

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 **December 17, 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 8:32 a.m. Roll call was as follows:

Present:

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

Absent:

Also Present:

Tom Drake, Longview Finance Director
Wendy Pearsall, Legacy Regional Manager
Shannon Goudy, Clerk of the Board
Mary May, Mason County Housing Coalition

2. **MINUTES:** Approval of the November 19, 2009 regular meeting minutes and the December 1, 2009 special meeting minutes.

There was a correction noted to item 7.2 of the November 19, 2009 regular meeting minutes. The date should be changed to January 1, 2010.

Chair Wallace called for motion to approve the November 19, 2009 regular meeting minutes with the noted correction. Commissioner Malanowski/Weston moved and seconded the motion. Chair Wallace called for question. None opposed. Motion carried.

Chair Wallace called for motion to approve the December 1, 2009 regular meeting minutes. Commissioner Weston/Gruber moved and seconded the motion. Chair Wallace called for question. None opposed. Motion carried.

3. **PUBLIC COMMENT:** Mary May stated she was hired by the Mason County Housing Coalition a year ago. Her title is Advocate for the Homeless. Her primary duty is to identify the needs of the chronically homeless and direct them to resources. The need is great right now. There are about 400 homeless and more becoming homeless because of the high unemployment rate. She decided there needed to be a way to get these people in homes. She has found that even if you feed people and give them jobs, if they don't have housing they won't heal. She came up with a housing first model called Heart for the Homeless. The idea is to bring in one person at a time and get them housed. The advocacy portion will be speaking to the community so people understand who the homeless are. The third component is the family support system. It is the most important ingredient. She is working on a mentoring program for this. A group would adopt one person at a time. It would provide structure and daily routine for the person. This is all based on her own story. She was homeless in San Diego and she didn't understand how to transition. She was able to heal and create her own support system. It is an out of the box theory, but with the support of the community she thinks she can do it.

Cmmr. Malanowski commented that she is really impressed with the program. Having the wrap around from the community is the part that often goes under the radar. It is a great way to educate the community.

Chair Wallace asked how many homeless people are currently in Mason County.

Ms. May stated the next homeless count is in January. She believes there about 900 right now.

There was further discussion regarding homelessness in Mason County.

4. CHAIRMAN COMMENTS: None

5. COMMISSIONER COMMENTS/REPORTS: None

6. FINANCIAL:

6.1 Approval of Claims Certification for October 2009

The Cove Apartments - \$42,656.09

Pine Garden Apartments - \$20,742.15

Kneeland Park Apartments - \$12,676.53

Mr. Drake stated that he has received budgets for each property except Kneeland Park. The Cove Properties appear to have a net loss, but the \$23,000 in maintenance and repair contracts came out of reserves. All three projects did well last month. The Agency Fund had no activity. He presented a draft year-end financial statement for review. He noted there are some gaps in the numbers being recorded and the documentation.

Chair Wallace asked if some of that was caused by the hand off from Bremerton.

Mr. Drake replied that yes, there is a problem with the hand off of a number of documents.

Chair Wallace asked where the audit would take place.

Mr. Drake explained that the audit will be at Longview and then they will request that Bremerton send down any documents that need to be reviewed.

Chair Wallace noted that after the audit is complete the Board will need to decide on the distribution of the records.

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

6.2 Income Statement Review (combined with 6.1)

7. MANAGEMENT:

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

Ms. Pearsall stated that the Coves are running very smoothly. They have been working on preventative maintenance throughout the summer. The site manager is doing well and occupancy is at 100%.

Ms. May asked how long the property's waiting list is.

Ms. Pearsall replied that the list has about 89 people right now but they are always accepting applications.

Ms. Pearsall continued with her report. Pine Garden is also at 100%. There are 52 people on that waiting list. The property is running fairly well. They have hired a contractor to finish all of the capital improvements before the deadline. Next month she should have a timeline of what will transpire until March.

Cmmr. Neher asked what would happen if there is any money left over from the capital improvements.

Mr. Drake explained that if it is not used it would have to reduce the debt.

Ms. Pearsall stated that Kneeland Park is still at a negative \$7,338 of what was projected. It has improved from the previous months. They are spending no more money than they absolutely have to.

Chair Wallace asked if there is a waiting list for the property.

Ms. Pearsall explained that there is not a waiting list. Applicants have been placed as they come in.

Cmmr. Weston asked if people could be pulled from the other waiting lists.

Chair Wallace noted that it is different because of the subsidies.

8. DEVELOPMENT: None

9. UNFINISHED BUSINESS:

- 9.1 HARRP Intergovernmental Cooperation Agreement as Amended and Restated, MCHA Resolution 2010-01

Chair Wallace stated that there was a discussion at the last meeting and it was determined that a resolution was needed. This is regarding the retention pool that the Board is in for Officers and Directors liability. Everything else shifted to Cascade Risk due to the fact that the properties longer qualified for HARRP. This resolution restates the agreement so in the future HARRP can offer those coverages. This agreement is jusy allowing them to do that. Whether the Board buys insurance or not is immaterial at this point.

Chair Wallace called for motion to approve the HARRP Intergovernmental Cooperation Agreement as Amended and Restated, MCHA Resolution 2010-01. Commissioner Weston/Gruber moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

- 9.2 Discussion on 2060-2163 funds

Chair Wallace stated that he attended this meeting on behalf of Commissioner Neher. There was \$326,000 for the 2060 fund that had accumulated over several years and there was \$386,000 for the 2163 fund. It seemed like a lot but there were several earmarks for the money. By the time the meeting was over most of the funds were spoken for. It was noted that the Habitat for Humanity project was lagging behind for 2010. Those dollars could be reallocated. The points he made at the meeting were for the capital projects and

the 3 units with subsidy at Pine Garden. It was thought that the units at Pine Garden could be used for Ms. May's program. The Board ended up with no dollars but they are at the table now.

Ms. May asked when the Board would know if they could get any of the Habitat dollars that might be left over.

Chair Wallace replied that it would be discussed again in early 2010 after the homeless count.

Cmmr. Neher asked how the Board could be assured that the units would be subsidized by these funds each year.

Ms. May noted that after there is a successful history it is easier to obtain the funding.

Chair Wallace added that after Ms. May gets her organization going she would be the source of the dollars from the fund. The Board would work with her to get funding.

Mr. Drake suggested that the units be designated as transitional for 18 to 24 months. There can be preference from Section 8 Housing for anyone coming off of transitional housing.

There was further discussion regarding subsidizing the Pine Garden units.

9.3 Budget Approval

Ms. Pearsall presented the 2010 Pine Garden budget. She pointed out that the managers' salaries have been cut back a bit from last year, as well as the maintenance salary.

Cmmr. Weston asked if the bad debt line would be sufficient at \$2,000.

Ms. Pearsall responded that she feels it will be sufficient. She explained that if the property does well throughout each quarter the managers would receive a 4% bonus, which is budgeted. It is a good incentive for the managers to be involved with the property and stay on budget.

Chair Wallace called for motion to approve the 2010 Budget for Pine Gardens. Commissioner Weston/Neher moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

Ms. Pearsall presented the 2010 Kneeland Park budget. She noted that she did verify that the debt service ratio was covered.

Chair Wallace called for motion to approve the 2010 Budget for Kneeland Park. Commissioner Weston/Gruber moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

Mr. Drake asked that Agency Fund be included in the budget approvals. It is a minimal budget and no changes have been made.

Chair Wallace called for motion to approve the 2010 Budget for the Agency Fund. Commissioner Malanowski/Weston moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

10. NEW BUSINESS:

10.1 PNRC-NAHRO 2010 Membership Dues

Chair Wallace explained that the dues are \$60 and the National NAHRO membership was not renewed. This is the local membership.

Cmmr. Neher asked what the membership provided.

Mr. Drake stated there are some benefits. The Board can use their purchasing contracts, there are conferences and they provide a newsletter.

Chair Wallace noted they also provide advocacy and this is included in the budget. This was approved via approving the Agency Fund budget.

10.2 Mr. Drake stated that the Home Grants and CDBG grant application process is coming up. He would like to know if the Board would be interested in applying for developing a TBRA program within the Housing Authority.

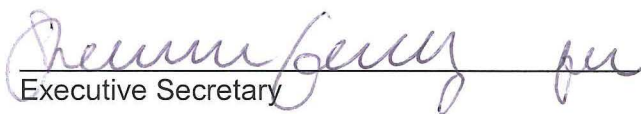
Cmmr. Neher asked for an explanation of the program.

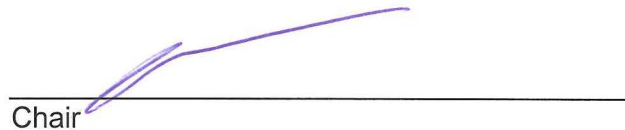
Mr. Drake explained that it is Tenant Based Rental Assistance, which is a Section 8 type program. It is for up to 2 years and it is paid through Home dollars. It requires case management. He could work with Ms. May on this if she has a need for it.

11. FUTURE MEETINGS: January 28, 2010 and February 25, 2010

12. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn meeting at 9:51 a.m. Commissioner Neher/Weston moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.


Executive Secretary


Chair

SEAL:

