

# 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 **September 2, 2015**, AT THE MASON COUNTY COMMISSION CHAMBERS, 411 NORTH FIFTH STREET, SHELTON, WA 98584

1. **CALL TO ORDER AND ROLL CALL:** Chair Music called the meeting to order at 9:00 a.m. Roll call was as follows:

**Present:**

Chair Tyler Music

Commissioner Kathy Haigh  
Commissioner Tammey Newton  
Commissioner Gary Gordon

**Absent:**

Commissioner Karen Monroe

**Also Present:**

Ken Morrell, Cascade Management, Inc. Portfolio Mgr.  
Becky Rogers, Clerk of the Board

2. **MINUTES:** Approval of the July 1, 2015 & August 5, 2015 regular meeting minutes.

**Chair Music called for motion to approve the regular meeting minutes for July 1. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

**Chair Music called for motion to approve the regular meeting minutes for August 5. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried**

3. **PUBLIC COMMENT:** None
4. **CHAIRMAN COMMENTS:** May opened list for 2 weeks. Last time was 2006. First lottery there were 300 selected. Will open up again at end of year.
5. **COMMISSIONER COMMENTS/REPORTS:**
  - 5.1 Mr. Gordon reported on his attendance at the Bremerton Housing Authority (BHA) meeting for August. He was interested in how many Section 8 vouchers are available for Mason County residents. Also, he was interested in the marijuana initiative discussion. The BHA indicated they will be enforcing that as a federal law as it supersedes state law. It was left vague as to how it will be enforced. The BHA will be enforcing the 25' smoking rule at their projects.

Mr. Morrell noted that all the Mason County units are "No Smoking" properties. There is generally a smoking area on the property, or there is no smoking at all and tenants have to go to the sidewalk and a receptacle is provided.

There was discussion that there are no federal funds for an agent to enforce the marijuana rule. They would have to begin at the local level and proceed up to the

federal court.

There was mention at the BHA meeting they will be opening up the eligibility list for 300 more vouchers on the next budget which is around October. Mr. Gordon asked to be included in discussions concerning Mason County's rental allowances.

The Board felt it is important for someone to represent Shelton and North Mason residents concerning the Section 8 vouchers at the BHA. The BHA controls the money and Mason County residents are at a disadvantage, with the administrative office in Bremerton.

Mr. Morrell mentioned the Washington State Housing Finance Commission (WSHFC) website has HUD income and rent limits published by counties.

Chair Music will verify if BHA will be open to additional applicants at the end of the year or if they will draw another 300 names off the initial list of 3,000+ names.

Chair Music stated he posts notices of Section 8 voucher eligibility list openings in his office and notifies all who walk through the door.

## 6. FINANCIAL:

### 6.1 Approval of Claims Certification for **July 2015**

The Cove Apartments – \$30,330.31

Pine Garden Apartments - \$19,062.63

Kneeland Park Apartments - \$16,386.09

**Chair Music called for motion to approve the Claims Certification for July 2015. Commissioner Haigh/Newton moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

## 7. MANAGEMENT:

### 7.1 Variance Reports - July 2015

**7.1.1** The Coves – The bid from JR Johnson for the French drain work came back, but it was not feasible for their budget. He met with Director of Maintenance Zack. They redid a scope of the work needed. He has a couple of possible vendors that might reassess the work. The Board approved spending up to \$50,000 on the project; however, they want to keep it under \$30,000. They need to take care of the railing between the parking lot and the lower buildings which need a wheelchair bump. He reviewed the certifications. There was increase use of water/sewer due to sprinklers with hot weather. CAC offers energy conservation (shower heads/bulbs). Tyler will take handout for energy assistance from CAC.

**7.1.2** Kneeland Park - A101 was vacant since last October and it should be complete by early next week. They have a couple going thru the process to rent the unit. There is a unit infested with cockroaches. They had to pay a little more for the exterminator to come out as they could not find someone to come out. There are 2 units vacant. A 101 and the other unit should be rented by the end of next week. They are continuing a steady climb on the vacancy trend. This is a calculation based on total income on the property versus the vacancy loss. They cannot use BuyRite Carpet until payments made. They have been making payments and

hoped the refinancing would come through. The board questioned if there was an investigation into the cost effectiveness of going to a hard surface vs. carpet.

7.1.3 Pine Garden - Did an analysis of past years usage on sewer/water. There was a raise in summer usage that was not noted in budget.

8. DEVELOPMENT -- None

9. UNFINISHED BUSINESS

9.1 Approval to reconsider motion (8/5/2015) to approve CBRE to refinance Pine Garden project at a rate of 3.6% + MIP.

**Chair Music called for motion. Commissioner Haigh/Newton moved and seconded to hold off on final decision until after 9/10/2015. Chair Music called for question. None opposed. Motion carried**

9.2 Curtain drains – Chair Music questioned about status of Mr. Kase as he was reluctant to move to another unit. He questioned if anyone had bid on the Kneeland Park. Mr. Morrell will know more this week. It is a mono pour with footing. Contractor knows how to fix the two units.

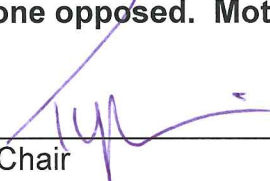
9.3 Veterans Affairs Supporting Housing (VASH) -- The Board discussed the program briefly. There are possibly 25 vouchers for Kitsap/Mason. The monies are paid directly to landlord.

11. FUTURE MEETINGS - *Special Meeting on Thursday, September 10, 2015 at 9:30 a.m. & Regular Meeting on Wednesday, October 7, 2015 at 9:00 a.m.*

12. ADJOURNMENT:

**There being no further business, Chair Music called for motion to adjourn the meeting at 10:06 a.m. Commissioner Newton/Haigh moved and seconded to approve motion. Chair Music called for question. None opposed. Motion carried.**

  
Executive Secretary

  
Chair

SEAL:

