

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 2:30 P.M. ON **October 18th, 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: 30 pm. Roll call was as follows:

Present: George Blush, April Pooler, Becky Cronquist, Dan Armstrong, Randy Neatherlin, Dale Elmlund

Others present: Seth Davick – Ad West

Public Comment: None

Chairman comments: None

2. **Adoption of Agenda:** Becky Cronquist motioned to adopt the agenda, seconded by George Blush. Unanimously accepted.
3. **Approval of Minutes:** Approval of minutes motioned by Becky Cronquist, seconded by George Blush. Approved, unanimously.
4. **New business** – Becky Cronquist

Property Inspections & Updates –

- a. Going to start in November, we are going to break it down to quarters and put it on a spreadsheet where it is kind of random so that we don't repeat same one. It will be non-sequential. I hope others can help or join me. I will ask when a good time is to start and as soon as everyone has a day, I can set it up says Dan. George says, they need 3-days' notice, just keep that in mind and maybe having it be a Wednesday to not give them the whole weekend. I think we need to have oversight says Becky, instead of just staff doing it. When tenants move out, Dan can go in and look to see what needs to be done, and he says it will ensure what happened in the past doesn't happen again.
- b. Someone is interested in being on the board to replace the vacancy left by Alan. Her name is Loralynn Rogers, she has put her application in, hopefully whenever that process is done, we can visit the topic again. Since Dan is now our Maintenance Tech, all that he was doing now has to be taken over, says Becky. Dan said, there are a couple of invoices you guys need to look at, I emailed on the MRI, waiting for Pine to close, it's the management software we were using between Cascade and Ad-West, that's up until 2024. Once Pine closes and I'm sure we don't need Boston Post for any more things, I will call them and cancel. Pine should close by the end of this month. Becky said the other one I couldn't print out, CertPro was paid, part of fire

restoration, I've given that to Susan in the office, fire needs to come out of money we received for fire damage, Ad-West has that money, it has been forwarded over.

- c. The CPA needs to be paid, I met with her, and we are working on correcting and fixing all books from the time that Cascade was fired to when Ad-West took over, and making sure all adds up. They need to know mortgage payments and what's what.
- d. The lawyer recommended we settle, they tried to have non-disclosure at the end and we didn't do that. It is not possible as you're a public entity, says Randy. In order to pay that though you need to do that somehow in a public meeting, once paperwork comes through we can do that next month. Because you're a public entity, you legally have to says Randy. George explained, we had an issue with a contractor and we got it squared away for \$27,500 over the \$69,000+ lawyers fees they were trying to get us for, we came up to amount of \$27,500 in order to settle.

Becky motioned to pay the contractor \$27,500 out of the Kneeland park proceeds sale, to cover a lien, seconded by Dale. Approved.

The sale is closed so now all of that is over said George. I'd love to discuss and maybe an executive session about how we respond after what happened there. We will set that up and put it on the agenda for the next meeting.

5. **Old business** – Dan Armstrong

- e. Dan updated on Pine Garden and Kneeland Park apartments. Kneeland is done, Pine Garden projected to be done by the end of the month. Financials are submitted through new owners, everything on track, we are set to close by end of the month. That should come into our accounts also. Who will do financials going forward? The accountant, but we need to research a company through MINC to pay USDA and HUD. Seth said, we have a number of CPA's we work with and can make some recommendations. Once a draft is approved, it will be submitted directly to me says Seth. I'll have Alex send over some recommendations, says Seth. It's due at end of year, 12/31, so we want to get engaged and going so we can get started as soon as possible. So, we run on calendar year not fiscal, but it's due 90 days after the fiscal year. We are still working on getting all corrections for Pine Garden, unsure if this is achievable before the sale. Certification corrections, #40, unit 40, an attorney issued to a complier vacates, issue 2 termination notices, towards end of the month will issue those, they will need 30 days notice no matter the issue, and at the end of November if they haven't moved we will file eviction, this is a Fairmount.

Good of the Order:

- f. Randy asked Seth, do you have an attorney on staff that they could use for their executive session? If they do an executive session by person or litigation, by law, they must have an attorney present. I don't have one on staff says Seth, but I do have a contact who I think would be happy to call in for a meeting. Litigation for what? asks Becky. When you were talking about an executive session, by law there are only so many things you can go executive session for, one would be litigation. When it came to that entity, we already have an attorney, that's all done says George. This is more about having a letter on what to send to the public. An executive session has to fall under 5 things, and litigation all you need is an attorney on the phone or whatever, then you can have a closed talk of litigation or possible litigation, we have to do it under one of the 5 pretenses said Randy.

2. **Questions** – None

3. **Future meeting is November 15th, 2023**

4. **Adjournment of meeting**, motioned by George Blush, seconded by Becky Cronquist.
Meeting adjourned.