

MASON COUNTY HOUSING AUTHORITY SPECIAL MINUTES

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF MASON COUNTY (MCHA) HELD AT 9:00 A.M. ON **DECEMBER 29, 2011**, 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 9:01 a.m. Roll call was as follows:

Present:

Chair Merrill Wallace
Commissioner Gayle Weston
Commissioner Carolyn Malanowski
Commissioner Karen Monroe

Absent:

Also Present:

Tom Drake, Longview Finance Director
Wendy Pearsall, Legacy Regional Manager
Katie Wilkie, Longview Housing Authority Asset Manager
Elaine Hoglen, Legacy Site Manager
Julie Guantatato, Legacy Site Manager
Britta Creed, Clerk of the Board

2. **MINUTES:** The approval of the December 1, 2011 special meeting minutes was tabled until the January 26, 2012 meeting.
3. **PUBLIC COMMENT:** Tom Drake, Longview Finance Director introduced Katie Wilkie, the Longview Housing Authority Asset Manager.
4. **CHAIRMAN COMMENTS:** Cmmr. Wallace wished everyone a happy new year.
5. **COMMISSIONER COMMENTS/REPORTS:** Cmmr. Weston asked if there had been any applicants for the available Commissioner position.

Britta Creed, Clerk of the Board, stated there had not been any applicants.

6. **FINANCIAL:**

- 6.1 **Approval of Claims Certification for November**

The Cove Apartments - \$29,424.17
Pine Garden Apartments - \$20,641.51
Kneeland Park Apartments - \$11,524.12

Mr. Drake reported there was nothing unusual. He had included disbursed checks in the report.

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

- 6.2 **Income Statement Review**

Mr. Drake discussed the balance sheet. Kneeland Park and Pine Gardens were struggling

on operations. Mr. Drake was working with Ms. Wilkie to figure out why. The water and sewer bills, maintenance base salary costs and on-site management seemed high. Most operating costs were fine. The cell phone bill was \$3,000 a year. That might be an expense that could be cut.

Ms. Pearsall responded maintenance salary costs had been adjusted with a new lower rate for the new person hired. Also, they had checked on lower cell phone rates and the rate is the lowest they could find.

Cmmr. Wallace mentioned that the property pays for water and garbage.

Ms. Hoglen stated that larger items, such as furniture, are left out for garbage that has to be taken to the dump. That is an additional charge. They are trying to figure out how to avoid this to save money.

7. MANAGEMENT:

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

The Coves

Ms. Pearsall stated the Coves were at one hundred percent. They had been working within the budget.

Ms. Hoglen, Legacy Site Manager, reported there had been two units that flooded due to a sewer backup with grease plugging the pipes. They had the tanks pumped and are scheduled to come every eighteen months. The tenants were out two weeks. Also, there had been a traffic problem. Additional lighting will be added. Ms. Hoglen contacted the police. They will patrol on foot.

Kneeland Park

Ms. Pearsall reported that Kneeland Park was struggling with vacancy issues. They had put an add on Craigs list with move-in incentives to promote renters. Julie Guantatato, Legacy Site Manager, is doing a great job at tackling problems. They are trying to increase revenue.

Mr. Drake mentioned that they were working with the attorney, Mark Cantor, and KeyBank to do a full transfer and dissolve the partnership. The insurance issue will also need to be addressed in the future.

Pine Gardens

The maintenance had been switched. Pine Gardens had a few vacancy issues. There were people scheduled to move in. Within a few weeks, Pine Gardens should be at one hundred percent. There had been no issues.

8. DEVELOPMENT: None

9. UNFINISHED BUSINESS:

- 9.1 **Pine Garden Apartments Rehab: Update/Legacy**

Ms. Pearsall discussed the vendor payment summary and handout for the rehabilitation project. She stated they had three apartments completed in December. They will start construction again January 2, 2012. There are ten apartments left to complete which should be done by January 30, 2012.

Mr. Drake discussed the reconciliation handout. He had the outstanding invoices listed.

Purdue Construction was \$18,000 over budget. Scott Purdue, Purdue Construction was concerned because there were ten units left to complete. He would like to meet with Mr. Purdue again to make sure they have enough funds to pay outstanding invoices and finish the remaining ten units. HUD hadn't come out and inspected because they do not have enough funding and wanted the Housing Authority to fund.

Ms. Pearsall stated that she was working with HUD and sending them pictures of items for approval and they seemed to be happy with that. Ms. Pearsall was going to schedule a time that she and Mr. Drake could meet with Scott Purdue. They will meet at Pine Gardens to make sure that work can be done with the money they have left.

9.2 Kneeland Park Budget

Ms. Pearsall would like to table this until the January 26, 2012 meeting. It will be a nine month budget from January to October. The Board agreed to table until January 2012.

Cmmr. Weston asked if there would be an end-of-the-year budget.

Ms. Pearsall stated yes, there will be.

Cmmr. Wallace asked Mr. Drake if there was going to be an audit.

Mr. Drake said there could be an agency-wide audit anytime.

10. NEW BUSINESS: Ms. Hoglen had a suggested Pine Gardens could replace the toilets with a low-flow toilet to lower the water bill. The older toilets are using more water and don't have low-flow. The new toilets could help the sewer also.

Mr. Drake replied that there isn't enough money at this time to replace the toilets even though it is a good idea.

Ms. Pearsall said that KCR replaced light bulbs and shower heads free of charge. Maybe there is a company in Mason County to help with energy efficient items.

11. FUTURE MEETINGS: January 26, 2012

12. ADJOURNMENT:

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

Walter Speed

Executive Secretary

Chair

SEAL:

