

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 **February 25, 2010**, 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 8:33 a.m. Roll call was as follows:

Present:

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

Absent:

Commissioner Gayle Weston

Also Present:

Tom Drake, Longview Finance Director
Wendy Pearsall, Legacy Regional Manager
John Borgert, guest
Dan Mahoney, (Mahoney & Sons Construction) guest
Bill Mcturnal-guest
Genevieve Loch-guest
Marie Seymour, Central Operations
Shannon Goudy, Clerk of the Board

2. **MINUTES:** Approval of the January 28, 2010 regular meeting minutes.

Chair Wallace called for motion to approve the January 28, 2010 regular meeting minutes. Commissioner Malanowski/Neher moved and seconded motion. Chair Wallace 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 January 2010.**

The Cove Apartments - \$26,975.05
Pine Garden Apartments - \$66,587.09
Kneeland Park Apartments - \$13,570.80

Mr. Drake noted that the only thing unusual is that Pine Gardens shows lot more money.

Chair Wallace called for motion to approve the Claims Certification for January 2010. Commissioner Neher/Malanowski moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

- 6.2 **Income Statement Review**

Mr. Drake reported that Pine Gardens is showing a lot more income. Building has been getting painted and getting required repairs done.

Mr. Drake also reported Revenues are looking good, all on target. Pine Gardens is a little under budget, but that has to do with no damage and cleaning fees.

Mr. Drake explained that expenses are in line. Pine Gardens is drawing down from the reserves from refinancing, so the income statement looks a little more negative than it would be otherwise, because their funds are coming out of the reserves instead of revenues.

Mr. Drake mentioned that Kneeland Park is doing better than anticipated and running well.

Pine Garden has negative equity due to refinancing.

MANAGEMENT:

6.3 Routine Occupancy and Property Inspection Reports

The Coves: Ms. Pearsall went over the routine occupancy reports for The Coves and reported all is running well. They are ahead of the year-to-date and positive net operating income are still running at 100%. They are still making routine maintenance repairs.

Kneeland Park: Ms. Pearsall commented that Kneeland Park is also at 100% for their first month of the budget comparison. Year-to-date net operating income is positive as well. They are working on catching up on the delinquencies.

Chair Wallace inquired if they are getting help with some of the community rents.

Ms. Pearsall responded that is correct and that they have gotten paid since it is income tax season.

Ms. Pearsall explained that Pine Gardens is at 100% occupancy.

Ms. Pearsall introduced Dan Mahoney of Mahoney and Son's Construction to give a report and discuss his plan so that the rehabilitation program can continue.

Mr. Mahoney discussed his plan and introduced Bill Mcturnal. He explained that he has done some major projects in the past with Community Action Council, and has been their contract consultant. Shifting tenants at 100% occupancy is the major issue with liabilities and safety issues. He stated he did some research with a firm that actually moved some people and collected data from that. He also checked with Motel 6 to collect data as well, which turned out to be very large amounts of money associated with housing people that way.

Mr. Mahoney explained that is why he brought Bill with him today since he has some good ideas of how to house people affordably such as heated storage units and temporary housing.

Chair Wallace noted that there was a third party that already did a survey to predict what needs were and what pricing would be on specific supplies and repairs.

Mr. Mahoney stated he was not privy to that information.

Mr. Drake noted he may have the Capital Needs Assessment PDF file on disc, and that it might be helpful.

Commissioner Neher asked how long a tenant would be displaced from an apartment.

Mr. Mahoney answered if it was just basics like painting, kitchens and flooring, for 3 or 4 units at a time, then a week would be likely.

Ms. Pearsall spoke with CW Capital and received all the correct forms to submit when everything is ready to go. The documentation gets submitted to CW Capital and then they forward it.

Commissioner Gruber joined the meeting @ 8:57am.

Chair Wallace inquired if tenants would have to be moved out completely for repairs to take place.

Mr. Mahoney responded that it depends on the improvements being made. In some cases they would have to move tenants and belongings.

Chair Wallace explained that they will have to do a reassessment of funds so that some of the tenants can be moved over for the relocation issues that will need to be paid for.

Mr. Mcturnal explained how temporary buildings could make the transition process run a little more smoothly while the refurbishments are taking place. A few of the possibilities are a temporary facility that is very close, a mobile home, or an existing building that is close by already, such as Shelton storage that has radiant heat floor and is close to the Pine Gardens Apartments.

The goal would be to sell the units back when the remodel is done.

Ms. Pearsall will send Mr. Mahoney the disc with the third party report and put together a plan. Mr. Mcturnal will also go to the site and have a look. The parking lot on the other side of the laundry room out back might work as a staging area.

Ms. Pearsall is getting timeline/scope of work so they can move forward with getting an extension on the deadline with the bank.

7. DEVELOPMENT: None

8. UNFINISHED BUSINESS:

Chair Wallace explained that VHA is being evicted from the community action on Railroad Ave. They wanted to know if they could like to rent space, but it would be a conflict of interest with the restoration. Today is the deadline for a response.

Ms. Pearsall proposed to move forward with it.

Chair Wallace is emailing them and using Ms. Pearsall as contact person.

Ms. Pearsall could not bring insurance policies, since she has not received them from the

carrier. As soon as she receives them they will be forwarded to Chair Wallace.

Mr. Drake received a call from Auditor stating they will start the audit of the Housing Authority beginning in March. Kneeland Park is to be a separate audit.

9. NEW BUSINESS: None

10. FUTURE MEETINGS: March 25, 2010, Chair Wallace and Commissioner Malanowski will be out of town, April 22. A backup meeting will be on the 18th if no quorum on 25th in March.

11. ADJOURNMENT:

There being no further business, Chair Wallace called for motion to adjourn meeting at 9:26 a.m. Commissioner Neher/Malonawski moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.

Maria Kemmer for

Executive Secretary

Gayle M. Weston

Vice Chair

SEAL:

