



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**

Wednesday, August 15, 2018 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:

Wednesday, August 15, 2018 at 1:00 p.m.  
Clallam County Courthouse – Commissioner’s Meeting Room  
223 East 4th Street  
Port Angeles, WA 98362

**CALL TO ORDER**

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

**ROLL CALL**

Present were: Commissioners Weed, Casey, Teal, Tinker, Shusterman, Turner and Lindholm. Staff members present were Executive Director Kay Kassinger, Legal Counsel Dave Neupert, Rental Assistance Director Tesch and Administrative Assistant Amy Riggins.

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

None

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

None

**CONSENT AGENDA**

Approval of consent agenda: Executive Director Kassinger’s July Timesheet, July Regular Meeting Minutes, July Check Registers up through MAV I LLLP - Construction. Moved by Commissioner Tinker, seconded by Commissioner Turner. Voice Vote. Approved.

July Check Registers for Outpost.

Moved by Commissioner Shusterman, seconded by Commissioner Teal. Voice Vote. Approved. Commissioner Tinker abstained.

**EXECUTIVE DIRECTOR’S REPORT**

Executive Director Kassinger gave out copies of the Board approved Strategic Plan.

Executive Director Kassinger reported that she spoke with Julie Knott, the Clallam EDC Director, regarding any multi-family property that has potential for development as a part of the Emerald Coast Opportunity Zone. Executive Director Kassinger provided information on the Eklund Heights property. Executive Director

Executive is looking at a single source contract for Sunbelt Apartments single family home rehabilitation. Aldergrove Construction was the only contractor who responded to the bid solicitation. It is within budget and they are a qualified contractor. Executive Director Kassinger signed the contract.

Executive Director Kassinger reported on the Port Hadlock Sewer update that affects Garden Court apartments. The County has moved forward with plans. They should have bid estimate by October. If the estimate is reasonable, the interested landowners will consider forming a local improvement district.

Once the LID is approved we can look for grants and low income loans to help build the sewer which then will allow for additional units to be constructed at Garden Court Apartments.

Executive Director Kassinger gave an update on the Jefferson County and the City of Port Townsend Inter Local Agreements regarding use of the Document Recording Fees. There are three additional meetings scheduled for the negotiations between now and the end of September. The City is drafting two separate Inter Local Agreements, one for the 2060 Funds and one for the 2063 Funds. The County is drafting a contract with OlyCAP to continue funding the homeless shelter through 2019.

Commissioner Turner asked for an update on when there will be a new commissioner for Port Townsend. Executive Director Kassinger said that she has reached out to County Administrator Philip Morley, but has not received an update. Executive Director Kassinger did let him know that she would like them to move forward with the interview process.

Commissioner Teal asked about the status of those searching for housing in Jefferson County with Housing Choice Vouchers. Rental Assistant Director Tesch said that fifty names were pulled on July 30<sup>th</sup> and are being processed. The previous fiscal year (July 1 through June 30) there were a total of 167 applicants pulled off of both waiting lists combined. Of the 167 households, only 49 were able to locate housing due to the lack of availability. There is a 30% success rate which means we will have to be pulling more people off of the waiting lists more frequently.

Commissioner Lindholm asked if the Housing Resource Center on 18<sup>th</sup> Street is still operating. Executive Director Kassinger believes that it is still open.

Commissioner Weed asked if OlyCAP submits a tax credits in 2019 would it compete with what PHA is doing. Executive Director Kassinger indicated that there is no competition at this time.

### **REPORTS FROM COMMISSIONERS**

Commissioner Turner reported that the Boys and Girls Club is approaching 60% of their funding goal. They are now moving into the Community Phase. There will be a breakfast on September 19<sup>th</sup> at Red Lion from 7:30am – 8:30am. It is free, but you will need to reserve a spot with her. Send an email if you are interested in going. Commissioner Turner also mentioned that she enjoyed being on the tour with Craft 3.

Commissioner Tinker mentioned that Kevin Harkins has left Serenity House. Commissioner Tinker reported that Sarge's Farm stand has grossed \$5,200 in the 38 days of operation. Commissioner Tinker put in for a grant from M.J. Murdock Foundation for half of the expansion project at Sarge's.

Commissioner Shusterman reported that the Port Townsend City Council did pass the ordinance for reducing taxes on low income and moderate income housing. They did not pass the part that would have given a break to any developer willing to do multi-family. Commissioner Shusterman will not be at the meetings in October and November. Commissioner Shusterman brought up the fact that they had recently discussed board member's terms and his will be expiring in February. He was encouraged to re-apply.

Commissioner Teal reported that she went to a community meeting on affordable housing that included a movie. There was a lot of interest in what the housing authority can do with the conversation leading back to the need for money. Commissioner Teal asked if someone donates money or land to the housing authority is it tax exempt. Executive Director Kay Kassinger said that if you donate to a public entity, it is tax exempt.

Commissioner Lindholm reported that Craft 3's Board and management was in town last week. They did a tour of the community sites, groups and projects that are either doing something now or are ready to in the near future. There seemed to be more energy and momentum in Port Angeles now than the last time the Craft3 Board was here. Commissioner Lindholm thanked Executive Director Kassinger,

Commissioner Turner and Director of Development O'Rourke for participating in the activities. Everyone agreed that Commissioner Lindholm has made a positive difference with Craft 3.

Commissioner Casey reported that he will not be at the September meeting.

Commissioner Weed had nothing to report.

**OLD BUSINESS**

None

**NEW BUSINESS**

2018-11 – A/R Write offs

Moved by Commissioner Shusterman, seconded by Commissioner Teal.

Commissioner Turner asked if there is a budgetary allowance for these write offs. Executive Director Kassinger stated the property budgets do include vacancy. Commissioner Turner would like to see the accumulated amount for the year as well as for the quarter. Commissioner Casey asked if these debts are people who have not paid their rent. Executive Director Kassinger stated that is the primary reason for the eviction and along with unit damages included in the bad debt.

Voice Vote. Approved.

2018-12 – Approval of FY2018 SEMAP

Moved by Commissioner Teal, seconded by Commissioner Shusterman.

Rental Assistance Director Tesch reported that Section Eight Management Assessment Program (SEMAP) submittal is required by HUD after the end of each fiscal year through a self-monitoring system. We expect that we will not get the lease up points this year due to the inability of people to find units. If this is accurate, we will receive a Standard Performer rating rather than High Performer.

Voice Vote. Approved.

2018-13 – Sale of W 11<sup>th</sup> St Self-Help House

Moved by Commissioner Turner, seconded by Commissioner Tinker.

Executive Director Kassinger reported that this is the home that was purchased out of foreclosure. The loan package is being prepared for submittal to USDA without the appraisal due to the extended time for receiving appraisals. The proposed sale price to the purchaser will be the appraised value as is.

Executive Director Kassinger stated that there is someone ready to purchase the home.

Voice Vote. Approved.

2018-14 – PHA succession plan

Moved by Commissioner Shusterman, seconded by Commissioner Teal

After much discussion and direction from the Commissioners to Executive Director Kassinger it was decided to table this resolution and revisit at the December Board Meeting.

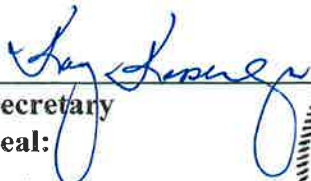
Commissioner Shusterman moved to withdraw the motion to approve, seconded by Commissioner Teal.

Voice Vote. Approved.

**Adjournment:** The meeting adjourned at 2:30 p.m.

**Next Meeting:**

Wednesday, September 19, 2018 at 1:00 p.m.  
Clallam County Courthouse – EOC Room, basement level  
223 East 4<sup>th</sup> Street  
Port Angeles, WA 98362

  
Secretary  
Seal:



  
Board Chair