



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES

Wednesday, February 17, 2018 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Wednesday, February 21, 2018 at 1:00 p.m.

Clallam County Courthouse-Commissioner's Meeting Room

223 E 4th St.

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 Teal, Lindholm, Weed, Shusterman and Koelsch. Staff members present were Executive Director Kay Kassinger, Legal Counsel Dave Neupert, and Executive Administration Specialist Minna Angevine. Absent were Commissioners Turner and Tinker, excused.

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 January Timesheet, January Regular Meeting Minutes, January Check Registers excluding Outpost. Moved by Commissioner Shusterman, seconded by Commissioner Teal. Commissioner Lindholm asked for clarification on the expenditure in the Cost Center. Executive Director Kassinger stated that the expenditures related to Mount Angeles View redevelopment are paid for out of Cost Center. Voice Vote. Approved.

Outpost January Check Register. Moved by Commissioner Teal, seconded by Commissioner Lindholm. Voice Vote. Approved.

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 Peninsula Housing Authority needs to update its strategic plan and would like to know if the Commissioners are available to attend a work session outside of the Board Meeting in March to discuss changes and updates or would Commissioners prefer to discuss this during a Board Meeting. Board consensus is to have discussions over a few board meetings to review staff thoughts and comments on the update and include budgetary items to solidify and update by June of 2018.

Executive Director Kassinger reported that she has reached out to Jefferson County Administrator Philip Morley regarding the vacant Jefferson County Board of Commissioner position for Peninsula Housing Authority. Executive Director Kassinger had not heard back from him just prior to today's Board Meeting.

Executive Director Kassinger reported that she has not heard back from Fire District 1 regarding her counter proposal for the voluntary fees to the Fire District.

Executive Director Kassinger attended a meeting for the Housing Office. Executive Director Kassinger stated that she provided a list of things that Peninsula Housing Authority would like to see in regards to the office. The goal is to have the planning finalized and move forward with presentations to the potential funding sources in the next few months.

Commissioner Weed asked how the Clallam County Commissioner's Planning meeting went in regards to Serenity House and the funding of 2060/2163 grants. Executive Director Kassinger reported that Serenity House did not receive any other funding than originally granted. Executive Director Kassinger reported that the Clallam County Commissioners are actively looking over the processes of awarding the grants at this time.

Commissioner Teal asked for clarification on evictions of tenants in the Pfeiffer house located on Laurence Street in Port Townsend. Executive Director Kassinger stated that Peninsula Housing Authority's Supportive Housing grant has expired with no renewal of the award. The units are owned by OlyCAP and Peninsula Housing Authority was master leasing with the Supportive Housing Grant. At this time, residents have been notified to vacate the property and most of the individuals qualify for Tenant Based Housing Assistance (TBRA) vouchers. Per Kathy Morgan with OlyCAP, the tenants are able to remain in the units until they are able to secure different housing utilizing the TBRA vouchers or other subsidized housing options. OlyCAP will be leasing the Pfeiffer House to the Jefferson County Hospital to use as a "discharge" house for patients that do not have permanent housing available upon discharge from their stay.

Commissioner Weed asked for an update on the Mount Angeles View, LLLP project. Executive Director Kassinger reported that the contractor was asking for a 30 day amendment for occupancy as the weather has caused delays. Director of Acquisition & Development O'Rourke has pushed back due to the nature of Tax Credit projects. The contracted has since authorized overtime and weekend work to stay on track with timelines.

REPORTS FROM COMMISSIONERS

Commissioner Lindholm had nothing to report.

Commissioner Teal attended the AdHoc housing committee meeting at the City of Port Townsend. Nothing has been decided at this time but discussions have been occurring

Commissioner Shusterman had nothing to report

Commissioner Koelsch had nothing to report.

Commissioner Weed had nothing to report.

OLD BUSINESS

None


NEW BUSINESS

None

Adjournment: The meeting adjourned at 1:56 p.m.

****Next Meeting:**

Wednesday, March 21, 2018 at 1:00 p.m.
Jefferson County Courthouse – Commissioner’s Meeting Room
Basement Level
1830 Jefferson Street
Port Townsend, WA 98368



Secretary



Board Chair

Seal:



****Next Meeting:**

After adjournment of Board Meeting, received message that Jefferson County Courthouse was not available. Secured room at the following location:

Wednesday, March 21, 2018 at 1:00pm
OlyCap Offices
823 Commerce Loop
Port Townsend, WA 98368-2904