

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 8:30 A.M. ON **August 27, 2009**, AT THE MASON COUNTY COMMISSIONER CHAMBERS, 411 NORTH FIFTH STREET, SHELTON, WA 98584

1. **CALL TO ORDER AND ROLL CALL:** Chair Wallace called the meeting to order at 8:30 a.m. Roll call was as follows:

Present:

Chair Merrill Wallace
Commissioner Carolyn Malanowski
Commissioner Michael Neher
Commissioner Gayle Weston
Commissioner Jeannie Gruber

Absent:

Also Present:

Tom Drake, Longview Finance Director
Wendy Pearsall, Legacy Regional Manager
Shannon Goudy, Clerk of the Board of County Commissioners
Jim Huff, Shelton PA

2. **MINUTES:** Approval of July 23, 2009 minutes

Chair Wallace called for motion to approve the July 23, 2009 minutes. Commissioner Weston/Malanowski moved and seconded the motion. Chair Wallace called for question. None opposed. Motion carried.

3. **PUBLIC COMMENT:** None

4. **CHAIRMAN COMMENTS:** None

5. **COMMISSIONER COMMENTS/REPORTS:** Cmmr. Weston apologized for missing the conference call scheduled for August 6, 2009. It was noted that there was not a quorum for the call.

6. **FINANCIAL:**

- 6.1 **Approval of Claims Certification for July 2009**

The Cove Apartments - \$20,514.13
Pine Garden Apartments - \$16,734.15
Kneeland Park Apartments - \$13,328.10

Mr. Drake stated he waiting for clarification on some differences between Bremerton's June 30, 2009 ending balances and the current beginning balance. He is also working out the details between the Mason County Housing Authority budget and Bremerton Housing Authority budget. He is working with staff at Legacy to clarify the issues.

Chair Wallace stated that it was originally assumed that Pine Gardens would have a rent increase last September but that increase was actually delayed until March. During those six months there weren't any budget revisions to reflect that. He understands it will probably take until next month to get the budget in sync.

Ms. Pearsall noted that 2010 budget should be ready for review in September.

Chair Wallace noticed that under bank fees in the agency fund there is a charge of \$1,045 and there was only \$42 budgeted.

Mr. Drake stated those fees are something that happened with Bremerton. It may be part of the Pine Gardens refinance.

Cmmr. Weston asked about the credit card purchases listed.

Mr. Drake clarified that there are a number of charges still trickling down from Bremerton.

Cmmr. Weston questioned the charge for Kitsap County Public Works under Pine Gardens.

Mr. Drake stated he has the invoices for these charges at his office. He had questions about a few things and he has received adequate responses. He also noted that sales tax was charged in a few areas and the Housing Authority isn't subject to sales tax.

Chair Wallace asked that the discrepancies be noted and Mr. Drake look into the issues.

Chair Wallace asked about the travel expenses. Should the costs be allocated across all three properties?

Mr. Drake stated the expenses would be specific to the property. The training expenses would correspond to the property manager being trained.

Ms. Pearsall noted there shouldn't be any additional training until April.

Chair Wallace called for motion to approve the Claims Certification for July 2009. Commissioner Weston/Neher moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

6.2 Income Statement Review

Mr. Drake stated he already commented on these issues under item 6.1.

Cmmr. Weston asked if Bremerton's management fee would be on the income statement next month.

Mr. Drake answered that Pine Gardens is still subcontracting to Bremerton.

Chair Wallace asked if HUD had given their blessing yet.

Ms. Pearsall answered not yet. She is hoping that will go through any day.

7. MANAGEMENT:

7.1 Routine Occupancy and Property Inspection Reports for The Coves, Kneeland Park, and Pine Garden for the month of July 2009.

Ms. Pearsall stated Kneeland Park is at 100%. There are two vacant units at Pine Gardens but there are residents screened and ready for the units.

Cmmr. Neher asked why there is a 10 day notice to vacate instead of a 3 three day notice.

Ms. Pearsall answered that there are different regulations for HUD.

Ms. Pearsall stated the Coves has 2 units on vacant reserve. The new tenants will be in by Monday and then the property will be at 100%

Chair Wallace asked if a unit has been dedicated for a maintenance person at Pine Gardens.

Ms. Pearsall stated the documents have been sent to HUD and the unit should be ready by September 1, 2009.

Chair Wallace stated he received an email that the contract for five Section 8 Housing Choice vouchers has been approved. He asked if those units were ready for leasing.

Ms. Pearsall stated documents were submitted to the residents and they have not responded yet.

Chair Wallace clarified that the vouchers were for Kneeland Park.

7.2 Insurance Coverage

Chair Wallace noted that the official address needs to be changed on the certificate of insurance coverage.

Ms. Pearsall presented the premiums.

Chair Wallace asked that the official policies be made available for review.

Chair Wallace noticed that the policy states that Legacy will have their own errors and omissions coverage, but he didn't see a certificate for Legacy.

Mr. Drake stated his understanding is that HARP is the insurance pool that Housing Authorities use and they stopped insuring the properties since there is third party management. Legacy will need to provide proof of their errors and omissions coverage.

Chair Wallace commented that his only concern is that the Board is covered properly and the Commissioners aren't put in jeopardy somewhere down the line.

8. DEVELOPMENT: None

9. UNFINISHED BUSINESS:

9.1 Landscaping bids for Pine Gardens

Ms. Pearsall stated she decided not to go with any of the landscaping bids. They used maintenance personnel and Labor Ready instead.

9.2 NAHRO Membership Renewal

Chair Wallace noted the membership renewal is due October 1, 2009. In the past the membership cost \$362.50. It cost a \$1.25 per unit with a minimum of \$100. He asked if the Board wished to continue the membership.

Cmmr. Neher stated this organization tends to send too many emails.

Cmmr. Malanowski stated some of these organizations are helpful some are not.

Chair Wallace noted that Legacy already has memberships with organizations that the Board might consider instead.

Mr. Drake stated NARHO does tend to overlap with other organizations.

Chair Wallace called for motion to discontinue the NAHRO membership. Commissioner Malanowski/Neher moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

10. NEW BUSINESS:

10.1 Community Action Council Lease Expiration & Kneeland Park Future Lease.

Chair Wallace stated there is a leased space through the Community Action Council through September 30, 2009. The Bremerton Housing Authority would like to lease a space at Kneeland Park for the same fee.

Cmmr. Neher asked if Fairmont Cove would be a more appropriate office space.

Chair Wallace stated Ms. Pearsall could have that conversation with the Bremerton Housing Authority.

Cmmr. Neher asked if the \$350 would offset the Board's debt.

Chair Wallace stated he believed it would be income, but the terms would be worked out in the lease.

Mr. Drake noted this is a reasonable offer for the amount of time they will be using the space.


Chair Wallace called for motion to accept the Bremerton Housing Authority's offer to lease an office space at a Mason County Housing Authority property. Commissioner Neher/Malanowski moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

11. FUTURE MEETINGS: September 24, 2009 & October 22, 2009

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn meeting at 9:28 a.m. Commissioner Weston/Neher moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.


Executive Secretary


Chair

SEAL:

