

# 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 **AUGUST 28, 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 9:03 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  
Tom Drake, Longview Housing Authority  
Becky Rogers, Clerk of the Board  
Teri Shelton, Ace Hardware Toziers (left at 9:10 am)  
Patti Sells, Housing

2. **MINUTES**

2.1 Approval of the regular meeting minutes - held until September.

3. **PUBLIC COMMENT**

3.1 Teri Shelton, Toziers Ace Hardware, was present and asked about payment of several outstanding invoices. A check in the amount of \$1,578.82 for The Coves was presented for payment at the meeting. Chair Wallace noted this was brought to their attention in a memorandum from Becky Phillips, LHA. There was an account which was never acknowledged for the period of April 2013 - Oct 2013, under the previous management of Guardian. The remaining outstanding balance for Kneeland Park and Pine Gardens will be paid to Toziers as the properties can pay for them. Chair Wallace apologized for the delay in the payments.

4. **CHAIRMAN COMMENTS**

**4.1 Meeting with Terri Jeffreys, Board of Mason County Commissioners -**

Chair Wallace reported on a meeting with Mason County Cmmr. Jeffreys and Tammy Newton, Habitat for Humanity and Chair for Mason County Housing Coalition. Cmmr. Jeffreys would like to see the HA managed locally.

The Board members discussed how to manage the HA locally with three different properties and three different compliance rules. The HA will need to employ staff who are able to have the properties in compliance. The management team can consist of the portfolio manager, compliance staff, accounting staff, and others. Chair Wallace noted the compliance regulations never stop for the three types of properties. HUD (US Dept of Housing & Urban Development); RD (US Dept of Agricultural Rural Development); and Tax Credit.

5. **COMMISSIONER COMMENTS/REPORTS-** Commissioner Thompson was not in attendance at the last meeting, but she had sent notes on what she would like to see done with the reference checks for the selection of a property management firm.

**6. FINANCIAL**

- 6.1** Approval of Claims Certification for July 2014.  
The Cove Apartments – \$58,145.80  
Pine Garden Apartments - \$5,674.50  
Kneeland Park Apartments - \$15,055.94

Ms. Ingwaldson asked about three payments to LHA. Mr. Drake will be asked to respond to the question on payments listed for The Coves. Ms. Bonus stated it could be some catch up on payments as they were behind.

**6.2** Income Statement Review-

**Chair Wallace called for motion to approve the Claims Certification for July 2014. Commissioner Thompson/Munroe moved and seconded to approve payment of the claims Certification for July 2014 as noted above. Chair Wallace called for question. None opposed. Motion carried.**

**7. MANAGEMENT**

- 7.1 Routine Occupancy Report** for The Coves, Kneeland Park, and Pine Garden for the month of July.  
Reviewed the occupancy report provided by Longview Housing Authority.

Ms. Bonus stated that a request for rent increase was submitted; however HUD turned it down until a market study is conducted. It is estimated that a market study cost is \$3000+ approx. which would exceed the income generated.

- 7.2 WSHFC Kneeland Park Apartments Compliance Report 2013:** Chair Wallace explained a compliance report was sent out to give an idea of the condition of the Kneeland Park property. This has held up the Housing Authority from going out to seek refinancing because of the condition of the property.

Ms. Bonus commented on the Compliance Report for 2013 from the Washington State Housing Finance Commission (WSHFC). She noted that LHA responded to a request at the end of 2013 for files on certifications. The records that were submitted were compared with what had been input into the annual web-based reporting program (WBARS). In January, LHA staff discovered after going through and re-filing everything that the re-certifications were never done as they could not find back up in the files on tenant re-certifications. Ms. Bonus stated however, that every certification that had to be done in calendar year 2014 has been done and everything is updated in WBARS. It is uncertain what the penalty is for non-compliance on not timely reporting the re-certifications.

**8. DEVELOPMENT - None****9. UNFINISHED BUSINESS**

- 9.1 Selection of Property Management Firm, effective October 1, 2014**

**9.1.1 Property Managers Reference Checks:** Chair Wallace noted they needed a continuation. He reported on Coast that there were a number of the references that were out of the office or did not return the calls. He was able to contact a couple more. Out of the four references there were high marks on a scale of 1 – 10 they rated them 8 & 9. Cascade – The only outstanding report was from a former client, Housing Works from Redmond, Oregon that covered three counties. They were originally a client of Cascade and then went to Guardian and had a disaster. They have developed their own management team. They have 750

units, primarily tax credits. The Executive Director was a former developer who said that based on his experience with Cascade, Guardian, and then self-management, they are trying to excel to be at the standard that Cascade was. On a scale of 1 – 10 he rated them an 8 as it is difficult with the clients and property to be able to excel to a rating of 10.

They discussed the services provided by each management firm being considered. They determined that Cascade had more scope and depth than the other firms that have been considered. Cascade would be the best fit, especially for Kneeland Park.

Ms. Bonus commented that property management companies are to concentrate on lease up. There are compliance issues and Cascade seems to offer a lot more services. A management company will focus on management of the property. Finding a firm that knows the rules and regulations is critical.

**9.1.2 Hire Property Management Firm**

**Chair Wallace called for motion to negotiate a contract with Cascade. Commissioner Ingwaldson/Thompson moved and seconded to enter into negotiations with Cascade. None opposed. Motion carried.**

Ms. Bonus noted the effective date for the new property management firm is October 1, 2014. She asked that the Board call Longview Housing Authority and request an extension of the contract through the end of September, because the letter notes the termination date of August 31. She was informed, by her boss, to terminate the employees the end of August. Chair Wallace said he will call Ms. Bonus’s boss at Longview to request a continuation of the contract through the end of September.

**10. NEW BUSINESS**

Chair Wallace noted that the annual meeting is September with election of officers. The fiscal year ends on September 30.

**11. FUTURE MEETINGS - September 25, 2014**

**12. ADJOURNMENT:**

**There being no further business, Chair Wallace called for motion to adjourn the meeting at 10:33 a.m. Commissioner Music/Thompson moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.**

*Becky Rogers*  
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Executive Secretary

*[Signature]*  
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Chair

SEAL:

