

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 **JULY 6, 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 9:08 a.m. Roll call was as follows:
Present:
Chair Tyler Music
Commissioner Dave Gjerstad
Commissioner Kathy Haigh
Commissioner Gary Gordon
Also Present:
Tammey Newton, Executive Director
Erin Randles, Cascade Management, Inc. Portfolio Mgr. (Outgoing)
Chris Sonsteng, Cascade Management, Inc. Portfolio Mgr. (Incoming)
Becky Rogers, Acting Clerk of the Board
2. **MINUTES:** Approval of the June 1, 2016 regular meeting minutes.
Chair Music called for motion to approve the regular meeting minutes for June 1, 2016. Commissioner Haigh/Gordon moved and seconded the motion. Chair Music called for question. None opposed. Motion carried.
3. **PUBLIC COMMENT:** None
4. **CHAIRMAN COMMENTS:** None
5. **COMMISSIONER COMMENTS/REPORTS:** Discussed having a representative attend the upcoming National Association of Housing and Redevelopment Officials (NAHRO) Summer Conference in Portland, Oregon; July 15-17. Due to the high cost (\$925 non-member fee) no one will attend this year. Chair Music expressed his priority in completing the NAHRO Certification for Public Housing.
6. **FINANCIAL**
 - 6.1 Approval of Claims Certification for **May 2016**
The Cove Apartments – \$15,317.80
Kneeland Park Apartments - \$34,730.13
Pine Garden Apartments - \$18,542.39
Chair Music called for motion to approve the claims certification for May 2016 as noted above. Commissioner Gordon/Haigh moved and seconded the motion. Chair Music called for question. None opposed. Motion carried.
7. **MANAGEMENT**
 - 7.1 **Variance Report – May 2016 --**
 - 7.1.1 The Coves – It was 100% occupied at the end of the month. There were 2 units vacated; 2 units moved into May. Wait lists: 1-Bed: 39; 2-Bed: 14; 3-Bed: 7. the accounts receivables reflect May rent amounts are owed for 14 units. This has to do with the date the checks were deposited and the cutoff date for the report.
 - 7.1.2 Kneeland Park (KPK) – The budget is in for this property. There are some increases in rent that are coming up which have been staggered throughout the year, but the budget

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reflected it all year round. Several notices have been put out for rent increases. Because of the construction going on and potential refinance at the end of the construction, they are showing as much income potential as possible. The budgeted rent income amount of \$11,506 will be slightly higher by the time they are done getting all the rent. The variance amount should go down by the end of the budget year.

This was 100% occupied at the end of the month. No outstanding payables. It was noted the Replacement Reserves of \$10.51 reflects all the work put into repairs on the property.

The variance in the Manager Salaries line and also the Misc. Admin. Line were reflective of 3 pay periods in May and also a training conference for all the site staff. There will be additional charges in October for another 3 day conference for the KPK staff. Property Mgr, Erin Randles, will forward the training information to the board members. The training expense is the responsibility of the property and includes housing, food, transportation and registration. The monthly management fee is separate from the training fees.

The increase in the water/sewer line is due to higher usage in the summer months. There will be an Affordable Housing Management Association (AHMA) of Washington conference in the fall, possibly in Olympia. Ms. Randles will notify board members.

The remodel is in process. They are pressure washing and siding repairs have been completed. The paint color needs to be selected for the exterior painting to proceed. The roof has been scheduled for mid-June, 2016.

Waitlist: 2-Bed: 33; 3-Bed: 30; 4-Bed: 8

7.1.3 Pine Garden: The outstanding invoices are monthly expenses higher due to unit turns. The water leak has been cored and they are waiting for a refund from the City of Shelton. Wait List Conventional: 1-Bed: 5; Waitlist: 1-Bed: 1; 2-Bed: 43; 4-Bed: 43.

8. DEVELOPMENT - None

9. UNFINISHED BUSINESS

9.1 Review of the agenda memo for the Commissioners' Briefing - Tammy Newton, Executive Director, discussed the draft of the memo to be submitted to the Commissioners at a briefing to give highlights on the Housing Authority.


10. NEW BUSINESS - None

11. FUTURE MEETINGS - Monday, August 1, 2016 @ 8:30 a.m. – Special Meeting; Briefing with Mason County Commissioners (time to be determined by Commissioners' office)

12. BHA FUTURE MEETINGS – Monday, July 25, 2016; 5:30 pm. – 600 Park Avenue, Sinclair Rm 2nd Floor

13. ADJOURNMENT:

There being no further business, Chair Music adjourned the meeting at 10:09 a.m.


Executive Secretary


Chair

SEAL:

