

# 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 **March 2, 2016**, AT THE MASON COUNTY COMMISSION CHAMBERS, 411 NORTH FIFTH STREET, SHELTON, WA 98584

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

**Present:**

Chair Tyler Music

Commissioner Kathy Haigh  
Commissioner Gary Gordon  
Commissioner Dave Gjerstad  
Executive Director Tammey Newton

**Absent:**

Commissioner Karen Monroe

**Also Present:**

Laura Rosales, Cascade Management, Inc. Portfolio Mgr.  
Teri Silvis, Cascade Management Inc.  
Becky Rogers, Support Services  
Shelly Bellisle, Clerk of the Board

2. **MINUTES:** Approval of the January 13, 2016, special meeting minutes.

**Chair Music called for motion to approve the special meeting minutes. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

3. **PUBLIC COMMENT:** None
4. **CHAIRMAN COMMENTS:** None
5. **COMMISSIONER COMMENTS/REPORTS:** None

6. **FINANCIAL**

- 6.1 Approval of Claims Certification for **December 2015/ January 2016**  
The Cove Apartments – \$64,906.89/\$45,390.95  
Kneeland Park Apartments - \$10,568.07/\$10,788.69  
Pine Garden Apartments - \$27,667.49/\$18,194.96

**Chair Music called for motion to approve the Claim Certification for December 2015 and January 2016. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

**7. MANAGEMENT****7.1 Variance Report –**

**7.1.1 The Coves:** December 2015- Three vacant units being made ready due to water intrusions. There was one move out, the month ended with 95% occupancy. January 2016- The three vacant water damage units will be ready this month. Floors had lots of prep work involved and flooring and carpeting took two weeks to arrive from date of payment. Will schedule visit for Board of Commissioners as soon as unit available. Month end occupancy was 93%

**7.1.2 Kneeland Park:** December 2015-January 2016- Both months ended with 100% occupancy.

**7.1.3 Pine Garden:** December 2015- The month ended with 100% occupancy. January 2016- We are in the process of acquiring bids for the fence repair and/or replacement. The month ended with 100% occupancy.

It was asked if the waiting list numbers can be added to the variance reports. Laura stated that they will be added.

**8. DEVELOPMENT:** Teri Silvis gave updates on the refinance of Pine Gardens: The interest rate is lower so we should see lower mortgage rates and an increase in cash flow.

**9. UNFINISHED BUSINESS****10. NEW BUSINESS**

10.1 Briefing agenda for the commissioners. There was discussion about doing a press release along with the briefing. It would be great to present executive summary of June. Last year there was talk of selling all the properties. Commissioner Haigh asked if we could invite the County Commissioners to our meeting. Tammey stated that during the briefing we could extend an invite. There will be approximately 15 minutes for the briefing. Tyler stated that he would like Teri to be there with the financials. We need to submit all information to the County Commissioners one week in advance of the briefing. At the special meeting April 13, 2016 is when we will create what will be presented at briefing. We are trying to be able to do the briefing on April 25, 2016. We also need to let the MCC know that 420 units in Mason County is not enough.

10.2 Cascade Management contract for Project Management over renovation

10.3 Cascade Management contract for Development Services

Tammey signed both of these contracts for a combined total of \$30,000.

**Chair Music called for motion to approve the Cascade Management contract for Project Management over renovation and Cascade Management contract for Development Services. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

10.4 NWRE – contract for various parts of work at Kneeland (subcontractor)

This contract is for many projects at Kneeland Park. It includes pressure washing; french drains, exterior doors, exterior lighting, 21 front doors, paint and primer, groundcover and a new garbage container. The total of this contact is \$82,200.

**Chair Music called for motion to approve the NWRE – contract for various parts of work at Kneeland. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

10.5 Leak Seal roofing contract this contract is for \$46,900

**Chair Music called for motion to approve the Leak Seal roofing contract. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

10.5 A Teri suggested that a limit of \$25,000 be set for Tammey or Tyler to be able to sign contracts and change orders without the board's approval. It was decided that anything under \$25, 000 could be approved and anything over that amount will need the board's approval. This approval is only for change orders related to Kneeland Park projects.

**Chair Music called for motion to authorize the Chair or Executive Director to sign all Kneeland Park project contracts or change orders under \$25,000. Commissioner Haigh/Gjerstad moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

10.6 Meeting; Next meeting will be a special meeting April 13, 2016 at 9 am at the Public Health Department. There was a discussion about the by-laws, there needs to be a section added regarding electronic communication. Section 3 talks about telephone calls. There needs to be 24 hours notice in order to call a special meeting.


10.7 Resolution No. 2016-02 Adopting the Annual Budget for Kneeland Park Project  
This has been moved to the next meeting on April 13, 2016.

**11. FUTURE MEETINGS - Wednesday April 13, 2016**

**12. ADJOURNMENT:**

**There being no further business, Chair Music adjourned the meeting at 10:34 a.m.**

Respectfully submitted,

  
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Shelly Bellisle, Clerk of the Board

  
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Tyler Music, Chair

SEAL:

