



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, June 21, 2017 at 1:00 p.m.

The Public is invited to attend the Annual Meeting of the Board of Commissioners at:  
Wednesday, June 21, 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 1:00 p.m. by Commissioner Weed.

**ROLL CALL**

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

Outpost April & May Check Registers. Moved by Commissioner Koelsch, seconded by Commissioner Shusterman. Voice Vote. Approved. Commissioner Tinker abstained.

Self Help 523 Grant 6 and Self Help 502 Construction Loans April & May Check Registers. Moved by Commissioner Tinker, seconded by Commissioner Shusterman. 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 Peninsula Apartments residing project has hit a setback. The project was originally set to replace all the windows in the ground floor apartments as part of the contract, however, the contractor found that all the windows will need to be replaced due to the wrong size windows being installed. This installation occurred prior to the Housing Authority acquiring the property. To replace all the windows in each of the three buildings, it will cost an additional \$63K. Executive Director Kassinger is working on securing additional funds through different sources. At this time, there is enough money to complete 2 of the 3 buildings with windows and new siding.

Executive Director Kassinger reported that Homeward Bound, the community land trust being reconstitution has had a change in their financial position. With the new Cherry Street project in Port Townsend, Homeward Bound has now taken on all the debt associated with this. Homeward Bound has not tied up all the details around this debt and until this occurs, the advisory committee recommends no changes to Homeward Bound at this time.

Executive Director Kassinger stated that the Annual Forum will be held in Jamestown again this year from 10am-2pm on November 15, 2017. Executive Director would like input on if the November Board Meeting should be moved from 1pm to 2pm to accommodate those in attendance at the forum. Executive Administration Specialist Minna Angevine, will be looking for a location to hold the Peninsula Housing Authority Board Meeting that day.

Commissioner Teal asked how Burke Place Apartments are able to operate with HUD's recapture of residual cash giving the property a loss. Executive Director Kassinger stated that HUD 811 projects have always had to set residual receipts aside into a separate bank account, just that now HUD would like the cash remitted back to them. The cash was in the bank to cover the recapture.

### **REPORTS FROM COMMISSIONERS**

Commissioner Lindholm had nothing to report except that she will miss the July meeting but will be available by phone if needed for a quorum.

Commissioner Shusterman attended the Jefferson County Commissioners meeting last Monday where Bruce Cowan and Deborah Pedersen made the presentation for the Jefferson County Housing Levy.

Commissioner Tinker reported that she had attended the Shelter Provider Network meeting. During a presentation that Commissioner Tinker gave, the importance of marketing came about as a tool to get Housing and Service provider information out into the different communities.

Commissioner Koelsch had nothing to report.

Commissioner Teal reported that the Accessible Communities Association in Port Townsend that she is a part of was awarded \$45K in grant funds to move forward with their proposed projects. Commissioner Teal also wanted to let everyone know that she has encountered issues with the potential sale of her mobile home.

Commissioner Weed had nothing to report.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Bruce Cowan and Deborah Pedersen gave a presentation on the proposed Housing Levy for Jefferson County. The proposed Home Opportunity Fund is modeling themselves and the processes after the Bellingham housing levy that has been very successful for the past 5 years. A political party called Homes Now has been established to work on getting this levy on the ballot for November 2017. Most recently, Habitat of Humanity has endorsed Homes Now along with other agencies such as OlyCAP and Dove House. Advocacy of the levy is most important in this next month. A draft financing plan has been started to show voters what the priorities, objectives and such of the monies collected will be. The proposed levy is a property tax of \$ .36 per \$1,000 of assed property value. Commissioner Weed noted that choosing to support the Jefferson County housing levy would align with the Peninsula Housing Authority's mission statement, "...to promote safe, affordable housing and foster effective partnerships that help meet that goal." Commissioner Tinker moved to support the Jefferson County Tax Levy, seconded by Commissioner Shusterman. Voice Vote. Approved.

Resolution #PHA2017-10 – MAV Phase 1 Omnibus Authorization

Moved by Commissioner Teal, seconded by Commissioner Tinker. Commissioner Lindholm asked for clarification on section 9 of the resolutions regarding the \$500,000 loan. Executive Director Kassinger stated that the dollar amount was originally authorized at \$600,000 and it is the monies that the Housing Authority may be required to loan to Mount Angeles View I, LLLP authorized in a previous resolution. Voice Vote. Approved.

Resolution #PHA2017-11 – A/R write off for 2<sup>nd</sup> Quarter 2017.

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

Resolution #PHA2017-12 - AHP 2017 Funding Application

Moved by Commissioner Tinker, seconded by Commissioner Teal. Executive Director Kassinger stated that this is to allow the Housing Authority to apply for the 2017 funding round of the Federal Home Loan Bank's Affordable Housing Program. If this funding is successful, it will go toward the MAV Phase 1 project to offset the loan made by Peninsula Housing Authority. Voice Vote. Approve.

**Adjournment:** The meeting adjourned at 2:29 p.m.

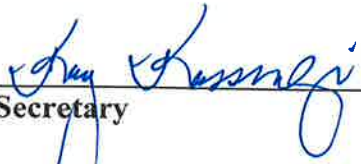
**Next Meeting:**

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

Jefferson County Courthouse – Commissioners Meeting Room

1830 Jefferson Street

Port Townsend, WA 98368

  
Secretary

  
Board Chair

Seal:

