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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, July 27, 2022

**Present:** Becki Andrist, Dr. Brendan Smith, Anthony Gomes, Nancy Nash, Lois Hale (Scribe)

**Absent:** Kelly Scalf, Laura Hernandez, Harry Best

**Call to Order:** 5:38 PM by Becki Andrist

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

MOTION to approve the consent agenda and minutes from the prior meeting was made by Dr Smith, seconded by Anthony Gomez. Motion carried.

**Public Comment/Correspondence:** A certified letter was received from a rejected applicant. Nancy stated that the applicant did not meet the standards. Board members discussed that the day-to-day operation of the agency is not the responsibility of the Board, but of the Executive Director. The Board directed Nancy to respond to the applicant.

**NEW BUSINESS:**

**Approval of Resolution 2022-07:** Policies surrounding the administration of Section 8 Vouchers and TBRA vouchers. The board can establish a policy to set a local area preference for Section 8 Vouchers. Discussion: while the local area preference does not exclude people from applying for our voucher, this preference will allow our Housing Authority to serve Okanogan County residents first as vouchers become available. Dr. Smith asked about including as a second tier, applicants within x miles of Okanogan County. Nancy responded that she would check into that with the staff and HUD. TBRA funding is to help homeless only in Okanogan County, so our case managers are used to administering vouchers with local area preference.

MOTION to approve Resolution 2022-07 was made by Anthony Gomes, seconded by Dr Smith. Motion carried.

**Federal Mileage Reimbursement Rate Increase:** Mileage reimbursement rate has been increased by the IRS as of July 1, 2022 from 58.5 cents to 62.5 cents per mile.

MOTION to approve increasing mileage reimbursement to IRS published rate was made by Dr Smith, seconded by Anthony Gomes. Motion carried.

**Credit Card Use Policy:** Nancy is requesting that the board establish a policy for credit card use. Draft policy has been sent to board for 1<sup>st</sup> reading. The policy will be submitted for approval at the next meeting.

**Winthrop Multifamily Housing Report:** The Methow Housing Trust donated the land for the development of the development of a multifamily housing in Winthrop. This development will be adjacent to a new development of affordable homes to be developed by the MHT. Dr. Smith stated that he thought this was phenomenal considering the need for housing in the area. Small business owners



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are either closing their business or shortening their hours due to the fact that they can't find workers because of the workers not being able to find housing to rent. Anthony agreed. Nancy stated this would be advantageous when the Housing Authority goes looking for funding to build. Nancy will send a thank you /appreciation card around for board members' signature to send back to the Methow Housing Trust. An architect has been contracted to create a concept for the 22-unit project. A place holder name for the development is Wild Rose. Current estimated development budget is \$9 million because there is no existing infrastructure and current high cost of materials. Nancy is proposing asking for legislative funding. Pre-development applications (water, sewer, road usage, etc.) are being handled by the Methow Housing Trust. Nancy will be going before the Okanogan County Commissioners and presenting the project to the Commissioners as well.

**Request from Catholic Charities:** Nancy was approached by the Exec. Dir. of Catholic Charities. They are looking at a property in Twisp to build 75 units of affordable housing similar to Meadow Point. It will be a tax credit property. They approached the Housing Authority to supply 42 vouchers for the project. Nancy asked for a formal proposal from Catholic Charities. At this point, they are asking for the option to discuss if/when vouchers are available. HAOC current has vouchers that cannot be leased up due to lack of available housing—40 main stream and about 20 veteran vouchers. HAOC needs to see how many vouchers will be used at Meadowlark, which would decrease the number available. Nancy anticipates less than 9 project based vouchers will be used at the Wild Rose project.

#### FINANCIAL REPORTS:

**Approval of Bills, Payroll, and Communications by Becki Andrist:** Becki reviewed May and June financials. Everything looked good.

MOTION to approve May and June Bills, Payroll, and Communications was made by Dr. Smith, seconded by Anthony Gomes. Motion carried.

**Administration Report by Nancy Nash:** No questions from the board. Nancy said they have been very busy leasing units at Meadowlark.

Pine Meadows tenant that owed over \$5000 was finally able to qualify through Community Action and a check was received yesterday. There is another tenant at Cariboo Trails in arrears over \$8000 which the sheriff will be evicting soon.

Staff member, Serena, celebrated 20-year anniversary last month. Potluck lunch tomorrow to celebrate.

**Financial Report by Nancy Nash:** Income Statement – no major highlights in June. Quarterly Report shows strong cash flow. Newly hired staff have been very helpful to the agency. Some properties, such as Twisp Gardens, have a shortfall. Nancy is watching closely and may do a revised budget with Rural Development. Vacant units for rehab often make the properties struggle financially.

**Executive Session:** Dr. Smith moved to adjourn to an Executive Session for 10 minutes at 6:30 pm. The board came out of executive session at 6:35 pm. No decisions were made during the executive session.



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The regular meeting re-assumed at 6:35 pm at which time Becki Andrist, Board Chair remarked part of the yearly evaluation process of the Executive Director the Board not only evaluates the performance of the Executive Director, but also needs to discuss the salary and benefit packet of the Executive Director.

Becki stated that based on the Executive Director's performance evaluation and her significant work contribution to the growth and expansion of services of the agency the board should consider granting the request of the Executive Director, Nancy Nash-Mendez of the following: to keep her current base salary as is until next year's evaluation; to increase her vacation leave to six (6) weeks a year, and to monthly cash stipend in lieu of medical insurance coverage. The stipend will be based on 80% of the cost of medical coverage for AWC Asuri's Northwest Healthfirst 500 plan (AKA 2<sup>nd</sup> tear level).

MOTION to approve the request of Nancy Nash Mendez with the starting date of July 1, 2022 was made by Anthony Gomez, seconded by Dr Brendon Smith. Motion carried

Adjourn: the meeting was adjourned at 6:38 pm.

Next Meeting: August 31st at 5:15 pm.

Laura Hernandez B.  
Board Member

8-31-22  
Date



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