



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, September 14, 2011 at 1:00 p.m.

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

The Board Room
2603 S. Francis Street, Port Angeles, WA

CALL TO ORDER AND ROLL CALL

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

Present were: Commissioners Turner, Boardman, Shusterman, Rymph, Teal, Easling and Attorney Dave Neupert. Commissioner Fleck attended via phone. Commissioner Hamilton, was excused from the meeting. Staff members present were Executive Director Pam Tietz, Development Director Kay Kassinger, and Executive Assistant Teresa Rodocker. Public attendees: no public.

ADDITIONS TO THE AGENDA

Resolution #PHA-2011-21 - Authorizing Director Tietz to enter into a Purchase & Sale agreement for the Rosecrans Terracy property in Port Townsend. Resolution to include authority to sign all documents necessary to close on the purchase after due diligence is complete and all contingencies are removed.

Director Tietz requested that a discussion of Self-Help housing in Jefferson County be added to Old Business.

At the request of Commissioner Turner, the resolutions were moved up on the agenda so that she could participate in the discussions, as she has to leave at 1:30 pm.

CONSENT AGENDA

Approval of consent agenda: August Regular Meeting Minutes, June Financial Reports and July Check Registers. Commissioner Easling moved to approve the consent agenda, seconded by Commissioner Boardman. Voice vote. Approved.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

No public.

NEW BUSINESS

Resolution #PHA-2011-17 – Approving an Interlocal Cooperation Agreement with the Quillayute Valley Parks and Recreation District for the use and operation of the Forks Community Center. Moved by Commissioner Easling, seconded by Commissioner Teal. Discussion: Director Tietz explained how the partnership came about and how it was going so far. Commissioner Fleck stated that it was a benefit to their community. Commissioner Shusterman asked where in the agreement insurance was covered. Commissioner Easling moved to add amend resolution with regards to liability insurance clause be added stating that Quillayute Valley Parks and Recreation District be responsible for the insurance. Commissioner Teal seconded. Voice Vote. Approved. Approval of Resolution as amended Voice Vote. Approved.

Resolution #PHA-2011-18 – Approving the bad debt write off of accounts totaling \$2,925.12. Moved by Commissioner Easling, seconded by Commissioner Boardman. Director Tietz explained that this would probably begin to be submitted on a quarterly basis instead of a monthly basis. Voice Vote. Approved.

Resolution #PHA-2011-19 – Authorizing Director Tietz to execute an agreement with the State of Washington to secure Social Security coverage of eligible employees in according with Department of Retirement PERS requirements. Moved by Commissioner Easling, seconded by Commissioner Shusterman. Discussion: Director Tietz explained that this was needed because of the name change to our organization. Voice Vote. Approved.

Resolution #PHA-2011-20 – Approving the request to obligate up to \$80,000 for the purchasing of new kitchen cabinets for the Villa Apartments. Moved by Commissioner Easling, seconded by Commissioner Rymph. Discussion: Commissioner Easling asked how this was set up in the budget. Director Tietz explained that this was capital funds, separate from operating budget. Our Capital budget is adopted every 5 years with changes as needed. These funds were originally part of the Eklund property budget that was not used. Funds will cover cupboards and countertops with work to be done by our Force Account Labor. K & M bid was \$2744.00 which is per unit. Funds will not exceed \$80,000. We will complete as many units as possible until those funds run out. Voice Vote. Approved.

Resolution #PHA-2011-21 Authorizing Director Tietz to enter into a Purchase & Sale agreement for the Rosecrans Terracy property in Port Townsend. Resolution to include authority to sign all documents necessary to close on the purchase after due diligence is complete and all contingencies are removed.

Executive Session: Approximate duration 20 minutes: Purpose to discuss amounts to be considered for the purpose of bidding on the Rosecrans property at 1:22 pm

Resume open meeting 1:48 pm

Resolution #PHA-2011-21 Authorizing Director Tietz to enter into a Purchase & Sale agreement for the Rosecrans Terracy property in Port Townsend. Resolution to include authority to sign all documents necessary to close on the purchase after due diligence is complete and all contingencies are removed. Moved by Commissioner Easling, Seconded by Commissioner Rymph, Voice Vote. Approved, with Commissioner Easling opposed.

Commissioner Turner was excused.

Executive Session: Approximate duration 5 minutes: Purpose to discuss amounts to be considered for the purpose of bidding on the Rosecrans property at 1:51 pm

Resume open meeting 1:58 pm

EXECUTIVE DIRECTOR'S REPORT

Director Tietz presented a written report to the Board and discussed the following items:

Self-Help:

Deb Alwine was recently hired ½ time as Self-Help Loan Packager/Group Coordinator. Her background includes mortgage lending, real estate and marketing. She has hit the ground running and is already bringing in families for the Self-Help Building program.

Board Handbooks:

Director Tietz will be requesting that her assistant work on updating the Board handbooks with the new Peninsula Housing Authority information.

Employee Handbook:

Our Employee Handbook/Personnel Policy has been submitted to labor law attorney Foster Pepper to complete a review and Director Tietz is hoping to have the revision to the board for review in October, with approval in November.

Forks Catholic Housing Services Project:

Director Tietz informed the board that progress was being made, with half of the units scheduled for completion at the end of the month and the other half being completed the first part of October. We are waiting for information on the dedication ceremony, due to the Catholic Archdiocese needing to select a name and have the Bishop attend for the formal blessing. It is anticipated that this could take up to six months.

Commissioner Fleck was excused.

Jefferson County 10-Year Plan to End Homelessness:

Director Tietz is working with providers in Jefferson County to revise their existing 10 year plan. Good turnout for the meeting with good representation, however, it will be months before a new plan is available.

Oxbow Apartments:

Director Tietz informed the board that she was working with one of the partners of the Oxbow Apartments to discuss the transfer of her interest and that of her brother in the partnership. The existing partnership agreement is being reviewed by attorney Watt Taylor. The agreement is very convoluted and because it was written so long ago some clarification is needed as certain aspects were not required back then, that are now.

Regional Housing Forum:

The forum has been scheduled for October 20th from 8:45 am – 1 pm. Director Tietz asked if any board members were planning on attending. Commissioners Rymph and Shusterman expressed interest in attending.

PCMHC Board Sunbelt Tour:

Director Tietz stated that approximately 12 of the board members from PCMHC attended the tour. There was some significant interest expressed by them in taking the Sunbelt property.

Their board meeting is tomorrow and this will be a topic of discussion for them. Pam believes their interest lies in using it as permanent supportive housing.

OLD BUSINESS

Commissioner Rymph informed the board that he has resigned his board position with Homeward Bound at this time.

Self-Help housing in Jefferson County: Director Tietz is working with Kay Kassinger and Dave Neupert to prepare a letter to be sent to Kitsap County in which we will be taking responsibility for the Self-Help program in Jefferson County.

Next meeting: Wednesday, October 12, 2011 at 1:00 p.m at the Jefferson County office.

Adjournment: The meeting adjourned at 2:20 p.m.

Shusterman will not be at the November meeting. Rymph will not be at December meeting.

Secretary

Board Chair

Seal: