



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, September 19, 2018 at 1:00 p.m.

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

Wednesday, September 19, 2018 at 1:00 p.m.
Clallam County Courthouse – IT Training Room, basement level
223 East 4th Street
Port Angeles, WA 98362

CALL TO ORDER

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

ROLL CALL

Present were: Commissioners Teal, Tinker, Shusterman, Turner and Lindholm. Staff members present were Executive Director Kay Kassinger, Legal Counsel Dave Neupert, Rental Assistance Director Tesch and Executive Administration Specialist Minna Angevine. Absent were Commissioners Weed and Casey. 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 August Timesheet, July Regular Meeting Minutes, August Check Registers up through MAV I LLLP - Construction. Moved by Commissioner Turner, seconded by Commissioner Lindholm. Voice Vote. Approved.

August Check Registers for Outpost.

Moved by Commissioner Shusterman, seconded by Commissioner Lindholm. 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 Teal asked about the (Regional Economic Diversification (RED) Plan meeting. Executive Director Kassinger stated a facilitator with HUD will be coming from Seattle to facilitate the housing portion of the summit. The main focus is the sub-area plan along Simms Way through the Howard Street extension out towards Discovery Bay. Executive Director Kassinger stated that there would also be an infrastructure symposium held at the same time.

Executive Director Kassinger also stated that another obstacle is capital and suggested that an expert on Banking be invited to the summit. The focus of this summit is within east Jefferson County.

Commissioner Turner asked if the Washington State Department of Ecology storm water report that Executive Director Kassinger had included could potentially affect the Housing Authority. Executive Director Kassinger stated that Eklund Heights would be affected. Executive Director Kassinger stated

that the impact to Eklund Heights would be similar to what was planned and built for Mount Angeles View for storm water.

Executive Director Kassinger reported that she attended the Serenity House kick off for their Youth Entry Services Program (YES). Serenity House will be doing outreach with youth and young adults to find housing using a grant that they have received. Serenity House is working with homeless youth and young adults to determine exactly how to go about serving them. Currently Serenity House is working on the details but have some ideas in place. Executive Director Kassinger stated that the Housing Authority has agreed to provide TBRA vouchers for those individuals that are 18 and older. Commissioner Turner asked what the age range this will be serving. Executive Director Kassinger stated it would be from age 12 up to age 24. The challenge of this is Washington State laws regarding Youth Shelters. This grant is a pilot program.

Executive Director Kassinger reported that Doc Robinson contacted her to help develop affordable housing in our community. Executive Director Kassinger also stated that she would be happy to look over items that Serenity House will be submitting for the transfer of Sunbelt Apartments.

Executive Director Kassinger reported that the City of Port Townsend Ad Hoc Housing Committee is getting close to having everything in order for the recording fees Inter Local Agreement with Jefferson County for use of the 2060/2163 funds.

Executive Director Kassinger reported that she, Director of Asset Management Martinez, Director of Acquisition and Development O'Rourke and Comptroller Dotlich met with Jim Brawner of Brawner Development. Mr. Brawner made a presentation of packaging the 3 public housing senior/disabled buildings along with the Lee Plaza as a HUD Rental Assistance Demonstration (RAD) project utilizing 4 % tax credits and bonds for rehabilitation funding. Currently HUD is encouraging Public Housing agencies to convert their Public Housing units via RAD into Project Based Rental Assistance (PBRA) units instead of depending on annual Public Housing Operating and Capital Fund subsidies. HUD will base the PBRA rents on the current Operating and Capital Fund subsidies which are the highest they have been in quite some time. The presentation appeared to show positive cash flow but there was an issue with the operating costs that were used. Comptroller Dotlich will get updated operating costs to Mr. Brawner to have a more accurate representation of the proposal. Based on questions asked by Director of Asset Management Martinez, Mr. Brawner will now look into including a portion of Mount Angeles View into the RAD conversion.. Executive Director Kassinger stated her concerns of this deal will put debt on all of Peninsula Housing Authority's properties. Another presentation will be scheduled with all the updated information.

Commissioner Teal asked for clarification on the Management and Occupancy Review report for Peninsula Apartments. Executive Director Kassinger stated that Contract Management Services (CMS, performed by Bremerton Housing Authority) performed the review. The deficiencies that were found were primarily due to the lack of maintenance staff that the Housing Authority has had out in Forks. Also CMS came out for the review during the stall of siding project while the Housing Authority was getting more funds due to the window problems. Director of Asset Management Martinez is putting together an action plan to avoid this in the future.

Commissioner Teal pointed out a potential mistake on the turnaround days for work orders at Mount Angeles View. Executive Director Kassinger stated she will look into this and report her findings at the next Board Meeting.

Commissioner Turner asked when the Housing Authority's new Commissioner will start. Executive Director Kassinger stated in October.

REPORTS FROM COMMISSIONERS

Commissioner Teal reported that she and Commissioner Shusterman had met with Brian Richardson, the new Peninsula Housing Authority Board member. The meeting went well and she feels that he will be a good addition to the Board. Commissioner Teal reported that she has been attending some of the AdHoc Housing meetings. It appears that things are working better now that the County has opened a portion of the meetings up for public comment.

Commissioner Tinker reported that Sarge's Farm Stand has had \$10k in sales in the 2 months of operation. Also, NORVN has applied for a grant through Murdock and they have sent information along to an organization that does professional grade movies of Non-Profits. The organization will be coming out from Idaho to create a professional movie of NORVN to help with public relations. This entity is also interested in doing a movie on homelessness among the veteran community.

Commissioner Shusterman had nothing to report

Commissioner Lindholm reported that she has been asked to serve on the City of Port Angeles housing task force.

Commissioner Turner reported that the Boys & Girls club had a very successful community kick off breakfast with approximately 130 people in attendance. Commissioner Turner reported that in 3 days the Boys & Girls Club raised \$400k in donations for the new building at Mount Angeles View. With those donations, the fundraising is at 60% for the new building and she anticipates that the fundraising will be at 65% by the end of the week. Commissioner Turner reported that the Boys & Girls Club submitted an application for \$575k and the application has been approved through round one and is in round two of the funding process.

OLD BUSINESS

None

NEW BUSINESS

2018-15 – Amended Payment Standards for HCV

Moved by Commissioner Shusterman, seconded by Commissioner Teal.

Director of Rental Assistance Tesch stated that new Fair Market Rents have been published September 4th. Peninsula Housing Authority is allowed to set payment standards between 90 and 110%. Peninsula Housing Authority decided to keep the payment standards at least at 100% as there were increases across the board but have proposed an increase to 110% for 1 bedroom units as there are so few across both Clallam and Jefferson Counties. Director of Rental Assistance Tesch proposed to keep the 4 & 5 bedroom units at the same level they have been in Jefferson County as they are higher than the Fair Market Rents and not too many voucher holders for those units. Director of Rental Assistance Tesch wanted to point out the potential budgetary impact is significant but the realistic budgetary impact may be much less. Commissioner Turner asked how security deposits are calculated. Director of Rental Assistance Tesch stated there is no rules on what a landlord can charge.

Voice Vote. Approved.

2018-16 SHOP application for Self-Help 11th street development

Moved by Commissioner Lindholm, seconded by Commissioner Shusterman.

Executive Director Kassinger stated that this resolution is for the approval of a SHOP application submission to Community Frameworks for the Cedar Glen Terrace 2. Commissioner Lindholm asked if Community Frameworks is just a pass through grantee. Executive Director Kassinger stated that yes. Executive Director Kassinger stated that these are all build ready lots.

Voice Vote. Approved.

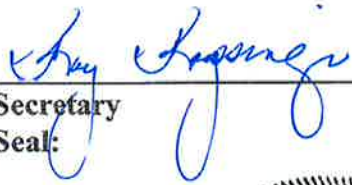
2018-17 – SHOP application for W 11th St Self-Help House

Moved by Commissioner Shusterman, seconded by Commissioner Tinker.
Executive Director Kassinger stated that two separate resolutions are required as this is a rehab project.
Voice Vote. Approved.

Adjournment: The meeting adjourned at 1:59 p.m.

Next Meeting:

Wednesday, October 17, 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 Chair

