



**Minutes of the Special Meeting
of the Board of Commissioners of the
Housing Authority of the City of Everett**

December 14, 2015

Meeting Called to Order

The Special Meeting of the Board of Commissioners of the Housing Authority of the City of Everett was called to order by Chair John Mierke following lunch, at 12:09 p.m. on Monday, December 14, 2015 at the Authority's main office, 3107 Colby Avenue, Everett, Washington.

Commissioners Present at Roll Call:

Chair John Mierke	Commissioner Michele Rastovich
Commissioner Maddy Metzger-Utt	Commissioner Lyle Ryan
Commissioner George Perez, Jr.	Commissioner Todd Taylor

Commissioners Absent:

None

Also in attendance were:

Staff:

Jill Stanton, Deputy Executive and Finance Director
Rick Dorris, Director of Dev't & Acquisitions/Ass't Executive Director
Steve Yago, Director of Housing Management
Erica Dias, Deputy Director of Housing Management
Wendy Westby, HCV Program Director
Brenda McLeod, Ass't. Director of Procurement & Contracts
Wendy Abbey, Assistant Finance Director
Chris Neblett, Hearing Officer/Administrative Coordinator
Katie Ulvestad, Executive and Development Assistant

Guests:

Lorna Corrigan, Attorney
Carol Wheeler, CEO of Senior Services of Snohomish County
Phyllis Case, Resident of HUD 202 Property

Administration of Oath of Office to Commissioner Todd Taylor

Chair Mierke administered the oath appointing Mr. Taylor to a new five-year term as a Commissioner of the Everett Housing Authority, expiring October 6, 2020.

Approval of Minutes

Minutes of the Annual Meeting of November 9, 2015 were not yet available for approval. Commissioner Perez moved to table this agenda item until a subsequent meeting of the Board; Commissioner Metzger-Utt seconded, and the motion passed unanimously.

Consent Agenda

Commissioner Rastovich made a motion to adopt the Consent Agenda, and Commissioner Perez seconded the motion. The Consent Agenda contained the following items:

1. Approval of First Quarter Financial Reports for Core Properties, Nine Month Financial Reports for Tax Credit Properties
2. Appointment of standing Committees per EHA Bylaws, Article III, Section 8
 - a. Finance and Real Estate Investment Committee – Commissioners Metzger-Utt, Ryan
 - b. Personnel Policy Committee – Commissioners Perez, Taylor
 - c. Housing Policy Committee – Commissioners Mierke, Rastovich

Items for Individual Consideration

Resolution No. 1405 Declaring Intent to Sell Bonds in an Amount Not Exceeding \$16 Million for EHA Senior Housing I LLLP

Deputy Executive and Finance Director Jill Stanton said this resolution authorized the sale of bonds by the tax credit partnership that now owned Meadows I, II, III and Lakewoods II developments. Bond proceeds would be used to finance construction renovations at those properties. A portion of the proceeds were to be converted to permanent debt, with the remainder to be paid off with equity from the tax credit partners.

Commissioner Ryan moved that the resolution be adopted. Commissioner Taylor seconded the motion, which passed unanimously.

Resolution No. 1406 Omnibus Resolution Authorizing the Executive Director to Carry Out Actions, Including Leasing, Loans, and Execution of Documents Related to the Renovation of Four Properties that Comprise EHA Senior Housing I LLLP

Director of Development and Acquisitions/Assistant Executive Director Rick Dorris began with a general description of Meadows I, II, III and Lakewoods II -- four fifty-one unit properties formerly owned by Senior Services and now controlled by the tax credit partnership known as EHA Senior Housing I LLLP -- for which Everett Housing Authority served as the general managing partner. He said the tax credit syndication process was

underway, with tax credit investors selected. Mr. Dorris said renovation costs were projected at \$7.6 million for the four developments under the tax credit partnership. This resolution gave the Executive Director or his designee the authority to sign all documents related to this rehabilitation activity.

Commissioner Perez moved that the resolution be adopted. Commissioner Ryan seconded the motion, which passed unanimously.

Resolution No. 1407 Appointing Members to the Boards of Directors for HUD 202 Nonprofit Corporations

This resolution was subsequent to one the Board had adopted at a previous meeting, which transferred assignment as registered agent for eleven HUD 202 properties from Senior Services of Snohomish County to Everett Housing Authority. These properties were classified as nonprofit corporations, governed by a board of directors. In its capacity as registered agent, EHA was delegated authority to have its Board of Commissioners appoint members to the board of directors for the respective HUD 202 nonprofit corporations.

At the direction of legal counsel Lorna Corrigan, Chair Mierke called on the commissioners to volunteer to serve as directors on the boards for the HUD 202 nonprofit corporations, pursuant to Section 2, subheading (a) of the resolution. Commissioners George Perez, Michele Rastovich, Lyle Ryan, and Todd Taylor agreed to be appointed as directors. Director of Housing Management Steve Yago noted the resolution also called for the appointment of two other directors to serve on the boards for the HUD 202 nonprofit corporations. He introduced Phyllis Case, a resident of Scriber Pointe apartment complex, for appointment as the resident director, pursuant to Section 2, subheading (b) of the resolution; next, he introduced Senior Services CEO Carol Wheeler as the other director appointee, pursuant to Section 2, subheading (c) of the resolution.

Commissioner Rastovich moved that the resolution be adopted. Commissioner Metzger-Utt seconded the motion, which passed unanimously.

Resolution No. 1408 Approving Submittal of Budgets for Tax Credit Properties

Deputy Executive and Finance Director Jill Stanton informed the Board that she and Assistant Finance Director Wendy Abbey had previously met with Commissioner Ryan, a member of the Board's Finance and Real Estate committee, to review budgets for the Housing Authority's tax credit properties. This included budgets for the following: Twelve Pines Apartments, Broadway Plaza LLLP, Everett Affordable Housing Portfolio LLLP, Bakerview/Grandview Affordable Housing LLLP, and Pivotal Point LLLP. Mr. Ryan said he found the budgets to be acceptable and recommended their approval by the Board, which was provided copies to review in advance of the meeting as part of the agenda packet. Ms. Stanton clarified that the resolution was not seeking Board approval of the budgets per se; rather, it was to approve the submittal of those budgets to the respective tax credit partnerships for approval.

Commissioner Perez moved that the resolution be adopted. Commissioner Rastovich seconded the motion, which passed unanimously.

Resolution No. 1409 Amending Designated Check Signers and Voucher Auditors

Assistant Finance Director Wendy Abbey said the recent change in EHA's general banking vendor, from Bank of America to Opus Bank, required updating the agency's approved check signers and voucher auditors for the establishment of the new accounts with Opus Bank. This resolution fulfilled that function.

Commissioner Metzger-Utt moved that the resolution be adopted. Commissioner Perez seconded the motion, which passed unanimously.

Motion to Approve Collective Bargaining Agreement with General Teamsters Union Local No. 38

Deputy Executive and Finance Director Jill Stanton said management had successfully negotiated a new, three-year collective bargaining agreement with the Teamsters union representing the agency's maintenance employees. She said a copy of the new agreement could be found in the Board meeting agenda packet. Ms. Stanton went over some of the key changes to the current agreement, including a provision allowing management to outsource maintenance services at new properties not in our current acquisition plan (Teamsters' members were to continue to provide services at all current properties). Generally speaking, the new contract provided for a 2.5% increase in employee wages for the first year, with no increases in the second and third year, retroactive to July 1, 2015. Ms. Stanton noted that negotiations on a new bargaining agreement with the Teamsters had been drawn out over a nine month period, including an unfair labor practices complaint filed by the union against EHA with the State Public Employment Relations Commission and the agency's counterclaim. Both parties had agreed to withdraw their respective complaints in coming to this agreement, which was mutually viewed as equitable.

Commissioner Metzger-Utt moved to approve the Collective Bargaining Agreement with the General Teamsters Union Local No. 38 representing EHA's maintenance employees, for the period July 1, 2015 through June 30, 2018. Commissioner Rastovich seconded the motion, which passed unanimously.

Motion to Approve New IT Assistant Position

Deputy Executive and Finance Director Jill Stanton said ongoing expansion of the agency's property acquisitions and corresponding reporting requirements had considerably increased the workload of Computer Services Coordinator Paul Erickson, to the point that it was desirable to hire an additional IT staff member. Although there was no allocated funding for this new position in the current budget, Ms. Stanton said an unfilled position within that budget would fund this newly requested position for a period of five months. Ms. Stanton responded to a commissioner's request for the corresponding salary range (Category O) assigned to this new position, saying it was assigned a range of \$39,000 to \$55,000 annually. She noted that management intended for this to be a non-union position; however, a subsequent discussion with the union could result in its re-classification to a union-based salary category.

Commissioner Taylor moved to approve the creation of an IT Assistant position with a Category O salary range. Commissioner Rastovich seconded the motion, and it passed unanimously.

Adjournment

Chair Mierke called for a motion to adjourn the meeting. Commissioner Metzger-Utt motioned, Commissioner Perez seconded, and the meeting was adjourned at 12:37 p.m.


Chair, Board of Commissioners

ATTEST:

Secretary