

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 **OCTOBER 21, 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 9:00 a.m. Roll call was as follows:

Present:

Commissioner Gary Gordon
Commissioner Karen Monroe
Chair Tyler Music
Commissioner Kathy Haigh
Commissioner Tammey Newton

Absent:

Also Present:

Laura Rosales, Cascade Management, Inc. Portfolio Mgr.
Becky Rogers, Clerk of the Board
Diane Zoren, Commissioners Office.

2. **MINUTES:** Approval of the meeting minutes held until next regular meeting.
3. **PUBLIC COMMENT:** None
4. **CHAIRMAN COMMENTS:** Chair Music reported on his training and noted he put together a portfolio of the conference if the Board would like to review. He met with a couple of developers while at training and one was interested in the tax incentive in North Mason area considering the sewer system is in place. Tax credit properties seem to be the direction a lot of investors and financial institutions are leaning towards.
5. **COMMISSIONER COMMENTS/REPORTS:** Ms. Haigh noted she sits also on Peninsula Federal Credit Union Board. The Credit Union was awarded \$2 million grant to be invested locally. They talked about housing and homelessness.
6. **FINANCIAL:**
 - 6.1 Approval of Claims Certification for **August 2015**
The Cove Apartments – \$15,692.30
Kneeland Park Apartments - \$11,624.85
Pine Garden Apartments - \$16,418.76

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

 - 6.2 Income Statement Review – Reviewed the reports for August 2015.
7. **MANAGEMENT:**
 - 7.1 **Variance Reports - August 2015** – Ms. Rosales reviewed the variance reports noting expenditure variances of \$300 + / – for the month of August 2015 on the following properties.
 - 7.1.1 The Coves -- No major development. Ms. Rosales noted there is a water drainage issue in 3 units at Fairmount Coves and tenants have indicated legal action if it is not

fixed this year. A bid has been received for \$44,000 with a 30 day timeline to do the repairs. Due to the fact the Housing Authority has no funds at this time for the project, the HA Commissioners will pursue briefing with County Commissioners about potential funding assistance.

7.1.2 Kneeland Park - The Maintenance Payroll is listed as a variance due to covering two payroll periods. The Repairs-Reserve Eligible variance is due to purchase of 2 refrigerators. They are working on the Accounts Receivable to clean it up and there are no late fees for the period. The vacancies are 3. The cash position of the operating cash, replacement reserves; operating reserves and tax & ins. Reserves were reviewed.

7.1.3 Pine Gardens - Rental Income subsidy will be addressed with the accounts receivable report. The vacancy loss is due to 3 units which took a while to turn over. The bad debt offsets the security deposit standards. The water/sewer budget line is due to a water leak. They will ask for refund from City of Shelton, if they find a leak. The Board asked to check on water conservation measures and analysis. Ms. Rosales noted that due to bills being paid late, they are paying more money to get other vendors from different areas. She is hopeful when they get to full capacity, they will raise rent as much as possible to get additional revenue. The cash position was reviewed for the property as well.

8. **DEVELOPMENT:** None

9. **UNFINISHED BUSINESS:** None

10. **NEW BUSINESS**

10.1 Appoint Secretary/Executive Director (See By-Laws Section 1: Officers)

Chair Music called for motion to appoint Kathy Haigh as temporary Secretary/Executive Director for the Mason County Housing Authority. Commissioner Monroe/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.

10.2 Approve resolution – Loan Modification to Existing Section 207 - Pine Garden

Commissioner Haigh/Gordon moved and seconded to approve the loan modification to existing Section 207 for Pine Garden. Chair Music called for question. None opposed. Motion carried.

10.3 Affirm if no conflict for Tammey Newton to stay on MCHA due to her new position as an employee of the Mason County Health Department.

The Housing Authority Board is in favor of maintaining Tammey Newton on the Board, if there is no conflict that would prevent her serving, due to her being employed by the Mason County Health Department as Housing Coordinator.

Diane Zoren will discuss with County Commissioners to see what their goal is concerning the MCHA and Tammey Newton's role, and then initiate a meeting with Vicki Kirkpatrick, Director of Public Health, who Ms. Newton reports to.

11. **FUTURE MEETINGS:** Regular Meeting – Wednesday, November 4, 2015.

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn the meeting at 10:18 a.m. Commissioner Haigh/Gordon moved and seconded to approve motion. Chair Music called for question. None opposed. Motion carried.

Becky Rogers

Executive Secretary

[Signature]

Chair

SEAL:

