



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

June 4, 2018

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 Vice-Chair George Perez, Jr. following lunch, at 12:05 p.m. on Monday, June 4, 2018 at the Authority's main office, 3107 Colby Avenue, Everett, Washington.

Commissioners Present at Roll Call:

Vice-Chair George Perez, Jr.
Commissioner John Mierke
Commissioner Michele Rastovich

Commissioner Todd Taylor
Commissioner Allison Warren-Barbour

Commissioners Absent:

Chair Maddy Metzger-Utt

Also in attendance were:

Staff:

Ashley Lommers-Johnson, Executive 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 Manager
Linda Baines, Deputy Director of Housing Management
Wendy Abbey, Assistant Finance Director+
Brenda McLeod, Assistant. Director of Procurement & Contracts
Chris Neblett, Hearing Officer/Administrative Coordinator
Krystal O'Mara, Executive Assistant

Guests:

Lorna Corrigan, Attorney
Catherine Holdsworth, President, Broadway Plaza Resident Council
Rebecca Ableman McCrary, City of Everett
Michael Rainey, AFSCME Staff Representative

Appoint Vice-Chair Pro Tem

Vice-Chair George Perez, Jr. called for a motion to appoint Commissioner Michele Rastovich as Vice-Chair *Pro Tem*, for the purpose of conducting today's meeting, pursuant to Article II, Section 6 of the Housing Authority's Bylaws. Commissioner Taylor moved to appoint Commissioner Rastovich as Vice-Chair *Pro Tem* for the stated purpose. Commissioner Mierke seconded the motion, which passed unanimously.

Motion to Delete Item from Meeting Agenda

Vice-Chair *Pro Tem* Rastovich called for a motion to delete Individual Consideration item 8, "Motion Approving New Assistance (sic) Finance Director Position," from the agenda. Commissioner Taylor motioned as requested, Commissioner Mierke seconded, and the motion carried unanimously.

Public Comment

None

Communications

Broadway Plaza Resident Council President Catherine Holdsworth said tenants were happy that the thrift store had generated approximately \$700 in sales since reopening five weeks ago. She said a recent incident, in which a disruptive tenant caused property damage, had residents wondering if it was possible to re-hire a security guard for the property. Although she understood there was not room within the current budget to accommodate the residents' request, she wanted to make the Board aware of it.

Executive Director's Report

Before asking Relocation Manager Erica Dias to update the Board on the status of relocation efforts at Baker Heights and Wiggums Park Place, Executive Director Ashley Lommers-Johnson announced that the respective portfolios managed by Katrina Tucker and David Gizzi were 100 percent occupied as of last month, recognizing this as a great achievement and consistent with the Housing Authority's long-term goal of maximizing the use of public resources.

Relocation Manager Dias began her overview of relocation efforts with Wiggums Park Place. Families there were being temporarily relocated to apartments within the complex for 35-50 days while tax-credit funded interior renovations of their units took place. More than half of the 20 buildings were renovated at this point, with work scheduled to be finished by the end of the year. Ms. Dias said the contractor and her team were working effectively together, ensuring that units were turned on schedule while the relocation staff provided a variety of supportive services to residents to ensure their essential needs were met.

Relocation Manager Dias next covered the Section 18 disposition of the Baker Heights neighborhood, which required relocating all 244 households to new permanent housing. She said this effort entailed comprehensive case management, taking a family's educational, employment, and other needs into account while working with them to find

their next place of residence and helping with moving expenses and other related costs (e.g., application fees, pet fees, security deposits). At this point there were 143 households left to relocate, with the relocation team on track to have the development completely vacated by September 2019.

Relocation Manager Dias continued her presentation with before and after photos of unit interiors at Wiggums Park Place, to show the extensiveness and quality of the work. She then provided some data points about households moving out of Baker Heights: e.g., 84 percent remain in Snohomish County, while those who go further away are generally motivated by employment opportunities or family circumstances. 34 percent move to apartments, 20 percent to single family homes; 6 percent to duplexes. Ms. Dias said this statistic showed that there are unit types besides apartments available within the Everett Area, and many local landlords have been eager to provide new housing. She concluded with some information about the relocation team of four that she oversees. She said that the need for a relocation team did not exist prior to 2015. Although the renovation of Broadway Plaza in 2012 provided a basic understanding of the relocation process to Ms. Dias and another member of the current team who was also involved in that effort at the time, the large-scale tax-credit funded renovations of developments converted to the RAD program in 2016 – which required relocating 457 families to hotels – provided the bulk of experience to the relocation team and showed the true scope of all that is involved in relocation. This was brought further into focus by the remodeling of 200 units at Lakewoods II and the Meadows the following year. Ms. Dias said the varied backgrounds and skill sets of the individual members of her team enables them to work together to perform the unique and special work of relocation.

Executive Director Ashley Lommers-Johnson concluded his report by saying the Housing Authority planned to nominate the relocation team and its work for a national award at the NAHRO conference at the end of next year. He also introduced Krystal O'Mara, who is serving as a temporary Executive Assistant with the departure of Katie Ulvestad from that position; Ms. O'Mara will be eligible to apply for this position once it is advertised.

Consent Agenda

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

1. Approval of Minutes of Regular Meeting Held on March 26, 2018
2. Approval of Minutes of Special Meeting Held on May 14, 2018
3. Approval of Minutes of Special Meeting Held on May 24, 2018
4. Section 8 Payments for the Months of February, March, April 2018
5. Summary of Vouchers for the Months of February, March, April 2018

Items for Individual Consideration

This meeting served as the first once at which Housing Authority staff did not provide introductions for individual consideration items, as comprehensive explanatory memos were included in agenda packets. However, commissioners had the option of requesting further clarification of these action items if necessary.

Resolution No. 1455 Revising Housing Choice Voucher Program Utility Allowances

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

Resolution No. 1456 Adopting Revised Payment Standards for the Housing Choice Voucher Program

Commissioner Mierke moved that the resolution be adopted. Commissioner Warren-Barbour seconded the motion, which passed unanimously.

Following voting on this item, Executive Director Lommers-Johnson noted that this increase to payment standards was a result of a 19 percent increase to area fair market rents over the past year. Fortunately, HUD increased funding for the HCV program by around 18.3 percent within the same period, absorbing the cost of the increased payment standards.

Resolution No. 1457 Authorizing Investment of Everett Housing Authority Monies in the Local Government Investment Pool

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

Resolution No. 1458 Authorizing the Disposal of Unserviceable/Obsolete Agency Equipment

Commissioner Warren-Barbour moved that the resolution be adopted. Commissioner Taylor seconded the motion, which passed unanimously.

Resolution No. 1459 Authorizing a Bond Extension for New Century Housing Apartments and Maple Leaf Meadows Apartments Projects

Vice Chair *Pro Tem* Rastovich requested some background information with respect to this item. Assistant Finance Director Wendy Abbey said in 2001 the Housing Authority served as a conduit for the issuance of two tax exempt bonds that facilitated the construction of two housing developments for Housing Hope. Housing Hope recently asked for a two-year extension on both sets of bonds, as it plans to refinance both properties. Ms. Abbey said the Housing Authority's bond attorney at Foster Pepper has advised that this extension does not expose the agency to any liability, and Housing Hope has agreed to pay all associated attorney fees.

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

Motion Approving Retroactive Renewal of Contracts with Groundworks for Landscaping Services at North and South Properties

Commissioner Warren-Barbour moved to accept, Commissioner Taylor seconded, which passed unanimously.

Motion Approving the Use of Proceeds from Reserves Offset Lawsuit for Construction of Grandview Resident and Staff Facility

Executive Director Lommers-Johnson explained this action, as a memo was not provided prior to today's meeting. He said the Housing Authority was awarded \$591,514 for its part in the class action lawsuit against HUD for illegally capturing Public Housing reserve funds several years ago. He said management was advocating for applying these funds towards construction of a clubhouse at Grandview, which will have a total cost of between \$800,000 and \$900,000. He said this development has over 547 residents, including 257 children, who need space for after school activities and other resident services programs. This facility will also feature staff offices and space to keep tools and equipment for the maintenance staff. The balance of construction costs will be covered using restricted funds from the sale of the Scattered Site units.

Commissioner Warren-Barbour asked what effect this decision had on the agency's existing reserve policy. The Executive Director responded that the Housing Authority had sufficient reserves to operate its programs for more than three months in the event of dire financial circumstances, as well as investments; but he hoped to meet with the Board in the Fall to discuss this topic further. Commissioner Taylor asked if management had considered any other options for using the lawsuit proceeds. The Executive Director said that some other ideas for using this money were discussed, but the consensus was that a new clubhouse would serve as a physical representation of the Housing Authority's commitment to residents of one of its largest developments. Mr. Lommers-Johnson said he could arrange a presentation at a later date to provide more details about this undertaking. The Board agreed that such a presentation would be beneficial.

Commissioner Perez moved to approve use of proceeds from the reserves offset lawsuit for the construction of a resident and staff facility at Grandview. Commissioner Mierke seconded, which passed unanimously.

Policy Discussion

Assistant Finance Director Wendy Abbey provided an update on the status of FY 2018-19 Agency Budgets. She said some minor adjustments to these budgets were currently in process, and she would be ready to review them with the Board's Finance Committee at a meeting the following week. The Committee will then bring its recommendations when the Board is asked to approve these budgets at the regular meeting at the end of the month. Executive Director Lommers-Johnson noted that the creation of this budget was a collaborative team effort, as it was the first one prepared without the expertise of Jill Stanton, who used to oversee this process.

Adjournment

There being no further business, Vice-Chair Pro Tem Rastovich called for a motion to adjourn. Commissioner Mierke moved to adjourn, Commissioner Taylor seconded, and the meeting concluded at 12:42 p.m.


Vice Chair, Board of Commissioners

ATTEST:

Secretary