

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF MASON COUNTY (MCHA) HELD AT 2:30 P.M. ON **February 15<sup>th</sup>, 2023**, IN PERSON AT MASON COUNTY PUBLIC HEALTH DEPARTMENT CONFERENCE ROOM AND ONLINE VIA ZOOM

1. **CALL TO ORDER AND ROLL CALL:** George Blush called the meeting to order at 2:35 pm. Roll call was as follows:

**Present:** Frank Pinter, Dale Elmlund, George Blush, April Pooler

**Others present:** Dan Armstrong

**Public Comment:** None

**Chairman comments:** None

2. **Adoption of Agenda:** George Blush motioned to adopt the agenda, seconded by Dale Elmlund. Unanimously accepted.
3. **Approval of Minutes:** Approval of January 16<sup>th</sup>, 2023 minutes motioned by George Blush, seconded by Dale Elmlund. Approved unanimously.
4. **New business – Frank Pinter**
  - a. **Status of SAO (State Attorney's Office) audit –** Spoke with Tammy (the auditor) this morning, they will have at least a draft, if not completed, audit at the end of next week for us to review. That's going to be an experience and a half, to say the least. It is in Olympia now pending final review, what happens in that part of the process is that the work between different auditors is checked for consistency to consolidate and ensure the same results. So in a week and a half, maybe two, I will send it off to everyone as soon as we get a copy. They don't need to come forward to the board meeting to discuss it, I'll put a response together that we will adhere to moving forward.
  - b. **Status of Procurement and Personnel policy –** About 80% completed with both, draft is sent off to CPA and we are taking her recommendations and changes and adding those. A copy should be available next month.
  - c. **Status on lack of subsidy payments and resultant cash flow policy –** USDA has been processing. Cash flow is critically short. With Pine Garden, we are in a process. I have a meeting at 10 am tomorrow with a new servicing company whom is doing just Pine Garden to get the subsidized payments set back up again. With HUD, USDA has approved processing, we have gotten a subsidy payment last month, I believe we got one this month and we are continuing the process. We have been getting Bremerton payments for about 3-4 months now, but it is smaller scale, around \$3-5,000 depending. Columbia Bank has been bought out by Umpqua, so we are in the

process of transitioning to Umpqua bank as Columbia is who we used. They said this process will be transparent to the customer so we will see.

- d. **Potential new board member** – Becky Cronquist had put in an application to become a board member for the Housing Authority. Kathy Hague let her term expire, so Becky would be eligible to take Kathy’s position. The Board of Mason County Commissioners need to review her application and give us approval. I talked to the boards Secretary earlier and they will have that review on their agenda next Tuesday for approval. After that, we can bring her on. I need to contact Al (Emmons) and get a resignation letter as he is now out of state, and we can move forward on a replacement there as well.
- e. **2022 Financials being worked on by TDJ, CPA** – Spoke to Teresa last week, financials of 2022 should be ready in approximately 1-2 weeks from now. What threw a curveball in the process is that Cascade was supposed to finish the books at the end of the fiscal year, in September. Instead, Cascade ended up sending us an October transaction activity report that they did for the new fiscal year. Additional work had to be done to separate the two months as one was the ending of a year vs one being the beginning of a new year, adding extra work to the final drafting of financials.

5. **Old business** – Frank Pinter

- f. **Building maintenance and project by project update** – Dan Armstrong spoke to this topic. Roof has been replaced, almost done with 2 units on the left, a little work left to do on those. Submitted electrical bid to rewire 2 of the burn damage units, pending approval. General contractor bids coming in for that other process, once I get those other bids, I can submit those to the insurance, USDA, request money from the insurance, which will be approx. 100k from what insurance has told me. We’ve had quite a few catastrophes over last couple weeks, ceiling caved in, and it has slowed down repair process, but we are moving forward and have tenants scheduled to move in so far.

2. **Questions** – None

*Meeting closed @ 2:45 pm, opening an executive session.*

*Executive session closed @ 2:52 pm opening back to a regular session.*

- 3. **Action, if any, from the executive session** – No action enacted or conducted. There was consideration of sale of property discussed, no decisions were made and no action necessary.

4. **Future meeting is March 22<sup>nd</sup>, 2023**

5. **Adjournment of meeting**, motioned by George Blush, seconded by Dale Elmlund @ 2:53 pm. Meeting adjourned.

Meeting Minutes respectfully submitted by Cheryl Craig, MCPH

DRAFT