

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 **April 4, 2018**, AT THE MASON COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT, 415 NORTH SIXTH STREET, SHELTON, WA 98584

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

Present:

Commissioner John Bolender
Commissioner Kathy Haigh
Commissioner Gary Gordon

Also Present:

Shelly Bellisle, Mason County Community Services
Vita, Manager for The Coves
Victor, Maintenance for The Coves

3. **MINUTES:**

John made a motion to approve the March 7, 2018 meeting minutes. Gary seconded the motion. The minutes were approved.

4. **CHAIRMAN COMMENTS:**

Housing Alliance Conference: Kathy talked about an upcoming conference for the Washington Low Income Housing Alliance that is in May, in Yakima. They extended free registration if the Housing Authority is interested.

Dave Windom's Proposal: There was a proposal from the County of what the County staff would do for the Housing Authority. John wants some clarification on the .2 FTE. He would like the County to do an itemized invoice for the clerical support. He would like to see more language regarding the time spent on each item being completed. Would like to see time billed for actual time, not just a .2 FTE. John will work on language and an invoice and Kathy is meeting with Commissioner Shutty next week and will discuss the changes the Housing Authority would like to see on the proposal. Hoping to have approved by next week.

5. **COMMISSIONER COMMENTS/REPORTS:**

Meeting with Crossroads: John had a meeting with Crossroads and they discussed common areas that we work on and sharing resources and actual work requirements. There was discussion about sharing and combining resources. Crossroads is in the process of making some changes and we may be able to combine some overlapping responsibilities. The Housing Authority will make a list of our work requirements and John will give it to Crossroads to see if there is a fit in combining responsibilities.

6. **FINANCIAL:**

Financials will be looked at during the next meeting.

7. VARIANCE REPORTS:

We only had one variance report to go over and that was for Pine Garden, at this time there are 5 units open and operating on 82% occupancy. There is not much flexibility when it comes to the finances for this complex.

8. DEVELOPMENT:

Vita from The Coves talked about the trainings that she has attended and about the screening process. There is a 3rd party screener that does the background check and credit check and then they send it back to us with an approval or denial. Once this is done then the certification process can continue. She stated that there are only 2 units vacant at this moment, they both need flooring completed. People are ready to move in once this is complete.

There is a unit at Pine Gardens that had a kitchen fire and they haven't been able to start any work on this unit yet due to the insurance company has not been out to take pictures of the damage yet. Once they have, work will start immediately.

Vita and Sonja are working on starting a newsletter for the tenants.

The Rural development files are all caught up and now working on the HUD files. The HUD files need to go to Lisa Hawkins when completed for review.

Kathy asked Vita and Victor what is not working for them. Vita said that there are a lot of old files in the office that need cleaned up and sent to archives. They also stated that the shop at Pine Gardens was broken into and what was not taken will be going to the big shop at The Coves. They are worried about the storm water drainage at Kneeland Park. There are 2 apartments with mold due to the standing water. Tenant made a complaint; however, it has been very difficult to get into unit to do any necessary repairs. John will set up a meeting with Victor and an engineer to work on the drainage problem. Problems are due to the storm water on the hill and the creek.

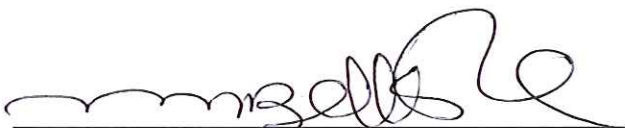
There is a new method for screening that started on April 1, 2018, what should be taking 14-48 hours will now be taking 10 days which is a huge concern.

9. FUTURE MEETINGS:

Next meeting will be held on May 2, 2018

10. ADJOURNMENT:

There being no further business, Chair Haigh adjourned the meeting at 9:42 a.m.


Clerk of the Board


Chair

SEAL:

