



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING
MINUTES

Wednesday September 18, 2019 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Clallam County Courthouse
Room #42 Basement level
223 E 4th Street
Port Angeles, WA 983632

CALL TO ORDER

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

ROLL CALL

Present were: Commissioners Teal, Tinker, Shusterman, Turner and Richardson. Staff members present were Executive Director Kay Kassinger, Director of Asset Management Sarah Martinez, Debbi Tesch, Legal Counsel Allison Mahaney and Executive Administration Specialist Christy Niles. Absent were Commissioners Lindholm and Weed Excused

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Commissioner Teal requested that the mark up and review of the Succession Plan be added.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

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

Approval of Outpost check Registers. Commissioner Shusterman moved to approve, Commissioner Turner seconded. Voice vote approved. Commissioner Tinker abstained.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Kassinger discussed that she acquired a fact sheet on the City of Port Angeles Affordable Housing Tax that will be on the November 5th ballot.

Executive Director Kassinger discussed that the Sunbelt Apartments transfer agreement with Serenity House of Clallam County is still on track to close the transaction on September 30, 2019.

Executive Director Kassinger and her staff have been talking with the Brawner Group to evaluate the possible RAD conversion of Sea Ridge Apartments. If completed, the RAD conversion will reduce the

number of public housing units in the agency's portfolio and we will be designated as a small agency. While we have not entered into a contract with the Brawner group, they have substantial experience, specializing in the repositioning, and acquisition of affordable multi-family housing. It is imperative that we work with someone that understands who we are and what we do. PHA is looking at two possibilities for hiring a consultant; one would be to issue a Request for Proposals for a consultant and review the responses, the other option would be to look at a sole source contract through an interlocal agreement with another similarly sized housing authority who has a RAD conversion consultant under contract. Regardless of the direction we take, it will comply with the agency's procurement policy.

Executive Director Kassinger handed the discussion to Asset Management Director Martinez to report on the Association of Washington Housing Authorities (AWHA) meeting that she attended. Asset Management Director Martinez discussed the legislative updates regarding proposed state laws affecting evictions for good cause only. There will be a meeting between AWHA and the Washington Low Income Housing Alliance in November to discuss legislative agendas the organizations may share. AWHA will propose an exemption of sales tax on affordable housing construction projects. The funds that would be saved on tax would allow organizations such as the Peninsula Housing Authority to build more affordable housing. Asset Management Director Martinez will gather more information on this at the November AWHA meeting and share it with the board.

Commissioner Teal questioned Asset Management Director Martinez what kind of pertinent questions would be helpful to ask at the Representative election candidate forums. The reply was that questions asked should pertain to Affordable Housing, such as how they view affordable housing and the importance of it in the community. Commissioner Teal also asked if she could ask the candidates if they support the affordable housing exemption from sales tax. The answer was a clear yes.

REPORTS FROM COMMISSIONERS

Commissioner Tinker discussed Hobucket House funding applications that may include the use of the Department of Commerce modular construction pilot program.

Commissioner Turner discussed her frustration with the slow construction pace of the Boys & Girls Clubhouse. Overhead lines need to be moved and some unknowns were found during the site excavation process. The hope is these issues will be resolved in the next week and site construction can continue. .

Commissioner Shusterman had 3 topics to discuss:

1. The review of the Executive Director Job description mark up. This was reviewed by the board and adjustments were made. Approved by all.
2. The yearly article in the Peninsula Daily news "Who's Who" it was brought to Commissioner Shusterman's attention that the Peninsula Housing Authority is not listed as a resource, only a contact is listed. Executive Director Kassinger will reach out to the contact and request the correction be made in the article for 2020.
3. The City of Port Townsend is discussing designating an Art area in town and would like to include a housing element. He believes that the Lincoln building could be a great location for this housing element. Commissioner Shusterman will reach out to the Port Townsend Mayor and Council members to get their thoughts on his idea. . He will also have a discussion with The Port Townsend School Superintendent to see if they would be open to the idea.

Commissioner Richardson stated that the Recovery Café is coming along. On a personal note he is finally feeling much better from his illness, he felt well enough to run a 50k on the previous weekend.

Commissioner Teal notified the board that she is having some issues with her new phone and if she does not respond to emails please reach out to her by phone.

OLD BUSINESS

Nothing to Report

NEW BUSINESS

Resolution# PHA-2019-14

Introduced by Commissioner Teal read in full and considered:

Adoption of the payment standard schedule for the Housing Voucher Program.

Discussion was headed up by the Housing Rental Assistance Director Debbi Tesch.

Commissioner Tinker moved to approve and was seconded by Commissioner Turner. Voice approved.

Amendment to Resolution #PHA-2018-14

Introduced by Commissioner Teal read in full and considered:

Amendment to the Executive Director Succession Plan, this was discussed by the board and adjustments were made.

Commissioner Tinker moved to approve as amended and Commissioner Richardson seconded. Voice approved.

Resolution #PHA-2019-15

Introduced by Commissioner Teal, read in full by Executive Director Kassinger and considered:

Approval for PHA to apply for Rental Assistance Demonstration (RAD) conversion with HUD and authorizes Executive Director Kassinger and Director of Asset Management Martinez to sign any RAD application related documents.

Commissioner Turner moved to approve and commissioner Teal seconded. Voice approved.

Adjournment: The meeting adjourned at 2:10 p.m.

Next Meeting:

Jefferson County Courthouse
Commissioners Meeting Room
1820 Jefferson St.
Port Townsend, WA 98368

Secretary

Board Chair

Seal: