



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES

Wednesday, July 19, 2017 at 1:00 p.m.

The Public is invited to attend the Annual Meeting of the Board of Commissioners at:
Wednesday, July 19, 2017 at 1:00 p.m.

Jefferson County Courthouse – Commissioners Meeting Room
1830 Jefferson Street
Port Townsend, WA 98368

CALL TO ORDER

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

ROLL CALL

Present were: Commissioners Teal, Shusterman, Weed, Rymph, Turner and Tinker. Staff members present were Executive Director Kay Kassinger, Legal Counsel Chris Riffle, and Executive Administration Specialist Minna Angevine. Absent, Commissioners Koelsch and Lindholm, 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 June Timesheet, June Regular Meeting Minutes, June Check Registers excluding Outpost and Self Help 523 Grants 6 and Self Help 502 Loans. Moved by Commissioner Rymph, seconded by Commissioner Tinker. Voice Vote. Approved. Commissioner Turner abstained from the approval of the minutes.

Outpost June Check Register. Moved by Commissioner Turner, seconded by Commissioner Teal. Voice Vote. Approved. Commissioner Tinker abstained.

Self Help 523 Grant 6 and Self Help 502 Construction Loans June Check Register. Moved by Commissioner Shusterman, seconded by Commissioner Tinker. 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 all of the closing documents for Mount Angeles View, Phase 1 have been signed and sent for off for closing July 20, 2017. Funds of \$200k preconstruction costs will be reimbursed back to Peninsula Housing Authority at closing. Friday, July 21, 2017 is set as the official closing date for the project. There will be 3 weeks from the official closing date to move the homes set for demolition. One home was sold and all the paperwork was provided. Commissioner Rymph would like to know if there has been any individuals from Port Townsend that have shown

interest in the homes set for demolition. Executive Director Kassinger stated that Brian Fitch has contacted her about the homes but has not provided the requested documentation at this time.

Executive Director Kassinger reported that she received a letter from Clallam County Fire District 1 requesting that a representative attend their August 13, 2017 Board Meeting to discuss concerns about if Fire Protection Services are being adequately compensated from Peninsula Housing Authority. Executive Director Kassinger explained that the Housing Authority properties are tax exempt. Property Manager Pat Soderlind has offered to attend the meeting to gather information.

Commissioner Teal asked if participants on the Section 8 program were having luck finding units to lease up in Jefferson County. Executive Director Kassinger reported that Director of Rental Assistance Tesch just gave numbers at the last Peninsula Housing Authority staff meeting. At this time, 50% of the participants out seeking units have found units. Of those 50%, some Jefferson County voucher holders have found units within Clallam County and some Clallam County voucher holders have found units in Jefferson County.

Commissioner Rymph asked if the Lincoln School building has become a possibility for housing now that it has been given state historical classification. Executive Director Kassinger stated that the Jefferson County School Board has a master plan with 4 different options for the Lincoln School Building and that none include a housing option. Executive Director Kassinger has let the Jefferson School Board know that the Peninsula Housing Authority is still interested in the building.

Commissioner Rymph attended a meeting of the Housing Opportunity Now group. They are asking supporters to use the talking point that the tax is only \$.36 per \$1,000 of assessed value. That equates to only \$180 on an assessed value of \$500K. Commissioner Rymph also stated that when speaking about the tax levy, focus on all the positive talking points.

REPORTS FROM COMMISSIONERS

Commissioner Rymph reported that he has scheduled a meeting with 501 commons for next week to talk about the scope of the budget for the Peninsula Housing Authority's Board Survey. Executive Director Kassinger stated that the survey should help us with the Peninsula Housing Authority's strategic plan update scheduled in 2018.

Commissioner Tinker reported that the Veteran Stand Down in Port Townsend will be held on July 31, 2017.

Commissioner Shusterman had nothing to report.

Commissioner Turner had nothing to report.

Commissioner Teal reported that there is a free emergency preparedness seminar for care givers and social services agencies on August 14, 2017 at Fort Warden.

Commissioner Weed had nothing to report but he may not be in attendance at the August Board Meeting.

OLD BUSINESS

None

NEW BUSINESS

Attorney Chris Riffle reported that a new Supreme Court ruling in Washington State has changed the parameters of discussion of real estate transactions and how they are treated in Executive Session by public entities. The Court's position was that a public entity in Executive Session can discuss the minimum acceptable value of real property that is to be sold. Attorney Riffle has suggested the factors

that go into the decision of the sale of real property need to be identified in open session. Attorney Riffle explained that while the Supreme Court case was only specific to the sale or lease of real property, the Housing Authority should treat Executive Session around the purchase of real property in the same manner. Executive Director Kassinger asked Attorney Riffle if the Housing Authority needed to disclose the funding resources in Open Session or could that information be held for Executive Session. Attorney Riffle suggested that debt disclosure should be made in open session but the dollar amount should be saved for Executive Session. Attorney Riffle suggested that a check list be implemented on what factors would be mentioned in Open Session.

Resolution #PHA2017-13 – Purchase of real property

Moved by Commissioner Rymph, seconded by Commissioner Teal. Executive Director Kassinger stated that the Housing Authority is looking to purchase 10 lots for the purpose of Self-Help housing in Port Angeles. The value is based on neighborhood comparables, current appraisals and assessed values. The sale price will be discussed in Executive Session. The lots are 7,000 square foot lots with utilities on the lots. Debt will not be used for the purchase of these lots as the Housing Authority will be using Self-Help Opportunity Program (SHOP) funds. The Board will now enter Executive Session.

EXECUTIVE SESSION

Entered into Executive Session at 2:01pm to discuss real estate purchase. Executive Session is expected to last 10 minutes with possible action to take place.

RECONVENE

Reconvened at 2:12pm
Voice Vote. Approved.

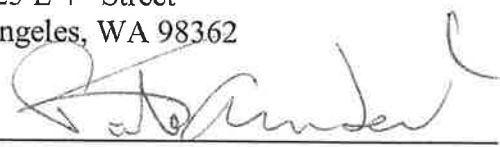
Adjournment: The meeting adjourned at 2:19 p.m.

Next Meeting:

Wednesday, August 16, 2017 at 1:00 p.m.
Clallam County Courthouse – Commissioners Meeting Room
223 E 4th Street
Port Angeles, WA 98362



Secretary



Board Vice-Chair

Seal:

