



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, June 21, 2023

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

**Absent:** Laura Hernandez (Vice Chair)

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

**Public, Chair, or Commissioner Comments/Correspondence:** Jimmy Relaford reported that there has been a drug problem around their building. Residents accosted the individuals and kicked them off the property with instructions never to return. (Police had previously been called but nothing was done.)

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

**MOTION:** to approve the Consent Agenda and May meeting minutes was made by Dr. Smith, seconded by Rita Kessell.

**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 May 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 stated that the sub committee has started to review investment opportunities.

Some properties have separate bank accounts for tenant security deposits. Specific laws apply. This money can be used for repairs for damage by the tenant but not normal wear and tear. Housing Trust security monies can be lumped into one account (currently at Key Bank). Rural Development requires security monies to be in a separate bank.

YTD income shows +\$86,000. Net income will increase as vacancies are rented up. Rehab work continues.

**OLD and NEW BUSINESS:**

1. Pine Meadows Management: Nancy met with the Pine Meadows board to discuss change in property management. United Marketing was also present to respond to any questions. A plan is being developed to transfer management in September. Plan must be approved by HUD.
2. CLA Contract updates: Working on specifics of job posting to replace CLA; should be ready to advertise next week.



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3. Fraud prevention plan for HAOC's bank accounts: Overall cost \$243.00 per month with additional cost for ACH protection as well.
4. Wildrose funding sources/applications updates: Application to Federal Home Loan was submitted for \$1M. Nancy has been invited to do a "pitch" to a group of investors in the Methow Valley for help with a low interest "bridge loan" for infrastructure development. Methow Conservancy just purchased a large tract of land, some of which is earmarked for housing.
5. Executive Director's Monthly Administration Report:
  - a. Cariboo Trails: 1 vacancy (meth remediation). County Commissioners may pay for the remediation. Community Action has submitted funding to meet some of the unpaid rent.
  - b. Twisp Gardens: no vacancy. One tenant has requested for special accommodation for a walk-in shower. Rural Development has approved use of reserves to fund the project. A plumber from Oroville has agreed to do the work.
  - c. Iron Straw, Vista Park, Country Homes, and Sage Brush: no vacancies.
  - d. Twisp Gardens: one vacancy to be rehabbed.
  - e. Elmwood: 4 vacancies (2 for meth remediation). Housing Trust Fund will pay remediation cost.
  - f. Peach Tree: no vacancies. Tenants have been housed in motel while meth rehab was completed. Rural Development will pay cost. One unit which showed active use was not rehabbed; a notice to vacate was sent to the tenant; a report was sent to the Health Department who posted the unit as uninhabitable. Nancy submitted notice to court to remove tenant and then remediation will start.
  - g. Meadowlark: 1 unit vacant (tenant died with no known next of kin). Staff has to take photos of tenant's belongs and put them in storage for 2 weeks. An envelope was received in the mail that contained a plastic bag of white powder. Police tested and it was positive for meth. United Marketing may hire security for evening hours.

Voucher programs: Nancy reported the number of participants for each program. Nancy and staff are doing an analysis of TBRA program to improve coordination with Community Action.

Nancy received a call from Key Bank. A Key Bank employee from Seattle will visit the Wild Rose development for "proof" that the development was completed to meet loan/financing requirements.

Nancy was invited to attend a private gathering for Senator Cantwell in Wenatchee. She is a champion for tax credit funding. She expressed an interest in visiting new properties.

Current holder of Maintenance Technician position will be moving out of state and job will be posted soon.





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A group from the community was concerned about people from out of town were coming into the area and using our low-income housing. Only one person at Meadow Point came from outside of Okanogan County (lived in Bridgeport but worked in Okanogan County).

HAOC used a loan from WA Community Reinvestment Group to purchase Cariboo Trails. Loan is at 7.5% interest and total amount is now \$111,358.00. Nancy suggested that HAOC pay off the current loan and issue a low-interest loan to Cariboo Trails. Nancy would like feedback from the board regarding this. Becki thinks it makes a lot of sense to pay off the loan and issue a new loan with a 2 to 5% interest rate. Discuss at August meeting

Staff training for YARDI system is now available online. Nancy plans to add the online training program to HAOC's packet of services.

**Adjournment to Executive Session for personnel matters:** Meeting adjourned at 6.16 pm.

MOTION for 10 minutes Executive Session was made by Rita Kessell, seconded by Dr. Smith.

VOTE: Motion carried.

Board members came out of executive session at 6.21 pm. No decisions were made during the executive session.

MOTION to approve a change in the benefits packet of the Executive Director, retroactive to January 1, 2023, which includes a COLA increase of 6%, a Merit increase of 5% and an adjustment to the medical benefit stipend to current medical insurance rate was made by Becki Andrist, seconded by Dr. Brandan Smith. No discussion or comments.

VOTE: Motion carried unanimously.

Next Meeting: July 26, 2023 at 5:15 pm.

*Rita Kessell*

\_\_\_\_\_, Board member



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