



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

November 13, 2017

Meeting Called to Order

The Annual Meeting of the Board of Commissioners of the Housing Authority of the City of Everett was called to order by Vice-Chair Maddy Metzger-Utt following lunch, at 12:09 p.m. on Monday, November 13, 2017 at the Authority's main office, 3107 Colby Avenue, Everett, Washington.

Commissioners Present at Roll Call:

Vice-Chair Maddy Metzger-Utt
Commissioner John Mierke

Commissioner George Perez, Jr.
Commissioner Michele Rastovich

Commissioners Absent:

Chair Lyle Ryan
Commissioner Todd Taylor

Also in attendance were:

Staff:

Ashley Lommers-Johnson, Executive Director
Jill Stanton, Deputy Executive and Finance Director
Rick Dorris, Director of Development and Acquisitions
John Forsyth, Director of Housing Operations
Steve Yago, Director of Acquisitions and Asset Management
Wendy Westby, HCV Program Director
Erica Dias, Relocation and Planning Manager
Linda Baines, Deputy Director of Housing Management
Wendy Abbey, Assistant Finance Director
Chris Neblett, Hearing Officer/Administrative Coordinator
Katie Ulvestad, Executive Assistant

Guests:

Lorna Corrigan, Attorney
Tom Douge, Broadway Plaza Resident Council President

Motion to Amend Agenda

Vice-Chair Maddy Metzger-Utt called for a motion to delete the executive session from the meeting agenda. Commissioner Michele Rastovich moved to amend the agenda as stated, Commissioner George Perez, Jr. seconded, and the motion was approved.

Administration of Oath of Office to Commissioner Michele Rastovich

Vice-Chair Metzger-Utt administered the oath appointing Commissioner Rastovich to a new five year term, expiring October 6, 2022.

Approval of Minutes

Vice-Chair Metzger-Utt called for approval of the minutes for the Regular Meeting of August 28, 2017. Commissioner Perez moved for approval, and Commissioner John Mierke seconded. Upon being put to a vote, the motion passed and the meeting minutes were approved.

Election of Officers

Vice-Chair Metzger-Utt opened the process to elect officers for the coming year by calling for nominations for the position of Chair. Commissioner Rastovich nominated Vice-Chair Metzger-Utt, and Commissioner Perez seconded. There being no further nominations, Vice-Chair Metzger-Utt called for a vote for her election as Chair. All present voted in favor.

Vice-Chair Metzger-Utt next called for nominations for the position of Vice-Chair for the coming year. Commissioner Mierke nominated Commissioner Perez, and Commissioner Rastovich seconded. There being no further nominations, Vice-Chair Mierke called for a vote to elect Commissioner Perez as Vice-Chair. All present voted in favor.

Communications

Broadway Plaza Resident Council President Tom Douge reported on steps management had taken to eradicate bedbugs in several units after a recent outbreak. He said that the Council was in the process of planning Thanksgiving and Christmas events for the residents.

Executive Director's Report

Executive Director Ashley Lommers-Johnson discussed a presentation he had given at a recent meeting of the regional Housing Consortium before addressing the first topic listed under his report. He said this presentation focused on the Housing Authority's commitment to low income families with children and the need to ensure that its allocation of Project-Based Vouchers remained available to that population as well as to the chronically homeless. Mr. Lommers-Johnson then updated the Board on some key performance indicators related to the agency's housing operations performance metrics, tying these to the Housing Authority's five-year goals. He began with the housing management department. With respect to the goal of maximizing available housing resources, 19 of the Housing Authority's properties were currently at 100 percent occupancy, with an average occupancy rate of 98.6 percent for the remainder. It was also noted that maintenance

employees were completing both emergency and routine work orders in a timely manner, in keeping with the agency goal of maintaining a high level of customer service.

Mr. Lommers-Johnson next discussed the performance of the Housing Choice Voucher department, which continued to utilize the maximum allocation of Vouchers and requisite funding needed to fully utilize those Vouchers. It was noted that the HCV department has maintained a solid level of performance when it came to completing annual reviews in a timely manner; however, the overall percentage of accuracy in completing those reviews needed to be raised from 85 to 90 percent, in order for the program to regain High Performer status with HUD.

Mr. Lommers-Johnson next provided an update on renovations at Wiggums Park Place, which totaled just over \$7 million in total construction costs, excluding "soft" costs. To date, approximately \$1 million of this total had been expended. The total per unit renovation cost minus contingency funding was cited as \$88,653. The anticipated completion date for this project was Sept. 30, 2018. Photos were provided of exterior renovations to the first building, which was completed at the beginning of the current month.

The Executive Director's report concluded with an update on the disposition of Baker Heights, the relocation of its displaced tenants, and planning for the construction of new units to replace some of the lost units. Of the 244 units at Baker Heights, close to ten percent were now vacant. Most of the displaced households were at income levels that qualified them for Tenant Replacement Vouchers, but all were working with relocation staff to find new housing in area rental units. To further aid in the relocation effort, management had decided to grant a preference on waiting lists at several of the Housing Authority's Project Based housing developments. Mr. Lommers-Johnson said that management was finalizing a 9% tax credit application for the construction of up to 82 units of Project-Based Voucher housing on a portion of the Baker Heights site. Although the state legislature had not yet allocated money to the Housing Trust Fund for those tax credits, he was optimistic that the Housing Authority's application for the construction of new units would ultimately be successful.

Public Hearing

Chair Metzger-Utt called for a motion to open the public hearing on an amendment to the Housing Authority's 2017-18 Annual Plan, granting a preference on certain Project-Based waiting lists for applicants displaced as a result of the Baker Heights disposition. Commissioner Perez motioned as stated, Commissioner Rastovich seconded, and the public hearing opened at 12:48 p.m.

Hearing Officer/Administrative Coordinator Neblett said no comments were received on the Plan amendment during the required forty-five day public review period leading up to this hearing; Executive Director Lommers-Johnson said he had received some informal feedback from staff at Northwest Justice Project in favor of it. After opening the floor to further comment on the Plan amendment and receiving none, Chair Metzger-Utt called for a motion to close the public hearing. This was made by Commissioner Mierke and seconded by Commissioner Rastovich. The public hearing on the Plan amendment closed at 12:52 p.m.

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 Months of August, September, October, 2017
2. Summary of Vouchers for the Months of August, September, October, 2017

Items for Individual Consideration

Resolution No. 1441 Adopting Amended 2017 Annual Plan

Hearing Officer/Administrative Coordinator Neblett said this resolution formalized the Board's adoption of an amendment to the Housing Authority's 2017-18 Annual Plan, adding a preference on certain Project-Based waiting lists for applicants displaced as a result of the disposition of Baker Heights. He said this was the final step in the process before presenting this Plan amendment to HUD for approval, which was anticipated.

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

Resolution No. 1442 Revising HCV Program Administrative Plan

HCV Program Director Wendy Westby said this resolution was intended to adopt a number of revisions to the policy governing the administration of the Housing Choice Voucher program. Scheduled to be effective December 1, 2017, it represented the second major revision to the HCV Admin Plan since May, 2017. As was the case with the earlier revision of the Admin Plan, the current proposed changes to this policy were a combination of HUD-mandated and discretionary. The latter category included the adoption of the waiting list preferences for displaced Baker Heights residents; some of the revisions required by HUD included changes to the rules around students based on a new definition of "vulnerable youth" and provisions related to amendments to the Violence Against Women Act (VAWA). It was noted that Exhibit "A" of the resolution, which enumerated the proposed Admin Plan revisions, had been modified to incorporate additional proposed revisions that were not included in the original exhibit as it appeared in the published Board agenda packet.

Commissioner Rastovich moved to adopt the resolution and both versions of the exhibit containing the Plan revisions: Exhibit "A" as originally published, and Exhibit "A, Addt'l." Commissioner Perez seconded the motion, which passed unanimously.

Resolution No. 1443 Approving Section 125 Cafeteria Plan

Deputy Executive Director Jill Stanton said this resolution, which was presented to the Board annually, provided for the employee-paid portion of medical insurance to be deducted from pre-tax dollars over the upcoming calendar year.

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

Resolution No. 1444 Amending EHA's Personnel Policy to Include a Telecommuting Policy

Deputy Executive Director Stanton said management was in the process of creating a position that could include some telecommuting hours, making it necessary to amend the Personnel Policy as provided in the exhibit to this resolution. She was aware that this amendment still required review by the Housing Authority's legal counsel, but she also noted that care had been taken to build internal controls around the practice of telecommuting.

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

Acceptance of Executive Director's Report on Write-offs of Tenant Accounts Receivable

Assistant Finance Director Wendy Abbey presented the Board with the annual summary of uncollectable tenant accounts written off over the past year. This totaled \$72,371.18 for tax credit properties and the Voucher program through December 31, 2016, and \$22,807.55 for all other properties through June 30, 2016. She said this report demonstrated that relatively few tenants vacated the Housing Authority's development without settling their accounts; of the uncollected monies, a third represented rent only, with the remainder categorized as damages and other charges. In closing discussion regarding this item, Executive Director Lommers-Johnson noted that the Housing Authority's overall average rent collection rate of 98.2% stood out within the industry.

Commissioner Mierke moved to accept the Executive Director's report on write offs of tenants accounts receivable. Commissioner Perez seconded the motion, which passed unanimously.

Motion Authorizing J.H. Brawner and Co. to Provide Consulting Services for Everett Housing Legacy, LLLP Project

Executive Director Lommers-Johnson introduced this item by explaining that J. H. Brawner and Company's consulting services complemented efforts by senior management staff, lead by Director of Development and Acquisitions Rick Dorris, to preserve and develop low income and affordable housing in the Everett area. This consultant has provided detailed financial analysis in the orchestration of tax credit-financed construction renovations at Meadows/Lakewoods and Wiggums Park Place. Mr. Lommers-Johnson said the term of the current agreement with Brawner and Company was still two years from expiration; however, as consulting expenditures on the aforementioned projects were nearing the

\$500,000 contractual limit, and the firm's services were desired on the Everett Housing Legacy, LLLP project (related to replacement units for Baker Heights), it was necessary to seek the Board's approval to increase the limit of that contract by up to an additional \$500,000, as required by the Housing Authority's procurement policies. In closing, the Executive Director expressed confidence in the firm's solid track record and services provided to date.

Commissioner Perez moved to authorize the Executive Director to amend the contractual agreement with J. H. Brawner and Company, in an amount not to exceed \$500,000, for consulting services related to Everett Housing Legacy, LLLP. Commissioner Rastovich seconded, and the motion passed unanimously.

Motion Approving Paycom as Human Resources Information System Vendor

Deputy Executive Director Stanton said problems with the functionality of the current Human Resources Information System (HRIS), which was hosted by Paychex, led to a decision to issue an RFP for a new system. After evaluating bids from the two vendors that submitted complete proposals, it was decided that price was not the deciding factor. Although Paycom charged approximately \$7,000 more per annum for its services, its HRIS was viewed as the better product because it was more integrated and user-friendly. Accordingly, management was seeking the Board's approval to enter into contract with Paycom for its HRIS system for a term of three years, with the option to extend for one year period thereafter, at a rate of \$30,000 annually.


Commissioner Rastovich moved to authorize the Executive Director to execute a contract with Paycom for a Human Resources Information System per the stated terms. Commissioner Mierke seconded the motion, which passed unanimously.

Policy Discussion

Deputy Executive Director Stanton presented the core properties' fourth quarter and tax credit properties' second quarter financial statements in summary form, as the Board's Finance Committee had previously reviewed both in detail.

Adjournment

There being no further business, Vice Chair Metzger-Utt adjourned the meeting at 1:26 p.m.

ATTEST:

Secretary


Chair, Board of Commissioners