



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
ANNUAL BOARD MEETING MINUTES
Wednesday, March 21, 2018 at 1:00 p.m.

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

Wednesday, March 21, 2018 at 1:00 p.m.

OlyCAP

Conference Room

823 Commerce Loop

Port Townsend, WA 98368

CALL TO ORDER

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

ROLL CALL

Present were: Commissioners Teal, Weed, Shusterman and Commissioner Turner by phone. Staff members present were Executive Director Kay Kassinger, Legal Counsel Dave Neupert, and Executive Administration Specialist Minna Angevine. Commissioner Tinker present after consent agenda approved. Absent were Commissioners Lindholm and Koelsch, excused.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

None

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

ELECTION OF OFFICERS

Commissioner Turner nominated Commissioner Weed as Board Chair, seconded by Commissioner Shusterman. No other nominations made – Voice Vote. Approved.

Commissioner Turner nominated Commissioner Teal as Vice-Chair, seconded by Commissioner Shusterman. No other nominations made – Voice Vote. Approved.

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger's February Timesheet, February Regular Meeting Minutes, February Check Registers. Moved by Commissioner Teal, seconded by Commissioner Shusterman. Commissioner Turner asked for an explanation of the lengthy vacant unit at Olympic Vista. Executive Director Kassinger explained that this property is Veterans Affairs referral based and the clients that had been referred did not work out. Currently, the Housing Authority has received a new referral and is hopeful that lease up will occur soon. Voice Vote. Approved. NOTE: An error was detected on the check number for SHOP funds. Approved was check #268 in the amount of \$4.30 but should have reflected check #267 in the amount of \$4.30.

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 she is still working with partner agencies regarding the Jefferson County Housing Office. The group met with Jefferson County Commissioner Sullivan to discuss County financial support for the office. Commissioner Sullivan stated that Jefferson County is not able to contribute to the Jefferson County Housing Office at this time. Executive Director Kassinger stated that the group will meet again this coming Friday to regroup and determine how/if they will proceed.

Executive Director Kassinger received an email from the Property Management Team for Garden Court Apartments stating that Duke Shold was requesting a letter of support for sewer development in the Port Hadlock core for commercial and multifamily housing. Executive Director Kassinger stated that she prepared a support letter for Mr. Shold.

Executive Director Kassinger received two contacts regarding economic development. The first was from Leanne Jenkins with Jamestown S'Klallam Tribe asking for a funding support letter for the development of housing adjacent to a new Conference Center and Resort on their property adjacent to the Seven Cedars Casino. This project will include multi-family housing as well as homeownership units. The second contact was from the Emerald Coast Collaborative Opportunity Zone. The Emerald Coast Collaborative Opportunity Zone is collaboration between the Hoh Tribe, Quileute Tribe, Makah Tribe, Lower Elwha Tribe, Jamestown Tribe as well as the City of Forks, the City of Port Angeles, the City of Sequim and, Clallam County. The group will be working on economic development in certain federally designated census tracts that will include private investment as allowed in the recently passed federal tax legislation.

Executive Director Kassinger stated that the draft lease for the Boys & Girls Club land e has been submitted to HUD. The preliminary review came back with no comments but HUD would like to review the final draft prior to approval.

Executive Director Kassinger reported that a public notice will go out into the both the Port Townsend Leader and Peninsula Daily News publications on March 28, 2018 to announce the opening of the Housing Choice Voucher waitlist. The waitlist will be open for a one week period to accept applications postmarked between April 9, 2018 and April 13, 2018.

Executive Director Kassinger reported that the State Auditor's Office (SAO) has completed their audit of agency financial reports. The SAO has issued a finding on their audit due to four Section 8 participant files missing rent reasonableness reports. Executive Kassinger stated that Director of Rental Assistance Debbi Tesch has already implemented a tracking system for all files to verify that each has Rent Reasonable documentation in them. Commissioner Turner asked if this finding will impact the HUD scoring of High Performer on the Housing Authority. Executive Director Kassinger stated that this will have no impact on the Housing Authority's High Performer rating.

Executive Director Kassinger updated on the Housing Authority Strategic Plan. Executive Director Kassinger showed the staff input on the changes to the Strategic Plan. After discussion with the board members, it was decided to provide an opportunity for those not in attendance at the meeting to participate in the process; so, the Strategic Plan review will begin at next month's Board Meeting. Commissioner Weed asked what the timeframe looked like. Executive Director Kassinger stated that her goal would be to have the new plan approved and in place by the beginning of the next fiscal year.

Commissioner Turner reported that she invited Peter Casey to be a part of the Peninsula Housing Authority's Board of Commissioners. Mr. Casey attended a meeting with Commissioner Turner and Executive Director Kassinger regarding Board Member duties. Mr. Casey has submitted his application to the Clallam County Commissioners to join the Peninsula Housing Authority Board of Commissioners.

REPORTS FROM COMMISSIONERS

Commissioner Shusterman will not be in attendance for the next 2 Board Meetings.

Commissioner Tinker reported that the next Veteran's Stand Down will be held on May 3, 2018 in Forks. Commissioner Tinker also reported that she has resigned her position with the Serenity House Board.

Commissioner Teal attended the last City of Port Townsend AdHoc affordable housing committee meeting. Commissioner Teal reported that City Manager David Timmons is very favorable toward the Housing Office idea. The City of Port Townsend Fire Department Annexation will be going up for vote this spring or fall. If successful, approximately \$1 million dollars will be available for affordable housing. The first community meeting will take place March 22, 2018 at 6:30pm at Fort Warden.

Commissioner Turner reported that she will be in attendance at the next Board Meeting. Commissioner Turner was wondering what the status of the vacant Jefferson County seat on the Peninsula Housing Authority Board. Executive Director Kassinger stated that she had sent an email out to Jefferson County Administrator Philip Morley but has not heard back. Liz Cocker, a Jefferson County resident attended the Board Meeting to understand the activities of Peninsula Housing Authority prior to determining if she is interested in applying for the open position..

Commissioner Weed reported that the SAO's audit cost will increase from the \$30k that was spent for the FY2017 audit to approximately \$42k for the FY2018 audit. Executive Director Kassinger stated the increase is due to the audit accountability portion that will be required in FY2018. The accountability is required every other year.

OLD BUSINESS

None

NEW BUSINESS

Resolution 2018-01 – FY2019 Annual Plan Approval

Moved by Commissioner Shusterman, seconded by Commissioner Tinker. Executive Director Kassinger stated that this is just the standard HUD form that is required to be submitted along with resident comments for HUD approval. Voice Vote. Approved.

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

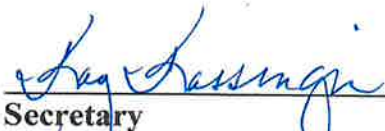
Next Meeting:

Wednesday, April 18, 2018 at 1:00 p.m.

Clallam County Courthouse-Commissioner's Meeting Room

223 E 4th St.

Port Angeles, WA 98362


Secretary


Board Chair

Seal:

