



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

**April 10, 2017**

**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 12:07 p.m. on Monday, April 10, 2017 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  
*\* via telephone*

*\*Commissioner Todd Taylor*

**Commissioners Absent:**

Vice-Chair Maddy Metzger-Utt  
Commissioner John Mierke

**Also in attendance were:**

**Staff:**

Ashley Lommers-Johnson, Executive Director  
Jill Stanton, Deputy Executive and Finance Director  
Steve Yago, Director of Housing Management  
Erica Dias, Acquisition/Development/Relocation Planning Mgr.  
Teena Ellison, Director of Resident Services  
Wendy Westby, HCV Program Director  
Linda Baines, Deputy Director of Housing Management  
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  
Tom Douge, President, BP Resident Council  
Keith Klaus, President, BV Resident Council

## **Approval of Minutes**

Chair Ryan called for approval of the minutes for the Special Meeting of March 13, 2017. Commissioner Perez moved to approve the minutes of this meeting, and Commissioner Rastovich seconded the motion. Upon being put to a vote, the motion passed and the minutes were approved.

## **Motion to Revise Agenda**

Chair Ryan called for a motion to move the Executive Director's Report ahead of Communications on the meeting agenda. Commissioner Perez moved to revise the agenda as stated. Commissioner Rastovich seconded, which passed unanimously.

## **Executive Director's Report**

Executive Director Ashley Lommers-Johnson began with an update on the Federal funding outlook for HUD programs, as it was presented at the recent Washington, D.C. NAHRO Conference he attended recently. This included three possible scenarios for HUD funding through the end of 2017: a new Continuing Resolution that would fund the programs for the rest of the year at 2016 levels, a short extension of the Continuing Resolution set to expire at the end of April to allow for time to get agreement on an omnibus bill that would include funding for the current year, or a discontinuation of funding due to a government shutdown. Mr. Lommers-Johnson noted that the Housing Authority had been allocated funding to run the HCV program for the months of May and June in the event of a shutdown, but the likelihood of an extended disruption that left housing programs unfunded for a significant period was slim. The Administration's proposed 2018 Federal budget, which included drastic cuts to Public Housing (up to 14% to the operating fund, 70% to the capital fund), did not appear to have much support in Congress and was not expected to be adopted. He concluded by noting that he and others who attended the conference with him had the opportunity to meet with Senators Cantwell and Murray and their respective staff, to discuss current housing issues.

At 12:26 p.m. the Board adjourned temporarily to await the arrival of Commissioner Taylor. At 12:28 Chair Ryan announced that Commissioner Taylor was present and the Board went back into session.

The Executive Director next discussed the topic of local partnerships to address homelessness, including some recent conflict in regard to the local decision making process as it related to that endeavor. Mr. Lommers-Johnson said the Housing Authority housed a sizeable number of homeless households through its preference for homeless applicants on the tenant-based Voucher waiting list, and for those who required supportive services, by partnering with organizations that provide housing and services via the Project-Based Voucher program. He noted that in 2016, the Housing Authority issued an RFP for up to 130 Project-based Vouchers (PBVs) for utilization by partnering agencies targeting homeless families, including 70 for the Mayor's low barrier housing development in conjunction with Catholic Housing Services. These new PBVs would provide at least \$25 million in funding over a 20 year period, which created a potential challenge, given the likelihood of future Federal budget cuts and the Housing Authority's commitment to funding its existing Vouchers. Although management was concerned that all of the PBVs that were

needed for these new projects might not be available when the time came – by December, 2018 at the earliest – it was in the process of strategizing to ensure that the program can continue to maximize the number of households served as well as issue PBVs when the time comes.

The Executive Director continued by giving some background about the situation regarding funding of projects under the State's 9% tax credit program in the coming year. He said the Catholic Housing Services low barrier housing development championed by the Mayor and a Housing Hope development targeted at homeless households scored highest in the most recent competitive process. Both projects required a combined \$29 million in tax credit funding; however, \$22 million was the maximum allocation available for the Snohomish County metro pool. In order to resolve this disparity, CHS, Housing Hope, and the City of Everett negotiated an agreement with WSHFC without consulting the Housing Authority. The agreement reduced the current year's allocation from \$29 million to \$25 million, leaving a maximum of \$17 million available to fund a single project in 2018 within the metro pool area. Factoring in other variables, Mr. Lommers-Johnson said this could impact plans for the development of replacement housing for Baker Heights. As a stakeholder, the Housing Authority was asked to sign the agreement after these terms had been negotiated, which the Executive Director said he felt obliged to do in order to ensure the tax credit developments were funded. He said quarterly meetings have since been scheduled with County and City staff and HASCO, and monthly meetings with Housing Hope. This has resulted in a heightened awareness between stakeholders; since developments of this type cannot be financially viable without Project-based Vouchers, developers and funders need to work together more closely.

The Executive Director continued with an operations report for the Housing Management and HCV programs. He provided data to show that the agency was well on course to meet its objectives for the HCV program, by achieving the highest possible utilization of allocated Vouchers, and maintaining a high level of compliance in various program areas. Budget utilization, or the percent of budget authority spent, was 103.6% in 2016 and was on track to exceed 100% again this year. In comparison to the national average of 90% Voucher utilization, the Housing Authority was at 101.7% last year. Mr. Lommers-Johnson said the Housing Management department's predominant goal was a high level customer service, and the latest client survey showed over 90% of residents were satisfied with the department's performance. Other metrics included an average work order turnaround period of 1.77 days since January, 2016, a rent collection rate of 99%, and a 98% occupancy rate, down from the typical rate of 99% due to the effects of winter and RAD PBV residents "graduating" to a Tenant-based Voucher. The Executive Director concluded by providing statistics that demonstrated a correlation between the \$22 million in private capital investments for physical upgrades at the RAD properties and a reduction in tenant work order requests.

### **Communications**

Bakerview Resident Council President Keith Klaus said the council was in the process of undergoing a reformation. He provided the name of the new officers and mentioned some of the activities in the works. Broadway Plaza Resident Council President Tom Douge said the council sponsored one activity a month, either a party or a potluck. He said the residents had met with Director of Housing Management Steve Yago to discuss their petition in regard to tenant safety concerns and were satisfied with the result.

**Public Comment**

None

**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 February, 2017
2. Summary of Vouchers for the Month of February, 2017

**Items for Individual Consideration**

***Resolution No. 1426 Declaring Intent to Sell Bonds in an Amount Not Exceeding \$13 Million for Wiggums Park Place***

Deputy Executive and Finance Director Jill Stanton said this resolution declared the Housing Authority's intent to issue tax-exempt bonds related to the re-syndication of 12 Pines Apartments, which has been renamed Wiggums Park Place as part of that endeavor. She noted that these bonds covered both the permanent and temporary financing of the project, with the permanent loan amounting to around \$6 million once the bonds were paid down. Ms. Stanton said this resolution did not constitute a commitment to sell the bonds, but it was unlikely the Housing Authority would rescind its intent to do so, as it planned to reimburse itself for expenses incurred to date with the proceeds from the bond sale.

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

***Resolution No. 1427 Adopting 2017 Annual Plan***

Hearing Officer/Administrative Coordinator Chris Neblett said this resolution formalized the Board's adoption of the Annual Plan -- which was effective July 1, 2017 -- the last step in the process before submitting the Plan to HUD. He said management did not have any comments on the Plan, either from the RAB or the public, to consider following the public hearing at last month's Board meeting.

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

***Resolution No. 1428 Adopting Revisions to the Housing Choice Voucher Program Administrative Plan***

HCV program Director Wendy Westby recalled that she had presented the Board with proposed changes to the HCV Administrative Plan at the last meeting. She said the Admin Plan was a HUD requirement, as it documented the way the agency administered the HCV program. There were a total of 50 revisions to the existing Admin Plan, both HUD required

and discretionary, in this first update since the Housing Authority adopted a new Admin Plan in consultation with Nan McKay and Associates in 2015. Ms. Westby said most of the changes were minor, with the exception of a major expansion of the chapter regarding the RAD PBV program.

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

***Motion to Ratify Selected Earthquake Insurance Coverage for Broadway Plaza East and West, and 12 Pines***

Assistant Finance Director Wendy Abbey said earthquake insurance for Broadway Plaza and 12 Pines was subject to annual renewal, and that this year's bid process resulted in continued coverage with the same carrier under essentially the same terms. She noted that management would reevaluate the subject of earthquake coverage once the tax credit re-syndication of 12 Pines was complete and the property was rebranded as Wiggums Park Place, based on the investment partnership's requirements. Ms. Abbey clarified that this was a request for ratification, as the renewal date of March 28 occurred prior to this meeting.

Commissioner Rastovich moved to ratify the renewal of earthquake coverage for Broadway Plaza East and West, and 12 Pines, with Lloyd's of London. Commissioner Taylor seconded the motion, which passed unanimously.

***Motion to Approve Contract with GroundWorks for North Properties Landscape Services***

Director of Housing Management Steve Yago said management had terminated the contract with AtWork, making it necessary to find a new vendor to provide landscaping services at the Housing Authority's North Properties. The company that serviced the South Properties, GroundWorks, had provided interim services while a new RFP process was put out and bids were evaluated. Mr. Yago said of three firms that responded to the bid, GroundWorks submitted the most favorable proposal. Based on its quality of work in maintaining the South properties, management recommended entering into a contract with this vendor to include the North Properties in its service area.

Commissioner Perez moved to authorize execution of a one year contract with GroundWorks to perform landscaping services at the North Properties, with the option to renew for one-year periods upon mutual agreement for a maximum total of five years. Commissioner Rastovich seconded the motion, which passed unanimously.

**Adjournment**

Executive Director Lommers-Johnson noted that historically the Board met in Executive Session at the April meeting, in order to discuss the process for the Executive Director's annual performance review. In light of the process the Board followed last year, he proposed that he would provide his self-evaluation before the next regular meeting in May. Hearing Officer/Admin Coordinator Chris Neblett would then coordinate meetings of the Board's Personnel Committee, which would prepare its proposal for the Board's consideration at the June regular meeting. .

There being no further business, Chair Ryan called for a motion to adjourn. Commissioner Metzger-Utt motioned to adjourn, Commissioner Perez seconded, and the meeting ended at 1:17 p.m.

ATTEST:



Secretary



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Chair, Board of Commissioners