

HOUSING OPPORTUNITIES OF SW WASHINGTON BOARD OF COMMISSIONERS REGULAR MEETING

Monday, March 26, 2018 at 4:00 p.m.

820 11th Ave.

Longview, WA

Minutes to Regular Meeting

Chairperson Fischer called the meeting to order at 4:02 PM

PRESENT:

Chair, Bruce Fischer
Commissioner, Lori Bashor-Sarancik
Commissioner, Floyd "Gus" Nolte
Commissioner, Allan Rudberg
Secretary, Chris Pegg

ABSENT:

Commissioner, Peter Bennett
Vice Chair, Wayne Ostermiller

STAFF:

Becky Phillips, Finance Manager
Vickie Rhodes, Housing Program Supervisor
Jon Dieter, Director of Community Service
David Pennington, VIP Operations Manager
Ariana Anderson, Administrative Assistant

Katie Bonus, Asset Manager

GUESTS:

Scott Vydra, City Councilmember
John Steppert, Longview Resident
Linda Brigham, Longview Resident
Jeanne Daggett, Longview Resident

CHANGES AND ADDITIONS TO THE AGENDA: None

OPPORTUNITY FOR PUBLIC DISCUSSION:

City Councilmember, Scott Vydra announced a City Workshop scheduled for April 19th on utility rates for low income, multi-family housing. This could impact the Stratford and Sylvester Apartments.

STAFF REPORTS:

Finance Manager, Becky Phillips, discussed the financial reports and stated HOSWWA is on track for FY 2018. The fraud revenue is up resulting from a few clients paying off their repayments with their income tax returns. Although admin, tenant services, and property maintenance/management salaries are slightly over budget, employee benefits are 10% under budget which nets out to salaries/benefits being under budget. Health insurance increases were budgeted at 5% but came in at a 6.2% increase. We will see a slight increase to benefits starting in May. Dental and Vision premiums will stay the same. The utilities are under budget, however utilities are billed every other month and this will even out over the year. Monitoring will begin on the HAP Reserves, as we are now using our reserve funds. Lilac Place's tenant revenues are under budget due to unexpected vacancies.

Commissioner Nolte moved to approve the financial report as presented. Commissioner Bashor-Sarancik seconded the motion. No further discussion.

Motion passed unanimously.

CONSENT AGENDA:

Commissioner Nolte moved to approve the consent agenda as presented including February 2018 Vouchers as paid for Housing Opportunities and Lilac Place as well as uncollectable accounts. Commissioner Rudberg seconded the motion. No further discussion.

Motion passed unanimously.

CHAIRMAN AND SECRETARY REPORTS:

Chairman Fischer shared Secretary Pegg's notice to resign at the end of the year. Fischer appointed a selection committee, Jon Dieter, Vickie Rhodes, and Commissioners Nolte, and Ostermiller to begin the process of candidate selection. A new job description will be created to highlight important skills. The full Board will have final approval. There will be a two-part interview process, one with the Board of Commissioners, then one with staff. Commissioner Rudburg asked if Secretary Pegg should be on the committee. Secretary Pegg offered to assist however felt it inappropriate to play a large role in the selection of a new CEO. Chairman Fischer discussed development, housing background, and the Pacific County agreement in relation to the role of the next CEO will play. The board has decided to continue with development as stated in HOSWWA's Strategic Plan. Possible HOSWWA will need a CEO who is confident in development. The Board finds it very important candidates possess the passion and possess the credentials in housing (Section 8, HUD) as a requirement. Secretary Pegg reminded the Board there is currently a 15-year agreement with Pacific County for the Driftwood Point project as a Co-Partner with JPCHA. There is risk associated with the co-partnership that will require on-going monitoring and involvement, and responsibility for management of that project rests with HOSWWA. Secretary Pegg stated there was a landlord satisfaction survey sent out by Housing Program Supervisor, Vickie Rhodes to participating property owners within our jurisdiction. A survey monkey was sent out to 285 landlords via email. 44 responses were received. It asked:

- 1) How long have you been a landlord with our agency?
- 2) Which HA programs have you worked with?
- 3) How long does it take to get an inspection?
- 4) How efficiently do we operate?
- 5) How satisfied are you?
- 6) Will you rent to another program participant?
- 7) Are we responsive?
- 8) Are you interested in Lunch-n-Learn trainings?
- 9) Would you recommend us to others?

Vickie Rhodes discussed those results and concluded overall landlords find HOSWWA to be a satisfactory organization to work with and would recommend participation to others.

Secretary Pegg reported on passage of the final FY2018 spending bill. It includes an increase in Low Income Housing Tax Credits and an important reform to the program. The bill provides HUD programs with \$4.6 billion in additional funding overall compared to FY 2017 and more than \$12 billion above the president's FY 2018 request. The legislation includes a 12.5 percent allocation increase for the next four years for the 9 percent low-income housing tax credit (LIHTC), an income averaging option for LIHTC properties, and a \$4.7 billion annual budget increase for the U.S. Department of Housing and Urban Development (HUD). The Capital budget included \$107 million for affordable housing projects. Representative Jim Walsh assisted HOSWWA in getting a \$129,000 capital budget allocation for the Ocean Beach Hwy project. Commissioner Nolte recommended Chairman Fischer and the Board write a letter addressed to our Congressional leaders and to Rep. Jim Walsh for his generous donation.

Secretary Pegg disclosed as of today there are no updates or further correspondence regarding the Public Disclosure Commission (PDC) complaint. The audit has also been completed, with no findings.

Secretary Pegg informed the Board of this year's PNRC-NAHRO Annual Conference, held May 6-8 in Renton, WA. Secretary Pegg will be attending and will provide a presentation regarding Project Management. She will follow up and provide the board with more information. Administrative Assistant Ariana Anderson will reach out to Board members to see if there is interest in attending. Commissioner Bashor-Sarancik said she would like to attend. There are sessions for Commissioners and a full day of Commissioners Fundamentals.

UNFINISHED BUSINESS:

BOARD DISCUSSION/ACTION: Read More Learn More Update

Administrative Assistant, Ariana Anderson provided the Board with The Read More Learn More, Initiative update. She informed them of the Committees local book drive held March 12th through April 1st in efforts to receive donations of gently used or new children's books for each of HOSWWA's sites. A press release went out to the Daily News announcing the request as well as HOSWWA's website and social media account on FaceBook. Lori Lengyel, Resident Services Coordinator held a reading book challenge at Tulip Valley. The reward was to toss a cream pie at Lori. She had a great turn out and received 13 pies to the face! Commissioner Rudberg expressed some interest in joining the committee and asked to be placed on the correspondence list.

Ms. Anderson also reported on the presentation to the Woodland Rotary Club and their decision to provide two Little Libraries at Tulip Valley and Lilac Place.

BOARD DISCUSSION/ACTION: Update on Ocean Beach Hwy development.

Secretary Pegg informed the Board of the status on the Ocean Beach Hwy project. The Finance Commission received the Ocean Beach Hwy. project appraisal for the additional 2-acres and is currently working through the finances. Our closing date is set for the 30th of April. HOSWWA will be working with MWA Architects on this project. They have already completed the preliminary site plan for the first site. HOSWWA has previously worked with them on the Phoenix House and Lilac Place projects. Adding the 2-acres will create more options in developing the entrance site to the property. This also will allow development of over 100 units and is zoned for multifamily.

NEW BUSINESS:

BOARD DISCUSSION/ACTION: BOARD DISCUSSION/ACTION: Update on Strategic Plan.

Secretary Pegg stated she sent out a Press Release notifying the public of the annual update to HOSWWA's Strategic Plan and requesting feedback. Secretary Pegg noted she has only received two responses via email and invited them to the Board Meeting for the discussion. The input did not apply directly to the Strategic Plan, but was more closely related to City Council and city zoning ideas. Secretary Pegg suggested modification of a couple projected dates on page 12, Goal 3, Objective 2 from January to July. Commissioner Nolte moved to approve the Plan as amended. Commissioner Rudberg seconded the motion. There was no further discussion. Motion passed unanimously.

BOARD DISCUSSION/ACTION: Approval of Resolution 18-07, Revision of Tenant Based Rental Assistance(TBRA) Administrative Policy

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Vickie Rhodes, Housing Program Supervisor, discussed requested changes to the TBRA administrative plan. She requested an increase in the maximum security/utility deposit to \$1000. This is inconsistent with TBRA guidelines. The program is subjected to new participants only and is a transitional housing program.

Commissioner Nolte moved to approve Resolution 18-07 as presented. Commissioner Rudberg seconded. No further discussion.
Motion passed unanimously.

EXECUTIVE SESSION: None scheduled.

There being no further business to discuss Chairperson Fischer adjourned the meeting at 5:10 p.m.

SCHEDULING OF NEXT REGULAR MEETING: April 23, 2018

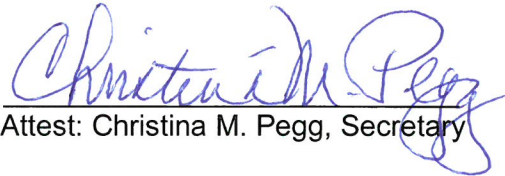
Respectfully submitted by:

CHRISTINA M. PEGG, Chief Executive Officer

BOARD APPROVAL OF MINUTES



Bruce Fischer, Chairperson



Attest: Christina M. Pegg, Secretary