



# Housing Authority of Okanogan County

431 5<sup>th</sup> Ave West · Omak, WA 98841 · (509) 422-3721 · fax (509) 422-1713

“Assisting residents of Okanogan County to acquire and retain affordable housing while strengthening our communities by removing barriers, empowering dignity and building trust”

## REGULAR MEETING OF THE BOARD OF COMMISSIONERS MINUTES

Wednesday, January 25, 2023

**Present:** Becki Andrist (Chair), Dr. Brendan Smith, Nancy Nash (Executive Director), Rita Kessell, Jimmy Relaford, Laura Hernandez, Anthony Gomez, and Lois Hale (scribe),

**Call to Order:** at 5:15 by Becki Andrist

**Public, Chair, or Commissioner Comments/Correspondence:** None.

**Approval of Consent Agenda and Prior Meeting Minutes:**

**MOTION:** to approve the Consent Agenda and prior minutes was made by Laura Hernandez, seconded by Dr. Smith.

**VOTE:** Motion carried.

### NEW BUSINESS:

**Approval to reopen the office for in-person services starting February 1, 2023:**

**MOTION** to approve reopening the office for in-person services beginning February 1, 2023 was made by Dr. Smith, seconded by Jimmy Relaford. HAOC office has been closed to the public since March of 2020 due to COVID. Infection control measures are in place. Nancy is recommending for the office to be closed to the public on Tuesday and Friday, open to the public on Mon, Wed, and Thursday. Laura asked if employees and clients would be required to wear mask in the office. Masks are available to staff and the public but will not be required.

**VOTE:** Motion carried.

**Approval of the 2023 IRS standard mileage rate for staff mileage reimbursement:**

**MOTION** to adopt the 2023 IRS standard mileage rate for staff reimbursement was made by Dr. Smith, seconded by Jimmy Relaford. New rate starting Jan 1, 2023 is 65.5 per mile.

**VOTE:** Motion carried.

**Approval of Resolution 2023-02 – FY 2023 Budget:**

**MOTION** to approve Resolution 2023-02 for fiscal year 2023 budget was made by Rita Kessel, seconded by Dr. Smith. Overall budget and detailed budget were sent out to board members for review. Administrative Management Fees have increased. Office salaries for hourly employees, reflect a 6% COLA increase. Midyear, Nancy plans to revisit an additional increase in salaries for staff if finances permit. COLA does not include Executive Director position. Increase in legal expenses due to experience at Cariboo Trails. Auditor is reviewing the budget for any changes in laws that will impact expenses. There are ongoing snow removal issues at Twisp Gardens; Rural Development is going to take money from reserves for that additional expense. Insurance changes came in close to 8%. Liability insurance is not final yet. Dr. Smith asked about property damage allocations in the budget. Rural Development property is already forecasted and will come from reserves. Iron Straw damage is covered by insurance. Cariboo Trails has a replacement reserve of over \$100,000 held by WCRA. HUD property repairs must come from reserves.

**VOTE:** Motion carried.



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## **Authorization to pursue the Land Acquisition Program from Washington Finance Commission for infrastructure costs for Wildrose Multifamily Housing in Winthrop:**

MOTION to authorize the Executive Director to pursue Land Acquisition Program for Wild Rose infrastructure cost is made by Dr. Smith, second by Rita Kessel.

DISCUSSION: The cost share of setting up infrastructure for this project is approx. \$1.4 million. There is an opportunity to finance this through the WA State Housing Finance Commission. This funding is a loan to develop the infrastructure while looking for funding for the rest of the project. The agency will have up to 8 years to come up with the rest of the funding. Rita clarified that this is to buy land and develop the infrastructure with 8 years to find funding to complete the housing project. Nancy will be going to Olympia to do some advocacy work.. 9.3 million is projected for overall cost of the project. Then the LAP program is paid back after the project is completed.

VOTE: Motion carried.

## **FINANCIAL REPORTS:**

**Finance Report for income and expenses:** presented by Nancy Nash. Dr. Smith asked how the land asset value is determined. Nancy will ask in Olympia on Feb 9<sup>th</sup> meeting how the land is valued and report back to the board.

**Approval of Bills, Payroll, and Communications (Becki Andrist):** September and October have been reviewed and approved by Becki.

MOTION to approve Bills, Payroll, and Communications was made by Harry Best, seconded by Dr. Smith.

VOTE: Motion carried.

## **EXECUTIVE REPORT:**

A mediation meeting was held with the Cariboo Trails tenant, her lawyer, HAOC council and staff who participated in the tenant termination at Cariboo Trails. The objective of the tenant is that her voucher be re-issued. The agency presented evidence that all the rules were followed without compromise. Tenant is looking for an exception to the rules. Result was that if a different voucher can be found for tenant for housing for a limited period of time, HAOC will recover rent in arrears. Tenant's apartment would also have to pass inspection.

Count of the homeless in Okanogan County is ongoing at this time. HAOC is involved in that process.

While Nancy was gone on vacation, someone wrote falsified checks for Pine Meadows Senior Housing. A property the agency manages. Bank account was closed and a new one opened. HOAC was reimbursed by the bank.

Nancy reported Twisp Garden Apartments had a big struggle with snow removal this winter. There was simply no place to put all the snow. A company from Omak agreed to go over and move snow so it could be taken off-site, making room for snow to be removed from the roof. Rural Development will take money from reserves to pay the cost.



EQUAL HOUSING  
OPPORTUNITY

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## Fiscal Year 2022 at a Glance:

- HAOC built two housing complexes: Meadow Point and Meadowlark. (Dr. Smith reported that they are both very nice).
- Elmwood and Peachtree Place were purchased.
- Rental Assistance voucher programs increased.
- \$21,180,000 in revenue contributed to Okanogan County economy.
- 300 families were served (not including those in the two new housing units).

## Goals for 2023:

- Development of Wild Rose in Winthrop.
- Finish acquisition for Pioneer Gardens in Omak.
- Promote staff professional development.
- Streamline services.
- Maximize voucher lease up.
- Create opportunities for stronger collaboration with community partners.

Rita asked if recruitment was only for multi-family properties. Nancy responded that the agency mostly needs single family housing.

**Adjournment:** Regular meeting adjourned at 6:27 pm. Motion to adjourn by Laura Hernandez, second by Dr. Smith. Motion carried.

**Next Meeting:** February 22, 2023

*Laura Hernandez B.*



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