

The Regular Meeting of the Board of Commissioners was convened at 12:07 pm on Wednesday, January 18, 2006 at the Housing Authority of Snohomish County.

Present: Commissioner Anderson
Commissioner Boyle
Commissioner Goulet
Commissioner Lewis

Excused: Commissioner Komnick
Commissioner Vander Lugt
Commissioner Emeritus Gese

Staff: Bob Davis, Executive Director
Ann Schroeder-Osterberg, Director of Development, Construction and Maintenance
Duane Leonard, Finance Director
Manu Morgan, Tenant Based Assistance Director
Rickie Bates, Director of Administrative Services
Steve Kehler, Director of Asset Management
Pete Grodt, Policy and Programs Special Assistant
Cathy Schindler, Resident Resources Manager
Jenisa Story, Executive Assistant

Counsel: Faith Pettis, Preston, Gates & Ellis

Guest: Ned Palmer, Bank of America

CONSENT ITEMS

Commissioner Boyle moved for approval of consent items. Commissioner Lewis seconded and the motion passed unanimously to adopt the following:

Item B. – Approve Agenda for the January 18, 2006 Regular Meeting

Item C. – Action on Minutes of the December 14, 2005 Special Meeting

Item D. – Resolution No. 1595 Authorizing Payment of December 2005 Expenditures

ACTION ITEMS

E. Resolution No. 1596 Authorizing Staff to Make Available the Draft Public Housing Agency Plan Annual Update for Public Comment

The Department of Housing and Urban Development requires that a public housing agency plan be completed every year. An updated draft of the plan has been prepared by staff in consultation with the Resident Advisory Board. Pete Grodt presented an overview of the plan and the changes from last year. He explained that a draft of the plan needs to be approved and available to the public to meet the HUD requirements. Following the 45 day public comment period, a hearing will be held and the Board will take into account all of the public comments before making a decision regarding approval of the plan.

Commissioner Lewis moved to approve the resolution. Commissioner Boyle seconded and the motion was unanimously approved.

F. Resolution No. 1597 Authorizing the Executive Director to Amend a Housing Assistance Payments Contract for Project Based Housing Vouchers

This resolution amends the 2004 HAP contract with Housing Hope for the Scattered Sites Housing program, a Sound Families Initiative project. The contract was originally for 5 units with the intent to amend the contract once Housing Hope completed development of additional housing units. This amendment will add 7 units in Sultan and 8 at Avondale.

Commissioner Boyle moved to approve the resolution. Commissioner Goulet seconded and the motion was unanimously approved.

INFORMATION ITEMS

Item G. – Development and Construction Progress Report

Ann updated the Board on progress at the Carriage Club mobile home park. Meetings have been scheduled to give all residents the opportunity to meet with staff and have questions answered. A question and answer document has also been sent to Carriage Club residents. A financing consultant is doing an analysis on financing options for the future potential purchase of Carriage Club. Architects are currently working on site plans for the additions at East Terrace and Fairview. The Federal Home Loan Bank has not announced funding awards yet. Staff hopes to hear in February whether the Housing Authority's application was approved.

The last unit has been sold at Kokanee Creek. There are still vacant lots at Thomas Place that have not been developed. The rehabilitation loan program is on track to reach its goal of 40 loans this fiscal year. Staff may be proposing a change to loan practices for the Board to consider next month in an effort to meet homeowner needs. The selection process for a general contractor is under way. The review committee went through a two

step process of bid proposal reviews and interviews. Although a final decision has not yet been made, W.G. Clark performed the best on both phases of the review. Staff is also preparing to bid out fall protection work at all of the Housing Authority complexes.

Item H. – Finance Report

Duane Leonard had nothing to report.

Item I. – Tenant Based Assistance Report

Manu Morgan reviewed the lease up and rent roll reports for December. The Housing Authority has been contacted by 70 families regarding Hurricane Katrina disaster relief. Five families have been assisted through the KDHAP program, 27 families are on the State program and receiving assistance through February 28th, 5 families were referred to other housing authorities, and 8 families were not interested in the programs available.

Item J. – Asset Management Report

Steve Kehler went over the vacancy comparison report. Autumn Chase is performing much better. There are only three vacancies as of January 17th. Fairmount Park has had some challenges due to road construction hindering access to the complex. The Public Housing properties currently have 8 vacancies, some due to evictions. The new roving property manager position has been functioning well. There have been no significant changes in rural development.

Item K. – Administrative Services Report

Rickie Bates informed the Board that there is an open support position in the Public Housing department. Staff is working on a salary comparability study. The Board retreat is tentatively scheduled for May 8th and 9th.

Item L. – Legal Counsel Report

Legal counsel has one eviction trial scheduled and has been involved in the bid process for a general contractor/construction manager. Legal counsel is also working with the Association of Washington Housing Authorities, at the Housing Authority's request, regarding the leasehold excise tax issue for non-residential units. Counsel has met with AWhA staff and lobbyists to discuss a strategy, but the process is moving slowly.

Item M. – Executive Director Report

Bob Davis updated the Board on the status of two commissioners. Marilyn Komnick had a stroke earlier in the month and will be attending Board meetings as she is able. Al Vander Lugt has decided not to seek reappointment in March. Staff will notify the Snohomish County Council about the open position. Due to the NAHRO Legislative Conference, there will not be a Board meeting in March. A management shift has been

made. Ken Emerson moved to the Section 8 department and Debbi Tesch moved to the Rural Development department. USDA-Rural Development funding continues to be a concern. Bob will attend the Council for Affordable and Rural Housing Conference later in January to discuss these issues. Staff has been working on a couple acquisition possibilities. Olympic and Soundview senior apartments in Edmonds are still available for purchase. Staff has been meeting with residents of Carriage Club mobile home park to discuss resident concerns. There are two housing bills in the State legislature that are of concern to housing authorities. Bob, with a group of AWhA members, will be meeting with Representative Miloscia this Friday about these bills.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Boyle moved to adjourn the meeting. Commissioner Lewis seconded and the motion passed unanimously. The meeting adjourned at 1:38 pm.

Elsie Anderson, Chairperson

SEAL

ATTEST:

Secretary