



# Housing Authority of Okanogan County

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"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, February 24, 2021

Due to Covid\_19, this monthly meeting was done via Zoom. The public was notified.

Board Members Present: Kelly Scalf, Becki Andrist, Anthony Gomez

Others Present: Nancy Nash, Executive Director; Lois Hale, Scribe; Sarah Campbell, CLA Accountant

Board Members Absent: Yvonne Bussler-White, Laura Hernandez, Harry Best

**Call to Order:** The meeting was called to order at 5:31 p.m. by Board Chair Kelly Scalf.

**Approval of Agenda and Minutes of Prior Meeting:** Nancy asked to add disposition of dilapidated truck at Vista Park to the agenda.

**MOTION:** to approve the minutes and agenda as amended was made by Becki, seconded by Anthony. Motion carried.

### FINANCIAL REPORTS:

**Balance Sheet 'Deep Dive':** Sarah Campbell, CLA Accountant discussed specific areas of the Balance Sheet, specifically "Assets". She explained that Unrestricted Cash is available for use by the Housing Authority. Operating and Replacement Reserves may be restricted or not. The Board may choose to restrict some reserves for specific projects. The Board may vote to change restricted funds to another use. Accounts Receivable includes a Doubtful Fraud Account which may be uncollectible (Section 8) and is actually owed to the government, not the Housing Authority. AR also includes money from outside entities (non-rental income) such as developer fees. AR—Other Government is the Tenant Base Rental Assistance account (state rental assistance income). Investments AR is money held for Cariboo Trail and is not accessible to the Housing Authority. Prepaid Expense Account is for items such as insurance that are paid over the course of the year. Fixed Assets are anything owned by the Housing Authority and improvements; these may be depreciated or expensed per Housing Authority Finance Policy. Deferred Outflow Pension Account—numbers are negative asset. This is a year-end adjustment, not a cash expense, and is not a measure of liquidity. It is a measure of estimated pension liabilities should every employee retire.

If anyone has questions about the Balance Sheet, submit them to Nancy for Sarah to answer at the next board meeting. A second part of the Balance Sheet "Deep Dive" will be part of the agenda for next month's meeting.

**Board Finance Committee Report:** Kelly reviewed November and December's financial board packet. She reported everything looked great.

**MOTION:** to approve the November and December Financial Reports was made by Becki Andrist, seconded by Anthony Gomez. Motion carried.

**December 2020 Financial Report:** Nancy reviewed the December Income Statement. Year 2020 ended with a very solid cash flow. Nancy has changed the report format to divide houses, apartments, vouchers, and COVID money into separate sections to make the report easier to understand.

## EXECUTIVE REPORT:

**Housing Management:** Starting to frame at Meadow Point. Meadow Lark: a contract has been signed with Okanogan County for \$135,000 from the Recording Fee Affordable Housing fund. RCAC loan for \$300,000 will have an interest rate during construction at 4.5%. Closing date for Meadowlark is expected to be by mid-March After construction is completed, the Housing Authority pays no interest for 40 years. Application for Elmwood and Peachtree apartments is under way. The application packet is very complexed, but Nancy is working to get it done by the end of February. A closing date for both property is still planned for May 1, 2021.

**Human Resources:** Nancy has been interviewing for General Property Manager position and will be making an offer to the successful applicant tomorrow.

## UNFINISHED BUSINESS:

**Website Update:** Nancy reported that the minutes and agendas will be on the website soon. Board members will receive a password for access to their link. In the Resource area, a 2-I-1 link was added. Income limits for Okanogan County have been posted. The Okanogan County Housing Needs Assessment is available on the website. Nancy reported that the website is fully functional, staff is able to direct inquiries to the website, and it is being highly utilized.

**New Board Member:** Becki Andrist has been appointed by the Okanogan County Board of County Commissioners on February 9, 2021 to complete Ron Whiteside's term.

## NEW BUSINESS:

**Resolution 2021-01** to set a time and place for board meetings so the Housing Authority won't need to publish a meeting announcement each month. Meeting date and time or cancelation thereof will be posted on the website. Becki noted that the November meeting will be the day before Thanksgiving—that will be discussed at the October meeting and any change will be published.

**MOTION:** to approve Resolution 2021-01 was made by Anthony Gomez, seconded by Becki Andrist. Motion carried.

**Disposition of Vista Park Vehicle:** The Vista Park property came with a dilapidated pickup truck and nonfunctional snowplow. Broken glass from windows is a hazard to the community and a liability to the Housing Authority. Nancy would like authorization to dispose of the vehicle.

**MOTION:** to dispose of the truck and snowplow by the best means was made by Becki Andrist, second by Anthony Gomez. Motion carried.

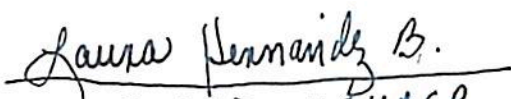
**Upcoming Board Training Opportunities:** Nancy is proposing a board onboarding training for Becki and Anthony. There is another training opportunity from HUD online; Nancy will post the link on the website. Nan McKay Inc also has a Commissioner's Handbook with roles of the board as pertaining to Section 8 Voucher management. Nancy suggested using COVID funds to purchase one for each board member. Board members agreed they would appreciate the training.

**Board Feedback:** Kelly is going to have Nancy send out an anonymous electronic evaluation form after each meeting. Nancy asked if the new Agenda format is liked by the board. Becki and Anthony agreed that it will help the board keep on track and finish on time.

## Adjournment:

**MOTION:** to adjourn the meeting at 6:30 p.m. was made by Becki Andrist, seconded by Anthony Gomez. Motion carried.

Next Meeting: Wednesday, March 24, 2021

  
BOARD MEMBER