, asking to continue, has been sent to the Clallam County Commissioners. Commissioner Shusterman asked if Commissioner Teal would still qualify as a Resident Commissioner as she is participating in the Self-Help Home Building program. Executive Director Kassinger explained that Commissioner Teal would still be holding a Housing Choice Voucher and therefore, would continue to be classified as the resident commissioner.

Executive Director Kassinger met with Kim Leach, the new Director for Serenity House. Discussion was held regarding the relationship between the 2 agencies, including the current master leases at Sunbelt and the future sale of the property.

HUD notified us in December that the Housing Choice Voucher funding for 2015 would be at 100% of eligibility; however, in January HUD revised the amount to be at 99.4% of eligibility. It is anticipated that these numbers will change over the next few months. PHA will be able to meet the HCV holders' needs utilizing the reserve funds account we have set aside.

Comptroller Annette Dotlich and Executive Director Kassinger are continuing to review financials from Pine Road Village. This is an RD property, with limited subsidies. At this time, Executive Director Kassinger is not considering any recommendation to transfer the property, due to its cash flow, RD requirements and UFAS needs. Future discussions may be held with Mercy Housing regarding a property management agreement..

Executive Director Kassinger informed the board that they may see ads for positions within PHA. 2 West End maintenance staff members have left and those positions are being filled. In addition, a review of budget and re-allocation of some positions will allow a 4<sup>th</sup> Property Manager to be hired. This position will primarily serve the Wildwood Terrace and Lee Plaza properties.

Executive Director Kassinger reported that she will be on vacation from January 26, 2015 through February 9, 2015. Director of Asset Management Sarah Martinez will be asked to provide management to the agency during that time and will be able to communicate with Executive Director Kassinger at all times.

Commissioner Teal asked about the Property Management reports and the number of days for open work orders. One property showed 380 days, which was incorrect and should have been 38 days. Another property reported 79 days and it was explained that this property was in the re-hab process and should be reflected as such. A correction will be made.

Commissioner Turner asked if the demolition application would be submitted prior to Executive Director Kassinger's vacation. It will not be, as there is a requirement to hold another tenant meeting, requiring the plan to be available to all. Once that meeting is held, then the application will be submitted.

Commissioner Turner asked if there was still conversation with Episcopal Retirement Communities. At this time, they are interested in purchasing, while PHA is interested in leasing. Conversation will continue. Commissioner Shusterman asked if there was still a need for Redevelopment CCRs and Executive Director Kassinger stated that the hope was that at least 2 board members would participate. Commissioner Tinker has already agreed to this and Commissioner Shusterman stated that he would like to participate as well.

Commissioner Turner asked for clarification on a quote in the Peninsula Daily News, stating that Quillayute Valley Recreational District should give back property to PHA. Executive Director Kassinger reported that PHA used to manage those 4 units and then gave them back to the QVRD, who wished to use them for income stream. Since that time, there has been no participation by PHA as it relates to those properties. .

Commissioner Teal asked if the case management issues in Forks had been resolved for tenants of PHA who participate through West End Outreach Services (WEOS). Executive Director Kassinger explained that currently all of the Burke property tenants, as well as approximately 25 households at Catherine of Siena are housed with the understanding that case management will occur. WEOS is no longer providing all the case management for these clients. The Archdiocese is opening dialog with Forks Community Hospital in hopes of resolving this issue.

## **REPORTS FROM COMMISSIONERS**

Commissioner Flodstrom reiterated that he no longer has a relationship with the Housing Choice Voucher Section 8 program and therefore, no longer will be abstaining.

Commissioner Shusterman reported that he would not be in attendance at the March meeting.

Commissioner Turner reported that she met with the auditor in order to answer preliminary questions.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **Resolution #PHA 2015-01: Accounts Receivable Write-Off**

Moved by Commissioner Teal, seconded by Commissioner Shusterman. Discussion was held with Commissioner Teal asking about the eviction process and the safety of the employees. Executive Director Kassinger stated that law enforcement personnel participated in all evictions ordered by the court. Commissioner Turner asked if all costs outlined were sent for collections, with Executive Director Kassinger responding in the affirmative. Legal Counsel Neupert explained that the legal fees listed also included approximately \$200 - \$300 of court and filing fees. Executive Director Kassinger also stated that there is now a system in place for us to determine if individuals owe funds, even if the time frame for collection activity has been exceeded. Voice Vote. Approved.

Director of Acquisition and Development Annie O'Rourke reported on the Rural Development Self Help Grants and current High Risk status of Grant 5 for PHA. Grant 4 is for Pendley I & II which is scheduled to be completed on 2/15/15, however, due to some delays, Grant 4 completion will push back to 2/21/15. A letter will be submitted to RD explaining the delays and requesting the additional 1 week on the grant. Upon submission of the loan packages for the Jefferson County Phoenix project, the agency high risk status for Grant 5 should be removed. Additionally, the re-habilitation unit has been completed and a dedication for this will be held on Friday, January 30<sup>th</sup> at 3:30 pm. A future grant will be submitted in June for funding in August/September.

Director of Acquisition and Development Annie O'Rourke reported on the Federal Home Loan Bank (FHLB) application and information she received relating to our unfunded application. There were application areas in which PHA received no points and after discussion with the FHLB it was determined the primary issue was the lack of third party verification. Better understanding the requirements now, we will submit an application in the 2015 round when it is opened.

Commissioner Teal asked if there was consideration for more homes in Jefferson County and Director of Acquisition and Development Annie O'Rourke stated that Sequim may be an option, as well.

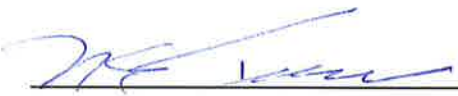
Executive Director Kassinger asked for a discussion and possible consensus from the board regarding the Lee Plaza. The 15 Year compliance time period has been met and preliminary conversation has indicated that costs to PHA for the process to transfer the property out of this funding program will consist of legal fees only. Executive Director Kassinger asked for and received a consensus agreement to submit a letter indicating our interest in acquiring the partner's interest in the property. Further information will be provided to the board as it becomes available.

Executive Director Kassinger reported that the Inn at Port Hadlock has opened and that she has sent a congratulatory note to the program, however, PHA is not involved at this time. Commissioner Shusterman stated that the hope is that re-opening the restaurant will provide both an income stream and job training opportunities.

**Next Meeting:**  
Wednesday, February 18, 2015 at 1:00 p.m.  
Clallam County Courthouse – Commissioners Meeting Room  
223 E. 4<sup>th</sup> Street  
Port Angeles WA 98362

**Adjournment:** The meeting adjourned at 2:06 p.m.

  
Secretary

  
Board Chair

Seal:





**PENINSULA HOUSING AUTHORITY**

*Serving Clallam and Jefferson Counties*

**RESOLUTION #PHA-2015 - 02**

at a Regular Meeting of the Authority on  
February 18, 2015

The following resolution was introduced by Commissioner Turner, read in full and considered:

Be it resolved by the Peninsula Housing Authority, in Regular Session assembled this 18th day of February 2015 that the Board of Commissioners of the Peninsula Housing Authority hereby authorizes Executive Director Kassinger to purchase real estate located on Clallam County identified in Executive Session for use in the Mutual Self-Help Program for the amounts recommended by staff in Executive Session. Executive Director Kassinger is authorized to sign all documents necessary to complete the transaction.

Commissioner Flodstrom moved that the foregoing Resolution be adopted as introduced, read and amended, which motion was seconded by Commissioner Weed and upon roll call vote the "Yeas" and "Nays" were as follows:

<b>YEAS</b>	<b>NAYS</b>	<b>ABSENT/EXCUSED</b>
Turner		
Flodstrom		
Tinker		
Weed		
Teal		
Shusterman		

Be it further resolved that this resolution be made a part of the minutes of the Regular Meeting of the Commissioners of the Authority held on February 18, 2015.

The Chair thereupon declared the said motion carried and the said resolution adopted.

**ATTEST**

  
Secretary

  
Board Chair

SEAL



RESOLUTION #PHA-2015-02  
DATE: February 18, 2015



EQUAL HOUSING OPPORTUNITY





**PENINSULA HOUSING AUTHORITY**

*Serving Clallam and Jefferson Counties*

**RESOLUTION #PHA-2015-03**

at a Regular Meeting of the Authority on  
February 18, 2015

The following resolution was introduced by Commissioner Turner, read in full and considered:

Be it resolved by the Peninsula Housing Authority, in Regular Session assembled this 18th day of February, 2015 that the Board of Commissioners of the Peninsula Housing Authority hereby approve the attached Compensation Comparability Analysis Report and authorize Board Chair Turner to sign the Certification of Compliance for Conducting Compensation Comparability Analysis.

Commissioner Teal moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Commissioner Tinker and upon roll call vote the "Yeas" and "Nays" were as follows:

<b>YEAS</b>	<b>NAYS</b>	<b>ABSENT/EXCUSED</b>
Turner		
Flodstrom		
Tinker		
Tinker		
Shusterman		
Teal		

Be it further resolved that this resolution be made a part of the minutes of the Regular Meeting of the Commissioners of the Authority held on February 18, 2015.

The Chair thereupon declared the said motion carried and the said resolution adopted.

**ATTEST**

  
Secretary

  
Board Chair

SEAL



RESOLUTION #PHA-2015-03  
DATE: February 18, 2015

