



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, October 18, 2017 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Wednesday, October 18, 2017 at 1:00 p.m.
Jefferson County Courthouse – Commissioner’s Meeting Room
Basement Level
1830 Jefferson Street
Port Townsend, WA 98368

CALL TO ORDER

The meeting was called to order at 1:02 p.m. by Commissioner Weed.

ROLL CALL

Present were: Commissioners Teal, Rymph, Lindholm, Weed, Shusterman and Tinker. Staff members present were Executive Director Kay Kassinger, Legal Counsel Chris Riffle, Director of Acquisition & Development Annie O’Rourke, Debra Peterson, public, and Executive Administration Specialist Minna Angevine. Absent were Commissioners Koelsch and Turner, excused.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director Kassinger requested that Resolution 2017-23 be added to the agenda under New Business.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger’s September Timesheet, September Regular Meeting Minutes, September Check Registers excluding Outpost. Moved by Commissioner Tinker, seconded by Commissioner Shusterman. Voice Vote. Approved.

Outpost September Check Register. Moved by Commissioner Shusterman, seconded by Commissioner Teal. 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. Commissioner Lindholm asked for clarification on the Teamsters Union contract. Executive Director Kassinger stated that the Housing Authority employees are represented by the Teamsters Union and the contract is set to expire on December 31, 2017. Commissioner Lindholm also asked about the Homeward Bound annual meeting. Executive Director Kassinger stated that 12 individuals had been nominated for Board positions and all 12 individuals were elected.

Executive Director Kassinger passed around the flyer for the Annual Regional Housing Forum that will be held at Jamestown S’Klallam Tribe, November 15, 2017. Executive Director Kassinger stated that the forum is scheduled to end at 3:00pm and would like to know if the Peninsula Housing Authority’s Board meeting should be moved up from 2:00pm to 3:00pm to accommodate the forum. Commissioner Rymph moved to have the Peninsula Housing Authority Board Meeting held at 3:00pm, seconded by Commissioner Shusterman. Voice Vote. Approved.

Executive Director Kassinger reported that she had been in contact with Juli Forman from 501 Commons. Juli has almost completed the written report on the 3 focus groups that were held. Juli has the one on one interviews that still needed to be conducted. Juli requested up to six suggestions for her to reach out to for the final piece.

Executive Director Kassinger reported that the Peninsula Housing Authority has been successful in collecting funds from 2 fraud cases of the Housing Choice Voucher program. One of the participants has submitted payment in full to Platt Irwin Law Firm and the other fraud case is in the process of being collected on.

Executive Director Kassinger reported that the \$63,000 Impact Capital Loan associated with the Eklund Heights property will mature at the end of November 2017. Executive Director Kassinger stated that she has met with Comptroller Dotlich on the best way to move toward payoff. Comptroller suggested that a loan restructure would be more beneficial at this time with the Mount Angeles View redevelopment project going on. The proposal to Impact Capital is \$2,900 monthly payment for a 2 year period.

REPORTS FROM COMMISSIONERS

Commissioner Tinker reported that she had just attended the monthly Shelter Provider meeting. The focus the Regional Forum is how Government could help more. Commissioner Tinker has offered to be the Co-Chair of Shelter Provider Network. Commissioner Tinker felt the focus group that was held in Forks went well but felt it necessary to clarify what the mission on the Housing Authority is to those that were in attendance.

Commissioner Lindholm reported that she too attended the focus group in Forks and found the community to be frustrated and disappointed that Habitat for Humanity has abandoned their plans to build in Forks. The community appears to be cautiously optimistic about Peninsula Housing Authority filling that void with Self-Help Housing.

Commissioner Rymph reported that he has be extremely busy with the Proposition 1 campaign in Jefferson County. Commissioner Rymph stated that there was great participation in the focus group held in Port Townsend. Those in attendance seemed to be gentle but sharp in their comments about the perception of the merger of Jefferson and Clallam County Housing Authorities. Commissioner Rymph stated that he will terminate his position on the Peninsula Housing Authority Board effective December 31, 2017.

Commissioner Teal reported that she has also been working on the Proposition 1 campaign in Jefferson County. Commissioner Teal reported that a representative from the Jefferson County Hospital was in attendance at the focus group stated that the Hospital has money available but not sure how to focus it toward housing.

Commissioner Shusterman reported that he felt the focus group had a positive outcome.

Commissioner Weed reported that the focus group he attended in Port Angeles was heavy on Local Government attendees who had great things to say about the Housing Authority. The attendees were grateful to the Housing Authority for the inclusion of Head Start and the Boys & Girls Club on the property. The only negative to come out of the focus group was that the attendees felt that education on what the Housing Authority does needs to be improved upon. Commissioner Weed asked how the focus group information would be presented and when. Executive Director Kassinger stated that Juli Forman would compile a written report and present it at a Board Meeting in the near future.

OLD BUSINESS

None

NEW BUSINESS

Resolution #PHA2017-20 – HCV Utility Allowance for Jefferson County

Moved by Commissioner Tinker, seconded by Commissioner Rymph. Commissioner Rymph asked which way the utility allowance was moving. Executive Director Kassinger stated that they were primarily increasing. Voice Vote. Approved.

Resolution #PHA2017-21 – Clallam County Affordable Housing 2060-2163 funding Application

Moved by Commissioner Shusterman, seconded by Commissioner Tinker. Director of Acquisition & Development O'Rourke clarified that the Housing Authority would be applying for the 2060 funds from the County as those were allocated to building projects not the 2163 funds that are used for services. If awarded,

these funds would be used for the Peninsula Apartments residing & window replacement project. Voice Vote. Approved

Resolution #PHA2017-22 – A/R Write Off's

Moved by Commissioner Teal, seconded by Commissioner Shusterman. Commissioner Weed asked if this is considered a high dollar amount of the uncollectable debts. Executive Director Kassinger stated this is pretty standard and that most of these write-offs are due to evictions.

Resolution #PHA2017-23 – Architect Contract Revision

Moved by Commissioner Rymph, seconded by Commissioner Tinker. Director of Acquisition & Development O'Rourke gave an overview of the original contract. July 2013, Peninsula Housing Authority signed a contract with the architect for phase 1A of Mount Angeles View Redevelopment. This phase was for only a single building of 6 units. In April 2016, funding was received and approval was obtained for all 7 buildings for what would now be known as Phase 1 of Mount Angeles View Redevelopment. An amendment was made to the original architect's contract from \$240k to \$650k. Once work started, some oversight and mathematical errors were discovered. This amendment is to rectify those errors as the architect does not have the capacity to write the full dollar amount of mathematical errors off. The partnership has been in contact with legal counsel on how to move forward with this issue. Director of Acquisition & Development O'Rourke stated that this is the least costly of avenues to be able to move forward with the project at this time and maintain the deadlines that have been put into place. Executive Director Kassinger stated that the architect would not be paid in full, the partnership cannot pay for this amendment and that the Housing Authority would need to use Public Housing Capital funds to pay for this amendment. These Capital Funds had already been allocated to the project. Commissioner Weed asked if this is additional funds to the overall budget. Director of Acquisition & Development O'Rourke stated that the Housing Authority has done due diligence to make sure that these funds are not brought in to the partnership and that the agreement is made between the Housing Authority and the architect. Commissioner Weed asked if there was comparable cost review or a threshold for the Architecture & Engineering fees. Executive Director Kassinger stated that Housing Authorities fall under the State's Office & Budget Management. This complete contract is still well below that threshold. Voice Vote. Approved.

Adjournment: The meeting adjourned at 2:49 p.m.

Next Meeting:

Wednesday, November 15, 2017 at 3:00 p.m.
Jamestown S'Klallam Tribe
Administrative Office Conference Room
1033 Old Blyn Highway
Sequim, WA 98382



Secretary



Board Chair

Seal:

