

**HOUSING AUTHORITY OF THE CITY OF LONGVIEW
Db a Housing Opportunities of SW WA
BOARD OF COMMISSIONERS REGULAR MEETING**

February 22, 2016

Monday, at 4:00 PM

820 11th Avenue

Longview, WA.

Minutes to Regular Meeting

Chairperson Bashor-Sarancik called the meeting to order at 4:05 PM

Present

Absent

Commissioners

Lori Bashor-Sarancik, Chair
Linda Brigham, Vice Chair
Wayne Ostermiller, Commissioner
Bruce Fischer, Commissioner
Peter Bennett, Commissioner
Floyd "Gus" Nolte Commissioner
Christina M. Pegg, Secretary

Staff

Chris Pegg, Secretary, CEO
Vickie Rhodes, Housing Programs Manager
Katie Bonus, Asset Manager
Jon Dieter, Director of Community Services
Tom Drake, Director of Finance
Becky Phillips, Finance Manager
Gary G. Gray, Admin. Asst.

CHANGES AND ADDITIONS TO THE AGENDA:

Addition to New Business: **Resolution No 16-01 Lilac Place Checking Acct.**

PUBLIC COMMENT: No comments

BOARD COMMITTEE REPORTS: Finance Committee

- Commissioner Fischer and Chairperson Bashor- Sarancik discussed the financial report and asked Tom Drake to provide further updates to the January Financials. All questions raised by the Commissioners were satisfactorily addressed. Commissioner Fischer also asked that future monthly agendas be changed to read Monthly Reports instead of Board

Committee Reports to allow for discussion on Property Management Reports as well.

- Commissioner Fischer commented on the resignation of Tom Drake, Director of Finance. Commissioner Fischer said Mr. Drake will be sorely missed and thanked him for his exemplary performance as Director of Finance.

CEO Pegg also informed the Board that Mr. Drake will be performing fee accounting duties on an hourly basis for the remainder of this fiscal year to allow time for a sufficient assessment of this alternative arrangement to determine whether it will be necessary to hire a replacement Director of Finance. Mr. Drake presented a complete list of work he will be performing as a fee accountant. It is expected these services will involve one day per month throughout the year and up to two weeks for preparation of year end financial documents. Becky Phillips, General Ledger Accountant, will be promoted to Interim Finance Manager during this period.

CONSENT AGENDA:

Commissioner Fischer moved to approve the Consent Agenda as presented. Commissioner Brigham seconded the motion.

Discussion – **None**

Motion passed unanimously.

CHAIRMAN AND SECRETARY REPORTS:

- Staff reported on hot water heater failure issues at Lilac Place. The cause of these issues is unknown at this time. Staff is in communication with the manufacturer, the plumber responsible for installation and a local attorney. All hot water heaters will be inspected and replaced if necessary. Staff will continue to update the Board on progress on these discussions. Chairperson Bashor-Sarancik requested an update on the meeting with Drug Court representatives. Katie Bonus, Asset Manager, discussed the meeting and progress made on improving communication between our staff and Drug Court staff when issues arise at Phoenix House. Secretary Pegg reported on her work on a Stage 1 Housing Trust Fund application for funding for housing and services for homeless youth. The application is due March 1, 2016. If the application is well received then a Stage 2 application would be submitted in September, 2016. If funded, we would be notified in December 2016. Janus Youth Programs out of Multnomah County would be the service provider partner on the project. Secretary Pegg reported that Senator Patty Murray visited the 33rd Avenue housing for Homeless Veterans. The Daily News was present as well and wrote an article. Senator Murray was impressed with what she saw and heard

and liked how the veteran she interviewed was so comfortable in his home.

- Secretary Pegg also reported that Reliable Enterprises new project, Reliable Homes, was selected for funding. The project includes use of project based vouchers approved by the Board in 2015 and will house homeless families and individuals, including Veterans.
- Secretary Pegg reported that Cowlitz County was selected as one of three teams for the 100 day Challenge to End Family Homelessness. This is a technical assistance project led by staff from Building Changes to assist counties in re-evaluating their current service structures to look for opportunities to streamline and improve efficiency with the goal of ending family homelessness.

Secretary Pegg also updated the Board on Housing Advocacy Day, and the "Tiny Homes" project she toured in Olympia that provided permanent supportive housing for chronic homeless individuals and families.

UNFINISHED BUSINESS:

- **Board Discussion: Discussion Proposed By-Laws Amendment**
Chairperson Bashor-Sarancik recommended this discussion be tabled to the March Board meeting to allow sufficient time for commissioners to review the proposed amendments. Commissioners agreed by consent.

NEW BUSINESS:

- **Board Action: Approval of Updated Maintenance Charges**

Asset Manager Katie Bonus made a presentation on the proposed maintenance charges. She noted the last time these charges were updated was in 2004 although costs have gone up during that time.

Commissioner Fischer moved to approve proposed Maintenance Charges. Commissioner Nolte seconded the motion.

Discussion: None

Motion approved unanimously.

- **Board Action: Approval of Purchasing Limit for VIP Driver**

Jon Dieter, Director of Community Services, requested approval of a credit card for the VIP Driver. This position is responsible for upkeep of VIP vehicles and it is difficult and time consuming for him to request and get approval for every minor repair, maintenance charge or gas fillup. The Credit

card would have a \$1500 limit with \$300 limit per occurrence. The \$1500 limit is standard for all company credit cards. There are procedures in place to verify all credit card purchases to prevent fraud and abuse.

Commissioner Fischer moved to approve a credit card for the VIP Driver with a per occurrence limit of \$300. Seconded by Commissioner Ostermiller.

Discussion followed.

Motion approved unanimously.

➤ **Board Action: Approval to Increase Property Management Fees**

Secretary Pegg requested approval of an increase in in-house property management fees to cover increased expenses. She reported fees were last adjusted in 2006.. Adjusted fees would be set at 7.5%.

Commissioner Ostermiller moved to approve an increase in property management fees to 7.5%. Commissioner Bennett seconded the motion.

Discussion followed. The Board questioned local and statewide practice. Secretary Pegg reported fees average between 5-10%.

Motion passed unanimously.

➤ **Board Discussion/Action: Approval of Resolution No. 16-01 Establishing a Checking Account for Lilac Place LLLP.**

Tom Drake, Director of Finance, made presentation to the board about the need for this new account and answered all questions satisfactorily.

Commissioner Fischer moved to approve Resolution No. 16-01 Establishing a Checking Account for Lilac Place LLLP. Commissioner Ostermiller seconded motion.

Discussion: None.

Motion passed unanimously.

EXECUTIVE SESSION: None scheduled.

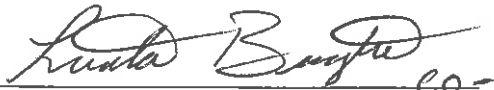
SCHEDULING OF NEXT REGULAR MEETING:

There being no further business to discuss, Chairperson Bashor-Sarancik adjourned the board meeting at 5:30 PM.

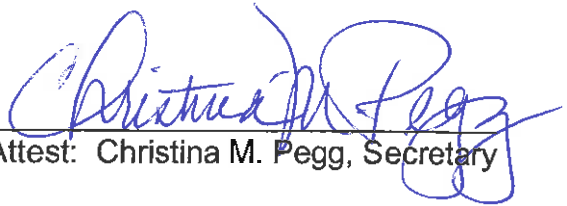
Respectfully submitted by:

CHRISTINA M. PEGG
Secretary

BOARD APPROVAL OF MINUTES



Leri Bashor-Sarancik, Chairperson
Linda Brigham



Attest: Christina M. Pegg, Secretary