



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

June 25, 2018

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 Maddy Metzger-Utt following lunch, at 12:00 p.m. on Monday, June 25, 2018 at the Authority's main office, 3107 Colby Avenue, Everett, Washington.

Commissioners Present at Roll Call:

Chair Maddy Metzger-Utt	Commissioner Michele Rastovich
Vice-Chair George Perez, Jr.	Commissioner Todd Taylor
Commissioner John Mierke	

Commissioners Absent:

Commissioner Allison Warren-Barbour

Also in attendance were:

Staff:

Rick Dorris, Director of Development and Acquisitions
John Forsyth, Director of Housing Operations
Steve Yago, Director of Acquisitions and Asset Management
Erica Dias, Relocation and Planning Manager
Brenda McLeod, Ass't. Director of Procurement & Contracts
Wendy Abbey, Acting Finance Director
Wendy Westby, Director of HCV Program
Linda Baines, Deputy Director of Housing Management
Krystal O'Mara, Executive Assistant

Guests:

Lorna Corrigan, Attorney
Catherine Holdsworth, President, BP Resident Council
Mary Billings, Vice President, BP Resident Council
Michael Rainey, AFSCME Staff Representative

Motion to Amend Meeting Agenda

Chair Metzger-Utt called for a motion to amend the meeting agenda, adding an executive session to review the performance of a public employee and removing the policy discussion item. Commissioner Taylor motioned to amend the agenda as stated, Commissioner Perez seconded, and the motion passed unanimously.

Public Comment

None

Communications

Broadway Plaza Resident Council President Catherine Holdsworth reported the electric eye on the building's security system was not working properly. She then announced that Family Day at Broadway Plaza was scheduled for Saturday, July 14 and invited the commissioners and Housing Authority staff to attend. She noted that residents were busy planning activities, and there was still a need for raffle items donations and volunteers to help with this event.

Broadway Plaza Resident Council Vice President Mary Billings expressed concerns about homeless individuals who have been getting access to the building from other residents, as well as the erratic behavior of another tenant. Director of Housing Operation John Forsyth agreed to meet with Ms. Holdsworth and Ms. Billings to discuss the situation, after which he planned to meet with property managers and other resident services staff to come up with solutions. Ms. Billings said she felt blessed to be a resident of Broadway Plaza and commended the maintenance staff for their exceptional assistance and timely response to resolve maintenance issues.

Executive Director's Report

Director of Development and Acquisitions Rick Dorris gave a report in place of Executive Director Ashley Lommers-Johnson, who was unable to attend the meeting. Mr. Dorris did not address the first listed topic of "Housing Levy Decision," as he was unfamiliar with it. With respect to the second listed topic, he said management required direction from the Board of Commissioners regarding the sale of Baker Heights. A retreat was planned for later in the summer to work out a number of issues, including whether the property would be sold via negotiated sale or public bid. He stressed that increased public awareness of disposition activities as it related to Baker Heights made it imperative for all related correspondence and media inquiries to be redirected to the Executive Director or Board Chair Metzger-Utt.

Chair Metzger-Utt provided some background information about the proposed housing levy, given that her foundation was instrumental in creating a survey to gauge voter support for this initiative. She said the levy was envisioned as a means to raise tax dollars for the development of affordable housing within the county, but the results of the survey showed other tax initiatives on the ballot had more public support and as a result, the sponsoring Housing Consortium of Snohomish County did not intend to lobby for a housing levy in the upcoming year. Chair Metzger-Utt also directed Executive Assistant Krystal O'Mara to survey the commissioners and senior management for potential retreat dates before mid-

August, as there were several issues related to the disposition of Baker Heights that needed to be addressed before the end of that month. Ms. O'Mara said she would work with Hearing Officer/Administrative Coordinator Chris Neblett to make the necessary arrangements for this half day retreat.

Consent Agenda

Commissioner Perez made a motion to adopt the Consent Agenda, and Commissioner Rastovich seconded the motion, which passed unanimously. The Consent Agenda contained the following items:

1. Minutes of Special Meeting Held on June 1, 2018
2. Minutes of Special Meeting Held on June 4, 2018

Items for Individual Consideration

Resolution No. 1460 Adopting Budgets for FY 2018-19 for EHA Programs

Acting Finance Director Wendy Abbey gave a presentation on the proposed agency budget for FY 2018-2019, which was previously reviewed in detail by the Board's Finance Committee. Ms. Abbey said she met with department directors individually throughout the budget creation and development process, and their input was essential in creating the final product. Ms. Abbey first reviewed the Public Housing budget, noting that it would be necessary to dip into reserves to cover relocation costs, security services, and clear boarding of vacant units applicable to the Baker Heights disposition, and to cover relocation costs for the disposition of the Scattered Sites. The Section 8 HCV program budget assumed an 18.3% increase in HAP, with offsetting cuts to the administrative fee that will require the use of reserves to continue efficient operation of the program; however, HUD may retroactively provide funding to fill the gap. It was noted that the Capital Fund allocation, which is limited to Public Housing and the COCC, was set to increase by 41% for the budget year. The Housing Authority intended to invest this money in repairs to the Scattered Sites in preparation for their disposition, as well as improvements to the bathroom facilities at the Colby office. Ms. Abbey said the COCC, property management, and property development funds were expected to experience a total net cash flow of \$196,000, while the affordable housing properties reflected non-operating expenses of \$103,000 for future capital repairs.

Acting Finance Director Abbey said the Housing Authority's staff were the agency's most valuable resource, and to that end, it will continue to fund internships that can lead to permanent employment, and the housing operations department will be hiring four service coordinators that have previously been contracted through Homage Senior Services. This restructuring of housing operations will also create an Aging and Disabilities Services Program Manager position. Commissioner Rastovich asked about the term of service and compensation for the interns. HCV Program Director Wendy Westby said the internship program ranged between six to twelve months and included a 20 hour per week work schedule, with a compensation of \$1000 month, including a housing option. Ms. Westby said interns have added to the diversity of Housing Authority staff and several have become successful permanent employees, making the program a success.

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

Motion Approving HQS Inspections Contract with NMA Inspections, LLC

Assistant Director of Procurement and Contracts Brenda McLeod said two firms submitted proposals for this contract, and NMA's bid was significantly lower than that of the competing firm. It was noted that the previous HQS inspection vendor required both inspection and travel expenses, making the proposed contract with NMA cost effective by comparison. Commissioner Taylor asked for clarification on the number of inspections contracted per year, and HCV Program Director Wendy Westby said that this reflected a greater number of units than in the past, since HUD has shifted to a bi-annual inspection requirement. This procurement effort was done in partnership with Pierce Housing Authority, as the number of inspections the Housing Authority requires was below the firms' minimum level to establish service in the region. Ms. McLeod said the proposed contract was for a term of three years with an annual renewal option. Chair Metzger-Utt asked for the approximate cost to complete inspections in-house. Ms. McLeod said this contract provided for approximately \$70,000 to cover 2,000 unit inspections, in comparison with the two inspectors and full-time scheduler that were required when this function was done in-house. Ms. Westby said special and initial inspections will continue to be performed by regular employees.

Commissioner Perez moved to approve the execution of a contract with NMA Inspections, LLC for HQS inspections at the stated terms. Commissioner Mierke seconded the motion, which passed unanimously.

Motion to Approve Terms of EHA's Letter of Intent Regarding Pepperwood Senior Apartments Debt Restructuring

Director of Acquisitions and Asset Management Steve Yago said the Housing Authority currently manages Pepperwood Senior Apartments on behalf of Homage Senior Services. Homage and the Housing Authority have drafted a proposed Letter of Intent outlining the terms whereby this housing can be preserved via a restructuring of its existing debt, which will facilitate a transfer of control of the property from Homage to the Housing Authority. Mr. Yago noted that the property is adjacent to Scriber Pointe Senior Apartments, making it cost effective to maintain.

Commissioner Mierke motioned to approve the Letter of Intent relating to the debt restructuring of Pepperwood Senior Apartments; Commissioner Rastovich seconded, and the motion passed unanimously.

Prior to convening in Executive Session, Commissioner Taylor moved to extend the time frame for the investigation of an employee grievance to July 31, 2018, and to designate Commissioner Rastovich as the lead in gathering the information necessary for the Board to make a determination with respect to this matter. Commissioner Perez seconded the motion, which passed unanimously.

Executive Session

At 12:41 p.m. Chair Metzger-Utt called for a motion for the Board to convene into Executive Session until 1:30pm pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee. Commissioner Perez motioned as stated, Commissioner Taylor seconded. The motion carried, and the Board convened in Executive Session.

Reconvene Regular Session

At 1:30 p.m. the Board Chair announced in public session that executive session would continue for an additional ten minutes. At 1:40pm the Board reconvened in regular session, with no action taken in the Executive Session.

Adjournment

There being no further business, Chair Metzger-Utt called for a motion to adjourn. Commissioner Taylor motioned as stated, Commissioner Perez seconded, and the meeting adjourned at 1:33 p.m.



Chair, Board of Commissioners

ATTEST:



Secretary