

MASON COUNTY HOUSING AUTHORITY MINUTES

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF MASON COUNTY (MCHA) HELD AT 9:00 A.M. ON **July 25, 2013**, AT THE MASON COUNTY COMMISSIONER CHAMBERS, 411 NORTH FIFTH STREET, SHELTON, WA 98584

1. **CALL TO ORDER AND ROLL CALL:** Chair Wallace called the meeting to order at 9:06 a.m. Roll call was as follows:

Present:

Chair Merrill Wallace
Commissioner Carolyn Malanowski
Commissioner Karen Monroe
Commissioner Tamra Ingwaldson

Absent:

Commissioner Janet Thompson

Also Present:

Morgan Brock-McKean, Guardian Portfolio Manager
Becky Rogers, Clerk of the Board

2. **MINUTES:** Approval of the June 27, 2013 regular meeting minutes.

Chair Wallace called for motion to approve the June 27, 2013 regular meeting minutes. Commissioner Malanowski/Monroe moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

3. **PUBLIC COMMENT:** None

4. **CHAIRMAN COMMENTS:** Merrill Wallace discussed the Auditor's Findings mentioned at the last meeting. A narrative finding and a plan were going to be prepared.

Ms. Brock-McKean stated she was waiting for the RD inspection first before preparing the narrative findings. She is waiting for Michael Dill to respond to her call. That will be incorporated in the response.

Chair Wallace stated the minutes indicate they have discussed the cash flow for some time. The State Auditor is asking for a plan. MCHA needs to have a formal understanding.

5. **COMMISSIONER COMMENTS/REPORTS:** Commissioner Malonowski noted there was a ground breaking at the new Mason County Shelter site last Tuesday. The anticipated completion date for the project is late January 2014.

They are researching the Tacoma Housing Authority (THA) model for Section 8 project vouchers. THA designates some of their project vouchers as short term limit rather than a life time. They are checking into the case management to see if they have the same options with the local properties. They do not handle tenant based housing in Shelton for Mason County.

6. **FINANCIAL:**

6.1 Approval of Claims Certification for June 2013

The Cove Apartments - \$26,694.10

Pine Garden Apartments - \$16,861.32

Kneeland Park Apartments - \$9,645.26

Chair Wallace called for motion to approve the Claims Certification for June 2013. Commissioner Monroe/Malanowski moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

6.2 Income Statement Review – None

7. MANAGEMENT:

7.1 Routine Occupancy and Property Inspection Reports for The Coves, Kneeland Park, and Pine Garden for the month of June 2013.

Ms. Brock explained that the interim property accountant, Elana is transitioning work to Carmen as property accountant.

The managers are more involved with occupancy goals and managing expenses. They are training them to watch for health and safety issues.

The Coves

It is 100% occupied. The biggest challenge is getting qualified renters. Guardian's criteria for screening is more intensive than Legacy's. They are doing more in depth background checks to determine if there is fraud. The review process is taking longer for compliance review to get tenants into the apartments.

RD subsidy will be selecting properties in September about non-funding. If the property is doing well enough they will take away the funding. They will offer different solutions.

Chair Wallace stated they need to plan on not getting subsidy in September. Also, Pine Gardens may not get subsidy in September.

Ms. Brock stated they have asked for rent increase for the month of October.

The RD conducted their inspections.

Ms. Brock McKean questioned if there were was a rehab on the Coves. It is listed as being built in the year 2000, which indicates it was rehab in 2000 even though it was built in the 1970's. Now they are under the compliance for a 504 plan for ADA. She will check on that and follow up next month.

Chair Wallace commented that if there was a rehab there should have been some records of expense that would have been noted.

Ms. Brock mentioned they had a sewer pipe leak under the parking lot at Fairmont and had an emergency repair.

Discussed different options for some type of barrier by the sidewalk. A bid from J Brazill came down to \$32,000. They need to explore other options because of the expense depleting the reserves.

Kneeland Park

It has one vacancy, but will be occupied by the end of the month. No notice of vacancy.

Pine Gardens

100% occupied.

8. **DEVELOPMENT:** None

9. **UNFINISHED BUSINESS:** None

10. **NEW BUSINESS**

10.1 State Auditor's Invoice Voucher #L99235 \$167.20; This is four-year audit for payment within 30 days.

11. **FUTURE MEETINGS:** August 22, 2013

12. **ADJOURNMENT:**

There being no further business, Chair Wallace called for motion to adjourn the meeting at 9:54 a.m. Commissioner Monroe/Malanowski moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.

Becky Rogers

Executive Secretary

Chair

SEAL:

