



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

May 14, 2018

Meeting Called to Order

The Special Meeting of the Board of Commissioners of the Housing Authority of the City of Everett, which was held at the Authority's main office at 3107 Colby Avenue, Everett, Washington, was called to order by Chair Maddy Metzger-Utt at 2:01 p.m. on Monday, May 14, 2018.

Commissioners Present at Roll Call:

Chair Maddy Metzger-Utt	Commissioner Michele Rastovich
Commissioner John Mierke	Commissioner Allison Warren-Barbour
Commissioner George Perez, Jr.	

Commissioners Absent:

Commissioner Todd Taylor

Staff:

Ashley Lommers-Johnson, Executive Director
Brenda McLeod, Assistant Director of Procurement and Contracts
Chris Neblett, Hearing Officer/Administrative Coordinator

Guests:

Lorna Corrigan, Attorney
Michael Rainey, AFSCME Staff Representative

Executive Session

At 2:02 p.m. Chair Metzger-Utt called for a motion for the Board to convene in Executive Session for a duration of approximately 40 minutes, pursuant to RCW 42.30.140 (4), to review the performance of a public employee. Commissioner Rastovich motioned as stated, Commissioner Warren-Barbour seconded, and the Board convened in Executive Session.

Reconvene Regular Session/Resume Executive Session

At 2:46 p.m. the Board reconvened in regular session, with no action taken in Executive Session. Chair Metzger-Utt called for a motion to reconvene in Executive Session for a duration of approximately 20 minutes. Commissioner Rastovich motioned as stated, Commissioner Warren-Barbour seconded, and the Board reconvened in Executive Session.

Reconvene Regular Session/Resume Executive Session

At 3:08 p.m. the Board reconvened in regular session, with no action taken in Executive Session. Chair Metzger-Utt called for a motion to reconvene in Executive Session until 3:20 p.m. Commissioner Rastovich motioned as stated, Commissioner Warren-Barbour seconded, and the Board reconvened in Executive Session.

Reconvene Regular Session

At 3:20 p.m. the Board reconvened in public session with no action taken in Executive Session.

Assistant Director of Procurement and Contracts Brenda McLeod was in attendance when the Board reconvened in regular session, while AFSCME Staff Representative Michael Rainey was not.

Items for Individual Consideration

Request for Motion to Approve Amendment to Legal Services Contract with Newton-Kight LLP to Increase the Cap on Fees for the Contract Year Ending February 28, 2018

Assistant Director of Procurement and Contracts Brenda McLeod said it was necessary for the Board to approve an amendment to the contract with Newton Kight, authorizing an additional \$2,543.58 in legal expenses for the contract year ending February 28. Although the Board had recently approved other additional expenses over the \$50,000 annual cap, that action did not account for all expenses through the end of the first contract year. Director McLeod anticipated that expenses would likely exceed the annual cap during the current contract year, especially if unlawful detainer actions remained at current levels; however, she hoped a better tracking system now in place would eliminate the need for more than one amendment with respect to year two of the contract.

Commissioner Perez moved to approve an amendment to the legal services contract with Newton Kight, LLP, increasing the base amount for year one of the contract by \$2,543.58. Commissioner Mierke seconded the motion, which passed unanimously.

Request for Motion Ratifying Micro Purchase Contract with Special Counsel Winterbauer and Diamond PLLC for Temporary Legal Services and Fees in the Sum of \$1,617

Chair Metzger-Utt said this item was related to her use of another law firm's services for agency business while she was out of town. Under the agency's Procurement Policy this

was considered a micro-purchase, and as such, it was not necessary to go through the bid process before contracting with a vendor. However, in the interest of transparency, the Board was asked to ratify this contract and the associated expenses.

Commissioner Mierke moved to ratify the contract with Winterbauer and Diamond PLLC and authorize payment of the legal firm's invoice, in the amount of \$1,617.00. Commissioner Warren-Barbour seconded the motion, which passed unanimously.

Request for Motion Authorizing Board Chair Maddy Metzger-Utt to Obtain Two to Three Quotes for the Purposes of a Small Purchase Contract for Special Counsel to the Housing Authority for Legal Services on Select Personnel Matters, in an Amount not to Exceed \$25,000

Chair Metzger-Utt called for a motion to approve this item; no commissioners moved for approval, and the requested action was denied.

Adjournment

Chair Metzger-Utt concluded the meeting by saying she would ask Executive Director Lommers-Johnson to delay the planned retreat until Fall. There being no further business, Chair Metzger-Utt called for a motion to adjourn. Commissioner Perez motioned as stated, Commissioner Mierke seconded, and the meeting was adjourned at 3:26 p.m.


Vice-Chair, Board of Commissioners

ATTEST:


Secretary