

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 **JUNE 26, 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 9:03 a.m. Roll call was as follows:

Present:

Chair Merrill Wallace

Commissioner Tamra Ingwaldson
Commissioner Janet Thompson
Commissioner Tyler Music

Absent:

Commissioner Karen Monroe

Also Present:

Katie Bonus, Longview Housing Authority
Tom Drake, Longview Housing Authority
Patti Sells, Mason County Public Health Program Coordinator
Kurt Creswell, Prudential Northwest Real Estate (left 9:10 am approx)
Becky Rogers, Clerk of the Board

2. **MINUTES:** Approval of the May 22, 2014 regular meeting minutes.

Chair Wallace called for motion to approve the May 22, 2014 regular meeting minutes. Commissioner Thompson/Ingwaldson moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

3. **PUBLIC COMMENT:** Kurt. Creswell, Prudential Northwest Real Estate, was present at the invitation of Mr. Drake to help with the sale of Kneeland Park. He found an investment firm in Tacoma with a CPA specialist that knows about the tax credit program. He wanted to find CPA's with clients to utilize the program. This property has a use restriction in place for 18 years.
4. **CHAIRMAN COMMENTS:** Chair Wallace noted they would like to invite the Bremerton Housing Authority Section 8 staff to come to the HA meeting. The Board would like to find out how the Section 8 voucher process works on behalf of the Mason County residents.

It was noted the July meeting will be a special meeting on the 31st. There will be no regular meeting on the 24th.

5. **COMMISSIONER COMMENTS/REPORTS:** Cmmr. Music discussed the tenant based rental assistance (TBRA) voucher program due to a tenant who was having difficulty qualifying for subsidized housing, as the TBRA is considered income.
6. **FINANCIAL:**
 - 6.1 **Approval of Claims Certification for May 2014**
The Cove Apartments - \$10,633.85
Pine Garden Apartments - \$18,692.04
Kneeland Park Apartments - \$21,124.69

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

- 6.2 **Income Statement Review** - Mr. Drake noted that both Kneeland Park and Pine Gardens are extremely low on cash so they are prioritizing which bills to pay. They are working at paying bills; however, they are still behind. Ms. Bonus is in the process of making a request for reserve draws and also working on the occupancy issue to get the cash flow up. The current management standards is higher than the previous management standards and it is taking a bit longer to bring the units up to the higher standards.
- 6.3 Approval of Write-off Request totaling \$7,626.35. The write-offs are mostly tenant rents from the previous management.

Chair Wallace called for motion to approve writing-off the books \$7,626.35 from Accounts Receivable which have been deemed uncollectible, providing a professional collection agency has recorded these debts against the responsible parties. 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 May 2014.
Ms. Bonus noted the issues at Kneeland Park still have to do with vouchers being issued to tenants and their indecisiveness as to whether they are staying or moving on. Staff is working through the waiting list. They are moving project based vouchers around to different units. They have had the Bremerton Housing inspector on site who noted the units have not looked this good for a number of years. They still have tenant issues at Kneeland Park they are dealing with. Pine Gardens had three vacant units. They are experiencing difficulty with one unit, due to no subsidy. Consideration will be given to a rent incentive for six months which will be reflected in the financial. They are asking for a rent increase for the subsidized units at Pine Gardens, which would bring more income to the property. The Coves has voucher issues with tenants moving out. They are actively working through their project waiting lists. The recent USDA inspection was positive. It was suggested to ask for a rent increase at the USDA properties to fund reserves for improvements around the property.

8. **DEVELOPMENT:** None

9. **UNFINISHED BUSINESS:** None

10. **NEW BUSINESS:** None

11. **FUTURE MEETINGS:** No regular meeting on July 24. A special meeting is scheduled for July 31, 2014

12. **ADJOURNMENT:**

There being no further business, Chair Wallace called for motion to adjourn the meeting at 9:43 a.m. Commissioner Ingwaldson/Thompson moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.

Becky Rogers

Executive Secretary

Chair

SEAL:

