

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 **September 30th**, 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 Gayle Weston
Commissioner Jeannie Gruber
Commissioner Carolyn Malanowski

Absent:

Wendy Pearsall, Legacy Regional Manager

Also Present:

Tom Drake, Longview Finance Director
Marie Seymour, Central Operations
Donna Hamilton, League of Women's Voters
Gwen Gadberry, League of Women's Voters

2. **MINUTES:** Approval of the August 26th regular meeting minutes.

Chair Wallace called for motion to approve the August regular meeting minutes. Commissioner Weston/Malanowski moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

3. **PUBLIC COMMENT:** There were two members present from the League of Women's Voters. The group is currently doing a study of Boards within the County so that they can get more acquainted with them and how they operate within the County. They have requested an interview with the Commissioners and Chair after the meeting.
4. **CHAIRMAN COMMENTS:** Ms. Pearsall from Legacy was absent from the meeting due to a property review scheduled today.

8:36 Commissioner Gruber joined group.

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

6. **FINANCIAL:**

- 6.1 **Approval of Claims Certification for August 2010.**

The Cove Apartments - \$29,561.53
Pine Garden Apartments - \$17,871.45
Kneeland Park Apartments - \$10,311.46

6.2 Income Statement Review- Mr. Drake went over the claims, financial, and income statements and called for any questions. Mr. Drake noted that the income statement is as to be expected, but wanted to point out that maintenance and operations grounds and maintenance repair contracts and substantially over budget but it's due to improvements at

the complexes. He added that he is still concerned regarding the balance sheet on Pine Garden and Kneeland Park that seem to be little over zero.

Commissioner Gruber commented that the Housing Coalition has asked the Board to put forward a proposal for some funds. She added that at their next meeting they are having their annual proposals for their 2160 funds. They inquired about how much funding the Housing Authority might need and she responded a guess around \$60,000.00.

Chair Wallace responded that there are a couple different scenarios, one being to possible subsidies for the Pine Garden one-bedroom apartments.

Commissioner Gruber commented that the Housing Coalition would like the request to be put in writing.

Chair Wallace requested Mr. Drake write up a proposal request that will be needed by the Housing Coalition's next meeting on the 21st of October. He added that they might be interested in creating a partnership with Mary Mae.

Mr. Drake pointed out that Ms. Pearsall thought that the expenses for The Cove apartment might level out, but he sees that they are already twice over budget so he feels that will not happen.

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

7. MANAGEMENT:

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

The Cove apartments- Chair Wallace noted that the Cove apartments are on the 11th month of the fiscal year. He noted that they are \$1,800.00 over budget.

Kneeland Park- Chair Wallace noted that Kneeland Park is on the calendar year budget. There are quite a few vacancies of the larger units at this point in time.

Pine Garden- Chair Wallace reported that Pine Garden apartments is on a fiscal year calendar as well.

- 7.2 **Updated amendment #1 to the Management Agreement with Legacy Management for The Cove Apartments.**

Chair Wallace reported that #4 on the agreement has added changes to the wording "or Rehab". Also some changes for plants provided as well as some disclaimers added. There were also new items added for bonds with the State.

Chair Wallace called for motion to accept amendment #1 to Legacy Management LLC for 3 properties. Commissioner Weston/Gruber moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

Chair Wallace reported that communications with Legacy Management seems to be an issue. He added that he plans to discuss with Ms. Pearsall in the future that when she is unable to attend a meeting, someone else from Legacy be available to attend on her behalf.

8. DEVELOPMENT: None

9. UNFINISHED BUSINESS:

- 9.1 **Pine Garden Renovation Status-** Chair Wallace reported that the Housing Authority has been receiving weekly status reports, although nothing is currently happening at this time. He added that they are still waiting for approval to use funds for relocation from CW Capital, however they have all of the documents that they have requested up to this point.

Commissioner Gruber inquired regarding the vacant units that is being held for relocation.

Chair Wallace reported that the units should be put back on-line for rent so that the funds can be collected. He added that he would contact Ms. Pearsall to let her know.

Chair Wallace noted that there would need to be a contract drawn up with the contractor Mahoney and Sons, who will be doing the renovation. It is understood that Legacy will be drawing up the contract.

10. NEW BUSINESS:

- 10.1 **Election of officers, Chair and Vice Chair for the fiscal year starting October 1, 2010 for one year.**

Chair Wallace called for a motion for the election of Merrill Wallace as Chair and Gayle Weston as Vice Chair for the new fiscal year starting October 1, 2010. Commissioner Weston/Malonawski moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

Chair Wallace stated that he is still having troubles receiving information via email communications from Legacy. It was planned that Commissioner Weston mail documents to him if he has trouble in the future.

Commissioner Gruber inquired whether or not applications have been received for the open Commissioner position on the Housing Authority Board yet. They have not been received by the County Commissioner's office.

Ms. Seymour responded that so far there have been no applications received, however, the vacant position has been posted on the public access channel 3.

Mr. Drake reported that he has talked to the Renter's Association and there are a number of people who were interested. Residency came up as an issue. He stated that he sent out applications with an email.

Commissioner Gruber asked the group how they felt about having a transition to another

Housing Authority, or transferring/assigning the properties from the Housing Authority to a new entity.

Commissioner Malanowski inquired what this Housing Authority would lose if that happened.

Commissioner Gruber responded that their independence would be lost.

A discussion took place regarding the ramifications of transitioning to another Housing Authority or other non-profit organization. Mr. Drake commented that he could have Chris Paige, Executive Director of Longview, and a Housing Authority Commissioner from Pacific County come and speak regarding what that choice would entail.

Commissioner Gruber added that she feels the Housing Authority has a responsibility to speak to community members about what they think about a decision like that.

10.2 **Audit letter for Pine Gardens-** Mr. Drake reported that the State would be auditing most likely next year.

Chair Wallace called for a motion to allow the Chair to sign on behalf of the agency Loveridge Hunt & Co. to accept and allow the audit of Pine Garden Apartments. Commissioner Gruber/Malonawski moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

11. **FUTURE MEETINGS:** October 28, 2010 9:00 am.

12. **ADJOURNMENT:**

There being no further business, Chair Wallace called for motion to adjourn meeting at 9:32 a.m. Commissioner Weston/Gruber moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.

Executive Secretary

Maui Kerner Fox

Chair

SEAL:

