



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, May 25, 2022

Present: Becki Andrist, Kelly Scalf, Nancy Nash, Dr. Brendan Smith, Harry Best, Nancy Nash, Lois Hale, Scribe

Absent: Anthony Gomez

Call to Order: 5:15 PM by Becki Andrist

Approval of Agenda and Minutes: Motion to approve the consent agenda and minutes from the prior meeting was made by Kelly Scalf, seconded by Laura Hernandez. Motion carried.

NEW BUSINESS:

Board Training: Presentation by United Marketing Property Management, Kim Sene (Compliance) Leona (Accounting), and Tom Anderson (CEO). Tom explained their role in providing development and management of multi-family housing. Kim explained her role in preparing for inspections and auditing by various agencies. Leona discussed how the accounting department supports each property. Kelly Scalf asked what the board's oversight responsibilities are. The board's job is to review financial reports and make sure compliance is in place. (Nancy receives a monthly financial report, which includes the bank statements for the properties.)

Approval of Resolution 2022-05: Construction loan for Meadow Point matured end of May but due to delays in construction, investors extended the loan from Key Bank to October. HAOC board needs to approve the extension. Members of the partnership had their legal counsel review and approved the resolution.

MOTION to extend the loan by approval of Resolution 2022-05 was made by Harry Best, seconded by Kelly Scalf. Motion carried.

Approval of Resolution 2022-06: Approve the changes in the Section 8 Adm Plan, chapter 11 to add a paragraph covering the approval of the board to increase the Section 8 payment standard to up to 120% upon HUD approval.

MOTION was made by Kelly Scalf, seconded by Harry Best. Motion carried.

Approval of development assistance contract with ORFH for Omak Pioneer Gardens acquisition: Approval was previously given by the board for Nancy to seek funding for purchase of Omak Pioneer Gardens. An application for funding has been sent to the Housing Trust Fund.

MOTION to approve the contract with ORFH for Pioneer Gardens purchase was made by Kelly Scalf, seconded by Laura Hernandez. Motion carried.

Approval of rent increases for properties funded by Housing Trust Fund and Housing Finance Commission: Report of income allowance, utility allowance, and rent limits are determined by Congress. The management team suggested an increase of \$80 per unit, (Vista Park according to per unit) and revisit rent levels at a later date.

MOTION to approve the rent increase was made by Harry Best, seconded by Kelly Scalf. Motion carried.

Annual evaluation of the Executive Director: Kelly sent copies of a proposed evaluation process to each board member. A draft process was developed. Kelly asked for input on what was the best time of the year for an annual evaluation. Board should complete the documents and return them to

Kelly. Becki is not in favor of confidential comments on the evaluation. Nancy thanked Kelly for taking the initiative for this process. She agreed that Survey Monkey was a good tool to use and agreed with the month of May since that is her anniversary month. Becki suggested that Nancy complete a self-evaluation to be included. Dr. Smith suggested including an NA response. The group agreed to review the process after it is completed.

FINANCIAL REPORTS:

Approval of Bills, Payroll, and Communications by Becki Andrist:

MOTION to approve the Bills, Payroll, and Communications for March was made by Harry Best, seconded by Kelly Scalf. Motion carried.

- A. Becki Andrist asked for explanation of the cost of meth testing on the financial report. Nancy explained that meth testing is required by the Housing Trust Fund for new acquisitions as well as remediation for any units with positive results. Two units in Elmwood and 4 in Peachtree needed second testing and the results shows that all units re-tested will need remediation and rehab. All expense is paid by the Housing Trust Fund and some money had been set aside in the purchase for health mediation. After rehab, tenants have to be allowed to return to their unit. HAOC will purchase meth testing kits for future use in these units; positive testing will result in eviction.
- B. With new units, HAOC is bumping up against credit card limit at Wells Fargo. Nancy requested board approval to increase credit card purchase limit to \$10,000. Becki reminded the board that when Nancy uses the company credit card a board member needs to sign off for the purchase.

MOTION to increase the CC limit at Wells Fargo to \$10,000 was made by Kelly Scalf, seconded by Brendan Smith. Motion carried.

Financial and Administration Reports by Nancy Nash: Nancy asked board members if more information is needed on financial reports. Becki suggested that Nancy highlight anomalies. Nancy pointed a few highlighted areas in the financial report where the revenues or expenses were out of the ordinary. Harry mentioned that Nancy's reports are always well organized and easy to understand.

Executive Director's Report: Nancy is excited about Cascade Crest apartments (temporary name) in the Methow Valley. Requests have been sent out for architectural firms interested in design of the project and a firm will be selected soon. Funding application has been sent out for the purchase of Omak Pioneer Gardens. A PSA was signed in early May.

Occupancy Report: Three tenants (2 at Elmwood, 1 at Cariboo Trails) are in the process of lease termination for noncompliance (health and safety issues). Kelly asked if the board could see a copy of HAOC leases and termination process. HAOC follows State of WA laws for evictions. Nancy will share copies of the leases and add a discussion item to the next meeting agenda as a board training item.

New Employees: Nancy stated that all three new employees have brought great experience to the team.

Adjournment: Motion to adjourn at 6:55 was made by Harry Best, seconded by Kelly Scalf. Motion carried.

Next Meeting: June 22nd at 5 pm.

Signed by board member: Laura Fernandez B.

Date: 6-25-29

