

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 **JANUARY 23, 2014**, AT THE MASON COUNTY COMMISSION CHAMBERS, 411 NORTH FIFTH STREET, SHELTON, WA 98584

1. **CALL TO ORDER AND ROLL CALL:** Chair Wallace called the meeting to order at 9:05 a.m. Roll call was as follows:

Present:

Chair Merrill Wallace
Commissioner Karen Monroe
Commissioner Tamra Ingwaldson
Commissioner Janet Thompson

Absent:

Also Present:

Katie Wilkie, Longview Housing Authority (LHA)
Patti Sells, Mason County Housing Coalition
Becky Rogers, Clerk of the Board

2. **MINUTES:** Approval of the November 27, 2013 special meeting minutes. Hold till next regular meeting.
3. **PUBLIC COMMENT:** Patti Sells asked if the MCHA buildings are smoke free. Chair Wallace stated, no. They changed management companies and there was discussion at that time about being smoke-free. There were questions of the Board concerning addressing the smokers rights. The LHA has had discussion with the Mason County Public Health Services. Ms. Sells stated that most of the public housing in the state are smoke-free. Ms. Wilkie interjected that she anticipated LHA will come to the Board with a proposal at a later time. Chair Wallace noted that the Mason County Housing Authority does not have "public" housing. It is made up of Section 8; New Construction, USDA Rural Development, and Tax Credit properties. It is more accurately considered "affordable" housing.
4. **CHAIRMAN COMMENTS:** None
5. **COMMISSIONER COMMENTS/REPORTS -** None
6. **FINANCIAL**
Ms. Wilkie referred to the memo dated 1/21/2014 Financial Statement Report Through December 2013. Anything noted with "1" are accounts which may need to be modified. They are trying to receive information from Guardian Management. They will table approval until the next regular meeting.
 - 6.1 Approval of Claims Certification for **November 2013.**
The Cove Apartments – \$168.76
Pine Garden Apartments - \$9,086.81
Kneeland Park Apartments - \$4,446.42

Approval of Claims Certification for **December 2013.**
The Cove Apartments – \$17,434.15
Pine Garden Apartments - \$12,558.66
Kneeland Park Apartments - \$11,454.17

Chair Wallace called for motion to approve the Claims Certification for November & December 2013. Commissioner Monroe/Thompson moved and seconded the motion. Chair Wallace called for question. None opposed. Motion carried.

6.2 Income Statement Review

Ms. Wilkie reported they are getting files up to date for Pine Gardens and are increasing the amount of income from HUD. The November income was \$9,000 and now they are up to \$12,000. Certifications are up to date. They have a few more certifications to go. HUD has done two rent increases and gross rent changes. This will help with cash flow. Chair Wallace stated there was an audit of four years which may not have taken in that timeframe they are looking at. The audit was prior fiscal years and did not include 2012-13.

7. MANAGEMENT

7.1 Routine Occupancy Report for The Coves, Kneeland Park, and Pine Garden for the month of December.

Ms. Wilkie reported some cost saving measures. There is one new phone number for The Coves. The CenturyLink phone line was cancelled which was approx. \$250-300/month for each office. There was a savings by putting in Magic Jack at approximately \$19 per unit. They have gone to Faxage which is an 800 number that sends and receives faxes for \$19/month. They are still looking for a property manager and they are being particular about who is hired as they are not at the site. They have hired Stacey B. as property manager and have hired two maintenance staff.

Kneeland Park Apartments – There are five vacancies. They received information from Bremerton Housing Authority (BHA) about the project based units (PBU). They have people living in PBU that are not receiving the project based assistance. They may do some shuffling. Chair Wallace asked if they could move the paper rather than move the residents. Ms. Wilkie stated that is a possibility. They received the waiting list from Guardian Management, but have not got everybody in the LHA system. They are sending out invite letters. There are two people that are almost processed for move in. They are fighting the quality of work that was being done. It has created a lot of work to bring these units up to standards. There was a lot of deferred maintenance.

Kneeland Park has the most work to do and the least amount of cash to work with.

Pine Garden Apartments - They have three people who are in the process of qualifying. They hope to have them moved in by the first of the month. It has taken a lot of paperwork to bring the certifications back up to date so they can collect money.

The Cove Apartments - There are two vacant units, plus the manager's unit. Currently the manager's unit is a non-income producing unit. LHA's policy is to not require the manager to live on site. Managers can live on site, however, they have to pay rent. If the board wants to turn that unit back into an income producing unit, it would need to be by board action. They would need to notify USDA that they want to turn it into an income producing unit. There are more units than there is subsidy.

Chair Wallace called for motion to turn the non-income unit Fairmont Cove Unit 26 to an income producing unit. Commissioner Ingwaldson/Monroe moved and seconded the motion. Chair Wallace called for the question. None opposed. Motion carried.

8. DEVELOPMENT - None

9. UNFINISHED BUSINESS

9.1 Commissioner Vacancy – Term Expires November 2018

10. NEW BUSINESS

10.1 Approval of the Agreement for Construction Services with J. Brazil Construction for the Kneeland Park Apartments roof project. The completion date by 3/31/2014 not to exceed \$8,820 – Chair Wallace explained there was a leak with the roofing over the last several years. They looked at a complete new roof; however they decided to “fix” the roof. The project would include removal of materials down to the sheeting and reroof Units 303 & 304. It was noted the buildings were constructed in sections. Ms. Wilkie asked that the Board loan the Kneeland Park money to get this project done. It was suggested they draw up a note and give back 2-3% interest. Chair Wallace said he did not think there needs to be interest. MCHA has loaned properties money to get projects done. They would take money out of the agency fund. They cannot schedule this until the contract has been awarded.

Chair Wallace noted that typically, three bids are received for a project and the lowest responsible bid is submitted to the Board for approval.

The question was raised as what the vetting process is for a contractor before approval.

Ms. Wilkie explained the process of going on line to Washington State Dept. of Labor & Industries. They check if they are a licensed contractor, bonded and have insurance or any violations with the State of Washington, make sure they are covered with worker’s compensation. Before they start any business, the contractor is required to fill out paperwork and provide with the insurance information and list the MCHA as additional insured. They identify who will do the work. Once the work is complete, anything over \$2,500 they have to file an affidavit and pay prevailing wages. Payments are not released until the affidavit is approved by the Dept. of Labor & Industries.

Chair Wallace called for motion to accept the bid from J. Brazil Construction for the Kneeland Park Apartments roof project for an amount not to exceed \$8,820 for the roof repair on Unit 303 & 304 at Kneeland Park. Commissioner Ingwaldson/Thompson moved and seconded the motion. Chair Wallace called for question. None opposed. Motion carried.

Chair Wallace called for motion to loan from the agency fund to Kneeland Park in an amount not to exceed \$8,820 for the roof repair on Unit 303 & 304 at Kneeland Park. Commissioner Monroe/Thompson moved and seconded the motion. Chair Wallace called for question. None opposed. Motion carried.

11. FUTURE MEETINGS - Thursday, February 27, 2014.

12. ADJOURNMENT - There being no further business, Chair Wallace adjourned the meeting at 9:40 am.

Bucky Rogers

Executive Secretary

Chair

SEAL:

