

# 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 7, 2016**, AT THE MASON COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT, 415 NORTH SIXTH STREET, SHELTON, WA 98584

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

- 2.

**Present:**

Commissioner Dave Gjerstad  
Commissioner Kathy Haigh  
Commissioner Gary Gordon

**Absent:**

Chair Tyler Music

**Also Present:**

Chris Sonsteng, Cascade Management, Inc. Portfolio Mgr.  
Shelly Bellisle, Clerk of the Board  
Lydia Buchheit, Mason County Community Health and Human Services Manager  
Deb Dunithan, Mason County Support Services, Grants / Contract Analyst

3. **MINUTES:** Approval of the August 1, 2016 Special meeting minutes.

**Vice-Chair Haigh called for a motion to approve the special meeting minutes for August 1, 2016. Commissioner Gordon/Gjerstad moved and seconded the motion. Vice-Chair Haigh called for question. None opposed. Motion carried.**

4. **PUBLIC COMMENT:** None

5. **CHAIRMAN COMMENTS:** There was discussion regarding the Housing Coordinator position that is open and also the vacant commissioner position.

6. **COMMISSIONER COMMENTS/REPORTS:** Commission Gjerstad drove through the properties on the way to the meeting and Pine Garden really looks like it needs some work. The blinds need to be addressed; they don't fall under health and safety, but will be addressed with the tenants. The fence also needs work. Kneeland Park looks good and the play ground at the Coves looks great.

7. **FINANCIAL:**

- 7.1 **Approval of Claims Certification for July 2061**

- The Cove Apartments – \$16,737.64

- Kneeland Park Apartments - \$76,505.70

- Pine Garden Apartments - \$18,331.65

The only property that there is a concern about is Pine Gardens. The other properties look good financially. Cascade Management will be working very hard to get Pine Gardens turned around. We can't refinance this property until debit it lowered. We owe around \$20,000 to Cascade Management as a management fee has not paid in the last 9 months. The replacement reserve is continually growing and it is being checked on to see if the deposit into this reserve can be suspended until the debt is lowered. There are some unclaimed replacement reserve requests that we can file for, that will be between \$7000-\$9000. This will have to be a multiple directional approach to fix this problem. Chris and Terri are checking into what can be done. Dave asked

Chris to provide a list of what replacement reserves can be used for. Who makes the decision to pull the reserve funds out? There was a question from Kneeland Park check history regarding the \$5,500 payment to Washington Community. Who is this and what is it for? Chris will be checking on this and will bring it to the next meeting. Chris is checking with Terri on these questions.

**Vice-Chair Haigh called for motion to approve the claims certification for July 2016 as noted above. Commissioner Gordon/Gjerstad moved and seconded the motion. Vice-Chair Haigh called for question. None opposed. Motion carried.**

**7. MANAGEMENT:**

**7.1 Variance Report – July 2016**

**7.1.1 The Coves:** Property is sitting at 98% occupancy and that should change to 100% September 1, 2016. This property is doing great with cash on hand and replacement reserves. The waitlist is 37 for 1 bedroom, 16 for 2 bedroom and 8 for 3 bedrooms.

**7.1.2 Kneeland Park:** We are at 100% occupancy. Cash position is ok and the replacement reserve could use some help. It is being looked into on who makes the decision on when and how much is being put into the reserve fund. The waitlist for this property is 37 for 2 bedroom, 27 for 3 bedroom and 10 for the 4 bedroom.

**7.1.3 Pine Garden:** 100% occupancy. Chris will be talking to Erin regarding the refund for the city from the water leak and will be pursuing this. There are 19 people on the waitlist for the conventional 1 bedroom. The waitlist is 1 for 1 bedroom, 69 for 2 bedroom, 46 for 3 bedroom and 15 for the 4 bedroom.

Chris will be working on budgets and is hoping to have budgets to us by October at the latest for all properties. It was discussed that the waitlist is purged every 6 months, a letter is sent out asking if the household still want to be on the waitlist, if no reply or mail comes back they are removed from the waitlist. Once a household comes to the top of the waitlist and there is an opening, than they are screened with a background check, rental history, and to see if they qualify for the program: income, assets, student status. The income verification is what takes the longest.

**8. DEVELOPMENT:**

**8.1 Bids for the Coves** to address the undercut and add a retaining wall, these bids are for fixing the entire side of the parking lot. There are only about 2-3 spots where the undercut is an issue. These bids are around \$40,000. We will be sending this back to the contractors for another bid to only address the problem areas. Once this has been done then we can proceed with the project. Once this is complete we can then focus on the other projects that need complete.

**9. UNFINISHED BUSINESS:**

**10. NEW BUSINESS:**

**10.1 Deb Dunithan, Mason County Grants / Contract Analyst.** - She wants to offer services with helping keep an eye out for grants that we may be interested in. Health and Safety would be a great start in looking for grants. Deb would like a copy of the latest inspection reports so she has an idea what of what area we may need some grants in. Kathy stated that the State Capital budget is a great place to start they are really big on health and safety.



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10.2 **Executive Director/Secretary-** Commissioner Gjerstad made suggestion that Shelly Bellisle be the Interim Executive Director/Secretary until the Housing Coordinator position is filled.

**Vice-Chair Haigh called for motion to approve Shelly Bellisle to be the Interim Executive Director/Secretary. Commissioner Gjerstad/Gorden moved and seconded the motion. Vice-Chair Haigh called for question. None opposed. Motion carried.**


10.3 **Election of Officers-** This was tabled until the next meeting on October 5, 2016

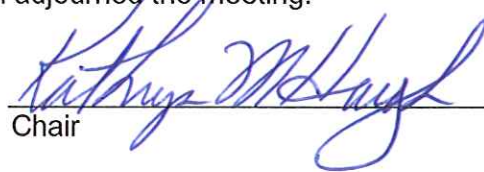
11. **FUTURE MEETINGS:** Next meeting will be October 5, 2016 @ 9:00 am

12. **BHA FUTURE MEETINGS:** Next meeting will be October 24, 2016 @ 5:30 pm

13. **ADJOURNMENT:**

There being no further business, Vice-Chair Haigh adjourned the meeting.

  
Executive Secretary

  
Chair

SEAL: