



# 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, May 26, 2021

**Present:** Laura Hernandez, Yvonne Bussler-White, Harry Best, Kelly Scalf, Nancy Nash-Mendez, Executive Director. Justine Salazar, member of the public and Employer Representative for WorkSource Okanogan county

**Absent:** Becki Andrist, Anthony Gomez.

**Call to Order:** Meeting was called to order at 5:18 PM by Kelly Scalf, Chair.

**Approval of Agenda:** Kelly Scalf inquired if there were any changes or additions to be made to the May agenda. **Motion to approve the agenda as presented was made by Yvonne Bussler-White, seconded by Harry Best. Motion passed and carried.**

**Approval of Minutes of Prior Meeting:** **Motion to approve March, 24, 2021 minutes as written was made by Harry Best; seconded by Laura Hernandez. Motion passed and carried.** The April 28<sup>th</sup>, 2021 meeting was canceled due to the lack of a quorum, therefore no minutes for that meeting was available for approval from the board.

#### EXECUTIVE REPORT:

**Developments Updates:** Meadow Point construction is 50% complete with Units A and B being framed and windows installed as of last week. The landscape installation continues to be a big concern due to the increase in cost of materials and most importantly the issues with the water pressure we will get from the irrigation water. Using city water for irrigation of the landscape is cost prohibiting. Contingency money for construction for this project has been spent and now we are working to value engineer a few scopes of work such as the pathway and playground to ensure we are staying within budget.

Meadowlark construction is going well and on target with budget. Elmwood and Peachtree's purchase and sale agreement expired due to USDA Rural Development not finishing their process for transfer of the properties. Nancy is working with the owner in hopes to get his consent to sign a new PSA.

**Staff reporting:** Nancy informed that the General Property Manager position was filled with an applicant with experience in market rate apartments/home rentals and office administration.

**FINANCIAL REPORTS:** The Balance sheet, Income Statement and Property Comparison were sent to board members electronically prior to the meeting.

Nancy discussed with the board each of the financial reports, answering questions from the board members as presented. She stated that the income and expenses of the agency, with the exception of unit rehabilitation work, is going as forecasted. Cares Act (COVID\_19) money is expected to be used up by June, 2021.



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CLA “fee accountant” contract update: Nancy informed that CLA lead accountant for our agency is on leave until September, 2021 and that the agency was assigned a new team of accountants to provided services to the agency.

2020 Audit progress report: audit is going well and it is expected to be finished by the end of June, 2021. The new construction and acquisition of Pateros Gardens created additional work and complexity to the audit.

Approval of the February financials: Kelly Scalf reported that her internal monitoring of the April financials was spot on. The accounting department is doing a good job with the record keeping of the expenses, including the backup workpaper for each transaction. Kelly recommended that the board approve the financials as presented. **Approval of the financial report: Motion to approve February, 2021 financials was made by Harry Best; seconded by Laura Hernandez. Motion passed and carried.**

**NEW BUSINESS:**

Yearly conflict of interest policy acknowledgment: Nancy reminded the board that the conflict-of-interest policy and acknowledgement form is in the board’s tab on the website for review and signature of the acknowledgment. A hard copy of the acknowledgment is found in the office of the agency for board signature.

Emergency Housing Voucher (EHV): Nancy provided a power point presentation on the new E.H.V vouchers and informed the board that she is working closely with the Continuum of Care Agency (CoC Agency) for the county, Okanogan County Community Action Council, to create a plan for the process of the referral process. HUD requires that the Housing Authority, the CoC Agency and the Domestic Violence Agency sign a Memorandum of Understanding (MOU) for the implementation of these vouchers. Nancy is currently drafting the MOU. A meeting between OCCAC and HAOC’s staff was held earlier in the month to discuss the implementation of these vouchers. HUD also requires an update of the Section 8 Administration plan to include the E.H.V. voucher preference and referral process. A resolution to approve the amendment will be presented to the board in future meetings.

Executive Session: The board chair, Kelly Scalf, called an executive meeting under RCW 42.30.110. B and F. Board members went into the Executive Session at 6:15 for 15 minutes coming out of the Executive Session at 6:26. No decisions were made during the session.

Adjournment: Motion to adjourn at 6:28 pm was made by Laura Hernandez, seconded by Harry Best. Motion passed and carried.

Next Meeting: June 23, 2021 via Zoom @ 5:15 pm.

Laura Hernandez B.  
Board Member

6-28-21  
Date

