



431 5th 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, October 27, 2021

Present: Harry Best, Becki Andrist, Laura Hernandez, Kelly Scalf, Nancy Nash (Executive Dir.), Lois Hale (Scribe), Sarah Croskey (CLA), Marty Miller (ORFH)

Absent: Yvonne Bussler-White, Anthony Gomez

Call to Order: 5:18 by Kelly Scalf, Board President

Chair Comments: Kelly discussed the purpose of a quorum and postponing votes if necessary. With four members in attendance there is a quorum for this meeting.

Approval of Consent Agenda and Minutes:

MOTION to approve the consent agenda and last meeting’s minutes was made by Harry Best, second by Becki Andrist; motion carried.

NEW BUSINESS:

MOU with Methow Housing Trust for Winthrop development: Nancy and Marty Miller met with Methow Housing Trust to go over the proposed MOU. At the last meeting of MHT, the board approved the MOU. Marty addressed how to proceed with the joint project. Methow has different dynamics but there is still a need for affordable housing there. Land is one of the critical pieces. The Methow Housing Trust has a piece of property that will accommodate single units and multi-family rental units. Zoning needs approval but MHT will lead that. There is a potential for 20 to 22 units. Becki asked if the Methow building moratorium will impact the project. Marty responded that the City of Winthrop has adequate water for the property. Kelly remarked on minimal yard space with a play and community garden area. There is a perimeter trail/walking path. Paths and streets are currently planned to be crushed rock which will help with runoff and reduces cost. Paving will be used for apartment parking and handicap accessible areas. According to housing needs assessment, housing for working families and senior housing is the priority. Kelly a preference to disperse low-income housing into a mixed neighborhood. Lois mentioned the difficulty of keeping low income housing play areas clear of drug paraphernalia, making it a safe place for kids to play.

MOTION: to approve MOU with Methow Housing Trust was made by Becki Andrist, second by Laura Hernandez; motion carried.

Presentation of 5-yr Budget Forecast: Nancy presented the new salary matrix to bring salaries to mid-range based on an independent salary survey, to promote staff retention and recruitment. Agency has been growing and staff is expected to work at a higher level. Wenatchee Housing Authority hired a professional agency to conduct a survey and then shared information with other agencies. HAOC review focused on agencies most similar to HAOC to establish the new salary range. Nancy also included current job opening pay rate for current job openings in Okanogan County with similar work/responsibilities of jobs being performed by HAOC’s current or future staff.

Sarah Croskey, an accountant with CLA, discussed where money would come from and a budget forecast was developed using three-year averages and taking into consideration adding new properties. Meadowlark was pulled out of the equation. 2021 actuals were included with an across-the-board 2% inflation rate added. In the first year, a 15% salary increase was proposed, with a 2%-per-year increase for the next 4 years. Future projects are not included in the matrix. There will be new vouchers in future budgets as well. Kelly asked about C-O-L -A increases.



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Sustainability is a concern. Kelly asked Sarah to provide a cash flow statement. Becki wanted Anthony and Yvonne to weight in before a decision is made. Sarah asked that missing board members send their questions to her and she will respond to everyone by the 12th of November.

FINANCIAL REPORTS: (sent to board members prior to the meeting)

August: Nancy reviewed the Income Statement, Balance Sheet, and Y-T-D Property Comparison. Becki asked if there would be developer fees with Methow Housing Trust project. Nancy responded that it amounts to 10% of the project total (50% will go to ORFH and 50% of total developer cost will be kept by HAOC).

Board Finance Committee Report: Kelly was not in town and was unable to review the financial reports. The alternate was not able to help due to health concerns. A new alternate is needed. Becki volunteered to step in if the board approves. Kelly agreed to meet with Becki next week.

OLD BUSINESS:

Personnel Policy Committee Report: Committee was not able to meet to review leave policy.

Grand Opening Meadowpoint: Nancy reported probably end of December or mid-January due to still waiting for cabinets. Nancy met with Yvonne and Cindy Gagne to plan the meeting, presenting the idea of a small ribbon cutting and open house with a special opening for neighbors to the east. A temporary certificate of occupancy has been received for 4 buildings (10 units). Rest of complex is barricaded off. Becki suggested that open house of the completed complex would be a better presentation for community buy-in. Tenants cannot move in until the architect gives approval; probably mid-November or December. Harry thinks they should be rented asap but waiting for completion for grand opening is best. Kelly suggested a press release, explaining the situation.

Rent Arrears: Nancy talked to legal counsel. HAOC must wait until end of October to send a letter and enter a line item for arrears.

2020 Audit update: HUD software system is not working; waiting for HUD's technicians to fix website. Auditors are aware of the situation.

2022 Budget Discussion: Nancy wanted to bring to the board's attention HUD budget per each property which wrap into a general budget vs a different format that allows for comments. This budget format is much cleaner and easier to report per property plus add comments within each budget. Becki likes the one with comments. Kelly agreed because it also shows the cash reserves.

Next Meeting's date: Nancy proposed a joined November/December meeting due to the Holidays. Becki mentioned that a public announcement should be sent to let the public know. Nancy will send out publication to the paper and the radio. New date will also be posted on our website.

MOTION: Becki Andrist motioned to have a joined November/December meeting on Dec 1st to go over the salary matrix; a resolution for continuation of the 2021 budget until the 2022 budget is approved in the January, 2022 meeting and any other business of the agency as needed, second by Harry Best. Motion carried.

Adjournment: Meeting adjourned at 7:20 pm
Laura Hernandez B.
Board Member

12-2-2021
Date

