

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 **November 19, 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 8:38 a.m. Roll call was as follows:

Present:

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

Absent:

Commissioner Carolyn Malanowski

Also Present:

Tom Drake, Longview Finance Director
Wendy Pearsall, Legacy Regional Manager
Shannon Goudy, Clerk of the Board

2. **MINUTES:** Approval of the October 22, 2009 regular meeting minutes.

Chair Wallace called for motion to approve the October 22, 2009 regular meeting minutes. Commissioner Weston/Neher 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:** Commissioner Gruber announced that Habitat for Humanity received property from the County at the last County Commissioners meeting.

6. **FINANCIAL:**

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

The Cove Apartments - \$28,561.00
Pine Garden Apartments - \$20,476.62
Kneeland Park Apartments - \$17,985.46

Mr. Drake gave an update regarding ARRA fund reporting. It was announced that quarterly reporting is no longer required for the recipients of the funds.

He presented a proposed budget for the agency fund for the Board's information. After the other budgets are reviewed by the USDA and HUD the will be presented to the Board for approval.

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

6.2 Income Statement Review

Mr. Drake stated that there was a clerical error for the vacancy loss at Pine Garden. The other item of note is that Legacy does depreciation once per year, but estimates will be made throughout the year. Kneeland Park is still under its current budget because it is on a calendar year. Pine Garden's fiscal year actually started March 31st because it was refinanced, but he was given permission to report based on Mason County's fiscal year. Cash flow is a continuing issue with Pine Garden, which has to do with the refinancing and the new rents coming in later than expected.

Chair Wallace commented that he would like to explore meeting with the County to receive operational funds for the property.

Cmmr. Gruber noted that the Housing Coalition is meeting today to discuss those funds.

Mr. Drake recommended waiting until the budgets are complete before requesting funds from the County.

7. MANAGEMENT:**7.1 Routine Occupancy and Property Inspection Reports** for The Coves, Kneeland Park, and Pine Garden for the month of October 2009.

Ms. Pearsall explained that repairs have been started on the repairs list for Pine Garden. They will be hiring a contractor to complete the list. There are no vacancies at the property. Market rate rents will be raised on January 1, 2010. She presented an expense summary for the property.

Chair Wallace asked if the property would continue to be a HUD property.

Mr. Drake replied that it is currently with HUD and it will be up to them whether they transfer it to the contract administrator.

Cmmr. Weston asked about the manager salaries.

Ms. Pearsall explained that their salaries are increased in January 1st based on performance.

Ms. Pearsall noted that the Pine Garden budget needs to be submitted by December 1, 2009.

Chair Wallace recommended a conference call for approval of the budget on November 30, 2009.

Cmmr. Neher asked about the maintenance person's salary.

Ms. Pearsall stated that the salary is split with Kneeland Park and they are also compensated with an apartment in lieu of salary.

Ms. Pearsall moved on to discuss Kneeland Park. She presented a budget summary for 2010 to the Board. Extermination was done at several units. Unit B-103 is under eviction and has been served.

Cmmr. Weston asked what precautions are taken after an eviction is served.

Ms. Pearsall explained that the unit could be entered with 48 hour notice but there isn't a lot that can be done to prevent vandalism.

Mr. Drake noted that tenants leaving project-based Section 8 housing can request a tenant-based voucher. These tenants could be advised of that if they have been there for one year in good standing.

There was discussion regarding the repayment agreement program.

Ms. Pearsall stated that the Coves are doing well. There aren't any issues to discuss.

7.2 **Kneeland Park 2010 Budget Assumptions**

Ms. Pearsall went over the details of the proposed budget. The rents are being raised effective on January 1, 2010. There will be a \$25 increase. There are 4 units that won't have an increase until the middle of next year because their leases began in 2009.

There was discussion regarding audit and legal costs.

A special conference call meeting was scheduled for 10:00 a.m. on November 30, 2009 to discuss the 2010 budgets.

7.3 **Pine Garden Audit**

Mr. Drake stated that normally Pine Garden would need a separate audit. He has been advised that a waiver can be requested to do a self certification process. He is proceeding with the request for a waiver.

Chair Wallace commented that the Board would support that.

Mr. Drake went over the details of what the audit will entail.

8. **DEVELOPMENT:** None

9. **UNFINISHED BUSINESS:** None

9. **NEW BUSINESS:**

9.1 **HARRP Update**

Chair Wallace gave a brief history of HARRP. HARRP would like to offer additional insurances. They have received approval in Washington and Oregon to do this. The Board needs to agree to develop an amended and restated intergovernmental cooperation agreement. That agreement will come before the Board for final approval.

Mr. Drake asked if the changes would allow HARRP to insure the Mason County properties.

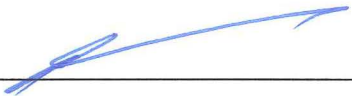
Chair Wallace responded that they would. The agreement will be on the December agenda for approval.

10. **FUTURE MEETINGS:** November 30, 2009, December 17, 2009 and January 28, 2010

11. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn meeting at 9:44 a.m. Commissioner Neher/Weston moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.


Executive Secretary


Chair

SEAL:

