



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES

Wednesday, June 20, 2018 at 1:00 p.m.

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

Wednesday, June 20, 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 Weed, Casey, Teal, Turner, Tinker, Shusterman and Lindholm. Staff members present were Executive Director Kay Kassinger, Legal Counsel Dave Neupert, Director of Asset Management Sarah Martinez, Director of Rental Assistance Debbi Tesch, Administrative Assistant Amy Riggins and Executive Administration Specialist Minna Angevine.

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 May Timesheet, May Regular Meeting Minutes, May Check Registers up through MAV Construction Project. Moved by Commissioner Teal, seconded by Commissioner Tinker. Voice Vote. Approved.
May Check Registers for Outpost. Moved by Commissioner Shusterman, seconded by Commissioner Turner. Voice Vote. Approved. Commissioner Tinker 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 the transfer of Sunbelt Apartments to Serenity House has been approved to move forward by both Department of Commerce and HUD. Executive Director Kassinger stated that the process is now done online utilizing a workbook issued by Department of Commerce. Executive Director Kassinger stated that a resolution will be presented at next month's

Board meeting to authorize the transfer of the property to Serenity House with closing costs coming out of operating dollars. Asset Management is working on the complete rehab of the house onsite. Executive Director Kassinger stated that David Foster with HUD would like the transfer to be complete by the renewal of Serenity House's Supportive Housing Program grant effective October 1, 2018.

Executive Director Kassinger reported that Commissioner Casey did some outreach in Jefferson County looking for a new commissioner. Commissioner Casey spoke with Brian Richardson. Executive Director Kassinger stated that Mr. Richardson had contacted her and also emailed his resume. Mr. Richardson also stated that he has submitted his letter of interest to the County Commissioners and Philip Morley about the position. Executive Director Kassinger does not know if the interviews will be done in Public Meeting or internally.

Executive Director Kassinger reported the Jefferson Housing Group will have a busy summer working on a new agreement for the document recording fees set aside in Jefferson County for the 2060 and 2163 funds. The City voted Monday night to send a Notice of Intent to terminate their current agreement in 90 days. The goal is to follow the regulations set forth by Washington State.

Executive Director Kassinger gave an update on the development at Mount Angeles View. Executive Director Kassinger stated that Peninsula Housing Authority will have difficulty obtaining funds for phases 2 and 3 of the Mount Angeles View redevelopment due to the way the Department of Commerce Housing Trust Fund and the Finance Commissioner score proposed projects. Due to the difficulty in obtaining funds, Peninsula Housing Authority will focus on securing funding to build on the parcel designated for Senior Housing, utilizing HUD 202 funding, as well as building the Community Learning Center

Executive Director Kassinger gave an update on the MAV Phase 1 construction process. Executive Director Kassinger stated that the dedication for Sea Ridge is set for Wednesday, August 22, 2018. Invitations will be sent out.

Executive Director Kassinger stated that a draft update of the Housing Authority's Employee Handbook for Commissioner's review will be included in the July Board Packets. Legal counsel and the Human Resource department have been working hard to make sure that we are in compliance with Washington State regulations and law changes. Peninsula Housing Authority reviews the Employee Handbook every 3 to 5 years to be in compliance with their insurance company.

Commissioner Teal asked if the PHA office has moved in Port Townsend. Rental Assistance Director Tesch reported that she had just talked with Kathy Morgan with OlyCAP this morning. OlyCAP is still trying to determine where the office space for Peninsula Housing Authority will be in the OlyCAP building. Director of Rental Assistance Tesch stated that the City of Port Townsend has not pushed the Housing Authority to vacate the current location at this time. Director of Rental Assistance Tesch does not know when the move will take place, but she will continue communications with Kathy Morgan.

Commissioner Lindholm asked if the Housing Authority had purchased the property referenced in last month's meeting minutes. Executive Director Kassinger reported that the Housing Authority has purchased the house as a rehab project under the Self Help Program. There is an inspection today to get the final list of what needs to be done. The buyer's loan package is ready to go and USDA is aware of it.

Commissioner Teal noted that the financials for Lee Plaza stated that the expenses are less than budget, but it looks like they are more than the budget. Kay will ask Comptroller Dotlich about it when she returns from vacation and report back at next month's meeting.

Commissioner Weed asked why the City of Port Angeles hasn't pushed back on the State for storm water regulation. Executive Director Kassinger stated that the City of Port Angeles has chosen the

redevelopment and are hoping to open the campaign up to the public within the next few weeks. The Boys & Girls club is working with the High School woodworking class to help design and build a sign for the new building.

Commissioner Tinker reported that the Sarge's Farm Stand is scheduled to open July 2, 2018. Inmates from Olympic Corrections Center built the stands. A local 40 acre farm will be providing most of the produce that will be for sale. There will also be some growing right there on the property. Jacob Puree with Coast works, who started the process with them, said it is a soft open this year. Commissioner Tinker reported that there will be other products available as well, such as hats, t-shirts, stickers and buttons.

Commissioner Weed had nothing to report.

OLD BUSINESS

Strategic Plan – The goal is to adopt this today. Commissioner Weed asked why we need to put in “especially in use of public dollars” that is located on first page #6 as it suggests the Housing Authority will treat non-public money differently. Executive Director Kassinger stated she would like people to realize that we are dealing with public dollars. Final suggestion under Core Values was to change wording to “practicing fiscal responsibility,” some formatting changes will occur under Rental Assistance and Programming and grammatical changes in the Growth Opportunities paragraph. Commissioner Turner moved approve amendments as read, seconded by Commissioner Shusterman. Voice Vote. Approved. Executive Director Kassinger mentioned that it will come up again as a resolution.

NEW BUSINESS

Resolution 2018- 06 HCV Admin plan update

Moved by Commissioner Lindholm, seconded by Commissioner Tinker. Director of Rental Assistance Tesch stated industry practice to find a unit once the voucher has been issued is 120 days. Currently, Peninsula Housing Authority allows 60 days with extensions allowed up to 120 days. Director of Rental Assistance Tesch reported that the admin plan will also change the payment standard from 110% of Fair Market Rents (FMR's) to the HUD allowed maximum of 120% of FMR's.

Commissioner Lindholm asked if there are any reasons why giving extra time may cause a problems. Director of Rental Assistance Tesch stated that this will actually save administrative time by making the change. Commissioner Lindholm asked if the increase in payment standard may force property owners to increase their rents. Rental Assistance Director Tesch stated that the 120% of FMR can only be requested by the client not the landlord. Voice Vote. Approved.

Resolution 2018-07 A/R Write-Off's

Moved by Commissioner Teal, seconded by Commissioner Tinker. Commissioner Turner asked for clarification on the legal fees owed by a past tenant. Legal Counsel Neupert explained the fees are associated with the evictions process. The fees are mainly items such as the court filing fees, fees to have the eviction served and fees if the Sheriff is needed to conduct the eviction. Voice Vote. Approved.

Resolution 2018-08 Ice & Snow Removal Policy

Moved by Commissioner Shusterman, seconded by Commissioner Lindholm. Executive Director stated that the Housing Authority's insurance, Housing Authority's Risk Retention Pool (HARRP) requires the Housing Authority to have an ice and snow policy for the renewal of our policy. Commissioner Turner asked if we have to clear the streets when it snows. Executive Director Kassinger stated that the City is responsible for this, but if they do not come in a timely manner, the Housing Authority is able to clear the streets. Voice Vote. Approved.

Resolution 2018-09 Adoption of Strategic Plan

position of “that is just the way it is”. Clallam County does not work under the same storm water regulations as the City of Port Angeles does.

Director of Asset Management Martinez and Rental Assistance Director Tesch gave a PowerPoint presentation at the Shelter Providers Network meeting earlier in the day. Director of Asset Management Martinez and Rental Assistance Director Tesch both felt that it went very well even though more time than allotted was used due to questions. Everyone seemed to be very supportive. Director of Asset Management Martinez and Rental Assistance Director Tesch gave a brief overview of how the referral process will be handled for the Housing Choice Voucher, Project Based units for Sea Ridge at Mount Angeles View. Director of Asset Management Martinez reported that representatives from the Elwha and Jamestown Tribes were in attendance as well as some other prominent community vendors. Director of Asset Management Martinez reported that 13 of the 20 units are for homeless families with children, 5 units are for disabled households and two units are for general population. Director of Asset Management Martinez stated that this will be a first come, first served waitlist. Director of Asset Management Martinez is hoping to get memorandum of agreements out at the beginning of July and have the referrals by mid-July. Director of Asset Management Martinez expects that there will be more referrals from Healthy Families. At least one person in applicant’s household will be required to be getting some kind of service/assistance with case management. Director of Asset Management Martinez stated that the Housing Authority is looking to have monthly or bi-monthly meetings with all of the service providers in order to have a stronger navigation between the agencies. This is open all across the peninsula for referrals. In addition to the local providers, the Housing Authority is trying to get the school district involved as they have a view of the children that may be homeless.

REPORTS FROM COMMISSIONERS

Commissioner Lindholm spoke with Executive Director Kassinger last month after a meeting with Nathan West and Allyson Brekke from the City of Port Angeles on some other matters and was informed that they are doing a housing study for the City of Port Angeles. They suggested that it would be great if other agencies contributed financially toward this study Commissioner Lindholm asked for more information that she may be able to take back to the Peninsula Housing Authority Board. Commissioner Lindholm has not received that information at this time. This will be a city specific housing study for Port Angeles to discern what needs to be done to build more housing. Commissioner Lindholm stated that the Port Angeles City representatives spoke highly of Kay and the Housing Authority. Commissioner Lindholm also mentioned that the Craft3 Board will be holding their retreat in Port Angeles in August. Commissioner Lindholm will be taking them on a tour of some of the projects that Craft3 is working on in the area. Commissioner Lindholm is hoping to bring the Craft3 Board members up to view the Mount Angeles View redevelopment.

Commissioner Teal reported that she went to a meeting recently where a representative from Senator Murray’s office was speaking. Commissioner Teal asked what can be done since Jefferson County can’t afford to build anything affordable. Senator Murray’s representative stated that they are aware of the issue and it was mentioned that they are getting pushback and instead of a 20% local match, it was mentioned that HUD is looking for a 80% match.

Commissioner Casey had nothing to report, but would like to request that he have a tour of the Housing Authority properties at some point. Perhaps when the new person from Jefferson County joins the Board. Executive Director Kassinger said that they could arrange that.

Commissioner Shusterman had nothing to report.

Commissioner Turner thinks that the public still does not understand how many units the Housing Authority manages. Commissioner Turner suggested that some type of literature be drafted to help the public understand how many we have and how far reaching we are. The Boys & Girls Club capital campaign has reached 49.6% of the funds needed for the new building in the Mount Angeles View

Commissioner Turner moved. Commissioner Tinker seconded. Voice Vote. Approved.

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

Next Meeting:

Wednesday, July 18, 2018 at 1:00 p.m.
Jefferson County Courthouse – Commissioner’s Meeting Room
Basement Level
1830 Jefferson Street
Port Townsend, WA 98368



Secretary
Seal:



Board Vice-Chair

