

**LONGVIEW HOUSING AUTHORITY  
BOARD OF COMMISSIONERS REGULAR MEETING**

Monday, November 24, 2014 at 4:00 p.m.

820 11<sup>th</sup> Avenue

Longview, WA

Minutes to Regular Meeting

Chair Ostermiller called the meeting to order at 4:00 PM

Present

Chair, Wayne Ostermiller  
Vice Chair, Linda Brigham  
Commissioner, Lori Bashor Sarancik  
Commissioner, Bruce Fischer  
Commissioner, Joan Lemieux  
Secretary, Chris Pegg

Absent

Staff Present

Katie Bonus, Vickie Rhodes, Jon Dieter, Tom Drake, Susie Marion

Public Present – Pamela Fierst

**CHANGES AND ADDITIONS TO THE AGENDA:** None.

**OPPORTUNITY FOR PUBLIC DISCUSSION:** No comments.

**CONSENT AGENDA**

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

Discussion:

Commissioner Fischer requested that Finance Director Tom Drake provide a financial update for the entire Board since the Finance Committee did not meet. Tom Drake presented a financial report and a brief question and answer period followed.

Motion passed unanimously.

**BOARD COMMITTEE REPORT:** None. The Finance Committee did not meet this month.

**CHAIRMAN AND SECRETARY REPORTS:**

Chairperson Ostermiller reminded the Board of the upcoming Annual Meeting on January 26<sup>th</sup> at the Women's Club in Longview, WA. It will follow the same format as last year's annual meeting. He also asked Board members to consider serving as Chair or Vice Chair as elections will take place at the Annual meeting. Chairman Ostermiller also

discussed the upcoming Strategic planning retreat and specific items he would like to see discussed and prioritized at that time. Discussion followed. Secretary Pegg reminded the Board the retreat hadn't been scheduled yet because the City of Longview hasn't formally announced the new Board member appointment. That is expected to happen during the month of December.

Secretary Pegg updated the Board on state and federal budget discussions.

**INTRODUCTION OF STAFF** – There was no staff introduction.

**PRESENTATION:**

Staff presented Pamela Fierst, General Manager at the Red Lion in Kelso, WA, with a NAHRO Roll of Achiever plaque in recognition of her commitment to success as a former participant of the Family Self Sufficiency and Housing Choice Voucher Program.

**UNFINISHED BUSINESS**

- 1. BOARD ACTION – Approval of Resolution 15-08 Confirming and Amending Resolution 13-15 Regarding the Closing of the Permanent Loan with WCRA for Lilac Place Apartments**

A motion was made by Commissioner Fischer to approve Resolution 15-01 approving inter-program loans in connection with Lilac Place. Commissioner Bashor Sarancik seconded the motion.

Discussion:

Secretary Pegg requested the Board approve this resolution amending the amount of the loan on the previous resolution. Discussion followed.

Motion passed unanimously.

**NEW BUSINESS:**

- 1. BOARD ACTION Approval of Resolution 15-06 Authorizing Revision to the Section 8 Administrative Plan**

A motion was made by Commissioner Fischer to approve Resolution 15-02 authorizing revisions to the Section 8 Administrative Plan. Commissioner Bashor Sarancik seconded the motion.

Discussion:

Housing Programs Supervisor Vickie Rhodes provided an explanation of the changes that were made to the Administrative Plan and requested Board approval. Brief discussion followed.

Motion passed unanimously.

**2. BOARD ACTION – Approval of Resolution 15-07 Authorizing Amendments to the Procurement Policy**

A motion was made by Commissioner Fischer to authorize amendments to the Procurement Policy. Commissioner Brigham seconded the motion.

Discussion:

Director of Finance Tom Drake briefly explained the requested amendments to the procurement policy. Discussion followed.

Motion passed unanimously.

**3. BOARD ACTION – Approval of Project Coordinator and Project Laborer job descriptions and salary ranges.**

A motion was made by Commissioner Fischer to approve Project Coordinator and Project Laborer job descriptions. Commissioner Brigham seconded the motion.

Discussion:

Asset Manager Katie Bonus described the two positions and the appropriate salary ranges and requested Board approval. Brief discussion followed.

Motion passed unanimously.

**4. BOARD ACTION – Approval of Capitalization Policy**

A motion was made by Commissioner Bashor Sarancik to approve the Capitalization Policy. Commissioner Lemieux seconded the motion.

Discussion:

Finance Director Tom Drake provided a brief description of the proposed Capitalization Policy. Discussion and questions followed.

Motion passed unanimously.

**5. BOARD ACTION – Approval of Professional Services Agreement with Freedman Associates, LLC**

A motion was made by Commissioner Fischer to approve the Professional Services Agreement with Freedman Associates, LLC. Commissioner Lemieux seconded the motion.

Discussion:

Secretary Pegg reported that Daniel Freedman had been laid off by the Agency on 11/30/2014. Mr. Freedman was formerly Director of Development for the agency however he was laid off due to lack of on-going development. He also conducted hearings for the agency for the assisted housing programs. Approval of the contract will allow Mr. Freedman to complete final development work on both Lilac Place and

Stratford Arms Apartments. It would also allow staff to continue to utilize his services as for Hearings. The agency elected not to advertise for these services since Mr. Freedman has been involved with them for some time. It would be a continuation and completion of existing work. Discussion followed.

Motion passed unanimously.

**EXECUTIVE SESSION:** None scheduled.

Chairman Ostermiller adjourned the meeting at 5:10 p.m.

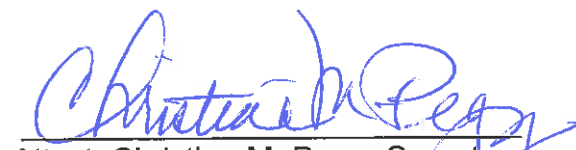
**SCHEDULING OF NEXT REGULAR MEETING:** **December 22, 2014**

Respectfully submitted by:

CHRISTINA M. PEGG, Chief Executive Officer

**BOARD APPROVAL OF MINUTES**

  
Wayne Ostermiller, Chairperson

  
Attest: Christina M. Pegg, Secretary