

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 AUGUST 7, 2014, AT THE MASON COUNTY COMMISSION CHAMBERS, 411 NORTH FIFTH STREET, SHELTON, WA 98584

1. **CALL TO ORDER AND ROLL CALL:** Chair Wallace called the meeting to order at 9:00 a.m. Roll call was as follows:

Present:

Chair Merrill Wallace
Commissioner Karen Monroe
Commissioner Tamra Ingwaldson
Commissioner Janet Thompson
Commissioner Tyler Music

Absent:

Also Present:

Katie Bonus, Longview Housing Authority
Becky Rogers, Clerk of the Board
Tammey Newton, Mason County Housing Coalition and
Mason County Habitat for Humanity, Exec. Dir/COO
Ben Wickham, Cascade Management, Inc. Vice-President of Real Estate Services - (arrived 9:28 am)
David Bachman, Cascade Management, Inc. President/CEO (arrived 9:28 am)
Carolina Abdalah, Cascade Management, Inc. Portfolio Manager
Leslie Hodson, Coast Real Estate Services, Sr. VP Multi-Family Operations (10:03 am. - 10:25 a.m. by phone)

2. **MINUTES** - Hold until regular meeting on 8/28/2014
3. **PUBLIC COMMENT** - Open Forum for Citizen Input (5 minutes per person, 15 minute time limit). If you have an issue to address on any item not included on the agenda at this time before the Commissioners, please raise your hand to be recognized by the Chairperson. Those wishing to address the Commission are requested to state their name and address for the record. - None
4. **CHAIRMAN COMMENTS** – Hold until regular meeting on 8/28/2014
5. **COMMISSIONER COMMENTS/REPORTS** – Hold until regular meeting on 8/28/2014
6. **FINANCIAL** – Hold until regular meeting on 8/28/2014
7. **MANAGEMENT** – Hold until regular meeting on 8/28/2014
8. **DEVELOPMENT** - Hold until regular meeting on 8/28/2014
9. **UNFINISHED BUSINESS** - None
10. **NEW BUSINESS**
 - 10.1 Selection of property management, effective October 1, 2014.
 - 10.1.1 Property Managers Reference Checks: Findings – Chair Wallace shared the

findings on the reference checks of the prospective property managers.

- 10.1.2 Cascade Portfolio Manager: The board interviewed Cascade Management Inc. who was represented by David Bachman, President; Ben Wickham, Vice-President and Carolina Abdalah, Portfolio Manager. They noted they have four properties located in Stevenson, Roosevelt, Carson, Vancouver and Pasco. They are transitioning to open an office in Seattle. They work to develop relationships to get prospect applicants to work and also volunteers due to limited funding. They get assistance in staffing resources.

Chair Wallace noted Cascade Management, Inc. has a mix of small properties which are on both sides of the water (Oregon/Washington). Mr. Wickham concurred there are some similarities with the Mason County Housing Authority. Upon request of the Board, Mr. Wickham will provide a contact number for Joel Mattson from Columbia, as a reference check. The board also asked for any references of those companies that have left their organization.

- 10.1.3 Coast Portfolio Manager: The board conducted an interview by phone with Coast Real Estate Services. Leslie Hodson represented Coast. She noted their Manager is home based in Everett. Contact was made with 1 of 4 references. Chair Wallace asked if there are past clients they could interview. Ms. Hodson will forward information for further research of references.

11. FUTURE MEETINGS - Regular Meeting - August 28, 2014

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn the meeting at 10:41 a.m. Commissioner Ingwaldson/Monroe moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.

Becky Rogers

Executive Secretary

[Signature]

Chair

SEAL:

