LONGVIEW HOUSING AUTHORITY
BOARD OF COMMISSIONERS SPECIAL MEETING
FRIDAY, December 6, 2013 at 4:00 p.m.
820 11th Avenue
Longview, WA
Minutes to Special Meeting

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

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

Absent

Staff
Finance Director, Tom Drake

Public
2 members of the public were present

➢ OPPORTUNITY FOR PUBLIC DISCUSSION – The public present asked questions about who would be served by the Lilac Place project. Secretary Pegg replied the project would house 38 families, 75% of which would be formerly homeless. The remainder must be income qualified and pass tenant selection criteria.

NEW BUSINESS

1. BOARD APPROVAL: Resolution 14-04 authorizing inter-program loans in connection with the financing of the Lilac Place project.

A motion was made by Commissioner Fischer to approve Resolution No. 14-04 authorizing inter-program loans in connection with the financing of the Lilac Place project. Commissioner Brigham seconded the motion

Discussion:
Secretary Pegg informed the Board of the terms of the loan and answered questions.

Motion passed unanimously.

SCHEDULING OF NEXT REGULAR MEETING:

December 30th, 2013
There being no further business to discuss, Chairman Ostermiller adjourned the special board meeting at 4:45 PM

CHRISTINA M. PEGG,
Chief Executive Officer

BOARD APPROVAL OF MINUTES

Wayne Ostermiller, Chairperson

Attest: Christina M. Pegg, Secretary
LONGVIEW HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Monday, November 25th at 4:00 p.m.
820 11th Avenue
Longview, WA
Minutes to Regular Meeting

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

Present
Chair, Wayne Ostermiller
Vice Chair, Linda Brigham
Secretary, Chris Pegg
Commissioner, Bruce Fischer
Commissioner, Joan Lemieux
Commissioner, Lori Bashor-Sarancik
Commissioner, Axel Swanson (participated by phone)

Absent

Staff
Finance Director, Tom Drake
Direct of Comm. Services, Jon Dieter
Asset Manager, Katie Wilkie
Asst Hsg. Prog. Mgr., Vickie Rhodes
Development Director, Dan Freedman
Asst. Prop. Mgr., Patty Olson

Public

➢ CHANGES & ADDITIONS TO THE AGENDA, IF ANY: Chairman Ostermiller added two agenda items: New Business – Approval of Resolution 14-03 Declaration of Blackstone Apartments as Surplus Property and an Executive Session to discuss Personnel Issues

➢ OPPORTUNITY FOR PUBLIC DISCUSSION – No public present

CONSENT AGENDA

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

Discussion:
None

Motion Passed Unanimously.
BOARD COMMITTEE REPORTS:

Commissioner Bashor-Sarancik provided a report from the Finance Committee. She discussed the financial impacts of the recent closing of Lilac Place on both year end financial position and the first month of FY14. A staff error resulted in the use of restricted funds when closing with US Bank.

Commissioner Fischer moved to approve the Finance Report as presented. Commissioner Brigham seconded the motion

Discussion:
None

Motion passed unanimously.

CHAIRMAN AND SECRETARY REPORT:

- Chairman Ostermiller had no report for this month.
- Secretary Pegg reported on the closing of the Family Finance Resource Center. She also informed the Board about the Requests for Proposals received by Cowlitz County for Document Recording fees. $1,229,041 in requests were made by 6 different organizations. LHA submitted a proposal for continued funding of the Landlord Liaison Program in the amount of $67,207. Decisions will be made by the County before the end of the year. Secretary Pegg also reported on the award of funding from Home Depot in the amount of $250,000 for rehabilitation of Stratford Arms, Hemlock and 33rd Ave. She also informed the board on continued development of the new Supportive Services for Veteran Families (SSVF). Staff have purchased a used RV that will be converted to office space for mobile outreach to rural areas of the 4 county jurisdiction.

INTRODUCTION OF STAFF
Patty Olson – Assistant Property Manager

UNFINISHED BUSINESS

1. STAFF PRESENTATION: DEVELOPMENT UPDATE
Dan Freedman, Development Director, presented an update on rehabilitation at Stratford Arms Apartments. The Historic Preservation Committee granted approval on the window design and material selection. A contractor has been selected, CDK Construction, and work should be completed by April 2014. The recent award of additional funding from Home Depot will allow the agency to complete some of the alternate items such as plumbing that was not possible under the existing Housing Trust Fund contract.
Mr. Freedman also reported on construction progress at Lilac Place. Work is progressing as scheduled and the project is slated for completion in June 2014. We are still awaiting word on additional grant applications pending from Home Depot, WA State Housing Trust Fund and Federal Home Loan Bank. We expect to receive notification by mid-December.

2. BOARD ACTION: APPROVAL OF CONSTRUCTION CONTRACT WITH CDK CONSTRUCTION FOR PHASE 2 REHAB WORK AT STRATFORD ARMS APARTMENTS

Commissioner Brigham moved to allow LHA's CEO to enter into a construction contract with CDK Construction Services for Phase 2 of the Stratford Arms rehabilitation.
Commissioner Fischer seconded the motion.

Discussion:
None

Motion passed unanimously.

NEW BUSINESS

1. BOARD DISCUSSION/ACTION: APPROVAL OF RESOLUTION 2014-03 DECLARING THE BLACKSTONE APARTMENTS AS SURPLUS PROPERTY

A motion was made by Commissioner Fischer to approve Resolution No. 2014-03 Declaring Blackstone Apartments as surplus property.
Commissioner Bashor-Sarancik seconded the motion.

Discussion:
Secretary Pegg presented the resolution developed per the Sale of Longview Housing Authority Property policy requirements. Commissioners questioned the impact of any possible rent increases on current residents. Katie Wilkie, Asset Manager, reported that staff had looked at similar rental units on the market in the same area which indicate rental rates at the Blackstone are currently equal to other similar market rate units. Commissioner Lemieux questioned the similarity since the Blackstone is so unique. Discussion followed.

Motion passed unanimously.

EXECUTIVE SESSION: PERSONNEL ISSUE
Chairman Ostermiller convened the executive session at 5:05 p.m. stating it would last for 35 minutes. At 5:40, Chairman Ostermiller extended the session an additional 5 minutes to 5:45. At 5:45 and at the request of Commissioner Swanson the session was extended for an additional 5 minutes. Chairman Ostermiller adjourned the executive session at 5:50 p.m. and reconvened the regular monthly board meeting.
SCEDULING OF NEXT REGULAR MEETING:

December 30th, 2013

There being no further business to discuss, Chairman Ostermiller adjourned the regular board meeting at 6:00 PM

CHRISTINA M. PEGG,
Chief Executive Officer

BOARD APPROVAL OF MINUTES

Wayne Ostermiller, Chairperson

Attest: Christina M. Pegg, Secretary
LONGVIEW HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Wednesday, October 28th at 4:00 p.m.
820 11th Avenue
Longview, WA
Minutes to Regular Meeting

Chairman Ostermiller called the meeting to order at 4:05 PM

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

Absent
Commissioner, Axel Swanson

Staff
Finance Director, Tom Drake
Direct of Comm. Services, Jon Dieter
Asset Manager, Katie Wilkie
Asst Hsg. Prog. Mgr., Vickie Rhodes
Development Director, Dan Freedman
Vet. Case Mgr., Morris Guiendon

Public
Bob Gregory, Longview City Mgr.
George Raiter
Merrill Wallace, Chair, Mason County HA

➤ CHANGES & ADDITIONS TO THE AGENDA, IF ANY: Chairman Ostermiller rearranged the agenda allow guests to leave earlier. The Commerce Ave. discussion and the Approval of the Management Agreement with Mason County Housing Authority will take place immediately following the presentation of the financial and property reports.

➤ OPPORTUNITY FOR PUBLIC DISCUSSION – No public present

CONSENT AGENDA
➤ Review of the Minutes for September 2013 regular meeting

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

Discussion:
None
Motion Passed Unanimously.

BOARD COMMITTEE REPORTS:

Commissioner Fischer stated the Finance Committee did not meet this month. He did bring up the question about why our HUD funding is based on a calendar year while we operate on a different fiscal year. The Board and staff briefly discussed the possibility of synching the two however no action was taken.

UNFINISHED BUSINESS

1. BOARD DISCUSSION: Commerce Avenue Development. City Manager Bob Gregory and George Raiter presented an update on possible development of the property directly across the street from the Columbia Theatre on Commerce Ave. Cardon Development Group currently has the property in escrow until March 2014. They are exploring all options for development at this time. They fielded questions from the Board. No action was taken.

NEW BUSINESS

1. BOARD DISCUSSION/ACTION: Approval of Management Agreement with Mason County Housing Authority. Merrill Wallace, Chairman of the Board of the Mason County Housing Authority (BHA) presented a brief history of the Mason County Housing Authority and their former involvement with Bremerton Housing Authority until 2009 at which time the Board of BHA voted to divest of the management of small housing authority properties. Mason County HA then contracted with private property management companies. The most recent company has given a 30 day notice to terminate their contract and they will have no property management staff as of 10/31/2013. Mason County HA Board is seeking approval from the Longview HA Board to enter into a Management Agreement to manage the 109 units of affordable housing owned by Mason County HA.

A motion was made by Commissioner Fischer to approved the agreement as written. Commissioner Brigham seconded the motion.

Discussion:
Staff presented the plan and fee schedule for management of the property and discussion followed. The management agreement as written allows for either party to terminate the agreement at any time on not more than 60 days notice if necessary.

Motion passed unanimously.

CHAIRMAN AND SECRETARY REPORT:

- Vice-Chair Brigham reported on her volunteer involvement during the recent Veterans Stand Down.
Secretary Pegg on the on-going budget discussions at the federal level. Industry groups expect funding for 2014 to remain flat or slightly reduced.

INTRODUCTION OF STAFF
Morris Guiendon – Veteran Case Manager

UNFINISHED BUSINESS

2. STAFF PRESENTATION: Development Update. Development Director Dan Freedman updated the Board on the current status of Lilac Place in Woodland, WA. The project is now under construction and proceeding smoothly. Her circulated pictures of the current site. Project completion is scheduled for 7/1/2014.
He also presented an update on the current work on the Stratford Arms Apartments. Bids came in $280,000 over budget so alternatives and a revised scope of work are being considered at this point.
Asset Manager Katie Wilkie presented an update on the 17th Ave. home. LHA’s construction crew did the majority of work on this project. The project was finished early and at budget.
Ms. Wilkie also discussed the $114,000 in rehab work on the recently acquired Beechwood duplexes. The LHA Construction crew did parts of this work as well. The required work has been completed and there is funding left over. They will now begin additional work on the buildings including replacement of windows.

No action was taken.

NEW BUSINESS

2. BOARD DISCUSSION / ACTION: Resolution 14-01 – Approval of adjustments to the Family Payment Standard schedule. Staff presented a recommendation to increase Payment Standards for all 4 counties as a result of the reduction in Fair Market Rents (FMR) by HUD effective 10/1/2013.

A motion was made by Commissioner Fischer to approve Resolution 14-01.
Commissioner Lemieux seconded the motion.

Discussion:
The Board discussed impacts on assisted families if not adjustment was made as well as alternatives.

Motion Passed Unanimously.

3. BOARD DISCUSSION/ACTION: Resolution 14-02 – Annual SEMAP (Section 8 Management Assessment Program) Certification for FY 2013. Staff presented the SEMAP Certification for FY 2013.
A motion was made by Commissioner Fischer to approval Resolution 14-02 as presented. Commissioner Bashor Sarancik seconded the motion.

Discussion:

The staff discussed the impact of reduced administrative fees on staffing and their ability to meet all of the requirements associated with SEMAP.

Motion passed unanimously.

EXECUTIVE SESSION:

• None

SCHEDULING OF NEXT REGULAR MEETING:

November 25, 2013

There being no further business to discuss, Chairman Ostermiller adjourned the regular board meeting at 6:30 PM

CHRISTINA M. PEGG,
Chief Executive Officer

BOARD APPROVAL OF MINUTES

Wayne Ostermiller, Chairperson

Attest: Christina M. Pegg, Secretary
LONGVIEW HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Wednesday, September 23th at 4:00 p.m.
820 11th Avenue
Longview, WA
Minutes to Regular Meeting

Chairman Ostermiller called the meeting to order at 4:06 PM

Present
Chair, Wayne Ostermiller
Vice Chair, Linda Brigham
Secretary, Chris Pegg
Commissioner, Bruce Fischer
Commissioner, Joan Lemieux

Absent
Commissioner, Lori Bashor-Sarancik
Commissioner, Axel Swanson

Staff
Finance Director, Tom Drake
Direct of Com. Services, Jon Dieter
Asset Manager, Katie Wilkie
Asst Hsg. Prog. Mgr., Vickie Rhodes
Rental Success Coor., Matthew Sevier

➤ CHANGES & ADDITIONS TO THE AGENDA, IF ANY: Approval of Banking Resolution 13-20

➤ OPPORTUNITY FOR PUBLIC DISCUSSION – No public present

CONSENT AGENDA
➤ Review of the Minutes for July 2013 and special meetings on September 4th, 2013 and September 18th, 2013
  • Commissioner Brigham requested the minutes for the September 4th Special meeting be corrected to record she abstained when voting to approve Secretary Pegg’s involvement in the discussions regarding Commerce Ave. development.

Commissioner Brigham moved to approved the Consent Agenda as corrected. Commissioner Lemieux seconded the motion.

Discussion:
None

Motion Passed Unanimously

October 28, 2013
Regular Board Meeting
BOARD COMMITTEE REPORTS:

Commissioner Fischer presented the Finance Committee Report. Much of the committee meeting concerned the FY2014 Budget which was presented for approval later in the meeting.

CHAIRMAN AND SECRETARY REPORT:

- Chairman Ostermiller asked the Board to consider scheduling of a mini retreat later in the year to review and update the strategic plan
- Secretary Pegg reported that State revenue forecasts are up for the coming year. She also reported that impacts of a possible government shut down are unknown at this time. Industry leaders are hoping for a clean resolution at the current funding levels as a best case scenario at this time.

INTRODUCTION OF STAFF
Patty Forrest – AmeriCorps Volunteer, Resident Services Coordinator

UNFINISHED BUSINESS

1. BOARD DISCUSSION: Staff presented a brief update on development activities to date. No action was taken.

NEW BUSINESS

1. BOARD DISCUSSION/ACTION: Approval of Resolution 13-19: Adoption of the Annual Budget for Fiscal Year 2014

A motion was made by Commissioner Fischer to approve Resolution 13-19 to adopt the Annual Budget for FY 2014. Commissioner Brigham seconded the motion.

Discussion:
There was a brief discussion of revenue and expense projections for the coming year. The majority of staff will remain at FY2013 furloughed hours due to Housing Choice Voucher administrative fee reductions and other agency expenses have been cut as well. There was also no cost of living adjustment in this budget.

Motion Passed Unanimously

2. BOARD DISCUSSION / ACTION: Approval of Resolution 13-20 - Approval to open bank account at Columbia Bank

A motion was made by Commissioner Lemieux to approve Resolution 13-20: Commissioner Brigham seconded the motion.
Discussion:
Tom Drake, Finance Director, explained the purpose of the Resolution.

Motion Passed Unanimously

EXECUTIVE SESSION:
• None

SCHEDULING OF NEXT REGULAR MEETING:

October 28, 2013

There being no further business to discuss, Chairman Ostermiller adjourned the regular board meeting at 5:05 PM

CHRISTINA M. PEGG,
Chief Executive Officer

BOARD APPROVAL OF MINUTES

Wayne Ostermiller, Chairperson

Attest: Christina M. Pegg, Secretary
LONGVIEW HOUSING AUTHORITY
BOARD OF COMMISSIONERS SPECIAL MEETING
Wednesday, September 18th at 4:00 p.m.
820 11th Avenue
Longview, WA
Minutes to Special Meeting

Vice Chair Linda Brigham called the meeting to order at 4:04PM

Present
Vice Chair, Linda Brigham
Secretary, Chris Pegg
Commissioner, Bruce Fischer
Commissioner, Joan Lemieux

Absent
Chair, Wayne Ostermiller
Commissioner Lori Bashor-Sarancik
Commissioner, Axel Swanson

Staff
Housing Dev. Mgr. Dan Freedman
Rental Success Coor., Matthew Sevier

Public
None

➢ CHANGES & ADDITIONS TO THE AGENDA, IF ANY: None
➢ OPPORTUNITY FOR PUBLIC DISCUSSION

UNFINISHED BUSINESS:

BOARD ACTION: Approval of Resolution 13-17 authorizing staff to apply to Housing Trust Funds for Lilac Place.

• A motion was made by Commissioner Fischer to approve Resolution 13-17 authorizing staff to apply to Housing Trust Funds for Lilac Place. Commissioner Joan Lemieux seconded the motion.

Discussion:
None

Motion passed unanimously
BOARD ACTION: Approval of Resolution 13-18 authorizing staff to apply for a loan in the amount of $409,849 from Impact Capital on behalf of the development of Lilac Place

- A motion was made by Commissioner Fischer to approve resolution 13-18 authorizing staff to apply for a loan in the amount of $409,849 from Impact Capital on behalf of the development Lilac Place. Commissioner Joan Lemieux seconded the motion.

Discussion:
None

Motion passed unanimously

SCEDULING OF NEXT REGULAR MEETING: September 23RD, 2013

There being no further business to discuss, Vice Chair Brigham adjourned the special board meeting at 4:09 PM

CHRISTINA M. PEGG,
Chief Executive Officer

BOARD APPROVAL OF MINUTES

Wayne Ostermiller, Chairperson
Attest: Christina M. Pegg, Secretary
LONGVIEW HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Wednesday, September 4th at 4:00 p.m.
820 11th Avenue
Longview, WA
Minutes to Regular Meeting

Chairman Ostermiller called the meeting to order at 4:06PM

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

Absent
None

Staff
Finance Director, Tom Drake
Director of Com. Services, Jon Dieter
Asset Manager, Katie Wilkie
Asst. Hsg. Prog. Mgr., Vickie Rhodes
Housing Dev. Mgr. Dan Freedman
Rental Success Coor., Matthew Sevier

Public
Floyd ‘Gus’ Nolte, DAPC Executive Director

➤ CHANGES & ADDITIONS TO THE AGENDA, IF ANY: None
➤ OPPORTUNITY FOR PUBLIC DISCUSSION

CONSENT AGENDA
➤ Review of the Minutes for July 2013
  • Chairman Ostermiller identified the minutes to the regular meeting as incorrect. June 24th regular minutes were included instead of the July 22nd regular minutes.

Commissioner, Bruce Fischer moved to include the July meeting minutes in the September 23rd regular board meeting. Commissioner Lemieux seconded motion.

Discussion:
None

Motion Passed Unanimously
✓ Approve July 2013 Vouchers as paid
✓ Approve Write-Off of Doubtful Accounts

Commissioner Fischer moved to approve the July 2013 Vouchers as paid and to approve Write-Off of Doubtful Accounts as presented. Commissioner Bashor-Sarancik seconded.

Discussion:
None

Motion Passed Unanimously

✓ Approval of Financial Reports for July of 2013
  • Chairman Ostermiller and Commissioner Fischer had questions regarding dollar amounts and accounts payable nomenclature. Finance Director Tom Drake answered the questions posed by the board for clarification.

A motion was made by Commissioner Fischer to approve the Financial Report for July of 2013. Commissioner Bashor-Sarancik seconded.

Discussion:
None

Motion Passed Unanimously

CHAIRMAN AND SECRETARY REPORT:

• Chairman Ostermiller introduced Secretary Pegg and DAPC Executive Director, Gus Nolte who oversees the Phoenix House. Secretary Pegg reported the Phoenix House development timeline and the trials and tribulations and the hard work which led to a success. Secretary Pegg found the property in the City of Kelso and in July 2009, Phoenix House was finished. Gus Nolte discussed the positive impact Phoenix House has been for DAPC clients and their future. Gus thanked LHA and specifically Secretary Pegg and Housing Development Manager Dan Freedman for their efforts.

• Secretary Pegg reported that Operation School Days, a Woodland project was a success. Although donations were down, 17 happy children received backpacks with school supplies.

• Patricia Forrest was hired for the Americorps Resident Service Coordinator position.
INTRODUCTION OF STAFF
None

UNFINISHED BUSINESS

BOARD ACTION: Approval of Resolution No.13-15. Approval of partnership agreement for Lilac Place.

- A motion was made by Commissioner Fischer to approve Res. No 13-15 the partnership agreement for Lilac Place. Vice Chair Linda Brigham seconded the motion.

Discussion:
- Chairman Ostermiller asked Dan if he could clarify the partnership agreement for Lilac Place. Dan explained the difference between the agencies and the framework. Dan described it as approving the specified form of all the difference financial pieces that deal with the partnerships and the amounts coming in from each source.

- Commissioner Swanson asked how much will Longview Housing Authority owe and the amount of money reserves. Secretary Pegg answered Commissioner Swanson questions.

- Secretary Pegg indicated that resolution 13-15 needs to be changed in the necessary locations to reflect her correct career title of CEO, Chief Executive Officer.

Motion Passed Unanimously

BOARD DISCUSSION: Commerce Avenue Development

Secretary Pegg recapped the last meeting about Longview Housing Authority and Cardon Development possibly entering into a working partnership. The Board discussed multiple solutions and Chairman Ostermiller gave his opinion on getting involved with Cardon Development Group. The board discussed the pros and cons and evaluated any possible implications.

Commissioner Fischer moved to have Secretary Pegg join discussions regarding Commerce Avenue Development. Commissioner Swanson seconded the motion.
Motion passed with Chairman Ostermiller's vote to the affirmative, breaking a tie of the yes's (Commissioners Fischer and Swanson) and the No's (Commissioners Bashor-Sarancik and Lemieux)

NEW BUSINESS

1. BOARD DISCUSSION / ACTION: Approval new job descriptions for Assistant Program Development Manager, Rental Success Coordinator, and Veteran Navigator.

A motion was made by Commissioner Swanson to approve new job descriptions for Assistant Program Development Manager, Rental Success Coordinator, and Veteran Navigator. Commissioner Bashor-Sarancik seconded the motion.

Discussion:
Director of Community Services Jon Dieter gave an overview of the positions and why they are being created. Commissioner Fischer had legal questions regarding the positions and his questions were answered by Jon Dieter.

Motion Passed Unanimously

2. BOARD DISCUSSION / ACTION: Approval of Resolution 13-13: Section 8 Administrative Plan Revision

A motion was made by Commissioner Fischer to approve Resolution 13-13: Section 8 Administrative Plan Revision. Commissioner Bashor-Sarancik seconded the motion.

Discussion:
Housing Program Manager Vickie Rhodes gave a review of the section 8 administrative plan revision. She reported there is virtually no negative impact to families.

Motion Passed Unanimously

3. BOARD DISCUSSION / ACTION: Approval of Resolution 13-14: HOME Tenant Based Rental Assistance Plan Revision

A motion was made by Commissioner Fischer to approve Resolution 13-14: HOME Tenant Based Rental Assistance Plan Revision. Commissioner Bashor-Sarancik seconded the motion.

Discussion:
Housing Program Manager Vickie Rhodes explained that all rentals must have a working carbon monoxide detector and they are changing the plan to match what is in practice.
Motion Passed Unanimously

4. BOARD DISCUSSION / ACTION: Approval of Resolution 13-16: Banking Resolution with Twin City Bank

A motion was made by Commissioner Fischer to approve of Resolution 13-16: Banking Resolution with Twin City Bank. Commissioner Bashor-Sarancik seconded the motion.

Discussion:
None.

Motion Passed Unanimously

EXECUTIVE SESSION:

• None

SCHEDULING OF NEXT REGULAR MEETING:

September 23rd, 2013

There being no further business to discuss, Chairman Ostermiller adjourned the regular board meeting at 5:58 PM

CHRISTINA M. PEGG,
Chief Executive Officer

BOARD APPROVAL OF MINUTES

Wayne Ostermiller, Chairperson

Attest: Christina M. Pegg, Secretary
No meeting in August
LONGVIEW HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Monday, July 22th at 4:00 p.m.
820 11th Avenue
Longview, WA
Corrected Minutes to the Regular Meeting

Minutes to the Regular Meeting on July 22, 2013 have been corrected to reflect the change requested by Dan Freedman, Housing Development Manager. He noted in the minutes it should reflect that Resolution No. 13-10 under Request number three should read $410,000.00, to be amortized over 20-25 years with a 5 year maturity refinancing the office at 820 11th Avenue, Longview, WA., this is replacing amount not to exceed $450,000.00.

Chairman Ostermiller called the meeting to order at: 4:05 PM

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

Absent
None

Staff
Finance Director, Tom Drake
Asset Mgr., Katie Wilkie
Assisted Hsg. Program Mgr., Vickie Rhodes
Program Development Mgr., Jon Dieter
Housing Development Mgr., Dan Freedman
Admin. Assist., Gary G. Gray

Public/Guest
None

➢ CHANGES & ADDITIONS TO AGENDA, IF ANY:
  • Add to New Business: Resolution No. 13-12 to approve deferment of a portion of the developer’s fee due Longview Housing Authority for development of Lilac Place in Woodland, Washington.

➢ OPPORTUNITY FOR PUBLIC DISCUSSION

CONSENT AGENDA:
Chairman Ostermiller requested that the June Financial Statements be removed from the Consent Agenda for further discussion.
Review of the Minutes for June 2013

- Commissioner Brigham noted that there was an error in the June 24, 2013 Minutes in regard to agency that presented her award for Physical Education Outreach Program. The presentation was made by the Cowlitz on the Move Agency not the Highlands Neighborhood Association.

Commissioner Lemieux moved to approve the June Minutes as corrected. Commissioner Brigham seconded motion.

Discussion:
None

Motion Passed Unanimously

- Approve June 2013 Vouchers as paid
- Approve Write-Off of Doubtful Accounts

Commissioner Fischer moved to approve the June 2013 Vouchers as paid and to approve Write-Off of Doubtful Accounts as presented. Commissioner Brigham seconded the motion.

Discussion:
None

Motion Passed Unanimously

- BOARD COMMITTEE REPORTS:
  - Commissioners Fischer and Sarancik made a presentation to the board after reviewing the Financial Reports with Finance Director Tom Drake and C.E.O. Chris Pegg. Finance Director answered questions posed by the board for clarification.

- Approve of Financial Reports for June of 2013

Commissioner Fischer made a motion to approve Financial Reports for June of 2013 as presented. Commissioner Swanson seconded the motion.

Discussion:

Motion Passed Unanimously

REPORTS:
CHAIRMAN AND SECRETARY REPORTS:
Secretary Chris Pegg reported:
- She attended the Summer Conference of NAHRO in Denver, Colorado. She shared with the Board some of the information from the conference regarding the disparity between the House and Senate FY 2014 HUD bills.
- Sequestration is still possible in 2014.
- The next LHA budget will be conservative in light of the news from HUD. How they will disperse funds will not be known until perhaps next April of 2014.
- Good news – LHA received a second request for application to The Home Depot for funding grants.
- Word has been received that a Supportive Services Grant that the WDVA asked LHA to partner with Pierce County has been awarded for outreach services for veterans who are not homeless but are in need of help. This grant will allow the VIP program to employ two case managers and two navigators. This program will do outreach in four counties.
- Secretary Chris Pegg was pleased to show the Board a poster on the wall depicting the VIP program designed by staff member Mathew Sevier.
- Wednesday July 24, 2013 Marks LHA’s 38th anniversary. A staff picnic is planned.

Chairman Ostermiller reported:
- Chairman Ostermiller at the last Board Meeting posed some questions to the Board about some of our properties and asked them to check out the questions. He asked them at the next meeting to find out where Phoenix House is located? Who do we partner with? And who are the 12 funders?

STAFF REPORTS:
- Asset Manager Katie Wilkie and Administrative Assistant Gary G. Gray gave a report on the building of raised garden beds at the LHA property in Kelso, known as the Phoenix House.

INTRODUCTION OF STAFF: Jon Dieter
Vice Chair Brigham gave an introduction and bio on Program Development Manager Jon Dieter.

UNFINISHED BUSINESS:
- Development update on Lilac Place
- Housing Development Manager Dan Freedman made a presentation on current status of Lilac Place and on the three
resolutions that would come before the board in the New Business section of the Agenda for their discussion and action.

NEW BUSINESS:
1. BOARD DISCUSSION / ACTION: Approve new job description for Director of Community Services.

Commissioner Fischer moved to approve new job description for Director of Community Services. Commissioner Sarancik seconded the motion.

Discussion:
None

Motion Passed Unanimously

2. BOARD DISCUSSION / ACTION: Approve new job description for Area Manager.

Commissioner Fischer moved to approve new job description for Area Manager. Commissioner Brigham seconded the motion.

Discussion:
Commissioner Sarancik commented that it was just a job description and not an offer for a job, she was concerned about the funding for this position.

Motion Passed Unanimously

3. BOARD DISCUSSION / ACTION: Approve new job description for AmeriCorps position as Resident Services Coordinator.

Commissioner Fischer moved to approve new job description for AmeriCorps position as Resident Services Coordinator. Commissioner Lemieux seconded the motion.

Discussion:
None

Motion Passed Unanimously

4. BOARD DISCUSSION / ACTION: Resolution No. 13-10
Authorization to approve loan applications for funding associated with the development of Lilac Place in Woodland, Washington.
Commissioner Fischer moved to approve Resolution No. 13-10 Authorization to approve loan applications for funding associated with the development of Lilac Place in Woodland, Washington. Commissioner Brigham seconded the motion.

Discussion:
None

Motion Passed Unanimously

5. BOARD DISCUSSION / ACTION: Resolution No. 13-11 – Resolution to approve an Affordable Housing Program (AHP) grant application to Federal Home Loan Bank of Seattle (FHLB) on behalf of Lilac Place.

Commissioner Fischer moved to approve Resolution No. 13-11 Authorization to approve an Affordable Housing Program grant application to Federal Home Loan Bank of Seattle on behalf of Lilac Place. Commissioner Brigham seconded the motion.
Discussion:
None
Motion Passed Unanimously

6. BOARD DISCUSSION / ACTION: Resolution No. 13-12 to approve deferment of a portion of the developer’s fee due Longview Housing Authority for development of Lilac Place in Woodland, Washington.

Commissioner Fischer moved to approve deferment of a portion of the developer’s fee due Longview Housing Authority for development of Lilac Place in Woodland, Washington. Commissioner Brigham seconded the motion.
Discussion:
None
Motion Passed Unanimously

EXECUTIVE SESSION: None scheduled
SCHEDULING OF NEXT REGULAR MEETING: August 26, 2013
Chairman Ostermiller adjourned meeting at: 6:13 PM

CHRISTINA M. PEGG
Chief Executive Officer

BOARD APPROVAL OF MINUTES

Wayne Ostermiller, Chairperson
Attest: Christina M. Pegg, Secretary
LONGVIEW HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Monday, June 24th at 4:00 p.m.
820 11th Avenue
Longview, WA

Corrected Minutes to the Regular Meeting
Minutes to the Regular Meeting on June 24, 2013 have been corrected to reflect
the change requested by Commissioner Brigham. She noted that in the minutes
it should reflect that the Physical Education Outreach Award was presented by
Cowlitz on the Move and not by Highlands Neighborhood Association.

Chairman Ostermiller called the meeting to order at 4:09 PM

Present
Chair, Wayne Ostermiller
Vice Chair, Linda Brigham
Commissioner, Joan Lemieux
Secretary, Chris Pegg

Absent
Commissioner Fischer
Commissioner Sarancik
Commissioner Swanson

Staff
Finance Director, Tom Drake
Asset Manager, Katie Wilkie
Asst Hsg. Prog. Mgr, Vickie Rhodes
Hous Devel Mgr, Dan Freedman
Admin Asst., Gary G. Gray

Public/Guest
None

➢ CHANGES & ADDITIONS TO AGENDA, IF ANY: None
➢ OPPORTUNITY FOR PUBLIC DISCUSSION

CONSENT AGENDA:
➢ Review of the Minutes for May 2013
➢ Approve May 2013 Vouchers as paid
➢ Approve Write-Off of Doubtful Accounts
➢ Approve of Financial Reports for May of 2013

Commissioner Brigham made a motion to approve the Consent Agenda as
presented. Commissioner Lemieux seconded the motion.

Discussion:
None

Motion Passed Unanimously

CHAIRMAN AND SECRETARY REPORT:
Secretary Report by Chris Pegg:
- Acknowledged Commissioner Brigham for receiving Physical Education Award Outreach Program from Highlands Neighborhood Association.
- Status of State and Federal Budgets.
- Lilac Place – status of the project and information before Board discusses Lilac Place under Unfinished Business.
- Stratford Arms Apartments – near full capacity and waiting for the final scope of work from the architect and hope to issue a request for bids soon for Phase 2.
- The Home Depot grants.
- High School volunteer recruits to put in raised garden beds at the Phoenix House.
- AmeriCorps application has been submitted for member to work with Katie Wilkie as a Resident Services Coordinator.
- Housing Choice Voucher Program - new charts for financial statements to visually track our progress in reducing outlays.
- VIP Beach Retreat – annual event held in Seaview, WA., for our Veterans participants. Social activities, good food, fishing, combat croquet, and many more fun items.

INTRODUCTION OF STAFF: Finance Director Tom Drake – introduced by Chris Pegg C.E.O.

UNFINISHED BUSINESS:
Board Discussion and Action: Lilac Place

Staff presented an update on the status of the Lilac Place Development in Woodland. No action was taken.

NEW BUSINESS: None

EXECUTIVE SESSION: None scheduled

Total time for meeting: 2 hrs 15 min

SCHEDULING OF NEXT REGULAR MEETING: July 22, 2013
Chairman Ostermiller adjourned meeting at 6:15 PM

CHRISTINA M. PEGG
Chief Executive Officer

BOARD APPROVAL OF MINUTES

Wayne Ostermiller, Chairperson
Attest: Christina M. Pegg, Secretary
Chairman Ostermiller called meeting to order at 4:06 PM

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

Absent
None

Staff
Finance Director, Tom Drake
Asset Manager, Katie Wilkie
Asst Hsg Prog Mgr., Vickie Rhodes
Hous Devel Mgr., Dan Freedman
Program Devel Mgr., Jon Dieter
Veterans Program Mgr., Kevin Nixon
Admin. Asst., Gary G. Gray

Public/Guest
None

> CHANGES & ADDITIONS TO AGENDA, IF ANY:
> OPPORTUNITY FOR PUBLIC DISCUSSION

CONSENT AGENDA:

> Review of the Minutes for April 2013
> Approve April 2013 Vouchers as paid
> Approve Write-Off of Doubtful Accounts

Commissioner Fischer moved to approve Consent Agenda for April 2013 as presented. Commissioner Swanson seconded the motion.

Discussion:
None

Motion Passed – Unanimously
FINANCIAL REPORT:

Presentation of Financial Reports for April of 2013. It was reported by the Finance Committee of Commissioner Fischer and Commissioner Sarancik that they will meet separately with Secretary Chris Pegg and Tom Drake Financial Director to go over the Financial Report and give a review of the previous month's reports.

Commissioner Fischer made a motion to approve April 2013 Financial Report and Statements as presented. Commissioner Sarancik seconded the motion.

Discussion:
None

Motion Passed – Unanimously

CHAIRMAN AND SECRETARY REPORT:

Christina Pegg Secretary reported on several topics;
- A public meeting and hearing about the proposed new education center on Commerce Avenue known as the Franklin Educational Center.
- Meeting and update about the proposed development across the street from the Columbia Theatre.
- Cuts to section 8 program – understand concern of the board and will strive to meet as many requirements as possible
- Budgets for next year not looking any better because of the expected continuing resolution.
- LHA and the veterans program have applied for a large grant from the Department of Veteran Affairs for $500,000. The money will be used for supportive services with more case managers. One of the new programs will be able to provide the veterans with three months rent in emergencies to keep the veteran from going homeless. Monies will also be used for hiring four people to be navigators. Outreach program will be able to provide funding for procuring a vehicle for outreach to rural vets, and also help with the service of finding vets that have not been able to access service. This will be the first time all four counties will be covered. The outreach program will be able to send a case manager with vehicle for supportive services taken to the vet. WDVA approached Longview Housing Authority to partner with another nonprofit up north. It was noted that in order to broaden outreach, representatives should be attending city council meetings to let the community know what is going on with veteran outreach services.
We have been notified by the State Auditor’s Office that Accountability Audits will be conducted every other year due to low risk.

Commissioner Ostermiller reported;
• September Board Retreat

**INTRODUCTION OF STAFF:** Vickie Rhodes

Chairman Ostermiller gave a quick bio on Assisted Housing Program Manager Vicki Rhodes.

**PUBLIC HEARING** - HUD Annual Plan

1. **BOARD DISCUSSION:** HUD Annual Plan
   • The HUD Annual Plan Public Hearing was opened at 4:45 PM and closed at 4:46 PM as no public members were present to discuss HUD Annual Plan

**OLD BUSINESS:**

1. **BOARD ACTION** Authorization to negotiate a contract for Lilac Place Construction.

Commissioner Swanson moved to authorize in its capacity as the General Partner of the Lilac Place Limited Liability Partnership and not in its capacity as the Longview Housing Authority, LHA staff to enter into negotiations with Team Construction for the construction of Lilac Place in Woodland, WA., with also a nine (9) month provision for acceptance. Commissioner Fischer seconded the motion.

**DISCUSSION:**

Motion Passed – Five (5) Commissioners voted Aye and One (1) Commissioner Sarancik voted Nay.

**NEW BUSINESS:**

1. **BOARD ACTION:** Approval of Resolution 13-09 – Annual PHA Plan for FY 2014

2. **BOARD DISCUSSION:** September Board Retreat

1. Commissioner Sarancik moved to approve Resolution 13-09, Annual PHA Plan for FY 2014 which begins 10/01/2013. Commissioner Swanson seconded motion.

**DISCUSSION:**
None

Motion Passed – Unanimously

2. Board Discussion: September Board Retreat – Items brought up for consideration and discussion at retreat.
   - Board in agreement for an afternoon meeting – site selection not determined.
   - Strategic Plan update
   - Branding
   - Alaska Plan
   - Downtown revitalization
   - Availability of a facilitator
   - Commissioner Lemieux requested information on last board retreat, costs, and items covered. Secretary Pegg agreed to provide that information prior to the next meeting.

EXECUTIVE SESSION:
None scheduled.

SCHEDULING OF NEXT REGULAR MEETING: June 24, 2013
Chairman Ostermiller adjourned meeting at: 5:43 PM

CHRISTINA M. PEGG
Chief Executive Officer

BOARD APPROVAL OF MINUTES

Wayne Ostermiller, Chairperson

Attest: Christina M. Pegg, Secretary
LONGVIEW HOUSING AUTHORITY
BOARD OF COMMISSIONERS SPECIAL MEETING
Monday, May 20th at 4:00 p.m.
820 11th Avenue
Longview, WA
AGENDA

➢ CHANGES & ADDITIONS TO AGENDA, IF ANY:
➢ OPPORTUNITY FOR PUBLIC DISCUSSION

CONSENT AGENDA:

➢ Review of the Minutes for April 2013
➢ Approve April 2013 Vouchers as paid
➢ Approve Write-Off of Doubtful Accounts

FINANCIAL REPORT: Presentation of Financial Reports for April 2013

CHAIRMAN AND SECRETARY REPORT:

INTRODUCTION OF STAFF:

PUBLIC HEARING - HUD Annual Plan
BOARD DISCUSSION: HUD Annual Plan

OLD BUSINESS:

BOARD ACTION Authorization to negotiate a contract for Lilac Place Construction.

NEW BUSINESS:

BOARD ACTION: Approval of Resolution 13-09 – Annual PHA Plan for FY 2014
BOARD DISCUSSION: September Board Retreat – Strategic Plan Update

EXECUTIVE SESSION: None scheduled

Total time for meeting 1 hr 20 min

SCHEDULING OF NEXT REGULAR MEETING: June 24, 2013

“It doesn’t matter how strong your opinions are. If you don’t use your power for positive change, you are, indeed, part of the problem.” Coretta Scott King
LONGVIEW HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING

Monday, April 22nd at 4:00 p.m.
820 11th Avenue
Longview, WA

Minutes To The Regular Meeting

REGULAR MEETING: meeting called to order at 4:02 PM

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

Absent
None

Staff
Finance Director, Tom Drake
Asset Manager, Katie Wilkie
Asst Hsg Prog Mgr., Vickie Rhodes
Hous Devel. Mgr., Dan Freedman
Program Devel. Mgr., Jon Dieter
Veterans Program Mgr., Kevin Nixon
Admin Asst., Gary G. Gray

Public/Guest
Aleyna Routh

➢ CHANGES & ADDITIONS TO AGENDA, IF ANY:
➢ OPPORTUNITY FOR PUBLIC DISCUSSION

CONSENT AGENDA:

➢ Review of the Minutes for March (1) regular (1) special meetings
➢ Approve March 2013 Vouchers as paid
➢ Approve Write-Off of Doubtful Accounts
Commissioner Fischer made a motion to approve the Consent Agenda for March of 2013 as presented.

Commissioner Sarancik seconded the motion

Discussion:
None

Motion Passed Unanimously

**FINANCIAL REPORT:**

Financial Report: Presentation of March 2013 Financial Reports was made by CFO Tom Drake

Property Managers Report:
- Katie Wilkie, Asset Manager, reported that phase 1 of the Stratford rehab is nearly complete
- Kevin Nixon, Veterans Dept. Manager, is locating all offices and services upstairs. The Annex will be rented out to a commercial tenant.
- Hemlock Apartments is still experiencing some vacancies due to a lack of suitable referrals from the service partners – Kevin Nixon will be moving his Veterans Emergency housing from Fir House to Hemlock as units become available.

Commissioner Lemieux made a motion to approve March 2013 Financial Report and Statements as presented.

Commissioner Fischer seconded the motion

Discussion:
None

Motion Passed - Unanimously

**CHAIRMAN AND SECRETARY REPORT:**

Chairman Ostermiller did not report.

Secretary Pegg:
- Reported on State and Federal Budgets
- Gave an overview of the Federal Budget process – timing
- Spoke about Regulatory Relief, FY2013 Budget
- Sequestration could deny rental assistance to 140,000 low-income families nationally by early 2014 according to the Center for Budget and Policy Priorities.
- WA State Senate has proposed cuts to homeless programs by 50% - has become a very political issue.
- Point in Time Count at the Project Homeless Connect – preliminary data showing increases by 19.3% from 2012. Over 400 people attended the event.
- Secretary Pegg reported that she has been working with Congresswoman Herrera Beutler and her staff to increase awareness around our issues and the impacts of federal budget cuts and sequestration.

**INTRODUCTION OF STAFF:** Aleyna Routh was introduced by Vickie Rhodes Assisted Housing Program Manager.

**OLD BUSINESS:**
None

**STAFF PRESENTATION:**
- Development Update – Dan Freedman
- Quarterly Annual Progress Report on the Landlord Liaison Program and Aging in Place Grant – Jon Dieter

**NEW BUSINESS:**

**BOARD DISCUSSION/ACTION:** Board Approval of Housing Choice Voucher Deficit Reduction Plan.

Secretary Pegg made presentation about HCV Deficit Reduction Plan
- Annual funding of Administrative fees for the Housing Choice Voucher Program for the 2013 fiscal year have been significantly reduced in the recently signed Continuing Resolution which also includes a 5% cut due to sequestration. Administration fees will be prorated at 62% for the remainder of the year necessitating a budget reduction of $98,0000 by 09/30/2013.
- Cuts will come from personnel in the form of reduced working hours, reduced office hours, increase in insurance co-payments, and paperwork and inspection reductions.
Discussion Only

- Commissioner Swanson moved that the HCV Deficit Reduction Plan be tabled.
- Commissioner Lemieux seconded the motion.

Motion passed unanimously.

EXECUTIVE SESSION: There is no executive session scheduled at this time.

MISCELLANEOUS REPORTS & INFORMATION:

- Monthly Status Report
- Monthly Summary Report
- 2013 LHA/KEHA Board Report for Section 8 Advantage Program
- Housing Testimonial Statements
- FY 2013 Scheduled Board Meetings
- Information and letters about office changes

Commissioner Lemieux made a motion to adjourn meeting

Commissioner Sarancik seconded motion

Chairman Ostermiller adjourned meeting at 6:36 pm

SCHEDULING OF NEXT REGULAR MEETING: May 20, 2013

CHRISTINA M. PEGG
Chief Executive Officer

BOARD APPROVAL OF MINUTES

Wayne Ostermiller, Chairperson

Attest: Christina M. Pegg, Secretary
Longview Housing Authority
Board of Commissioners Special Meeting
820 11th Ave.
Longview, WA. 98632
Date: March 29, 2013
Minutes To The Special Meeting

Vice Chair Brigham called meeting to order at: 10:05 A.M.

SPECIAL MEETING:

Present
Linda Brigham, Vice
Chris Pegg, Secretary
Joan Lemieux, Commissioner
Axel Swanson, Commissioner

Absent
Wayne Ostermiller
Bruce Fischer
Lori Bashor-Sarancik

Public/Guest
None

Staff
Katie Wilkie, Asset Manager
Tom Drake, Finance Director
Gary G. Gray Administrative Assistant

CHANGES AND ADDITIONS TO AGENDA:
None

OPPORTUNITY FOR PUBLIC DISCUSSION:
None

CONSENT AGENDA:
None

FINANCIAL REPORT:
None

CHAIRMAN AND SECRETARY REPORT:
None

INTRODUCTION OF STAFF:
None

OLD BUSINESS:
1. BOARD DISCUSSION / ACTION – Corporate Banking Resolution
   - Resolution 2013-08 – Approval of the Longview Housing Authority to purchase the property identified as 143 17th Longview, WA. 98632 and to jointly approve construction loan for acquisition of property.

Commissioner Lemieux made a motion to approve Resolution 2013-08 for the approval of Longview Housing Authority to purchase the property identified as 143 17th Longview, WA 98632 and to approve construction loan for acquisition of property.

Commissioner Swanson seconded the motion.

Discussion:
None

Motion Passed – Unanimously

NEW BUSINESS:
None

SCHEDULING OF NEXT REGULAR MEETING:
Date of next meeting:  April 22, 2013

Vice Chair Brigham adjourned meeting at:  10:10 A.M.

CHRISTINA M. PEGG
Chief Executive Officer

BOARD APPROVAL OF MINUTES

Linda Brigham, Vice Chair

Attest: Christina M. Pegg, Secretary
Vice Chair Brigham called meeting to order at: 4:05

Present
Vice Chair, Linda Brigham
Secretary, Chris Pegg
Commissioner, Bruce Fischer
Commissioner, Axel Swanson
Commissioner, Joan Lemieux
Commissioner, Lori Bashor-Sarancik

Absent
Wayne Ostermiller

Staff
Finance Director, Tom Drake
Asst Hsg Prog Mgr., Vickie Rhodes
Hous Devel Mgr., Dan Freedman
Veterans Program Mgr., Kevin Nixon
Admin. Asst., Gary G. Gray

Public/Guest
Marinda Wolters

CHANGES & ADDITIONS TO AGENDA, IF ANY:
None

OPPORTUNITY FOR PUBLIC DISCUSSION:
None

CONSENT AGENDA:

➢ Review of the Minutes for February 2013 special meetings
➢ Approve February 2013 Vouchers as paid
➢ Approve Write-Off of Doubtful Accounts

Commissioner Fischer moved to approve the Consent Agenda for February 2013 as presented.

Commissioner Sarancik seconded the motion
Discussion:
None
Motion Passed - Unanimously

FINANCIAL REPORT:  February 2013

- Approve February 2013 Financial Report and Statements as presented by Tom Drake

Commissioner Fischer made a motion to approve 2013 February Financial Report and Statements as presented

Commissioner Lemieux seconded the motion

Discussion:
None

Motion Passed – Unanimously

CHAIRMAN AND SECRETARY REPORT:

Secretary Chris Pegg reported:
- HCV Program experiencing severe cuts this year
- Recently attended the NAHRO Legislative Conference in Washington DC. Met with Senator Cantwell and Representative Herrera Butler directly. Met with Senator Murray’s staff members in charge of housing, Senator Cantwell’s staff and staff members of Appropriations and Authorizations – busy time but important
- Moderated a session with both House and Senate Appropriations and Authorization Committee staffers – made very valuable contacts for future discussions.
- Met with staff at the Kelso Housing Authority Board on February 21. We discussed pending funding cuts and a possible partnering opportunity between our agencies. They agreed to discuss it further and will contact me later for ongoing discussions.
- Lilac Place suit settled

INTRODUCTION OF STAFF:  Marinda Wolters – Veteran Staff
OLD BUSINESS:

1. BOARD DISCUSSION: Lilac Place Update – Dan Freedman
   - PBV (project based vouchers) contract approved by HUD
   - Walsh Construction Company selected as general contractor
   - Comparing pricing from 12 months ago – updating development costs
   - Analyzing and putting together a budget at today’s prices
   - Work slated to begin around June 1st

Board Discussion Only

NEW BUSINESS:

1. BOARD DISCUSSION: Housing Choice Voucher Program – 2013 Funding update.

Chris made a presentation – was back in DC for meetings and fact finding about the budget and Housing Choice Voucher Program. Severe reductions are expected in Administrative fee funding as well as reductions in Housing Assistance Payments funding. The management team is reviewing cost reduction measures and will bring recommendations to next month’s board meeting.

Board Discussion Only

2. BOARD DISCUSSION / ACTION: Resolution No. 2013-05 – Approve Resolution No. 2013-05 – This resolution extends Medicare coverage to employees of the Authority who were hired prior to April 1, 1986.

Commissioner Sarancik moved to approve Resolution No. 2013-05 to extend Medicare coverage to employees of the Authority who were hired prior to April 1, 1986

Commissioner Fischer seconded the motion
Discussion:
None

Motion Passed – Unanimously

3. BOARD DISCUSSION / ACTION: Resolution No. 2013-06 –
A resolution authorizing the CEO, on behalf of the
Longview Housing Authority, to sign all loan and grant
documents in conjunction with an award of $114,100 in
2013 CDBG funds from Clark County, Washington and hire
subcontractors to complete rehabilitation of the property
known as Beechwood Terrace Apartments, Woodland, WA.

Commissioner Fischer moved to approve Resolution No. 2013-
06 authorizing the CEO, on behalf of the Longview Housing
Authority, to sign all loan and grant documents in conjunction
with an award of $114,100 in 2013 CDBG funds from Clark
County, WA, and hire subcontractors to complete rehabilitation
of the property known as Beechwood Terrace Apartments,
Woodland, WA.

Commissioner Sarancik seconded the motion

Discussion:
None

Motion Passed - Unanimously

4. BOARD DISCUSSION / ACTION: Resolution No. 2013-07 –
Authorizing the CEO, on behalf of the Longview Housing
Authority, to sign all loan and grant documents to effect
the purchase of property identified as 143 17th Avenue,
Longview, WA.

Commissioner Sarancik made a motion to approve Resolution
No, 2013-07, authorizing the CEO, on behalf of the Longview
Housing Authority, to sign all loan and grant documents to
effect the purchase of property identified as 143 17th Avenue,
Longview, WA. 98632
Commissioner Fischer seconded the motion

Discussion:
None

Motion Passed – Unanimously

5. BOARD / DISCUSSION: Scheduling board meeting for May. Board decided that the May regular meeting scheduled for May 27 (Memorial Day Holiday) should be rescheduled as a Special Meeting on May 20th.

Commissioner Fischer moved that the regular meeting scheduled for May 27th be moved to May 20th as a special meeting.

Commissioner Sarancik seconded the motion

Discussion:
None

Motion Passed - Unanimously

EXECUTIVE SESSION:
None

SCHEDULING OF NEXT REGULAR MEETING: April 22, 2013

Vice Chair Brigham adjourned meeting at: 6:10 P.M.

CHRISTINA M. PEGG
Chief Executive Officer

BOARD APPROVAL OF MINUTES

Wayne Ostermiller, Chairperson
Linda Brigham, Co-Chair

Attest: Christina M. Pegg, Secretary
Longview Housing Authority
Board of Commissioners Special Meeting
820 11th Ave.
Longview, WA. 98632
Date: February 21, 2013
Minutes To The Special Meeting

Commissioner Chair Ostermiller called meeting to order at: 4:05 pm

SPECIAL MEETING:

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

Absent
None

Public/Guest
Sheila Soto - Honoree

Staff
Katie Wilkie, Asset Manager
Tom Drake, Finance Director
Vickie Rhodes, Assisted Hsg Program Mgr.
Jon Dieter, Program Development Mgr.
Dan Freedman, Housing Development Mgr.
Kevin Nixon, Veterans Program Mgr.
Gary G. Gray Administrative Assistant

CHANGES AND ADDITIONS TO AGENDA:

None

OPPORTUNITY FOR PUBLIC DISCUSSION:

None

New Business item from Agenda:

Award Presentation made to Sheila Soto for the Patricia Price Housing Champion Award. Presentation made by C.E.O. Christina M. Pegg
CONSENT AGENDA:

- Review of minutes for January 2013 special meeting.
- Approve January 2013 Vouchers as paid
- Approve Write-off of Doubtful accounts

Commissioner Fischer moved to approve the Consent Agenda for January 2013 as presented.

Commissioner Brigham seconded the motion.

Discussion:

None

Motion Passed - Unanimously

FINANCIAL REPORT:

- Approve January 2013 Financial Report and Statements as presented by Tom Drake and Katie Wilkie

Commissioner Lemieux made a motion to approve 2013 Financial Report and Statements as presented.

Commissioner Sarancik seconded the motion.

Discussion:

The board and staff discussed the financial impact to the agency of several ongoing development projects.

Motion Passed - Unanimously

CHAIRMAN AND SECRETARY REPORT:

Secretary Chris Pegg reported:
- On the potential impacts of budget cuts and sequestration
- Discussed retirement of Marion Olmsted, Executive Director of the Kelso Housing Authority. Ms. Pegg has scheduled a meeting with the staff and board to discuss possible cooperative working arrangements between the two agencies in light of pending administrative fee reductions from HUD.
- Spoke about a letter she drafted and sent to Senator Patty Murray entailing the difficulties people are facing in our region. Chris brought up several items of concern she would like the senator to address. She has scheduled meeting with Senator Murray, Senator Cantwell and
Representative Herrera Beutler during the NAHRO Legislative Conference in Washington, DC in late March.

**INTRODUCTION OF STAFF:** Chris Pegg

Chairman Ostermiller gave a brief introduction and biography about Longview Housing Authorities, Chief Executive Officer – Christina M. Pegg

**OLD BUSINESS:**

1. **BOARD DISCUSSION / ACTION:** Lilac Place update:
   - Reached a settlement agreement
   - 2012 Tax Credit Rollover allocated to 2013
   - Project work slated to start on June 1, 2013

Board Discussion Only – No action taken

2. **BOARD DISCUSSION / ACTION:** Approval of CEO Annual Review Retro to January 1 2013

**EXECUTIVE SESSION:**

**Commissioner’s Present:**
Wayne Ostermiller, Chair
Linda Brigham, Vice
Bruce Fischer, Commissioner
Axel Swanson, Commissioner
Joan Lemieux, Commissioner
Lori Bashor-Sarancik, Commissioner

**Absent:**
None

**Invited Guests:**
None

Commissioner Fischer made a motion to go into Executive Session. Commissioner Sarancik seconded motion. Motion Passed – Unanimously Chairman Ostermiller excused staff.

A quorum having been determined, the meeting was called to order at **5:30 PM** by Chairman Ostermiller. The executive session meeting is expected to last for **15 Minutes** – session adjourned at **5:45 PM**

Chairman Ostermiller reconvened the regular Board meeting.

**Commissioner Fischer made a motion to Approve CEO Annual Review with a 1% increase in pay retroactive to CEO Pegg’s annual anniversary date of 01/01/2013.**
Commissioner Sarancik seconded the motion

Motion Passed – Unanimously

NEW BUSINESS: Approval of Draft FY2012 Audit Report

1. BOARD DISCUSSION / ACTION:

Commissioner Swanson made a motion to Approve Draft FY2012 Audit Report.

Commissioner Fischer seconded the motion.

Discussion:
- Staff reported there will be a finding on the Stratford Arms construction project.
- A full staff training has been conducted on procurement procedures.

Motion Passed – Unanimously

2. BOARD DISCUSSION / ACTION: Approval to increase Joshua Chatterton veteran case manager credit card limit from $2000.00 to $2500.00.

Commissioner Swanson made a motion to Approve Increase in credit card limit to $2500.00

Commissioner Lemieux seconded the motion.

Discussion:

None

Motion Passed – Unanimously

3. BOARD DISCUSSION / ACTION: Approval of out of state training

Commissioner Fischer made a motion to Approve out of state training

Commissioner Brigham seconded the motion

Discussion:
Commissioner Sarancik questioned the value of sending of three members from the veterans program to attend the training in light of the current budget status. Discussion followed.
Motion Passed – Unanimously


Commissioner Swanson made a motion to Approve Resolution 13-04 Revision to Housing Choice Voucher Program Administrative Plan

Commissioner Brigham seconded the motion

Discussion:

None

Motion Passed Unanimously

5. STAFF REPORT Aging Well in Cowlitz and Wahkiakum

SCHEDULING OF NEXT REGULAR MEETING:

Date of next meeting: March 25, 2013

Chairman Ostermiller adjourned meeting at: 6:20 PM

CHRISTINA M. PEGG
Chief Executive Officer

BOARD APPROVAL OF MINUTES

Attest: Christina M. Pegg, Secretary
LONGVIEW HOUSING AUTHORITY
BOARD OF COMMISSIONERS  SPECIAL MEETING
1400 Woodside Drive
Woodland, WA
January 28, 2013
Minutes

Chairman Fischer called meeting to order at: 4:00 PM

ANNUAL MEETING:

Present
Bruce Fischer, Chair
Lori Bashor-Sarancik, Vice Chair
Chris Pegg, Secretary
Wayne Ostermillier, Commissioner
Linda Brigham, Commissioner

Staff
Katie Wilkie, Asset Manager
Tom Drake, Finance Director
Vickie Rhodes, Assisted Hsg Program Mgr.
Jon Dieter, Program Development Mgr.
Dan Freedman, Housing Development Mgr.
Kevin Nixon, Veteran Program Mgr.
Gary G. Gray Administrative Assistant

Absent
Axel Swanson, Commissioner
Joan Lemieux, Commissioner

Public Guests
B Jo Brewer
Bobbi Drake
Barb Dieter
Steve Cooper
Cassandra Finstad
Dianne Quast

Susie Marion
Becky Phillips
Theresa Steele
Kim Stewart
Tawni Jacobsen
Teresa Forbes
Bob Goldner
Lori Parsons

Darla Meade
Julie Orud
Rosa Hull
Brent Johnson
Robert Cummings
David Pennington
Alyena Routh

CHANGES AND ADDITIONS TO AGENDA, IF ANY:

None

OPPORTUNITY FOR PUBLIC DISCUSSION:

None

CONSENT AGENDA:
- Review of the Minutes for November 2012 regular meeting
- Approve November and December Vouchers as paid
- Approve Write-Off of Doubtful Accounts

Commissioner Brigham moved to approve the Consent Agenda for November and December as presented.

Commissioner Bashor Sarancik seconded the motion.

Discussion:

None

Motion Passed – Unanimously

**FINANCIAL REPORT:**

None

**CHAIRMAN AND SECRETARY REPORT:**

Chris Pegg, Secretary Report for End of Year 2011-2012:
- Properties – Selling, Refinancing, Buying and Hiring
- Grants awarded to LHA
- LHA Programs – No longer used and New now in development
- LHA Recognitions, Awards, and Accomplishments
- LHA Volunteering in the Community
- Recognition of staff in volunteer work
- Recognition of staff member selected as Employee of the Year
  - Julie Orud

**INTRODUCTION OF STAFF:**

None

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**BOARD ACTION:** Election of Officers

Bruce Fischer Nominated Wayne Ostermiller to be Chair of the Board
Commissioner Bashor-Sarancik made a motion to approve the nomination of Wayne Ostermiller to be the Chairman of the Board of Commissioners for Longview Housing Authority.

Commissioner Brigham seconded the motion.

Discussion:

None

Motion Passed – Unanimously

Bruce Fischer nominated Linda Brigham to be the Vice Chair

Commissioner Bashor-Sarancik made a motion to approve the nomination of Linda Brigham to be Vice Chair of the Board of Commissioners for Longview Housing Authority.

Commission Lemieux seconded the motion.

Discussion:

None

Motion Passed - Unanimously

**SCHEDULING OF NEXT REGULAR MEETING:**

Date of next Regular Meeting: **February 25, 2013**

Chairman Fischer adjourned meeting at: **4:30 PM**

CHRISTINA M. PEGG
Chief Executive Officer

**BOARD APPROVAL OF MINUTES**

Wayne Ostermiller, Chairperson

Attest: Christina M. Pegg, Secretary
LONGVIEW HOUSING AUTHORITY
BOARD OF COMMISSIONERS  SPECIAL MEETING
820 11th Avenue
Longview, WA
January 24, 2013
Minutes

Chairman Fischer called meeting to order at: 4:03 PM

SPECIAL MEETING:

Present
Bruce Fischer, Chair
Lori Bashor-Sarancik, Vice Chair
Chris Pegg, Secretary
Wayne Ostermiller, Commissioner
Joan Lemieux, Commissioner
Linda Brigham, Commissioner
Axel Swanson, Commissioner
Katie Wilkie, Asset Manager
Tom Drake, Finance Director
Gary G. Gray Admin Asst.

Absent
None

Public Guests
None

CHANGES AND ADDITIONS TO AGENDA, IF ANY:
None

OPPORTUNITY FOR PUBLIC DISCUSSION:
None

CONSENT AGENDA:
None

FINANCIAL REPORT:
None

CHAIRMAN AND SECRETARY REPORT:
INTRODUCTION OF STAFF:

None

OLD BUSINESS:

BOARD ACTION: Resolution 13-02 Approval for the Longview Housing Authority to purchase 606-608, 626-628, 656-658, and 676-678 4 duplex apartments located on Beechwood Street in Woodland, WA. For $500,000.

Commissioner Brigham made a motion for approval for the Longview Housing Authority to purchase 606-608, 626-628, 656-658, and 676-678, 4 duplex apartments located on Beechwood Street in Woodland, WA. for $500,000.

Commissioner Bashor-Sarancik seconded the motion.

Discussion:

None

Motion Passed – Unanimously

NEW BUSINESS:

BOARD ACTION: Resolution 13-03 Approval of Line of Credit with Heritage Bank.

Commissioner Bashor-Sarancik made a motion to approve a Line of Credit with Heritage Bank.

Commissioner Brigham seconded the motion.

Discussion:

None

Motion Passed – Unanimously

SCHEDULING OF NEXT SPECIAL MEETING:

Date of next Special Meeting: January 28, 2013

Chairman Fischer adjourned meeting at: 4:50 PM
CHRISTINA M. PEGG
Chief Executive Officer

BOARD APPROVAL OF MINUTES

Wayne Ostermiller, Chairperson

Attest: Christina M. Pegg, Secretary