



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, November 30, 2022**

**Present:** Becki Andrist (Chair), Dr. Brendan Smith, Harry Best, Anthony Gomez, Nancy Nash (Executive Director), Lois Hale (scribe), Rita Kessell (guest), and Jimmy Relaford (guest)

**Absent:** Laura Hernandez

**Call to Order:** at 5:15 by Becki Andrist

**Public, Chair, or Commissioner Comments/Correspondence:** None.

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

MOTION: to approve the Consent Agenda and prior minutes was made by Dr. Smith, seconded by Becki Andrist.

VOTE: Motion carried.

**Audit Review by Steven Judd, lead auditor with Finney, Neill & Company, P.S.:**

Mr. Judd presented an overview of the FY 2021 audit and discussed changes for FY 2022. Refer to Audit Reporting Package for details. There were no findings, material weakness, or noncompliance found in the audit. Overall financial strength of the organization has improved over the last several years.

**NEW BUSINESS:**

**Approval of Resolution 2022-10 (2022 Housing Choice Vouchers (Section 8) Administrative Plan):**

MOTION to approve Resolution 2022-10 was made by Dr Smith, seconded by Harry Best. VOTE: Motion carried.

**Approval of Resolution 2022-11 (approval of the Tenant Based Rental Assistance Program from Commerce Administrative Plan):**

MOTION to approve Resolution 2022-11 was made by Dr. Smith, seconded by Harry Best.

VOTE: Motion carried.

**Approval of resignation of Board members Harry Best and Kelly Scalf:** resignation documents were emailed to the board with the board packet. Both board members are resigning due to the fact that they are no longer county residents, which is one of the requirements for board eligibility.

MOTION to accept the resignation of Harry Best and Kelly Scalf was made by Dr. Smith, seconded by Harry Best.

VOTE: Motion carried.



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**Approval of applications to vacant Board seats by Jimmy Relaford and Rita**

**Kessel:** the board received letters of interest to serve as a board member from Jimmy Relaford and Rita Kessel. Both applicants have attended previous board meetings and the board deemed them highly qualified to fulfill the roles of a board member for the HAOC. Jimmy Relaford will fill the vacant seat left by Harry Best and Rita Kessel will fill the vacant seat left by Kelly Scalf. Both applicants will serve until the end of the remainder of the terms of Mr. Best and Mrs. Scalf. Applications of both candidates will be forwarded to the Okanogan County Commissioners for appointment.

MOTION to approve applications of Jimmy Relaford and Rita Kessel to the Board was made by Harry Best, seconded by Dr. Smith.

DISCUSSION by Jimmy: He is in the program and this is a way for him to help others looking for affordable housing. Discussion by Rita: Rita currently has a formerly homeless man living in her home and is touched by the needs of the homeless. Appointees will not be voting members until the Commissioners appoint them to the board.

VOTE: Motion carried.

**Authorization to open an operating reserve account for Meadowlark to meet funder requirements and designation of account signers:** CLA advised HAOC to deposit money in the reserve account and a journal entry will be entered appropriately to each reserve accounts. Authorization for a new account is not needed.

**Office of Rural and Farmworker Housing increase in the pre-development loan interest rate:**

The Housing Authority of Okanogan County has an MOU with the Office of Rural and Farmworker Housing (ORFH) to assist the agency with the development and acquisition of affordable housing in the county. Their service has been pivotal to the successful addition of over 122 units to our affordable housing portfolio.

ORFH offers a pre-development loan to its clients at a very low interest rate. The HAOC has historically financed our pre-development or pre-acquisition costs by using this loan because the agency does not have the liquidity to support pre-development costs of properties.

The HAOC just received a notice of the increase to 4.5% of the pre-development fund interest loan for the Pioneer Gardens, 30 units senior and disabled apartment in Omak (currently in acquisition process). The loans and the interests are paid by the grant funds of the property being purchased or developed

MOTION to approve the new loan interest rate was made by Harry Best, seconded by Dr. Smith.

DISCUSSION: The housing authority uses a low-rate loan from ORF for development financing. When funding is available, interest plus money owed is paid off. Old rate was 3.5%; new interest rate is 4.25%.



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VOTE: Motion carried.

**Approval of Resolution 2022-12 - Asset Management charges of \$465 per unit per year for Vista Park Apartments:**

The apartment complex is being managed by an independent property management company, United Marketing. However, the Executive Director and finance team performs a lot of asset management work throughout the year for this property. Traditionally the property would pay an Asset Management fee to the agency (for example we receive \$7,500 a year for our USDA Rural Development properties for asset management fees). The HAOC has not invoiced the property for any asset management fees considering its financial difficulties, but now that the property is doing well and has a stable cash flow the management team recommends that we start invoicing Vista Park once a year for Asset Management fees. The management team recommends board approval to start invoicing Vista Park, on a yearly basis, an asset management fee of \$465 per unit per year, to be invoiced at the end of each fiscal year, if the property is doing well financially.

MOTION to approve Resolution 2022-12 was made by Dr. Smith, seconded by Harry Best.

VOTE: Motion carried.

**Approval of Resolution 2022-13 – Continuation of FE 2022 budget until the January 25, 2023 Board meeting:**

MOTION to approve Resolution 2022-13 was made by Harry Best, seconded by Anthony Gomez.

VOTE: Motion carried.

**Approval of contract for Housing Quality Standard Inspections to an independent entity, as required by HUD:**

MOTION to approve contract for housing quality inspections by an independent entity was made by Harry, seconded by Anthony Gomez.

DISCUSSION: HAOC currently has an MOU with Wenatchee HA to complete each other's "independent" inspections. A former housing specialist has opted to work as an independent contractor. A local inspector will expedite leasing of rehabbed units.

VOTE: Motion carried.

**FINANCIAL REPORTS:**

**Approval of Bills, Payroll, and Communications (Becki Andrist):** September and October have been reviewed and approved by Becki.

MOTION to approve Bills, Payroll, and Communications was made by Harry Best, seconded by Dr. Smith.



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VOTE: Motion carried.

**Finance Report for October income and expenses:** presented by Nancy Nash. HAOC is still working with legal counsel and tenant who has not paid back rent and is fighting eviction.

**Approval of Resolution 2022-14 - Increase to 120% fair market rent:**

MOTION to approve Resolution 2022-14 was made by Anthony Gomez, seconded by Dr. Smith.

DISCUSSION: HUD has provided HAOC an opportunity to increase rent standards to 120% FMR. This will help the agency to operate in the current market. In 2023, payment standard for a 1-bedroom unit will increase to \$924 per month.

VOTE: Motion carried.

**EXECUTIVE REPORT:**

- A new bilingual housing navigator, very well known and respected in the community, has been hired.
- Today Nancy received news that the Rural Development budgets, which were presented for Twisp Gardens, Elmwood, and Peachtree to rehab the units, were approved. Peachtree received a \$100 per-unit-per-month increase.
- There is a Methow Housing Trust meeting tomorrow, weather permitting, in Twisp. Nancy is preparing a request to Kretz, Maycumber, and Short for funding to develop Wild Rose in Winthrop.
- Nancy is going home to Paraguay for the Holidays. She will be on vacation from December 13 to January 6<sup>th</sup>, 2023.

**Executive Session under RCW 42.30.110 to discuss staffing:**

MOTION to go into executive session for 5 minutes was made by Harry Best, seconded by Dr. Smith. VOTE: Motion carried.

The board came out of executive session at 6:45pm. No votes were made during the executive session.

**Adjournment:** Regular meeting adjourned at 6:55 pm.

**Next Meeting:** January 25, 2023

*Laura Fernandez B.*



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