

The Regular Meeting of the Board of Commissioners was convened at 12:05 pm on Wednesday, October 19, 2005 at the Housing Authority of Snohomish County.

Present: Commissioner Anderson
Commissioner Boyle
Commissioner Goulet
Commissioner Komnick
Commissioner Lewis
Commissioner Emeritus Gese

Excused: Commissioner Vander Lugt

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
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 October 19, 2005 Regular Meeting

Item C. – Action on Minutes of the September 21, 2005 Regular Meeting

Item D. – Resolution No. 1573 Authorizing Payment of September 2005 Expenditures

ACTION ITEMS

E. Resolution No. 1574 Approving an Amendment to the Personnel Manual Position Classification Plan

Rickie Bates explained that this resolution would add a Roving Manager. This manager would replace six Flex Resident Manager positions.

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

F. Resolution No. 1575 Authorizing the Executive Director to Enter into a Housing Assistance Payments Contract for Project Based Housing Vouchers

The project based vouchers authorized in this resolution would be used for Trinity Place in Lynnwood. Trinity Place is a Sound Families project with supportive services provided by the YWCA.

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

G. Resolution No. 1576 Commending Campfire USA Snohomish County Council

Cathy Schindler explained that the Housing Authority has partnered with Campfire for ten years. Campfire provides services at Authority owned properties including a number of Campfire clubs for children. Campfire staff also donated goods for a new Housing Authority client who was affected by Hurricane Katrina.

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

H. Resolution No. 1577 Appointing Members to the Self-Sufficiency Coordinating Council

The Self-Sufficiency Coordinating Council was created in the early 1990s to oversee Project Self-Sufficiency, Family Self-Sufficiency and related programs. The Housing Authority is responsible for appointing some of the members of the Council. Four people have been recommended for appointment: Ralph Davis, Peter Grodt, Cindy Holmgren, and Deborah Squires.

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

I. Resolution No. 1578 Authorizing a Sale of Right-of-Way to Snohomish County

The County would like to purchase right of way for the back part of the property at one of the scattered sites in Maryville. HUD approval is needed as well as Board approval for the sale.

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

J. Resolution No. 1579 Authorization to Enter into Drainage Easements with Puget Sound Kidney Centers for East Terrace

The Housing Authority and the Puget Sound Kidney Center will each be granting the other one drainage easement. These agreements will provide proper easements for what is already there. This agreement will also require HUD approval.

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

K. Resolution No. 1580 Authorizing Funding Applications to Snohomish County

These applications are for funding the Autumn Leaf project and the Rehabilitation Loan Program. The Housing Authority is resubmitting the funding application for Autumn Leaf since it has been turned down before. The Rehabilitation Loan Program applies for funding every year.

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

L. Resolution No. 1581 Avondale Village Project

The Housing Authority is providing conduit financing for Housing Hope so they can develop a 14-unit building in South Everett.

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

INFORMATION ITEMS

Item M. – Development and Construction Progress Report

Ann Schroeder-Osterberg updated the Board on the development of additional units at East Terrace and Fairview. There is some question about potential wetland at Fairview. HomeSight is close to selling out the homes at Kokanee Creek. The Rehabilitation Loan Program is ahead of schedule this year. Capital improvements are slowing down for the season. Staff is planning for next spring and summer's projects. There is still some work being completed at Ebey Arms. Work at the newly acquired Autumn Chase Apartments is expected to begin in the near future.

Item N. – Finance Report

Duane Leonard reported that the State Auditors have begun their yearly audit. Staff is evaluating whether to refinance the Whispering Pines bonds. If the determination is made to refinance, there will be approximately 1.4 million dollars to use for capital improvements.

Item O. –Tenant Based Assistance Report

Manu Morgan distributed the rent roll and lease up reports. Staff processed 117 more case reviews in September than August. There were 29 new lease ups and 42 families left the program. At the September Board meeting, the Board approved setting aside 20 vouchers for families affected by Hurricane Katrina. HUD introduced a new program to help these families since the last Board meeting. At the end of September, two new housing programs came into effect. KDHAP assists families who were living in assisted housing or homeless before the hurricane. KDHAP vouchers assist these families for 18 months. Families who were homeowners or renters will be assisted through the IHP program, which is administered by FEMA. The Housing Authority will be administering the KDHAP program for all of Snohomish County, including the city of Everett.

Item P. – Asset Management Report

No report was given.

Item Q. – Administrative Services Report

Rickie Bates explained that recruitment efforts have been under way for the Roving Property Manager position. One of the Rural Development Property Managers has also left. The Safety Committee conducted its first fire drill last week.

Item R. – Legal Counsel Report

Faith Pettis thanked the Housing Authority for renewing with Preston, Gates & Ellis for landlord-tenant law representation. Legal representatives have been involved in the Avondale Bond issuance proceedings as well as in the analysis of issuing bonds at Whispering Pines. The Washington housing authority lobbyists met with lawyers regarding the Department of Revenue leasehold excise tax issues. A hearing with USDA will be taking place in the next few weeks.

Item S. – Executive Director Report

Bob Davis informed the Board that the owner of the hotel next door has approached staff because of his desire to sell. The price is still too high and he is not willing to compromise. Bob has been meeting with the Carriage Hill Estates mobile home park residents. They would like the Housing Authority to buy the park. There are 240 units and approximately 300 people living there. Bob has contacted the current owner to let her know that the Housing Authority would be interested in purchasing the property should she decide to sell. The owner is not interested in selling at this time, but is open to working with the Housing Authority and with staff contacting residents. This is a long term acquisition possibility.

The Housing Authority is currently in a dispute with USDA regarding Rural Development subsidy. On August 1st, staff received a letter stating that USDA was taking away five units of rental subsidy. After speaking with USDA staff, the Housing Authority thought that the issue was resolved. In September, staff learned that USDA had removed subsidy from 5 units. The Housing Authority has filed a formal appeal. Staff believes that, based on USDA rules, there is no merit for the removal of subsidy. The hearing will be held on November 17th.

HUD has instituted new accounting operating procedures, which require the accounting to be done by property rather than by Housing Authority. Staff is looking into how this will affect the finance department. Project-based Section 8 regulations have also recently changed. Transitional housing is now ineligible for project-basing.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Komnick moved to adjourn the meeting. Commissioner Goulet seconded and the motion passed unanimously. The meeting adjourned at 1:28 pm.

Elsie Anderson, Chairperson

SEAL

ATTEST:

Secretary