



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, August 16, 2017 at 1:00 p.m.

The Public is invited to attend the Annual Meeting of the Board of Commissioners at:  
Wednesday, August 16, 2017 at 1:00 p.m.

Clallam County Courthouse – Commissioners Meeting Room  
223 E 4<sup>th</sup> Street  
Port Angeles, WA 98362

**CALL TO ORDER**

The meeting was called to order at 1:01 p.m. by Commissioner Teal.

**ROLL CALL**

Present were: Commissioners Teal, Shusterman, Rymph, Koelsch, Turner, Lindholm and Tinker. Staff members present were Executive Director Kay Kassinger, Legal Counsel Chris Riffle, Director of Asset Management Sarah Martinez, Director of Acquisition & Development Annie O'Rourke, Director of Rental Assistance Debbi Tesch and Executive Administration Specialist Minna Angevine. Absent, Commissioner Weed, excused.

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

Executive Director Kassinger requested that Resolution 2017-18 be added to the agenda under New Business. Executive Director Kassinger also requested the addition of a presentation from Juli Forman with 501 Commons to take place at the beginning of the Executive Director Report.

**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 excluding Outpost and Self Help 523 Grants 6 and Self Help 502 Loans. Moved by Commissioner Turner, seconded by Commissioner Shusterman. Commissioner Teal requested that a correction be made to the Meeting Minutes concerning the attendance of Commissioner Lindholm from the July meeting. Commissioner Tinker requested that a correction to the Meeting Minutes be made about the date and place of the Veteran's Stand Down scheduled be corrected from August 31<sup>st</sup> in Forks to July 31<sup>st</sup> in Port Townsend. Voice Vote. Approved.

Outpost July Check Register. Moved by Commissioner Lindholm, seconded by Commissioner Koelsch. Voice Vote. Approved. Commissioner Tinker abstained.

Self Help 523 Grant 6 and Self Help 502 Construction Loans July Check Register. Moved by Commissioner Tinker, seconded by Commissioner Shusterman. Voice Vote. Approved. Commissioner Teal abstained.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Kassinger introduced Julie Forman with 501 Commons. Julie began by presenting two different ways to approach the assessment of the agency, one being the utilization of Peninsula

Housing Authority Board Commissioners to interview agencies in the area about their perceptions and dealings with Peninsula Housing Authority and the other approach would be utilizing only 501 Commons staff to perform those interviews. Julie also stated her understanding of the interviews was to gather what the community need may be and how well the community felt that need was being met by the Housing Authority. Julie stated that she likes to start with board questions and narrow down as the interview continues to where the community will relate issues to the Housing Authority on their own accord.

Executive Director Kassinger stated that she would like to utilize the 501 Commons survey in conjunction with the Washington State Quality Assurance evaluation to update the Peninsula Housing Authority's Strategic Plan in the spring.

Julie wanted to know the thoughts of having Board Members out in the community gathering the information or if the preferred choice would be for 501 Commons to conduct the interviews within the community. Commissioner Turner expressed that conducting the interviews would help to get the Board Members out in the community rather than being an isolated Board. Commissioner Turner along with several others expressed a need to be accompanied by a 501 Commons representative to be able to keep the impartiality with the questions and answers. Julie posed the question of what is the purpose of the interviews. Would the purpose be to gather community impressions of the agency or is the purpose to foster relationships. Commissioner Lindholm stated that she understood this process to be informative but also to include the perception to help foster the relationships and partnerships. Perhaps something would come out that Board Members could follow up with to forge stronger relationships within the community. Commissioner Tinker expressed the importance of Board Members reaching out on behalf of the Peninsula Housing Authority, she felt that a degree of professionalism would occur if a 501 Commons agent attended the interviews as well due to the small community and relationships that have already been established. Commissioner Turner expressed that with a 501 Commons agent in attendance at the interviews it will also help with any clarity in the questioning that may need to take place.

Commissioner Shusterman posed the question of who would be interviewed for this process. Executive Director Kassinger stated that all partner agencies, such as OlyCap, Serenity House and such, but would also reach out to elected officials and department heads. Executive Director Kassinger will work on refining the questionnaire that will be used for the interviews and email out to Board Members for input and comments. Executive Director Kassinger will compile a list of individuals and agencies that should be included in the interview process and will email out to each of the Board Members for their review and ask that Board Members add to the list any agencies or individuals they feel should be included. Executive Director Kassinger's goal is to get this process started by October 2017.

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 on the ground breaking ceremony for Mount Angeles View redevelopment, known as Sea Ridge, and asked if any Board Members would like to speak at the ceremony. Commissioner Turner and Commissioner Tinker stated that they would each say a few words.

Executive Director Kassinger reported that the City of Port Angeles has an intern, Kate Haworth, working on defining the affordable housing issue in Port Angeles. Kate Haworth interviewed Executive Director Kassinger and is writing a paper with her findings. Kate Haworth will share a copy of this paper with Executive Director Kassinger when completed.

Executive Director Kassinger reported that she has been invited by the City of Port Angeles to meet about the Race Street improvements that the City has received a grant to complete. There will be a public meeting held on this in September.

Property Manager Pat Soderlind attended the Fire District 1 Board Meeting in Forks. Fire District 1 has expressed a concern that Peninsula Housing Authority properties make up 25%-30% of the call time that comes in but are not paying for Fire Services as Peninsula Housing Authority is tax exempt. Executive Director Kassinger has requested detailed information from the Fire District and will compile for next Board Meeting.

Executive Director Kassinger reported that the Washington State Finance Commission is having a reception next week and encourages Board Members to attend.

Executive Director Kassinger reviewed with the Board of Commissioners the Self-Help Exhibit E of USDA 1944-I publication, which governs the program. As an agency that administers numerous Federal and State funded programs, the answer to many of the questions is that Peninsula Housing Authority is reviewed and tested annually by the Washington State Auditor's Office as part of our audit process. The agency has been found in compliance and had no audit findings for many years.

### **REPORTS FROM COMMISSIONERS**

Commissioner Lindholm reported that she has been informally approached by Homeward Bound to join their board. Commissioner Lindholm has declined but will attend a meeting. Commissioner Lindholm has to leave the Board Meeting as she has another meeting to attend.

Commissioner Shusterman will be absent for the September Board Meeting.

Commissioner Turner reported that the Boys & Girls club is close to signing a contract with an Architect to work on plans for the new Boys & Girls Club in Port Angeles located in the Mount Angeles View Redevelopment.

Commissioner Rymph worked at the Homes Now booth at the Jefferson County Fair.

Commissioner Koelsch had nothing to report.

Commissioner Tinker had nothing to report.

Commissioner Teal also spent two days at the Jefferson County Fair.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

#### **Resolution #PHA2017-14 – SEMAP Approval**

Moved by Commissioner Tinker, seconded by Commissioner Turner. Director of Rental Assistance Tesch explained that this is the annual report that is required to be submitted to HUD for the Housing Choice Voucher program. Due to the issues with low inventory of units, Peninsula Housing Authority will not receive all their lease up points, therefore we will not receive High Performer Status. Voice Vote. Approved.

#### **Resolution #PHA2017-15 - 523 Grant for Cost Extension**

Moved by Commissioner Rymph, seconded by Commissioner Turner. Director of Acquisition & Development O'Rourke explained that the Housing Authority's current 523 Grant 6 will expire at the end of November. Comptroller Dotlich and Director of Acquisition & Development O'Rourke have reviewed the data and determined that Peninsula Housing Authority will need additional time as well as \$77,223 in funds to complete the housing on West 15th so a for cost extension application will be submitted to USDA. The goal is that Peninsula Housing Authority will have approval by the end of September. Voice Vote. Approved.

**Resolutions #PHA2017-16** - 523 Grant Application

Moved by Commissioner Turner, seconded by Commissioner Shusterman. Director of Acquisition & Development O'Rourke explained that the Housing Authority has all the prerequisites in line for this application and would like to submit before the end of the Federal Fiscal Year as the funds have already been allocated to USDA by the Federal Government. Commissioner Rymph asked if a grant will also be submitted for Self-Help projects in Jefferson County. Director of Acquisition & Development O'Rourke explained that the land has to be secured before an application can be submitted and she has been unsuccessful in procuring the land in Jefferson County at this time but is continuing her search and diligence there. Voice Vote. Approved.

**Resolution #PHA2017-17** – ACC Amendment

Moved by Commissioner Tinker, seconded by Commissioner Rymph. Director of Asset Management Martinez explained that Peninsula Housing Authority was awarded \$900 more for the 2017 Capital Fund and when the Annual Contributions Contract is submitted to HUD, the Housing Authority is working with an estimate of the Capital Fund Dollars. The Annual Contributions Contract now has to be amended to reflect the actual dollars. Voice Vote. Approved.


**Resolution #PHA2017-18** – Wildwood Storm Water UFAS Compliance 2017

Moved by Commissioner Turner, seconded by Commissioner Tinker. Director of Asset Management Martinez explained that Peninsula Housing Authority received a bid for the Wildwood storm water project that was quite a bit higher than anticipated. After some significant research from the Housing Authority, it was found that the City of Port Angeles has been draining storm water into the Wildwood Terrace storm water system from city streets adjacent to the property. The Housing Authority met with the City of Port Angeles to discuss this issue and requested funding to cover the City's portion of the stormwater system. The City of Port Angeles has agreed to pay \$60,600 into the project, making the Peninsula Housing Authority's contract amount for the project \$484,112. Voice Vote. Approved.

**Adjournment:** The meeting adjourned at 2:55 p.m.

**Next Meeting:**

Wednesday, September 20, 2017 at 1:00 p.m.  
Clallam County Courthouse – EOC Room  
223 E 4<sup>th</sup> Street  
Port Angeles, WA 98362

  
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Secretary

  
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Board Chair

Seal:

