



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

**May 23, 2016**

**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 John Mierke following lunch, at 12:07 p.m. on Monday, May 23, 2016 at the Authority's main office, 3107 Colby Avenue, Everett, Washington.

**Commissioners Present at Roll Call:**

Chair John Mierke

Commissioner Maddy Metzger-Utt

Commissioner Michele Rastovich

Commissioner Lyle Ryan

Commissioner Todd Taylor

**Commissioners Absent:**

Commissioner George Perez, Jr.

**Also in attendance were:**

**Staff:**

Jill Stanton, Deputy Executive and Finance Director

Rick Dorris, Director of Dev't. & Acquisitions/Ass't. Ex. Director

Steve Yago, Director of Housing Management

Erica Dias, Relocation Supervisor

Teena Ellison, Director of Resident Services

Wendy Westby, HCV Program Director

Linda Baines, Program Compliance Manager

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

Jim Carlson, Co-President, BP Resident Council

## **Agenda Revision**

Chair Mierke called for a motion to add "Request for Proposals for Project-Based Voucher Program," to the Executive Director's Report, and to delete "Ratio of Elderly to Younger Households in Mid-Rise Developments" as an item for Policy Discussion. Commissioner Ryan moved to accept these revisions to the meeting agenda; Commissioner Taylor seconded, and the motion was unanimously approved.

## **Approval of Minutes**

Chair Mierke called for approval of the minutes of the Regular Meeting held on March 28, 2016. A motion was made by Commissioner Metzger-Utt and seconded by Commissioner Rastovich. Upon being put to a vote, the motion passed unanimously and said minutes approved.

## **Communications**

Co-President of Broadway Plaza Resident Council Jim Carlson said the council recently hired an accountant to help with the process of obtaining status as a 501 c 3 nonprofit. He said upcoming council-sponsored activities included Family Day and a Senior Prom.

## **Executive Director's Report**

Deputy Executive and Finance Director Jill Stanton gave this report in place of Executive Director Ashley Lommers-Johnson, who was away at a conference. She said Mr. Lommers-Johnson had asked her to add the topic "Request for Proposals for Project-Based Voucher Program." Ms. Stanton first explained the basics of the Project-Based Voucher (PBV) program, which attaches assistance to a specific unit rather than allowing the participant to choose a qualified unit within the Housing Authority's jurisdiction. Policy required a competitive process for choosing housing providers for the PBV program. An RFP was recently issued for that purpose, with proposals due by June 14, and the basic criteria for scoring proposals was explained to the Board. It was anticipated that Housing Hope would submit a proposal, but management was not aware of the other housing providers that may do so. Ms. Stanton said a representative from the City of Everett had inquired about the availability of Project-Based Vouchers for a planned low barrier housing development for the chronically homeless. The city's initial choice for a site was located in a high poverty area, which would not have met the selection criteria; however, it was in the process of identifying another site and would be encouraged to apply when a new RFP was advertised next year.

Assistant Finance Director Wendy Abbey presented Quarterly Financial Reports, the next topic listed on the Executive Director's Report. Deputy Executive and Finance Director Stanton reminded the Board these quarterly statements fell under two main groupings: Core Properties, which included all developments and programs with a fiscal year end; and Tax Credit Properties, which included all developments with a calendar year end. This was a less detailed presentation than the one that had been provided to the Board's Finance Committee the previous week. All programs performed within what was budgeted for the periods examined.

## **Public Comment**

None

## **Consent Agenda**

1. Section 8 Payments for the Months of March, April, 2016
2. Summary of Vouchers for the Month of March, April, 2016

Commissioner Metzger-Utt made a motion to adopt the above-listed items, and Commissioner Rastovich seconded the motion. Upon being put to a vote, the Consent Agenda was adopted unanimously.

## **Items for Individual Consideration**

### ***Resolution No. 1413 Revising HCV Program Utility Allowances***

This resolution called for the adoption of a new Utility Allowance Schedule, effective July 1 for new contracts and September 1 for annual re-certifications. Hearing Officer/Administrative Coordinator Chris Neblett explained the purpose of utility allowances, noting that HUD required these to be reviewed on an annual basis, and revised if the rate charged for a particular utility had changed by 10 percent or more since the allowance was last revised. The rate survey, calculation of revised allowances, and revision of the Utility Allowance Schedule was undertaken in concert with the Housing Authority of Snohomish County (HASCO), with which EHA shares a common Housing Choice Voucher program jurisdictional area. Mr. Neblett said the revised Schedule increased allowances for electricity, propane, water, and sewer and decreased allowances for gas and heating oil.

It was necessary to amend the resolution as it appeared in the meeting agenda packet, replacing "propane" with "heating oil" as a utility for which the local rate had decreased. Elsewhere in the resolution it stated correctly that the rate for propane had increased. This error had since been corrected on the official copy of the resolution.

Commissioner Ryan moved to adopt the resolution as amended. Commissioner Metzger-Utt seconded the motion, which passed unanimously.

### ***Motion to Approve Contact with AtWork! and Groundworks for Agency Wide Landscape Services***

Director of Housing Management Steve Yago began by explaining management's rationale for seeking to outsource landscaping services at the Housing Authority's properties, a function traditionally performed largely by seasonal workers. This decision was intended to reduce costs, provide job opportunities to community partners, and create better career paths for the agency's maintenance employees by eliminating grounds keeping duties and freeing them up to perform more skilled tasks. The Teamsters union, which represented maintenance employees, was in favor of this new approach. Mr. Yago said that two local non-profits – Groundworks and At Work! – scored highest in the bidding process, leading to

the decision to contract with the former for the South Properties and the latter for the North Properties.

The Board was asked to authorize the execution of one-year contracts -- in the amount of \$104,616 for At Work! and \$55,732 for Groundworks -- with the option to renew each year thereafter, for a maximum total of five years. Commissioner Metzger-Utt moved to authorize the execution of said contracts, and Commissioner Ryan seconded the motion, which passed unanimously.

### **Policy Discussion**

#### *Update on Status of FY 2016-17 Agency Budgets*

Deputy Executive and Finance Director Jill Stanton presented a condensed version of budgets for the Housing Authority's Core Properties, comprised of the Central Office Cost Center, Baker Heights, Scattered Sites, the Housing Choice Voucher program, some smaller grants, and four properties not classified as tax credit developments. The Board's Finance Committee had previously reviewed detailed versions of these budgets, and the Board would be asked to approve them at the upcoming regular June meeting. Ms. Stanton explained that the budgets for tax credit properties were scheduled for the Board's approval in November, given that they were administered on a calendar year basis.

#### *Reorganizing EHA's Resident Advisory Board*

Hearing Officer/Administrative Coordinator Chris Neblett gave a presentation on management's plan to reorganize the Resident Advisory Board (RAB). This was necessary for two reasons. First, most of the current RAB representatives were no longer eligible to serve, as the Public Housing developments where they lived had been converted to Project-Based Vouchers under the Rental Assistance Demonstration (RAD) program. HUD regulation limited participation in the RAB to Public Housing and tenant-based Section 8 participants. Second, representatives from the tenant-based Voucher program had always been difficult to recruit and were underrepresented on the RAB. In order to rectify this situation, management planned to replace the current, standing RAB with one that was appointed annually. All tenant based Section 8 participants would be provided with advance notice of a meeting, where the Annual Plan would be presented and comment solicited. Those who attended would be appointed to the RAB, along with members of the advisory council of Baker Heights residents associated with relocation activities.

### **Executive Session**

At 12:58 p.m. Chair Mierke announced the Board would convene into Executive Session for a duration of approximately five minutes, in order to discuss the Executive Director's annual performance review.

### **Reconvene in Public Session**

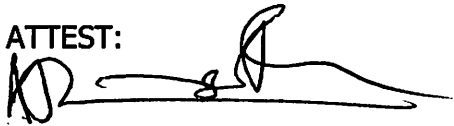
The Executive Session concluded at 1:05 p.m. with no action taken, and the Board reconvened in Public Session.

**Adjournment**

Commissioner Metzger-Utt said that she would likely be unable to attend next month's regular meeting. There being no further business, Chair Mierke called for a motion to adjourn the meeting. Commissioner Taylor moved to adjourn, Commissioner Ryan seconded, and the meeting ended at 1:07 p.m..

  
Vice Chair Board of Commissioners

ATTEST:



Secretary

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