

Housing Authority of the County of Clallam
2603 S. Francis Street, Port Angeles, WA 98362

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Thursday, May 6, 2010 at 10:00 a.m.

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

Mt. Angeles View Conference Room
2603 S. Francis Street, Port Angeles, WA

CALL TO ORDER AND ROLL CALL:

The meeting was called to order at 10:01 a.m. by Chair Maple.

Present were: Commissioners Maple, Easling, Boardman, Turner, and attorney David Neupert. Staff members present were Executive Director Pam Tietz and Executive Assistant Jami Snyder. Commissioner Fleck not in attendance she was at the Veteran's Stand Down in Forks.

CONSENT AGENDA:

Items to add: Executive Session, possible litigation and sale of property, 15 minutes.

Adopt agenda and approve April Regular Meeting Minutes, February Financial Report and March Check Registers. Commissioner Turner asked for an amendment to the April minutes. The wording under resolutions should be changed from "approved by" to "moved by". Commissioner Turner moved to approve minutes as amended, Commissioner Easling seconded. Approved. Commissioner Easling moved to approve the remainder of the consent agenda. Seconded by Commissioner Boardman. Approved.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA: No public present

EXECUTIVE DIRECTOR'S REPORT

Homestead Apartments – Director Tietz is working on the paperwork to re-convey the property to the AHA and for the relocation of the seven remaining tenants. Also working with the City of Forks, to forgive all or part of the CDBG Rehabilitation Project debt. Plans for the AHA project are going extremely well. They want to start construction in August and expect construction to be complete within one year.

Annual Affordable Housing Forum – discussed the 10-year plan and had speakers; there were over 100 people in attendance.

City of Sequim – the City Council held a work session on April 26th to discuss the recommendations in the report prepared by the consultant. The discussion was tabled. Kay Kassinger attended on Director Tietz's behalf to present a letter of support. Kay reported it appeared the Council had already made up their minds what they were going to do no matter what the report said. Since the meeting, we have received an email requesting a meeting with the city manager and city planner on May 13. HACC is also requesting a rezone this month.

Economic Development Summit – hosted by Cities, County, Port and EDC – discussed strengths and weaknesses; tentative follow up meeting on May 11.

Follow-up on audit: 1) theft in Forks, individual has been prosecuted and will make restitution. 2) Maintenance supervisor – the Clallam County Prosecutor has the case, but may not prosecute since all but \$51 has been recovered.

Union negotiations are about to begin – Director Tietz is usually involved in the negotiations, but may use the attorney the County uses, this round. ~~e~~

Director Tietz started working on budgets this week; ordinarily Sue Calisesi would start them and Director Tietz would review, but accounting has been short staffed for an extended period of time. Director Tietz will prepare the budgets this year. There will be a substantial decrease in the operating subsidy; rental incomes are also higher so we are eligible for fewer funds.

COMMISSIONERS REPORT

Commissioner Turner requested an update on the sign that was removed on Francis. Director Tietz reported we were told by the City to take it down since there are issues with permitting and the sight corridor. Director Tietz will review the City code and follow up.

Commissioner Maple reported the cable price has increased again. He doesn't understand why the rates continue to increase. It was suggested the RAB write a letter to the cable company. Director Tietz will check with Terry Madigan about adding the security cameras before wireless is in place. Commissioner Maple asked if there was any way to incorporate the Force Account Labor workers in the MAV redevelopment. Director Tietz responded that we are required to use Force Account Labor and residents. We will also be using them to relocate Forks residents. Commissioner Maple would like the board to tour the Manor to see the work that has been done.

OLD BUSINESS

Mt. Angeles View Update – Mithun has submitted the master plan to the City, should have comments back tomorrow. Mithun will rework the plan based on comments from the City. The next Steering Committee and Community meetings will be the third week of June. Director Tietz and Commissioner Turner had a good conversation Bob Schilling, Boys & Girls Club and Janet Anderson, Early Head Start. Talked about their needs from a building aspect. Will rework the plan and separate Early Head Start and Head Start from the B&G Club. Easier to do a capital campaign on your own building. It may be a better pairing for Head Start and the Learning Center to be together. They seem positive about funding. HACC will lease land to the B&G Club.

Jefferson County Consolidation – Director Tietz met with the stakeholders to discuss the differences between a consortium and a consolidation. They made it clear that they want a consolidation. Also talked about the priorities in Jefferson County; development is high on their priorities. Director Tietz recommends a consolidation and change the makeup of the board by adding two representatives from Jefferson County. Logistically the location of the meetings should be in Port Angeles since it is halfway between Port Townsend and Forks. Commissioner Boardman asked if our assets become their assets. Director Tietz replied they do not. Commissioner Turner asked if the budgets would be consolidated. Director Tietz replied the cost center administration would be shared, but the rest of the budgets are program specific. Next step would be to prepare the necessary documents to be reviewed with both Jefferson and Clallam counties as well as legal counsel. Commissioner Turner moved to endorse Director Tietz to continue to pursue the consolidation. Seconded by Commissioner Easling. Approved.

Logo Update – Jami Snyder distributed a list of words which included submissions from HACC staff. Each board member was asked to circle up to 10. There was discussion about asking residents to help or to work with a graphic artist. Commissioner Maple suggested saving any drawings from residents/children for possible use in the MAV redevelopment. Commissioner Boardman suggested contacting Jan Hoy of Jan Hoy Design. She had spoken with Jan and we may be able to have the logo prepared at a reasonable price. Jami will send a letter to residents letting them know we are going to work with a graphic artist on the logo, giving them a list of words we think represent us and giving them an opportunity to submit drawings.

NEW BUSINESS

Executive Session – The board convened executive session at 11:15 a.m. to discuss possible litigation and sale of property. Regular session resumed at 11:27 a.m.

Commissioner Turner excused herself at 11:28 a.m.

Eklund Property – There is a potential to develop an 811 project in cooperation with Peninsula Mental Health. Director Tietz and Kay Kassinger have been looking at alternative sources of funding. It will be difficult to get tax credit funds for this project. Kay met with Peninsula Mental Health and they have met with their Board and are very interested in the project. We would sell them the land; the project would be similar to Burke Place. We would have to obtain funding which takes a long time, but is a good solid direction. If the Board is interested we could get a letter of agreement and move forward. We will have to negotiate with the County on the infrastructure. Director Tietz will bring a memo of agreement with Peninsula Mental Health to the next Board meeting for review.

Petition for Vacation and Release of Alley Right-of-Way – Discussion of request submitted by Duane and Bonnie Almaden. Commissioner Boardman moved to authorize Director Tietz and counsel to negotiate with the Almaden's; then bring to the Board at the next meeting. Commission Easling seconded. Approved.

Resolution #2010-20 – Approving minor changes to the Homestead Apartments Management Plan Tenant Selection Plan negotiated with West End Outreach. Moved by Commissioner Easling, seconded by Commissioner Boardman. Approved.

Resolution #2010-21 – Awarding a contract to Zenovic and Associates for engineering services in the amount of \$41,000 and authorizing Director Tietz to sign said contract. Moved by Commissioner Easling, seconded by Commissioner Boardman. Approved. This is for the Rycor property; we may not execute the contract since the appraisal value is coming in very low. If we can renegotiate the purchase and sale agreement, we may continue or we may need to find different lots.

Resolution #2010-22 – Authorizing Director Tietz to submit an application to Community Frameworks for \$255,000 for 17 units of Self-Help Opportunity Program (SHOP) funds and authorizing Director Tietz to execute the SHOP Loan documents. Moved by Commissioner Boardman, seconded by Commissioner Easling. Approved. This is also part of the Rycor project. Commissioner Easling expressed concerned about the loan, it appears participants will be gaining \$15,000. Director Tietz responded the money never goes to the participants; we use it to build our reserves to purchase future property. Commissioner Easling also has reservations about self help programs; they are not creating affordable homes for the community it only impacts one family. He will talk with Kay regarding resale restrictions.

Resolution #2010-23 – Authorizing Director Tietz to implement a small works roster and authorizing Director Tietz to enter into a contract with the Municipal Research and Services Center (MRSC) to establish and maintain said small works roster for HACC as authorized by RCW 35.82.076 and RCW 39.04.155. Moved by Commissioner Easling, seconded by Commissioner Boardman. Approved. This will still give local contractors opportunities for work. This is a good deal and is all done on line.

Resolution #2010-24 – Approving the inventory write off of five refrigerators. Moved by Commissioner Easling, seconded by Commissioner Boardman. Approved.

Resolution #2010-25 – Approving a “Red Flag Rule” Prevention Plan to implement a written identity theft prevention program. Moved by Commissioner Easling, seconded by Commissioner Boardman. Approved. HACC is required to have this plan in place by legislature. We are a low risk since we have safeguards in place.

Resolution #2010-26 – Approving a new utility allowance schedule for the Public Housing Program effective September 1, 2010. Moved by Commissioner Easling, seconded by Commissioner Boardman. Approved. Minor changes; this is an annual review we are required to do.

Resolution #2010-27 – Approving a new utility allowance schedule for the Clallam County Section 8 Housing Choice Voucher Program effective June 1, 2010. Moved by Commissioner Easling, seconded by Commissioner Boardman. Approved. Minor changes; this is an annual review we are required to do.

Resolution #2010-28 - Approving a Personal Services Agreement with the Clallam County Department of Human Services for \$57,750 for funds awarded from the Clallam County Affordable Housing Fund for the Eklund Heights development project and authorizing Director Tietz to sign said agreement. Moved by Commissioner Easling, seconded by Commissioner Boardman. Approved. Local money that is being allocated for the Eklund project which will be used to pay interest.

Adjournment – The meeting adjourned at 11:46 a.m.

Next meeting: Thursday, June 3, 2010 at 10:00 a.m.

Seal:



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Secretary

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Board Chair