

MASON COUNTY HOUSING AUTHORITY MINUTES

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF MASON COUNTY (MCHA) HELD AT 9:00 A.M. ON **NOVEMBER 27, 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 9:04 a.m. Roll call was as follows:

Present:

Chair Merrill Wallace

Commissioner Karen Monroe

Commissioner Janet Thompson

Absent:

Commissioner Carolyn Malanowski

Commissioner Tamra Ingwaldson

Also Present:

Katie Wilkie, Longview Housing Authority

Tom Drake, Longview Housing Authority

Becky Rogers, Clerk of the Board

Patti Sells, Mason County Housing Coalition

2. **MINUTES:** Approval of the October 24, 2013 regular meeting minutes.

Chair Wallace called for motion to approve the October 24, 2013 regular meeting minutes. Commissioner Monroe/Thompson moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

3. **PUBLIC COMMENT:** Patti Sells, Mason County Housing Coalition Coordinator, was in attendance to learn more about the low income housing through the Mason County Housing Authority (MCHA). Chair Wallace noted the MCHA has three properties: Pine Garden (project based subsidy); The Coves at 2 locations (Farm Home Rural Development subsidy) and Kneeland Park (Tax Credit which is non-subsidized). HB 2048 to maintain a list of low-income housing that the shelter gives out. There is a program on the web, called Social Serve, based out of Seattle. Individuals can see vacancies and subsidies. If the HA is interested in putting properties on the program, they manage.
4. **CHAIRMAN COMMENTS:** Add Status Report from Longview Housing Authority on agenda at 10.1.
5. **COMMISSIONER COMMENTS/REPORTS:** None
6. **FINANCIAL:**
 - 6.1 **Approval of Claims Certification for October 2013**
The Cove Apartments – \$34,399.88
Pine Garden Apartments - \$33,918.98
Kneeland Park Apartments - \$13,435.55

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

- 6.2 **Income Statement Review - Balance Sheet - Tom D. stated this is the first month of the**

fiscal year. There were no budgets included on the report and it is difficult to see if it is out of line. There are a lot of bills that have not been paid.

7. MANAGEMENT:

7.1 **Routine Occupancy and Property Inspection Reports** for The Coves, Kneeland Park, and Pine Garden for the month of October 2013. Katie Wilkie, LHA, reported that Pine Garden (93% occupied) had one vacant unit (Unit 1) which was not included in the report; Kneeland Park (86% occupied) Also Unit A301 was evicted; The Coves (99% occupied).

8. **DEVELOPMENT:** None

9. **UNFINISHED BUSINESS:** None

10. NEW BUSINESS:

10.1 - Status Report from LHA – Tom D., LHA, reported they want to cancel the phone services. The HA is paying \$250/month. All they need is internet and voice over IP phone. They will proceed with paying the old bills and cut off the service. They will replace the fax line with Faxage, so they will get a toll free number. The fee is approx. \$15/mo. When a fax is received an email will be sent to notify. They have cancelled all cell phones. Guardian is the name on that account so they will need to cancel out the account. There generally is a \$50 petty cash on site. They have a check request form and policy. They do not have accounts established in local stores as it is too easy to purchase personal belongings. They discussed a mileage reimbursement policy in which they pay for mileage driven between HA properties and not mileage to and from work.

They would like to have the Pine Garden office reopened and add staffing two days a week.

Several vendors have accounts that are past due and some are over 90 days past due. These include the attorney for the foreclosures, Toziers a bottled water company, and flooring company. There is not enough money in the account to pay them immediately. They will be contacting the vendors to notify of the situation and will be paying over time.

All of the properties have a reserve fund that they fund every month. It is supposed to be for a certain higher number of capital expenditures. They pay off first dollar and then recap the dollars out of the reserve fund. Kneeland Park has a minimal amount of reserve.

There is a list of things they need from Guardian. The Housing Assistance Program (HAP) payment for November was due on the 1st; however it was received late, which made it tight on the projects. There are two regulatory agencies HUD and USDA which must approve the management company. HUD has formally approved LHA as management company. USDA has tentatively approved LHA, but there are some technical issues to handle before they can start submitting information to the main system. Both regulatory agencies have online systems that they are required to submit reports to. The Housing Finance Commission also has an online system and they do not report back until January. They will need a letter from the Chair giving authorization for this transfer of management.

Katie W., LHA, is still working on getting onsite staff. They received five applications for Property Managers. The interviews will probably be the first of December. Pine Garden had some expired certificates which they are working on to get finalized. They have hired help for assistance with the submission of the certificates for Pine Gardens. They have been helpful in providing a baseline to work from. They hope to be on top of this within another month. There are some other things to bring to the Board in the future, such as making the complex units non-smoking. It would be a policy change, so it would come to the Board for approval. It is a six month long process. It can reduce turn over costs. At LHA they did not grandfather any tenants. They have not had to evict

any tenants with the new policy. Some tenants have moved out, as some people are not willing to change their habits. Overall it has been fairly successful and it saves money for the agency. Chair Wallace commented this subject was at the board several months ago. The Mason County Health Department is involved with the MCHA to see if this can happen. They may be able to help fund some smoking cessation classes, literature, and/or signage. LHA will be working with the Health Department over the next couple of months to see what their role can be and when they can come to the Board with a proposal. Previously, the Board questioned if there needed to be a smoking area provided. LHA does not supply a smoking area.

Katie W. invited the Board to tour the properties in the future to see what they are marketing.

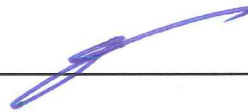
Katie W. explained she took the budget and reformatted for ease. Guardian was paying personnel to landscape and she would like to hire a landscape company to take care of that.

- 11. **FUTURE MEETINGS:** December 2013 meeting cancelled; January 23, 2014
- 12. **ADJOURNMENT:** There being no further business, Chair Wallace called for motion to adjourn the meeting at 9:52 a.m.

Becky Rogers

Executive Secretary

Chair



SEAL:

