



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

June 23, 2014

Meeting Called to Order

The Regular meeting of the Board of Commissioners of the Housing Authority of the City of Everett was called to order by Chair Lyle Ryan following lunch, at 12:00 p.m. on Monday, June 23, 2014 at the Authority's main office, 3107 Colby Avenue, Everett, Washington.

Commissioners Present at Roll Call:

Chair Lyle Ryan
Commissioner George Perez, Jr.
Commissioner Michele Rastovich
Commissioner Todd Taylor

Commissioners Absent:

Commissioner Maddy Metzger-Utt
Commissioner John Mierke

Also in attendance were:

Staff:

Ashley Lommers-Johnson, Executive Director
Rick Dorris, Director of Development and Acquisitions
Jill Stanton, Finance Director
Gwen Danforth, Human Resources Manager
Dean Weitenhagen, Director of Housing Programs
Brenda McLeod, Assistant Director of Procurement and Contracts
Teena Ellison, Resident Services Manager
Wendy Abbey, Assistant Finance Director
Katie Ulvestad, Executive and Development Assistant

Guests:

Seth Cooper, Attorney
Keith Klaus, Bakerview Resident Council Representative
Gary Haddenham, Broadway Plaza Resident Council Representative

Approval of Minutes

Chair Lyle Ryan called for approval of the minutes for the Special Meeting held on May 19, 2014. A motion to approve the minutes of this meeting was made by Chair Ryan and seconded by Commissioner Perez. Upon being put to a vote, the motion was passed and the minutes were approved.

Communications

Bakerview Resident Council Representative Keith Klaus said the Resident Council recently held a "Mom and Pop Dinner", which was attended by 50 people. Mr. Klaus reported that the Bakerview Resident Council raised \$65, as individuals who did not bring a dish to the potluck paid several dollars for admission. Mr. Klaus reported that a Resident Council Meeting would be held on Wednesday, June 25.

Broadway Plaza Resident Council Representative Gary Haddenham said the Resident Council was busy planning the annual Family Day celebration, scheduled for July 19. He stated that there will be a barbecue, games and even a dunk tank. Mr. Haddenham then invited both Commissioner Perez and Chair Ryan to be a part of the dunk tank attraction. Commissioner Perez stated that he would be out of town on that date at a conference and Chair Ryan stated that he would review his schedule and get back to Mr. Haddenham.

No representatives from either the Pineview Resident Council or the Resident Advisory Board were present to give a report.

Agenda Revision

At the request of Executive Director Ashley Lommers-Johnson, Chair Ryan proposed to amend the meeting agenda, moving the Policy Discussion item regarding Pivotal Point before the Executive Director's Report. The Board unanimously consented to this change without putting the matter to vote.

Policy Discussion

Pivotal Point Update

Rick Dorris, the Director of Development and Acquisitions, gave a presentation regarding the development of Pivotal Point Apartments, beginning with the acquisition of the property by Domestic Violence Services of Snohomish County after the closure of the Oswald Army Reserve Center in 2005. This development consists of twenty units of supportive housing for survivors of domestic violence, with a "cop shop" to be utilized by the Everett Police Department. Construction of the project, which was budgeted at just over \$3 million, was expected to be completed in August 2014. Mr. Dorris provided photographs of the various stages of construction, concluding with the observation that Pivotal Point Apartments was ahead of schedule for completion and on budget. Chair Ryan and Commissioner Perez presented some questions for Mr. Dorris and Director of Housing Programs Dean Weitenhagen, related to specific details of the property and of the project as a whole.

Additional Agenda Revision

Chair Ryan called for a motion to amend the Items for Individual Consideration portion of the meeting agenda, adding a call for a motion to approve the Collective Bargaining Agreement with the Washington State Council of County and City Employees for July 1, 2014 to June 30, 2017. Commissioner Taylor moved to approve this agenda change. Commissioner Rastovich seconded the motion, which passed unanimously.

Executive Director's Report

Fiscal Year 2013-2014 Report

Executive Director Lommers-Johnson began his report with a review of the 2013-14 Agency Budget, including a brief assessment of the agency's performance at meeting its budget priorities for that fiscal year. He said Everett Housing Authority received additional administrative fees for the period, due to above average occupancy rates and high utilization. It also received no findings from the State Auditor's audit, for the twenty-second year in a row, and continued to invest in resident self-sufficiency programs. The Executive Director said the agency has attracted and retained a highly engaged professional workforce, and he detailed the significant headway achieved in the last year with regard to development and acquisitions. In conclusion, the Executive Director cited advancements made to agency information technology and the sustainability of agency programs.

Fiscal Year 2014-2015 Budget Review

At the request of Mr. Lommers-Johnson, Finance Director Stanton covered the next portion of the Executive Director's Report. Ms. Stanton projected total revenues of \$19 million dollars for the 2014-2015 fiscal year, a major portion of which would come from a developer fee associated with the Rental Assistance Development (RAD) program. Ms. Stanton said the new Agency Budget would place priority on the following areas: customer service, asset management (replacement of non-viable assets), expanding non-federal housing resources, staff training, and continued investments in information technology. She reviewed each major program budget individually, discussed staffing changes for the upcoming fiscal year, and explained the budgeted costs for training for each department. Discussion on different components of the 2014-15 Agency Budget followed.

Given that substantive discussion on the new Agency Budget had just occurred, Chair Ryan elected to call for a motion for its adoption, rather than delaying action until the Items for Individual Consideration portion of the meeting. Commissioner Rastovich moved to approve Resolution No. 1363 Adopting Budgets for Fiscal Year 2014-2015 for EHA Programs. Commissioner Taylor seconded the motion, which 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. Section 8 Payments for the month of May 2014

2. Summary of Vouchers for the month of May 2014

Items for Individual Consideration

Resolution No. 1364 Authorizing Acquisition of Apartment Complexes from Senior Services of Snohomish County

Executive Director Lommers-Johnson explained to the Board that this resolution authorized the Everett Housing Authority to acquire four properties from Senior Services of Snohomish County, which included Broadway Meadows, Meadows II, Meadows III and Lakewoods II. Mr. Lommers-Johnson explained that Meadows I and Lakewoods II were set to close on August 1, 2014.

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

Supplemental Agenda Item

Approval of Collective Bargaining Agreement with Washington State Council of County and City Employees for July 1, 2014 to June 30, 2017

Finance Director Stanton went over provisions within the new bargaining agreement for agency employees represented by this union. A discussion between Chair Ryan and Executive Director Lommers-Johnson followed, regarding whether or not the proposed new contract provided for wage increases. Mr. Lommers-Johnson explained that the increases were left open and would be incorporated as allowed by the budget of the next fiscal year.

Commissioner Perez moved to approve the three year collective bargaining agreement with the Washington State Council of County and City Employees. Commissioner Taylor seconded the motion, which passed unanimously.

Executive Session

Chair Ryan announced that the Board would convene in Executive Session to further discuss the Executive Director's performance review for an estimated duration of 20 minutes. The Board recessed into Executive Session at 1:10 p.m. At 1:34 p.m. the Board reconvened in public session.

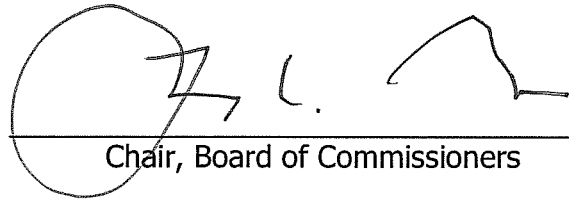
Regular Session

Upon reconvening, Chair Ryan announced that the Board had completed Executive Director Lommers-Johnson's performance review. Based on this review, Commissioner Taylor moved to raise the Executive Director's salary to \$150,000 per year, an amount that was inclusive of a monthly automobile allowance of \$500. Commissioner Perez seconded the motion, which passed unanimously. The salary increase was to be effective July 1, 2014.

Commissioner Rastovich said the Board and the wider community recognized and appreciated Mr. Lommers-Johnson's visionary leadership and strategic planning.


Adjournment

There being no further business, Chair Ryan adjourned the meeting at 1:37 p.m.



Chair, Board of Commissioners

ATTEST:



Secretary