

MASON COUNTY HOUSING AUTHORITY 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 **JULY 31, 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 special meeting to order at 9:00 a.m. Roll call was as follows:

Present:

Chair Merrill Wallace
Commissioner Karen Monroe
Commissioner Tamra Ingwaldson (left at 10:15 a.m.)

Absent:

Commissioner Janet Thompson

Commissioner Tyler Music

Also Present:

Katie Bonus, Longview Housing Authority
Tom Drake, Longview Housing Authority
Becky Rogers, Clerk of the Board
Vicki Kirkpatrick, Director of Mason County Public Health & Human Services (left at 10:15 am.)
Patti Sells, Housing Coalition Coordinator
Tammey Newton, Mason County Housing Coalition Chair and
Mason County Habitat for Humanity, Exec. Dir/COO
Ben Wickham, Cascade Management, Inc. Vice-President of Real Estate Services
David Bachman, Cascade Management, Inc. President/CEO
Leslie Hodson, Coast Real Estate Services, Sr. VP Multi-Family Operations (10:03 am. - 10:25 a.m.)

2. **MINUTES:** Approval of the June 26, 2014 regular meeting minutes.

Chair Wallace called for motion to approve the June 26, 2014 regular meeting minutes. Commissioner Ingwaldson/Music moved and seconded motion. Chair Wallace called for question. None opposed. Motion carried.

3. **PUBLIC COMMENT:** None

4. **CHAIRMAN COMMENTS:** Move new business under 10.1 up on the agenda when the guests arrive.

5. **COMMISSIONER COMMENTS/REPORTS:** Tyler Music working with a disabled veteran who would like to sit in on meeting. Chair Wallace stated the meetings are open to the public and a comment time is designated on the agenda.

6. **FINANCIAL:**

6.1 Approval of Claims Certification for June 2014

The Cove Apartments – \$31,258.25
Pine Garden Apartments - \$24,705.16
Kneeland Park Apartments - \$13,021.58

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

6.2 **Income Statement Review** - Mr. Drake referred to the \$70,000 adjustment for Kneeland Park.

7. **MANAGEMENT:**

7.1 **Routine Occupancy and Property Inspection Reports** for The Coves, Kneeland Park, and Pine Garden for the months of June 2014.

7.2 Ms. Bonus - The Cove - USDA inspection last month was good. Submitted budgets for rent increase to be able to put more in reserves. Still waiting for that Maybe will hear at end of next month. They have 60 days to respond, and if no response, it will be automatic increase. They have asked for (9:14 am) Pine Gardens - did not score well due to vacancy. The one bedroom unit with no subsidy is hard to fill. June 24th did inspections of all units and smoke detectors. On the 18th, Kneeland Park - working with 4 new clients to move in. The Project Based Voucher can move to another unit. BHA allows.

8. **DEVELOPMENT:** None

9. **UNFINISHED BUSINESS:** Mr. Drake - put a hold on the listing of Kneeland Park for the time. Mr. Wallace the broker would like to be notified. (9:20 am) Written notice. LHA wants to depart no later than the 1st of October. The beginning of our new fiscal year.

10. **NEW BUSINESS**

10.1 **Future Property Management Discussion**

10.1.1 Cascade Management, Inc. - Ben Wickham and David Bachman were present and discussed their property management team and what they had to offer. They would have someone that would come from public housing background to perform the duties.

10.1.2 Coast Real Estate Services - Leslie Hodson gave a brief overview of their property management team. It was noted they work with a number of other Housing Authority's and private owners and non-profit agencies.

The Board stated they would be having a conference call in the next week and will have a final discussion on the selection of a property manager. Longview Housing Authority (LHA) wants to be out by October 1, 2014 which is the start of the new fiscal year. LHA will close out the fiscal year. It was noted that Rural Development typically takes 90 days for approval of a change in the management team and HUD needs 60 days for approval.

10. **FUTURE MEETINGS:** Special meeting August 7, 2014 and regular meeting August 28, 2014

11. **ADJOURNMENT:**

There being no further business, Chair Wallace called for motion to adjourn the meeting at 10:32 a.m. Commissioner Monroe/Music moved and seconded to approve motion. Chair Wallace called for question. None opposed. Motion carried.

Becky Rogers

Executive Secretary

Chair

SEAL:

