



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

**November 14, 2016**

**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 Chair John Mierke following lunch, at 12:11 p.m. on Monday, November 14, 2016 at the Authority's main office, 3107 Colby Avenue, Everett, Washington.

**Commissioners Present at Roll Call:**

Chair John Mierke	Commissioner Lyle Ryan
Commissioner Maddy Metzger-Utt	Commissioner Todd Taylor
Commissioner Michele Rastovich	

**Commissioners Absent:**

Commissioner George Perez, Jr.

**Also in attendance were:**

**Staff:**

Ashley Lommers-Johnson, Executive Director  
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, Deputy Director of Housing Management  
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  
Catherine Haggard, President, Bakerview Resident Council  
David Tieszen, Former Lead Supervisor, Hope Options Program

### **Motion to Amend Agenda**

Chair John Mierke called for a motion to add "Motion to Approve Creation of a Temporary Housing Management Auditor Position" as an individual consideration item to the meeting agenda. Commissioner Taylor moved to approve this additional item. Commissioner Metzger-Utt seconded the motion, which passed unanimously.

Chair Mierke noted that it would be necessary to postpone the administration of the oath of office to Commissioner George Perez, Jr. until the next meeting, as he was absent.

### **Approval of Minutes**

Chair Mierke called for approval of the minutes for the Regular Meeting held on August 22, 2016. Commissioner Maddy Metzger-Utt moved to approve the minutes of this meeting, and Commissioner Michele Rastovich seconded the motion. Upon being put to a vote, the motion was passed and the minutes were approved.

### **Election of Officers**

In opening the election of officers for the next year, Chair Mierke began with a call for nominations for the position of Chair. Commissioner Metzger-Utt nominated Commissioner Lyle Ryan, and Commissioner Todd Taylor seconded. There were no further nominations, and Chair Mierke called for a vote to elect Commissioner Ryan as Chair. All present voted in favor.

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

### **Communications**

Bakerview Resident Council President Cathy Haggard updated the Board on events the council has put on for residents over the past year, including Mother's and Father's Day brunches and an Easter potluck. Ms. Haggard said a recent pizza fundraiser was a success, and a Thanksgiving dinner was also planned.

### **Executive Director's Report**

Executive Director Ashley Lommers-Johnson began by reporting on several of the agency's ongoing real estate initiatives, starting with renovations at Meadows I, II, and III and Lakewoods II. This work was financed with tax credit equity and included improvements to existing exterior structures, replacement of siding and roofs, exterior painting, some landscaping, and major upgrades to plumbing infrastructure. Mr. Lommers-Johnson said there was still a substantial amount of work to be done before the end of the year deadline, but the feedback from residents and community partners had been extremely positive so far.

The next topic covered under this section of the Executive Director's report concerned plans to submit a tax credit application for the re-syndication of 12 Pines Apartments. A closing date of May 2017 was anticipated, with a name other than 12 Pines planned for the new tax credit partnership. The Executive Director said tax credit equity proceeds would be used for unit renovations at 12 Pines, as well as the replacement of exterior and interior water lines that have deteriorated over time. In closing, he observed that competition for a 4% tax credit application was expected to be robust, due to a bond cap; however he was optimistic that the project would be approved and construction renovations would begin in May 2017 and be completed the following year.

The Executive Director concluded this section of his report with an update on the status of two pending disposition applications, starting with the one for Baker Heights scheduled to be submitted to HUD at month's end. Mr. Lommers-Johnson thanked senior management team members Rick Dorris and Erica Dias for preparing a relocation plan for the tenants of Baker Heights -- he did not believe the shift to a new administration following the recent election would have a negative effect on the Housing Authority's ability to obtain Tenant Replacement Vouchers -- and he outlined plans to for the replacement of these 244 units over the next five years. This included the construction of a 60 unit, 9% tax credit development at the south end of the current Baker Heights neighborhood. A disposition application for Scattered Sites was expected to be submitted to HUD sometime in December. Mr. Lommers-Johnson said these units would be replaced by the conversion of existing and newly acquired units to Project Based Vouchers, with proceeds from their sale going towards replacement housing, the construction of a new clubhouse at Grandview, and the acquisition of new office space for the Housing Choice Voucher program.

The next topic on the Executive Director's report was the redesigned agency website, which was created in consultation with the Open Media Foundation and coordinated by staff members Katie Ulvestad and Anne Brix. Ms. Ulvestad provided a brief tour of the new website, which generated favorable comments from individual commissioners and others present. Mr. Lommers-Johnson next introduced David Tieszen, who recently retired as the supervisor of the Hope Options program, and thanked him for his work in developing this program under Teena Ellison's leadership. This program assists disabled elderly individuals facing homelessness. Mr. Tieszen recalled the program had a staff of three and 50 referrals when he began his tenure in 2002. In contrast, he said there were 185 referrals last year with the same number of staff. Fortunately, some additional program funding recently allowed for the hiring of a part time office aide. In closing, Mr. Tieszen said that Hope Options was the only one of 75 such programs started nationwide in 1996 under a five year federal grant which has remained in operation to the present day. He attributed this to its partnership with the Housing Authority.

The Executive Director concluded his report on the topic of safety at the east building of Broadway Plaza and Bakerview Apartments, as it related to the mix in elderly and younger disabled populations. He observed that the number of younger households had increased significantly at both buildings over the past decade, so that currently 50 of the 150 units at Bakerview, and approximately half of the 101 units at Broadway Plaza East, were occupied by tenants under the age of 55. Antisocial behaviors exhibited by some younger tenants and their guests were making older residents feel unsafe, to the point that some were ending their tenancies, and the Housing Authority was not in a position to hire additional supportive services to address this problem. Mr. Lommers-Johnson said only two residents attended a public meeting advertised to discuss these issues and get their input for

potential solutions, but continued safety concerns by older residents convinced management that a solution was required. Accordingly, the Housing Authority was proposing to set aside 80% of units at both buildings for residents 55 or older, accomplishing this through attrition rather than moving residents out. Mr. Lommers-Johnson said the Housing Authority would utilize Vouchers it had set aside in the regular pool, as well as 130 Project Based Vouchers designated for larger households, to ensure its disabled clients had housing options that would make up for the loss of available units at Bakerview and Broadway Plaza.

Due to time considerations, Executive Director Lommers-Johnson requested the Board's permission to move the review of financial statements from the Executive Director's Report to the Policy Discussion section of the agenda. Commissioner Metzger-Utt made a motion to make this agenda change, and Commissioner Rastovich seconded. All voted in favor.

### **Public Comment**

None

### **Consent Agenda**

Commissioner Ryan made a motion to adopt the Consent Agenda, and Commissioner Metzger-Utt seconded the motion, which passed unanimously. The Consent Agenda contained the following items:

1. Section 8 Payments for the Months of August, September 2016
2. Summary of Vouchers for the Months of August, September 2016

### **Items for Individual Consideration**

#### ***Resolution No. 1422 Relating to 12 Pines Tax Credit Resyndication***

Director of Development and Acquisitions Rick Dorris said this resolution authorized the Executive Director, as well as other named officers, to create a new tax credit partnership and engage in other activities for the purpose of obtaining a new allocation of low-income housing tax credits for 12 Pines Apartments. Mr. Dorris said that management was in the process of coming up with a name for the new partnership associated with this tax credit resyndication effort. The new partnership would be responsible for dissolving the old one, which remained in effect until December 31, the end of the current compliance period.

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

#### ***Resolution No. 1423 Approving Section 125 Cafeteria Plan***

Deputy Executive and Finance Director Jill Stanton said this resolution authorized the employee paid portion of the medical insurance premium to be paid with pre-tax dollars over the upcoming calendar year.

Commissioner Metzger-Utt moved that the resolution be adopted. Commissioner Ryan seconded the motion, which passed unanimously.

***Resolution 1424 Authorizing Designation of Units at Broadway Plaza, Bakerview Apartments***

Executive Director Lommers-Johnson said he alluded to this resolution earlier in the meeting, when reporting on issues related to the current population mix of younger disabled to elderly tenants at Broadway Plaza East and Bakerview Apartments. This resolution authorized the implementation of a policy reserving 80% of units in both buildings for households headed by a person at least 55 years of age, beginning January 1, 2017, and granted the Executive Director the authority to develop policies and procedures that would achieve that objective over time, through attrition.

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

***Motion to Ratify Creation of Hope Options/BP Office Aide Position***

Director of Resident Services Teena Ellison said David Tieszen's retirement created a need for additional administrative support for the Hope Options program, and an increase in the County's funding for the program was sufficient to accommodate a part-time position. At the same time, the Broadway Plaza rental office was in need of clerical support and had money available in the budget to create a part-time position. Given the close proximity of the two offices, management decided to hire a full-time office aide to split time between the two programs.

Commissioner Metzger-Utt moved to ratify the creation of a Hope Options/Broadway Plaza Aide position, with a Category 12 salary range. Commissioner Ryan seconded the motion, which passed unanimously.

***Motion to Accept Executive Director's Report on Write-offs of Tenant Accounts Receivable***

Assistant Finance Director Wendy Abbey said this report provided the Board with a summary of uncollectable tenant accounts that were written off over the past fiscal year. She called attention to an adjustment that had been made to the report since it was provided to the Board. The actual write off amount for Baker Heights was \$28,717, not \$49,601, with the difference accounting for a tenant's damages that would appear on next year's report. She noted that tenants who left the program owing money were referred to collections and reported to HUD, making them ineligible for future assistance until the debt was paid off.

Commissioner Ryan moved to accept the Executive Director's report on write-offs of tenant accounts receivable for the fiscal year ending June 30, 2016. Commissioner Rastovich seconded the motion, which passed unanimously.

## ***Motion to Approve Creation of a Temporary Housing Management Auditor Position***

Executive Director Lommers-Johnson noted that the position of Program Compliance Manager was created and filled over a year ago, for the purpose of developing a quality control system for auditing program files. In the meantime, the Housing Choice Voucher department had developed its own processes, and Linda Baines, who was hired as the Program Compliance Manager, had been immediately called on to assume supervisory duties within the housing management department during a time of rapid portfolio expansion. Ms. Baines has since been promoted to the position of Deputy Director of Housing Management, and although management was not interested in refilling the Program Compliance Manager position, there remained a need for an internal auditor within the Housing Management department. Mr. Lommers-Johnson said the position of Housing Management Auditor was needed for only 18 to 24 months, as a decentralized, peer to peer audit system was in the process of being developed.

Commissioner Metzger-Utt moved to approve the creation of a temporary Housing Management Auditor position, with a Category K salary range. Commissioner Rastovich seconded the motion, which passed unanimously.

## **Policy Discussion**

### ***Review Financial Statements: Core Properties First Quarter, Tax Credit Properties Third Quarter***

Deputy Executive and Finance Director Jill Stanton said she had met with Commissioner Metzger-Utt, a member of the Board's Finance subcommittee, prior to this meeting and reviewed these statements in detail. She provided a brief summary of the statements to the Board, noting that the majority of variances for both the Core and Tax Credit properties were positive and in-line with projections.

### ***Review CY 2017 Budgets for Tax Credit Properties***

Ms. Stanton provided a brief summary of the budgets for these properties to the Board, having reviewed them with the Board's Finance subcommittee prior to this meeting. She noted that these budgets had already been submitted to the tax credit partners for approval.

### ***Review of 2016 Major Procurements***

Executive Director Lommers-Johnson provided the Board with a list of the current year's significant expenditures that did not reach the level requiring the Board's approval per the Procurement Policy. He believed this would give the Board greater oversight over the agency's expenditures, and he planned to provide a report of all expenditures over \$10,000 on a quarterly basis going forward.

Mr. Lommers-Johnson noted that time constraints made it necessary to defer the final policy discussion item, "New Applicant Criminal History Screening Guidelines and EHA Policy/Practice," until the next meeting. Following Chair Mierke's call, Commissioner Taylor

moved to table this agenda item until the next meeting. Commissioner Ryan seconded the motion, which passed unanimously.

**Adjournment**

Chair Mierke called for a motion to adjourn the meeting. Commissioner Metzger-Utt moved to adjourn, Commissioner Rastovich seconded, and the meeting was adjourned at 1:42 p.m.

  
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Chair, Board of Commissioners

ATTEST:

   
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Secretary