

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 9:03 A.M. ON MAY 6, 2015, 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 Tyler Music
Commissioner Kathy Haigh
Commissioner Tammey Newton

Absent:

Also Present:

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

2. **MINUTES:** Approval of the April 1, 2015 regular meeting minutes.

Chair Wallace called for motion to approve the regular meeting minutes.

Commissioner Haigh/Newton moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

3. **PUBLIC COMMENT:** None

4. **CHAIRMAN COMMENTS:**

4.1 Chair Wallace reported on the meeting of 4/28/2015 regarding the Veterans Affairs Supportive Housing (VASH) for vouchers which go to the veterans. It was determined that Mason County's voucher supplier, Bremerton Housing Authority (BHA), holds 43 vouchers which serves both counties. A number of veterans could benefit from those vouchers.

4.2 Housing Commissioner training for ethics on 5/20/2015. There is a sponsor for the \$250 tuition fee. The travel expenses for mileage and meals in Seattle, WA would be charged to the agency fund. Registration is through the NAHRO website. **Chair Wallace called for motion to approve use of agency funds to cover travel expenses (meals/mileage) for Tyler Music and Kathy Haigh to attend the NAHRO Housing Commissioner training on 5/20/2015. Commissioner Newton/Munroe moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.**

4.3 Chair Wallace noted he has declined to reapply for another five-year term as Commissioner at the end of his term in March 2015. The RCW allows for a Commissioner to remain on the Board until a replacement is appointed. He is willing to fulfill his chairmanship which ends on September 30, 2015. He offered his services as a part-time Exec. Director if needed. Chair Wallace stated that if the

HA is going to be a stand-alone organization it needs some type of Executive Director. They are now into the seventh month with Cascade Management, Inc. Mr. Morrell has been able to come in and analyze what the situation is and start the stabilization of the organization, but they are not there yet. Cmmr. Newton stated she is an advocate for having an Exec. Director in some capacity and felt it would be a benefit for Mason County.

5. **COMMISSIONER COMMENTS/REPORTS:** Cmmr. Newton reported that at the Veterans Affairs Supportive Housing (VASH) meeting on 4/28/2015 there was great frustration expressed with Mason County's clients being caught in a circle. The VASH program needs to ensure Mason County has the same services as Kitsap County and is available to the people of Mason County at least one day.

6. **FINANCIAL:**

- 6.1 Approval of Claims Certification for March 2015
The Cove Apartments – \$13,295.39
Pine Garden Apartments - \$12,322.38
Kneeland Park Apartments - \$8,963.47

Chair Wallace called for motion to approve the Claims Certification for March 2015. Commissioner Music/Haigh moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

- 6.2 **Income Statement Review – March 2015:** Coves – Net Income (\$5,780);
Kneeland Park – Net Income (\$16,617); Pine Gardens – Net Income \$1,655.

It was questioned if there is a fund, grant or loan at the federal level when the problems (repairs) are identified that are over and above the normal flow of funds to fix the units. It was stated they are given an allotment per # of units and they have to live within the funding. Mr. Morrell stated that they are currently dealing with that for Pine Garden. The subsidy for March and April is being held for review. Cascade has submitted all the requested documents and there is no communication. They have had to submit a HUD Form 9250 to request reserve funds for Pine Garden to pay the mortgage because the subsidy is delayed. They are working with MaryEllen at HUD and it is unclear why it is held up and when it will be released. Chair Wallace noted it takes 90 days.

7. **MANAGEMENT:**

- 7.1 **Routine Occupancy and Property Inspection Reports:** The Coves – 3 vacancies; Kneeland Park – 4 vacancies; and Pine Garden – 1 vacancy for the month of March 2015.

8. **DEVELOPMENT:** None

9. **UNFINISHED BUSINESS:**

- 9.1 Mr. Morrell reported that Robert Kase, Coves tenant, was offered a unit that became available and which he declined to move in to even though there was staff scheduled to assist moving large items. Mr. Kase signed a letter stating that he chose not to move. Bremerton Housing Authority (BHA) has been notified Mason County HA is working on the larger issue of solving the problem of the water intrusion. BHA seemed to be satisfied with the efforts to fix the problem and which

met their voucher requirements for Mr. Kase. Cascade is moving forward to meet with the contractor and local vendors to proceed with the project.

10. NEW BUSINESS

10.1 Commissioner Haigh Kathy reported on the State Housing Needs Assessment meeting that she and Tammy Newton attended. It was pointed out that Lewis County has a population of 75,300 with 1,228 subsidized units. Mason County has a population of 60,000 with 401 subsidized units, which is a substantially less ratio than Lewis County. Chair Wallace interjected it is not the fault of the HA, but rather it is a community issue.

Discussions followed including -- increasing the number of multi-family housing units in Mason County; the market is primed with the unfortunate news recently; existing housing within the City of Shelton is not feasible to remodel or upgrade; look toward new housing; focus on North Mason area for projects as Shelton is not feasible at this time; how to move forward with the discussion; who to invite to participate in this type of discussion; use social media to increase interest; change the economic market and flood with housing in order to reduce the cost; establish workshops prior to the meetings for sharing information.

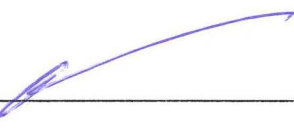
11. FUTURE MEETINGS - Wednesday, June 3, 2015

12. ADJOURNMENT

There being no further business, Chair Wallace called for motion to adjourn the meeting at 10:06 am. Commissioner Music/Haigh moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.



Executive Secretary



Chair

SEAL: