

MEMORANDUM OF UNDERSTANDING

Between

Mason County Housing Authority

And Mason County Community Services

Concerning

USE OF STAFF AS CLERICAL SUPPORT

1. Purpose. This agreement is made and entered into between the Mason County Housing Authority Board of Directors and Mason County.

2. Recitals.

a) To help fulfill its role of addressing homelessness and providing support for low-income housing, Mason County provides support services on behalf of individuals and families of Mason County who are in need of affordable housing.

b) The Chair or designee of the Mason County Housing Authority is authorized to enter into an agreement with Mason County Community Services to support the activities of the Housing Authority.

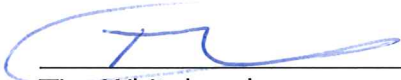
3. Agreement. The parties hereto mutually agree to the following understanding that will result in making Mason County Community Services staff available to Mason County Housing Authority for use. It is mutually agreed between the parties as follows:

- a)** Mason County Community Services Department (MCCS) will provide clerical support only and that there is no expectation that staff participates as or has duties of an executive director
- b)** Mason County agrees that it shall support the Housing Authority Board by providing such support as required for Board functions such as agenda development, minutes production, and Board document retention.
- c)** MCCS will provide meeting space for Housing Authority board meetings
- d)** It is understood that MCCS staff will in no way accept management functions, receipt of rents, etc and those functions will be performed by managers or management companies as determined by the Housing Authority
- e)** That the Mason County Housing Authority will reimburse Mason County Community Services at a rate of \$308.00 per month.
- f)** This agreement shall be valid for one year from the signature date below.
- g)** This agreement may be cancelled at any time, by either party, by giving 30 days notice in writing.
- h)** This agreement may be amended or extended by written agreement of both parties.

4. Witness. In witness thereof, the Mason County Housing Authority has caused this agreement to be executed by the President of its Governing Board, and Mason County has caused this agreement to be executed by the Mason County Board of Commissioners. Said agreement to become effective and operative upon the fixing of the last signature hereto.

Dated this 16th date of October, 2018.

APPROVED AS TO FORM:
Chief, Deputy Prosecuting Attorney



Tim Whitehead

**BOARD OF COUNTY COMMISSIONERS
MASON COUNTY**



Randy Neatherlin, Chair



Terri Drexler, Commissioner

ATTEST:



Clerk of the Board



Kevin Shutty, Commissioner

Mason County Housing Authority



President of Governing Board