

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 1, 2016**, AT THE MASON COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT, 415 NORTH SIXTH 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

Also Present:

Erin Randles, Cascade Management, Inc. Portfolio Mgr.
Shelly Bellisle, Clerk of the Board

2. **MINUTES:** Approval of the May 4, 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:** Meeting with Bremerton Housing Authority

6. **FINANCIAL**

- 6.1 Approval of Claims Certification for **April 2016**
The Cove Apartments – \$ 7,253.74
Kneeland Park Apartments - \$ 46,594.89
Pine Garden Apartments - \$ 18,053.31

Chair Music called for motion to approve the Claim Certification for May 4, 2016. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.

7. **MANAGEMENT**

- 7.1 **Variance Report –**

7.1.1 **The Coves:** The waitlist is 39 for 1 bedroom, 14 for 2 bedroom, and 7 for the 3 bedroom. We are opening the waitlist for the 2 and 3 bedroom units. We are at 98% occupancy but have someone moving in as soon as the unit is ready. The inspection went good and we have proposals pending for repairs and it was stated that overall it was good

inspection. The most important is the handrails and will be started first. The roof will be started now also.

7.1.2 Kneeland Park: The waitlist is 33 for the 2 bedroom, 30 for 3 bedroom, and 8 for the 4 bedroom. We are at 100% occupancy, and will be opening the waitlist for the 4 bedrooms. It was decided to keep the paint color the same as it is. Roof is scheduled for mid-June. Still in the process of getting proposals for the sprinkler heads. This is not something that can't be done in house. There are 22-23 that need replaced. Pressure washing and siding repairs have been completed.

7.1.3 Pine Garden: The waitlist is 5 for the conventional 1 bedroom, 1 for 1 bedroom, 55 for 2 bedroom, 43 for 3 bedroom and 43 for the 4 bedroom. We will be opening the waitlist for the 1 bedroom. We are at 93% occupancy. We have 2 units pending lease right now. There are outstanding invoices and it should take 4-6 months to catch these invoices up. The water leak has been corrected and a letter has been submitted to the City of Shelton for a refund, we are still waiting for a response to the letter.

8. DEVELOPMENT:

9. UNFINISHED BUSINESS:

9.1 Resolution No. 2016-2 adopting the annual Kneeland Park Budget

Chair Music called for motion to approve the annual budget for Kneeland Park. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.

9.2 Adopt new records policy-What do you really need to see? Recommendation is we print the variance reports, check register, balance sheet and invoices for the binders every month.

Chair Music called for motion to adopt a new records policy. Commissioner Haigh/Gordon moved and seconded motion. Chair Music called for question. None opposed. Motion carried.

9.3 Commissioner briefing discussion: Tammey will be completing a summery to view and discuss at the next meeting for the briefing agenda for the County Commissioners.

10. NEW BUSINESS

10.1 Discussion about joining the Washington State Housing Authority Association

It is also known as AWAH and the annual fee is \$175. There are 2 local conferences a year and one in Eastern WA. It would help give us resources and information that we don't have at this point. Tammey suggested that we do join. HUD sets the rental rates and what are the criteria to get it changed. HUD has to do a study and you have to really persuade them to do one. We need to meet with HUD to find out how to get a rent study started.


It was also requested that the Bremerton Housing Authority meetings be put on our future agendas.

HOUSING AUTHORITY OF MASON COUNTY BOARD MINUTES

11. FUTURE MEETINGS - Wednesday July 6, 2016

12. ADJOURNMENT:

Respectfully submitted,


Shelly Bellisle, Clerk of the Board


Tyler Music, Chair

SEAL:

