

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 **APRIL 1, 2015**, AT THE MASON COUNTY COMMISSION CHAMBERS, 411 NORTH FIFTH STREET, SHELTON, WA 98584

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

Present:

Commissioner Karen Monroe, Vice-Chair
Commissioner Tyler Music (via speaker phone)
Commissioner Kathy Haigh

Absent:

Chair Merrill Wallace

Commissioner Tammey Newton

Also Present:

Ken Morrell, Cascade Management, Inc. Portfolio Mgr.
Patti Sells, Housing Coalition Coordinator
Becky Rogers, Clerk of the Board

2. **MINUTES:** Approval of the March 4, 2015 regular meeting minutes.

Vice-Chair Monroe called for motion to approve the regular meeting minutes. Commissioner Haigh/Music moved and seconded motion. Vice-Chair Monroe called for question. None opposed. Motion carried.

3. **PUBLIC COMMENT:** None

4. **CHAIRMAN COMMENTS:** None

5. **COMMISSIONER COMMENTS/REPORTS:**

- 5.1 Fairmont Cove Apt leakage problem -- Commissioner Haigh discussed the water leakage problem occurring at Fairmont Cove Apt. as reported by Robert Kase, tenant, at the last meeting. She spoke with Nathan Stout, a local plumber, who has been in the community for approx. 35 years and knows how the apartments are constructed and knows what the problem is. He is very doubtful the problem will be fixed by putting a French drain around the outside. It has to do with the way the concrete was not glued to the footers. If someone is hired to put in a French drain, he is afraid the money will not fix the problem. It is a much more deeply seated problem. She can work to see that Mr. Stout meet with Mr. Morrell as he knows the water issue and has dealt with it. She questioned if the tenant could be relocated, even though he does not want to relocate. Mr. Morrell reported they have completed and corrected all the items on the list except for the water. The water issue is a lot larger issue than just cleaning up the water and getting the carpet dry. It will take some time with the contractors. He will give the CMI contractors the number for Nathan Stout. As far as the relocation, there are two maintenance staff who are willing to help move Mr. Kase. Mr. Kase is not inclined to move.
- 5.2 UDSA-RD unused rental assistance -- Commissioner Haigh asked about obtaining a copy of the letter to USDA-RD in response to the unoccupied units. Mr. Morrell stated they forwarded a copy of their response to the Board. They currently have three of the units, which they specified earlier, rented now.
- 5.3 Commissioner Haigh stated they received a report by the Drug Court Judge at Rotary today. They discussed about a number of women that are going through drug court and working to get their kids back. Finding them housing is a huge issue. It was thought that the DSHS

who would be helping them find housing. If they are in Mason County, they probably would like to stay in the community, but DSHS would possibly move them off to other areas. She questioned if they have any connection to whoever it is that is working with DSHS to find housing for people. Commissioner Music noted that there is a new program which provides up to six months of rental subsidy. The money is allocated through Crossroads Housing. He understood there is a wait list. Patti Sells stated he is referring to the TANIF program (Temporary Assistance for Needy Families)

5.4 FINANCIAL:

Approval of Claims Certification for **February 2015**

The Cove Apartments – \$13,082.36

Pine Garden Apartments - \$24,663.15

Kneeland Park Apartments - \$9,747.98

Vice-Chair Monroe called for motion to approve the Claims Certification for February 2015. Commissioner Music/Haigh moved and seconded motion. Vice-Chair Monroe called for the question. None opposed. Motion carried.

5.5 Income Statement Review – The Coves – It looks well even with the impending construction coming up. Pine Garden – The March report will show an even larger increase due to the Rent Comparability Study (RCS) that was done; Kneeland Park - It is not doing as well, mostly due to vacancies and the amount of rehab needed to get the units habitable. They are working through those and should have the first of the move ins the first part of April which will help turn the property around. They hope to have all the units occupied by the end of April.

6. MANAGEMENT:

6.1 Routine Occupancy and Property Inspection Reports for The Coves, Kneeland Park, and Pine Garden for the month of February 2015. The Coves – 4 vacancies; Pine Garden – 100% occupied; Kneeland Park - 9 vacancies. There was a water leak in A 101 that they are working with contractor to get it remediated.

7. DEVELOPMENT: None

8. UNFINISHED BUSINESS: None

9. NEW BUSINESS

9.1 Cascade Management – Professional Services – Mr. Morrell noted that the professional services agreement is between the Housing Authority and Cascade Management, Inc. (Dr. Terri Silvis) to provide consulting services. The proposal is to acquire funding and refinancing for the Pine Garden and Kneeland Park. Kneeland Park needs cash flow influx to assist with having the roof repaired and getting the units turned that were in substantial disrepair. Also, they need refinancing for Pine Gardens. They can now move forward with 100% occupancy.

Vice-Chair Monroe called for motion to approve the Professional Services Agreement with Cascade Management, Inc. Commissioner Music/Haigh moved and seconded motion. Vice-Chair Monroe called for the question. None opposed. Motion carried.

10. FUTURE MEETINGS: Wednesday, May 6, 2015

11. ADJOURNMENT:

There being no further business, Vice-Chair Monroe called for motion to adjourn the meeting at 9:42 a.m. Commissioner Music/Haigh moved and seconded to approve motion. Vice-Chair Monroe called for question. None opposed. Motion carried.

Becky Rogers

Executive Secretary

Chair

SEAL:

