



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING
MINUTES

Wednesday November 20, 2019 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Clallam County Courthouse
Commissioners Meeting Room
Port Angeles, WA 98362

CALL TO ORDER

The meeting was called to order at 1:14 p.m. by Commissioner Teal.

ROLL CALL

Present were: Commissioners Teal, Tinker, Turner and Weed. Staff members present were Executive Director Kay Kassinger and Executive Administration Specialist Christy Niles. Absent were Commissioners Shusterman, Lindholm and Richardson Excused

Legal Counsel Allison Mahaney was called via phone for Executive session

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

Tim Fellin attended the meeting as he has an interest in local housing issues and the agency's focus in those areas.

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger's October Timesheet, October Regular Meeting Minutes and October Check Registers up to Outpost .Commissioner Turner moved to approve, Commissioner Tinker seconded. Voice vote approved.

Approval of Outpost check Registers will be moved to December as there was not a quorum for the vote.

EXECUTIVE DIRECTOR'S REPORT

The Rental Assistance Department was contacted by the Low Income Housing Institute of Seattle regarding the proposed purchase and conversion of a hotel into long-term housing and the possibility of Section 8 vouchers for the property.

Executive Director Kassinger and Director of Acquisition and Development O'Rourke participated in the Clallam County Department of Health Housing Segment for Legislators. Executive Director Kassinger addressed the Growth Management Act and the unintended consequences it has had on the rural communities. This is an issue that deserves a serious conversation and Executive Director Kassinger will continue to discuss this point with legislators. Director of Acquisition and Development O'Rourke discussed construction details and cost analysis of housing in rural communities.

The Peninsula Housing Authority Management team participated in four 3-hour webinars for HUD

repositioning of public housing properties.

The Jefferson County Homeless Housing Task Force 5 Year Plan to End Homelessness was approved by the County commissioners, Port Townsend City Council and then forwarded to the Washington State Department of Commerce for final review.

Executive Director Kassinger plans to attend the Port Hadlock sewer working group meeting in December to discuss the policies and procedures for connection to the proposed sewer project.

The Key Bank Mt. Angeles View I LLLP construction loan has been paid in full. Director of Acquisition and Development O'Rourke will present a full accounting of project costs at the January board meeting.

The agency had 2 Family Self Sufficiency (FSS) graduates this month that received several thousand dollars each.

Commissioner Teal asked when the Section 8 wait list will be opened. Executive Director Kassinger explained the lottery will be opened in January. Partner agencies will be notified as well as the required legal notice publications.

Commissioner Weed asked about our water claim with the city in regard to the double water payments that were made. Executive Director Kassinger explained that it is still unresolved at this time.

REPORTS FROM COMMISSIONERS

Commissioner Weed – None

Commissioner Turner began by informing the board of the delays with the Boys and Girls Club due to the discovery of unknown underground structures. Vertical wall construction should begin soon.

Commissioner Tinker – was happy to announce that NOHRVHN Stage 1 application for the Housing Trust Fund modular construction was accepted. Commissioner Tinker is expecting funding by January 2020.

Commissioner Teal – attended the Port Townsend City Council meeting where the city took action on a number of code changes related to housing.

They also passed the sales tax for affordable housing.

OLD BUSINESS

A discussion of the vacant Board of Commissioners seat. Tim Fellin, the public meeting attendant filled out an application for the position.

EXECUTIVE SESSION

The executive session was called to order at 2:02pm and ended at 2:13pm

REGULAR SESSION RESUMED

The regular session of the board meeting was resumed at 2:15 pm

It was noted that Executive Director Kassinger will submit her letter of intent to retire by February 28th and that her last day with the agency will be April 30, 2020.

The board announced that the regular January board meeting will begin one hour earlier, at Noon on January 15, 2020 with a Special Meeting following at 2:00 PM for the purpose of Executive Director Candidate interviews. The Regular Meeting will be held in the Clallam County Commissioners meeting room and the Special Meeting will be held in the Clallam County Commissioners Conference Room. Executive Administration Specialist Christy Niles will compile a copy of each of the final candidates

resume packets in a sealed envelope and hand delivered to the board members at the December 2019 board meeting.

NEW BUSINESS

Resolution 2019-16

Permission for Executive Director Kay Kassinger to sign the modification and extension to promissory note for the City of Port Angeles loan on the Lee Plaza Apartments

Resolution 2019-17

Approval for Executive Director Kay Kassinger to enter into an agreement with JH Brawner

Adjournment: The meeting adjourned at 2:38 p.m.

Next Meeting:

Jamestown S’Klallam Tribe
Alderwood Room
1033 Old Blyn Hwy
Sequim, WA 98382

Secretary

Board Chair

Seal: