



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 24, 2023

Present: Dr. Brendan Smith, Becki Andrist (Chair), Rita Kessell, Jimmy Relaford, Nancy Nash (Executive Director), and Lois Hale (Scribe)

Absent: Laura Hernandez (Vice Chair), Anthony Gomez

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 Jimmy Relaford, seconded by Rita Kessell with correction of board member's names at the end.

VOTE: Motion carried.

FINANCIAL REPORTS:

Approval of Bills, Payroll, and Communications: All documents have been reviewed and approved by Becki Andrist.

MOTION to approve Bills, Payroll, and Communications from last month was made by Rita Kessell, seconded by Jimmy Relaford. No discussion or comments.

VOTE: Motion carried.

Finance Report for Income and Expenses: (Sent via email prior to the meeting.) Nancy presented the Financial Report in pie chart format as well as Excel spreadsheet. Majority of income is funded via grants; some comes from administrative fees, and tenant rent payments. The Financial Report reviews income and expenses by property. Becki Andrist commented that Duck Lake has some additional water rights available and suggested that HAOC contact them for another hookup so an additional house could be installed in the future. Rita and Nancy will research the Duck Lake water.

NEW BUSINESS:

1. Pine Meadows Management and CLA Contract updates: Nancy is in the process of writing job descriptions to assure that the accountant position will meet the needs of the agency. She is working on the logistics of exiting Pine Meadows management and transition to new management company.
2. Fraud security plan for HAOC's bank accounts: Nancy met with account manager and the new system will be live July 1st. Tracy and Nancy will receive training on new system. Becki asked about cost and Nancy responded that the agency should have that available for the next meeting.
3. 2022 Audit: Audit has been started and is expected to run through June. Auditors do not come to office and all files must be uploaded to them.
4. Executive Director's Monthly Administration Report:
 - a. Cariboo Trails has one vacancy because adjacent tenants reported smelling meth. Meth testing was positive. There were hot spots in every room with highest reading in the bedroom. Tenants were using but not cooking meth. Report went to the Health

Department and legal counsel. Tenants were given notice to vacate and the Health Department condemned the unit. Remediation of the unit will start on June 12 and cost of about \$15,000. Nancy suggested cost will come from the other unit that has been in arrears and from reserve accounts. Insurance no longer covers this because it has become such a common problem. Becki asked about adjacent units and Nancy reported they were tested as well and there was very minimal effect.

- b. Three vacancies at Elmwood. One unit is almost finished being rehabbed.
 - c. Voucher programs were reviewed.
 - d. Computer station in the lobby is working well.
5. Wildrose funding sources and applications updates: Nancy presented a spreadsheet for the predevelopment budget which shows where \$ are going to come from. Overall cost at this point is estimated at \$10.23M with per unit cost of \$464,000 (projects are built at prevailing wage).
6. **Resolution 2023-07** approval of FHLP grant program for Wildrose:
MOTION: to approve application for a FHLP grant for Wildrose project was made by Dr. Smith, seconded by Jimmy Relaford.
VOTE: motion carried.

Nancy sent an explanation via email before the meeting. The Resolution is to apply for the \$1M grant.

7. **Resolution 2023-08** Purchase and sale agreement with Methow Housing Trust (land and infrastructure):
MOTION: to approve resolution 2308 by Rita, by Jimmy Relaford.
VOTE: motion carried.

Nancy explained that a purchase and sale agreement will eventually be needed. Legal council is looking at draft PSA. Nancy had a conversation with a group of Methow investors that may provide \$1.2M as a bridge so the project can proceed. Resolution gives Nancy authority to sign Purchase and Sale Agreement when details are worked out.

Create a Finance Ad Hoc Committee to research agency's investment pathway(s) of excess cash on hand in the operating account. This Ad Hoc committee will serve as a sounding board to Nancy as she works in putting together the development budget for Wildrose (6 months commitment meeting via zoom as needed). Rita agreed to serve on the committee.

8. Approval of policy regarding potential abuse by external participants: Nancy said the agency is seeing more and more clients who are verbally abusive to the staff. Housing Authority needs a policy to spell out consequences of such behaviors. At the site level, this is covered by leases. People are countering with "racist" claims when told there are rules to follow to receive services. The board approves policy; staff develops the procedure to administer the policy. Policy will become part of orientation for tenants.
MOTION: to approve the policy made by Jimmy Relaford, seconded by Dr. Smith. VOTE: motion carried.

Adjournment: Meeting adjourned at 6.30 pm.

MOTION: to adjourn and hold next meeting on June 21 was made by Rita Kessell, seconded by Jimmy Relaford.

VOTE: Motion carried.

Next Meeting: June 21, 2023 at 5:15 pm. (NOTE: third Wednesday of the month.). A public notice will be sent to the newspaper and the radio.

Laura Hernandez B.

