



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

**January 4, 2021**

**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 Chair Allison Warren-Barbour at 12:01 p.m. on Monday, January 4, 2021. This meeting was held via Zoom videoconference as an emergency measure to prevent the spread of the COVID coronavirus.

**Commissioners Present at Roll Call:**

Chair Allison Warren-Barbour	Commissioner Koren Smith
Vice-Chair Benjamin Young	Commissioner Chip Burgess
Commissioner George Perez, Jr.	Commissioner Tammy Williamson

**Also in attendance were:**

**Staff:**

Ashley Lommers-Johnson, Executive Director  
John Forsyth, Director of Housing Operations  
Wendy Blain, Director of Finance  
Jason Morrow, Director of Development  
Linda Manning, Director of Human Resources and Administration  
Wendy Westby, HCV Program Director  
Tony Nabors, Director of Diversity, Equity, and Inclusion  
Janinna Attick, Senior Policy Analyst  
Brenda McLeod, Asst. Dir. of Procurement and Contracts  
Chris Neblett, Hearing Officer/Administrative Coordinator  
Jaysen Garcia, Executive Assistant

**Guests:**

Rebecca Ableman McCrary, City of Everett  
Liz Vogeli, City of Everett\*

*\*Amendment to minutes prior to their adoption at @ 2/22/21 meeting. CN*

## **Approval of Minutes**

Chair Warren-Barbour called for a motion to approve the minutes of the Special Meeting held on December 14, 2020. Commissioner Perez moved to approve the meeting minutes, Commissioner Young seconded, and the motion carried unanimously.

## **Executive Director's Report**

Executive Director Lommers-Johnson said a Federal appropriations bill had been adopted since the last meeting of the Board of Commissioners. This legislation provided for modest increases to funding for the Housing Authority's programs and also set a 4% floor, or minimum rate, for low-income housing tax credits (LIHTC), effectively increasing the value of the tax credits delivered to the tax credit partner and consequently, the amount of equity the tax credit partner will contribute towards the total cost of a project. For example, the increase in the LIHTC rate will provide an additional \$4 million in tax credit equity toward the estimated \$45 million required to construct 105 units on a portion of the former Baker Heights neighborhood (Legacy Project). This increase to the LIHTC minimum rate will also facilitate the Housing Authority's long-range plans to develop 1,500 units over the next ten years by significantly reducing the funding gap that the Housing Authority will need to fill with other sources, such as agency resources.

The Executive Director reported that most staff were continuing to work remotely as cases of COVID continued to rise within the county and nationwide. He did not expect a full return to work in person until a vaccine becomes widely available, likely sometime over the course of the summer. He stated this approach was driven primarily by the need to protect the Housing Authority's most vulnerable clients, while also taking into consideration the safety of staff and the success to date at operating our programs and services remotely, with the exception of critical maintenance functions and some other key tasks. In response to the Chair's question about internal conversations held to date around vaccines, the Executive Director said he will hold more in-depth policy discussions with senior management on this topic, particularly with respect to the issue of whether employees should be required to be vaccinated before returning to work in person. He said his new position as President of the Association of Washington Housing Authorities (AWHA) would provide an opportunity to discuss this issue with executive directors of PHAs around the State at this organization's upcoming meeting.

## **Items for Individual Consideration**

### ***Resolution No. 1502 Adopting Everett Housing Authority's Moving to Work Application and MTW Plan, and Related Certifications and Confirmations***

By way of introduction, the Executive Director said HUD's Moving to Work (MTW) demonstration program allows PHAs to design and test innovative, locally designed strategies with three outcomes in mind: helping residents reach self-sufficiency through employment, increasing housing choice for low-income families, and utilizing Federal funding more efficiently. Congress has expanded the MTW demonstration program to add 100 PHAs to the 39 agencies that currently participate, including four in Washington state. The Housing Authority has been invited to apply for a limited number of open slots under a cohort tasked with studying the effect of rent reform.

The Executive Director said the MTW application emphasized the compatibility of the Housing Authority's 10-Year Strategic Plan goals with the MTW demonstration program's objectives, including the development of housing within, and mobility of Vouchers to, communities of opportunity. The application outlined general proposals around rent reform and other initiatives instead of offering detailed policies, which will be developed and implemented if the Housing Authority is granted MTW status. This will include implementation of an income-based tiered rent policy, as the Executive Director said the other rent policy option was not ideal for our clients and subject to potential opposition by advocacy groups, since rents would increase regardless of whether clients had income increases. Under an MTW rent policy client income recertifications would be administered every three years and rents would be fixed during that time, allowing clients to take advantage of income gains by delaying rent increases; after six years this and other policies implemented under the demonstration program would be evaluated and revised as necessary.

The Executive Director concluded by noting that community and institutional partners will be available to assist with policy and program design if the Housing Authority is selected for the MTW demonstration program. He thanked the staff who assisted in developing the MTW application, especially Senior Policy Analyst Janinna Attick, who spearheaded this effort. He concluded by saying the Board's adoption of this resolution would authorize him to submit the MTW application to HUD, potentially subject to some final modifications, before the submittal deadline of January 8.

Commissioner Young moved to adopt the resolution, Commissioner Smith seconded, and the motion passed unanimously.

***Motion Authorizing the Executive Director to Enter into a Contract Pertaining to Future Development Options for Baker Heights***

The Executive Director provided some background on this request for approval to enter into a contract with an architectural consultant regarding future development options at Baker Heights. Ongoing conversations with Washington State University around its capacity to purchase the majority portion of the property were taking place as the Housing Authority planned for a second phase of redevelopment for the eastern portion of the property. Since an architectural firm's services were needed to develop a plan for this second phase of redevelopment, and because it was unclear whether WSU would ultimately be able to make the proposed acquisition, the Executive Director believed it would be advantageous to hire an architectural firm to create a master plan concept design for the entire Baker Heights site. This master planning document will allow the Housing Authority to better understand how the property can be developed to its maximum potential, by analyzing the property's physical features, local zoning laws, and feedback from community engagement.

The Executive Director informed the Board that the architectural firm GGLO recently submitted a proposal to develop a master plan concept design for Baker Heights. This proposal was subject to approval without the need to issue an RFQ, as the company was on a roster of firms approved for future redevelopment activities at Baker Heights, in conjunction with a previous RFQ for architectural services related to the first phase of the Baker Heights redevelopment. GGLO was awarded that contract, and the Executive Director was confident the firm was qualified to create a master plan concept design for Baker Heights based on its performance to date. He further clarified that the estimated

\$375,000 cost associated with GGLO's proposal exceeded his contract authority by \$125,000 under the Housing Authority's Procurement Policy.

Chair Warren Barbour called for a motion to authorize the Executive Director to enter into a contract with GGLO for architectural services as described, in an amount not to exceed \$375,000. Commissioner Burgess motioned as stated, Commissioner Young seconded, and the motion passed unanimously.

**Adjournment**

There being no further business, Chair Warren-Barbour adjourned the meeting at 12:28 p.m.

  
Allison Warren-Barbour (Feb 23, 2021 13:13 PST)

Chair, Board of Commissioners

ATTEST:



Secretary

# Minutes\_BoC Special Mtg\_ 2021\_01\_04

Final Audit Report

2021-02-23

Created:	2021-02-23
By:	Chris Neblett (chrisn@evha.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqqaV1mnCJfs46Vo85xfMaBEvMn6ZkXVE

## "Minutes\_BoC Special Mtg\_ 2021\_01\_04" History

-  Document created by Chris Neblett (chrisn@evha.org)  
2021-02-23 - 5:12:56 PM GMT- IP address: 73.221.165.67
-  Document emailed to Allison Warren-Barbour (allisonwb@evha.org) for signature  
2021-02-23 - 5:13:34 PM GMT
-  Email viewed by Allison Warren-Barbour (allisonwb@evha.org)  
2021-02-23 - 9:12:43 PM GMT- IP address: 24.22.163.59
-  Document e-signed by Allison Warren-Barbour (allisonwb@evha.org)  
Signature Date: 2021-02-23 - 9:13:29 PM GMT - Time Source: server- IP address: 24.22.163.59
-  Document emailed to Ashley L-J (ashleyflj@evha.org) for signature  
2021-02-23 - 9:13:40 PM GMT
-  Email viewed by Ashley L-J (ashleyflj@evha.org)  
2021-02-23 - 9:48:55 PM GMT- IP address: 73.11.169.193
-  Document e-signed by Ashley L-J (ashleyflj@evha.org)  
Signature Date: 2021-02-23 - 9:49:05 PM GMT - Time Source: server- IP address: 73.11.169.193
-  Agreement completed.  
2021-02-23 - 9:49:05 PM GMT