

## 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 9:00 A.M. ON **April 22, 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 9:04 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  
Marie Seymour, Central Operations  
Hannelore Stuart, Mason-Thurston Community Land Trust (Guest)

2. **MINUTES:** Approval of the March 25, 2010 regular meeting minutes.

**Chair Wallace called for motion to approve the March 25, 2010 regular meeting minutes. Commissioner Weston/Neher moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.**

3. **PUBLIC COMMENT:**

Hannelore Stewart of Mason/Thurston Community Land Trust, made a public comment/inquiry and would like to request documentation pertaining to the waiting lists for Pine Gardens, The Cove and Kneeland Park apartments. She explained that there needs to be a current needs assessment done in order to move on to create more rental properties for low income housing.

Commissioner Malanowski stated that the outside agency Common Ground facilitated an interview of agencies for the current inventory and provider waiting lists.

Chair Wallace added that the State Department of Commerce provided funding through grants for the hiring of agencies to provide technical assistance for the study.

Commissioner Neher responded that there are 196 on the waiting list currently and that a list could be provided to her.

Mrs. Stewart stated that she contacted Common Ground about the study and found out it was completed in 2003. She added that she has not contacted Commerce about funding, but is trying to confirm.

Neher responded that there are 196 on the waiting list currently not including the tax credit properties and that a list could be provided to her.

4. **CHAIRMAN COMMENTS:**

Chair Wallace received the official letter of reappointment by the County Commissioners to the Housing Authority board.

**5. COMMISSIONER COMMENTS/REPORTS:** None

**6. FINANCIAL:**

**6.1 Approval of Claims Certification for March**

The Cove Apartments - \$15,518.49

Pine Garden Apartments - \$20,982.78

Kneeland Park Apartments - \$17,575.95

**Chair Wallace called for motion to approve the Claims Certification for March. Commissioner Weston/Malenowski moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.**

**6.2 Income Statement Review –**

Mr. Drake explained that in the financial section there is a claim certification that will look different. In the financial statement there are a few more contractors at The Cove and Pine Garden properties than there have been in the past few months.

Mr. Drake noted that one adjustment in procedure is that the County is going to keep the official copy of the certified claims certifications.

Mr. Drake reported that the balance sheet of Pine Gardens is up from \$400.00 in cash they had last month. The reason for this was that The Cove has \$88,000.00 in cash, and he explained in detail why. Looking at the Mason Repair Contract, The Cove and Pine Gardens appear to be over budget in this project, and mostly that's because the money is coming out of reserves and not something that was budgeted for operations. The Cove properties have a positive cash flow year to date of plus \$40,000.00, which is great.

Mr. Drake explained that Pine Gardens shows that with maintenance/repair contracts looks like it's \$13,000.00 over budget, but they pulled out \$35,000.00 of reserves. The cash flow on Pine Gardens is much tighter with only a positive \$5,000.00 YTD, which is very different from last year.

Mr. Drake reported the revenues all look good. The properties are having a lot less turn over. Pine Gardens is below expectations, but that is because damage fees are not being collected since the tenants are not leaving, so the turn over expenses are eliminated.

Commissioner Malanowski commented that she has not heard any negative comments about Pine Gardens lately regarding drugs or living conditions.

Mr. Drake reported revenues are exceeding expectations at Kneeland Park, with a positive cash flow of \$8,000.00, although net income is a negative \$2,000.00.

**6.3 Audit update-**

Mr. Drake reported that the audit has been completed of Pine Gardens, which is out in draft. The debt with Bremerton doesn't quite match anything that they expect, but should be completed next week.

Chair Wallace explained the debt with Bremerton.

Mr. Drake reported that since the last meeting, the State Auditor has decided that the loan is a grant, therefore they will have to audit, but have not yet started. With Pine Gardens and Kneeland Park done, the State will audit The Cove apartments and the agency funds. They will also review the work that Loveridge Hunt has done and come back in three years and audit again.

Commissioner Gruber inquired whether or not the Housing Authority will pay for that.

Mr. Drake responded that they would, but under the arrangements that are in place right now, Loveridge Hunt will still come in once a year to do Kneeland Park and Pine Gardens, which will take a week. The State will then come once every three years to do their performance audit or an assessment of all the compliance issues and issue a modified report.

Mr. Drake reported that the State audit will probably happen later this month or next month.

Chair Wallace inquired of the Commissioners whether or not they had an opportunity to read the draft of the management discussion and analysis and if anything jumps out at them that needs to be changed or anything need be added, please forward an email to Mr. Drake to look at.

## 7. MANAGEMENT:

### 7.1 **Routine Occupancy and Property Inspection Reports** for The Coves, Kneeland Park, and Pine Garden for the month of March.

Ms. Pearsall reported that things at **The Cove** are going well. The Cove is running at \$11,000.00 year to date at operating income. The PUD has installed new lights in the parking lot so it's much brighter now in the evening. There are some scheduled 504-plan things coming up that Elaine is gathering bids on, like concrete work and parking for the office.

Ms. Pearsall reported that **Kneeland Park** is 100% occupancy with an eviction happening currently.

Commissioner Neher inquired if the repairs such as pressure washing and painting of fences were still coming along?

Mr. Peasall responded that they have already pressure washed some of the buildings and are working on painting the rest and repairing the fence.

Commissioner Malanowski inquired if they were having trouble with satellite dish technicians verifying with the occupants before installing the equipment.

Ms. Pearsall responded that she didn't hear of it being an issue and that what they need to do is a blanket letter to utility companies stating they need to stop at the office first before providing any sort of service.

Ms. Pearsall reported that **Pine Gardens** is getting a lot accomplished. Dan Mahoney was unable to come today to give a report, however would like to have a conference call in two weeks. He is planning on having a report packet complete with costs. Ms. Pearsall spoke

with the bank and apparently they are not allowing funds to be used for relocation. The bank suggested they get in touch with HUD to inquire if funds will be allowed to be pulled from the reserve. Ms. Pearsall explained that she is going to have a conference call with Cathy Cline in order to find out if there is a way to use funds to relocate tenants. There are three bids for the costs of relocating, and the lowest one is set at \$42,000.00.

The guest, Mrs. Stewart left the meeting at 9:38.

Commissioner Neher asked how the help from the Community Action Council was coming along.

Ms. Peasal responded that at this point they were going to provide exhaust fans for bathrooms and range hoods as well as the whole lighting package. Carl Raven (of Community Action Council) is also verifying that he can do insulation in the roof and flooring. The cost will be discussed in the conference call.

**8. DEVELOPMENT:** None

**9. UNFINISHED BUSINESS:** None

**10. NEW BUSINESS:**

10.1 Agreement with Longveiw-

Chair Wallace went over the memorandum of understanding that was signed on May 28<sup>th</sup>, and explained that it was up for renewal for the term of one year. There is a 60-day clause that allows either party to exit.

**Chair Wallace called for a motion to approve the renewal of the Longview/Mason County MOU for services commencing at the end of this contract (May 28<sup>th</sup>) that would remain in effect through May of 2011. Commissioner Malonowski/Neher moved and seconded the motion. Chair Wallace called for question. None opposed. Motion carried.**

Chair Wallace commented on how Legacy has done a great job of bringing the property back to a point that they can be proud of.

Commissioner Malenowski commented that management as well as tenants seem to be happier now that they have the ability to make decisions about problems that might arise.

Chair Wallace added that since the managers are on site instead of a remote location, they are available to take care of business better that might need attention.

**11. FUTURE MEETINGS:** Commissioner Neher made a request to move future meetings to 9:00am on the fourth Thursday of each month.

Commissioner Weston added that there will be a conference call with Dan Mahoney about Pine Gardens in a couple of weeks. The conference call was set for Tuesday May 11<sup>th</sup> at 9:30am. Any documents that Mr. Mahoney issues will be forwarded before the call.

Ms. Peasal explained that they are holding a one-bedroom unit vacant right now that can be used as a temporary storage place in preparation for moving homeowners when the

rehab work starts on the units.

Mr. Drake mentioned that Pine Gardens is a subsidized property and that when there is a tenant in there for one year they are eligible to receive the next available voucher if they choose to move out. Tenants may want to take advantage of the situation that might help facilitate moving people through the complex. This eliminates the pretense of a waiting list since the vouchers go ahead of the waiting list.

Chair Wallace mentioned it might be helpful to put that information in the upcoming newsletter.

**12. ADJOURNMENT:**

**There being no further business, Chair Wallace called for motion to adjourn meeting at 9:55 a.m. Commissioner Weston/Malanowski moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.**

*Wendy Renee For*  
\_\_\_\_\_  
Executive Secretary

\_\_\_\_\_  
Chair

SEAL:

