

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 9:02 A.M. ON **April 24, 2014**, 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 9:00 a.m. Roll call was as follows:

Present:

Chair Merrill Wallace

Commissioner Tamra Ingwaldson

Commissioner Janet Thompson

Absent:

Commissioner Karen Monroe

Also Present:

Katie Wilkie, Longview Housing Authority

Tom Drake, Longview Housing Authority

Tyler Music, MCHA Applicant

Patti Sells, Mason County Housing Coalition Coordinator

Becky Rogers, Clerk of the Board

2. **MINUTES:** Approval of the March 27, 2014 regular meeting minutes.

Chair Wallace called for motion to approve the March 27, 2014 regular meeting minutes. Commissioner Thompson/Ingwaldson moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

3. **PUBLIC COMMENT:** None

4. **CHAIRMAN COMMENTS:** Introduction of Tyler Music who has submitted an advisory board application to the Mason County Commissioners for consideration of appointment to the MCHA.

5. **COMMISSIONER COMMENTS/REPORTS:** Mr. Music briefly reported on his trip to Boston where he learned about their wrap-around model in addressing the homeless population. They provide a wrap-around model for the homeless population on a more intensive case level. The model has been implemented in communities around the world.

6. **FINANCIAL:**

6.1 Approval of Claims Certification for March 2014

The Cove Apartments – **\$22,174.57**

Pine Garden Apartments - **\$21,951.54**

Kneeland Park Apartments - **\$11,516.42**

Chair Wallace called for motion to approve the Claims Certification for March 2014. Commissioner Thompson/Ingwaldson moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

- 6.2 Income Statement Review – Tom Drake presented his monthly report. They have established a payment priority of four items. He added an additional item of “onsite payroll” as the second priority. Information was shared about Conserve; a company that provides a billing analysis of water usage, installation of equipment for showerheads, aerator, and real time monitoring consumption reporting. They do not charge for their service, but rather receive 50% of savings. ***The board would like to pursue a presentation by this vendor.***

- 6.3 Approval of Write-Off Request totaling \$4,533.50 – Tom Drake noted that there are unpaid rent, attorney fees and forfeited security deposit that is recommended for write off in the amount of \$4,533.50.

Chair Wallace called for motion to approve the writing off of uncollectable accounts in the amount of \$4,533.50. Commissioner Thompson/Ingwaldson 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 months of March 2014.

Katie Wilkie reported on the challenge of bringing the apartments up to rentable condition with no money. They have applicants for vacant units and anticipate the units will be filled next month. A new reporting format was introduced that will be used for each of the projects to show occupancy. She noted they have resolved the issue with mold in one of the apartments in the Coves.

8. DEVELOPMENT: None

9. UNFINISHED BUSINESS:

- 9.1 **Housing Authority Potential Loss involving Kneeland Park and Pine Gardens – WA State Auditor Response/Recommendation – Merrill Wallace**

Mr. Drake conveyed that they gave information they had to the State Auditor. However, Guardian Management still has all of the financial records for the time they were managing.

- 9.2 Mr. Drake questioned if the Board would be interested in Plan B, to put Kneeland Park up for sale if they cannot get Kneeland Park refinanced. They have located an investor with potential interest. If they cannot be self-sustaining, the next best option is to sell to a partner. There is still 21 years of compliance on the 40 year use left on the project. Mr. Drake will be working with a real estate broker regarding the valuation on the project.

10. NEW BUSINESS: None

- 11. **FUTURE MEETINGS:** May 22, 2014 –Tamra Ingwaldson and Tyler Music will be out of town for the next meeting.

12. ADJOURNMENT:

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

Bucky Rogers

Executive Secretary

Chair

SEAL:

