

# 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 **May 4, 2016**, 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 Gary Gordon  
Commissioner Dave Gjerstad  
Executive Director Tammey Newton

**Absent:**

**Also Present:**

Erin Randles, Cascade Management, Inc. Portfolio Mgr.  
Becky Rogers, Support Services  
Shelly Bellisle, Clerk of the Board

2. **MINUTES:** Approval of the March 2 2016, meeting minutes.

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

3. **PUBLIC COMMENT:**

4. **CHAIRMAN COMMENTS:**

5. **COMMISSIONER COMMENTS/REPORTS:** Commissioner Gordon informed the group that Dan Griffey is very interested in helping with tiny homes in the City of Shelton and we may want to invite him to one of our meetings in the future. Commissioner Haige talked about 50 acres on Vic King road that will be up for sale soon and a perfect spot in the County for tiny homes. Tammey Newton talked about a group that is already in place to talk about zoning and codes for tiny home within Mason County. If anyone would like to participate in this group please let Tammey Newton know. There is also some property off North cliff that has the entire infrastructure that is needed for tiny homes. There will a challenge in the county due to septic and water. Mike Olsen has submitted 3 plans to the city for review to be used by the city and stock plans. There will be a PR component to bringing these homes into the community. They will need reassured that it will be a church parking lot full of tuff sheds and homeless.

Tammey gave an update on Veteran housing. There is a partnership with Homes First and there was \$300,000 to spend on housing right now. We have identified a duplex and home that are right next door to each other. Duplex is 2 units with 3 bedrooms in each unit. The house would be used for a veteran shelter. The duplex should be ready by June or July also looking into a diversion home for veterans. It would be used for veterans that would have an option of going to jail or to the diversion house and getting the help that is needed. Hopefully in the next few months there will be veteran shared supporting housing and a veteran shelter along with the diversion house.

We still currently have one opening for the board. Tammey requested that all the commissioners come up with two people to add to the list of potential commissioners.

**6. FINANCIAL****6.1 Approval of Claims Certification for February 2016/ March 2016****Motion**

The Cove Apartments – \$19,968.08/\$23,888.90

Kneeland Park Apartments - \$53,275.08/\$11,309.74

Pine Garden Apartments - \$17,748.49/\$13,603.51

There was a discussion about the water leak and it has been fixed and Erin is going to check with the City on credits to the accounts and will be watching future bills.

**Chair Music called for motion to approve the Claim Certification for February 2016 and March 2016. Commissioner Haigh/Gjerstad moved and seconded motion. Chair Music called for question. None opposed. Motion carried.**

**7. MANAGEMENT****7.1 Variance Report –**

**7.1.1 The Coves:** February 2016: Mike Bailey is the new maintenance tech. There is a roof leak over apartment #32 and bids are being obtained. March 2016: There is a Rural Development inspection coming up soon. Month ended with 92% occupancy.

**7.1.2 Kneeland Park:** February 2016: Working on acquiring bid for fence repair/replacement. Month ending with 100% occupancy. March 2016: The remodel is in process and month ended with 100% occupancy.

**7.1.3 Pine Garden:** February 2016: There was an extra expense for eviction. 100% occupancy at month end. March 2016. There were questions on why the management fees have not been paid since September. Erin is checking into that.

It was requested to see the actual month invoice for Cascade Management fees. Tammy also requested that the wait list numbers be added to the variance reports. Project statuses were also requested on all the capital improvements. Erin stated she will work on that. Questions about office supply expenses, they seem very high and Erin will also check on this. Tyler requested a YTD office supply list.

- 8. DEVELOPMENT:** Check went out to start the exterior work at Kneeland Park and work will be starting on May 9, 2016. Also and check went out for the 50% deposit for the roof and will be getting a schedule soon. Jeff Hillman will be overseeing the projects.

**9. UNFINISHED BUSINESS:**

**9.1 Appoint new vice-chair:** Commissioner Music made a motion to appoint Commissioner Haigh as the new vice-chair. Commissioner Gjerstad seconded the motion. Motion carried.

**9.2 Resolution for Adopting Kneeland Park Budget:** This has been moved to the next meeting agenda for approval. There was a question regarding the bonus and if that is considered gifting of public funds. Erin is checking with Terri to get an answer to this.

**9.3 Discussion on briefing the Mason County Commissioners:** One thing that we should brief them on is where we're vs. where we were. The briefings are only about 15-30 minutes. Tammey will start working with Erin and Terri for the briefing. This will just be information briefing, and the target for the briefing is July with June being the prep month.

**10. NEW BUSINESS**

**10.1 Discussion about the Rural Development inspections:** The majority of it is ADA, a lot of it has been completed, and the roof and handrail location will cost the most money. Some of these are re-findings from the last inspection in 2014 and 2015 so we have to get them completed or in the process of being completed before the next inspection. The inspection is May 17, 2016.

**10.2 Discussion about the record keeping policy:** One of the things is there is a lot of paper that is being used. Can we just print the balance sheet, check register, payable and the variance reports only? Everything else will be emailed and if you want it printed you can request it. We need to go over the record keeping policy and get it revised and bring it to a meeting for approval. There was a suggestion to have one binder with everything in it.


**11. FUTURE MEETINGS - Wednesday June 1, 2016**

**12. ADJOURNMENT:**

There being no further business, Chair Music called for motion to adjourn the meeting at 10:31 a.m.

Respectfully submitted,

  
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Shelly Bellisle, Clerk of the Board

  
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Tyler Music, Chair

SEAL:

