

The Regular Meeting of the Board of Commissioners was convened at 12:11 pm on Wednesday, November 16, 2005 at the Housing Authority of Snohomish County.

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

Excused: Commissioner Vander Lugt
Commissioner Emeritus Gese

Staff: Bob Davis, Executive Director
Ann Schroeder-Osterberg, Director of Development, Construction and Maintenance
Duane Leonard, Finance Director
Rickie Bates, Director of Administrative Services
Steve Kehler, Director of Asset Management
Gail Faulkner, Tenant Based Assistance Manager
Jenisa Story, Executive Assistant

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 C. – Approve Agenda for the November 16, 2005 Regular Meeting

Item D. – Action on Minutes of the October 19, 2005 Regular Meeting

Item E. – Resolution No. 1582 Authorizing Payment of October 2005 Expenditures

ACTION ITEMS

F. Resolution No. 1583 Authorizing Revised Utility Allowance Rates for the Section 8 HCV Program

Gail Faulkner explained that the utility allowance rates are periodically reviewed to take into account changes in average utility costs. There has been a substantial increase in all utility costs. A new utility rate schedule has been proposed based upon these results. The last adjustment was made in November 2004.

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

G. Resolution No. 1584 Authorization to Amend Section 8 HCV Program Payment Standards

The payment standards are comprised of the fair market rent and the utility allowance. The payment standards need to increase in order to take into account the increases in the utility allowance.

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

H. Resolution No. 1585 Authorizing Amended Amounts for Funding Applications

This resolution amends the original amount requested from Snohomish County for the Autumn Leaf project operating subsidy as well as requesting funding for the Single Family Rehabilitation Loan program.

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

I. Resolution No. 1586 Approving an Amendment to the Personnel Manual Position Classification Plan

Rickie Bates explained that the Homeless Policy Task Force is in need of a part time intern. The Housing Authority would like to hire an intern to coordinate the task force's efforts.

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

J. Resolution No. 1587 Making a Preliminary Determination to Utilize Contracting Procedure for Renovation Work

The Housing Authority used the general contractor/construction manager alternative public works contracting procedure successfully on the Markland Woods condominium conversion project. This procedure allows staff to bring a contractor on board for pre-construction services to help determine the scope of work and budget for a project. This procedure has worked well in the past and staff would like to implement it for the Autumn Chase Apartments project. A public hearing will be held before a final decision is made. All subcontracting work will be publicly bid. The guidelines regarding the alternative contracting procedure require that the general contractor perform a maximum of 30% of the total work.

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

K. Resolution No. 1588 Amending the Procurement and Disposition Policy

The procurement and disposition policy has not been updated in many years. Staff has reviewed the entire policy and updated it based upon current practice and less specific HUD guidelines. The disposition policy has also been amended to be less restrictive.

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

L. Resolution No. 1589 Authorizing the Issuance of Revenue Bonds for Whispering Pines

The Housing Authority is in the process of refinancing the Whispering Pines tax credit project. The Housing Authority issues the bonds and the proceeds go to the business partnership. The bond proceeds would garner approximately 1.4 million dollars for building improvements. The tentative closing date for the bonds is December 19th. This resolution sets up the parameters for refinancing.

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

INFORMATION ITEMS

Item M. – Development and Construction Progress Report

Ann Schroeder-Osterberg explained that there is an opportunity for one of the Commissioners to participate in the general contractor selection process. Commissioners Anderson and Komnick expressed an interest in participating. Ann reviewed the contract log and explained the major change orders. The pricing for work done by Northwest Asphalt, Inc. was so good that more complexes were added to the original bid. Additional items were added to the Briere & Associates scope of work, which greatly increased the cost for improvements at Autumn Leaf. The siding project at Valley Commons was changed from a partial replacement to a full replacement, which increased the cost of work performed by American Tradition Homes.

The city of Monroe has determined that there are no wetlands surrounding Fairview Apartments. The wetland issue was an impediment to building additional units at Fairview. Staff is still waiting for a decision on funding from the State.

A second meeting was held with the residents of Carriage Club Mobile Home Park. A survey has been distributed to the homeowners.

The Rehab Loan program is ahead of schedule for this fiscal year.

Item N. – Finance Report

Duane Leonard reported that the State auditors are close to completing their field work. The auditing costs will be approximately \$38,000.

Duane reviewed the budget report for the first three months of fiscal year 2006. Section 8 is close to budget. Public Housing is receiving more rental income than budgeted. Extraordinary maintenance charges at Willow Run, Raintree Village, and Soap Suds Row are over budget due to capital improvements. Fairview has a positive variance in dwelling income. The Local Fund has higher revenue than expected due to the administration fee from Autumn Chase and lower expenses because the wage charges are under budget. Competition remains strong for rental units around Center House. Dwelling income at the property is below budget. Millwood Estates rents were not raised as high as budgeted. Casualty claims for unit fires have affected dwelling income there. Indirect costs are over budget due to the front loading of yearly expenses. This should even out by the end of the year.

Item O. – Tenant Based Assistance Report

Gail Faulkner reviewed the lease up and rent roll reports. There were 19 new admissions to the program, 38 families ended their participation and 113 families are shopping for units.

Item P. – Asset Management Report

Steve Kehler reviewed the vacancy comparison report.

Item Q. – Administrative Services Report

Rickie Bates reported that one of the Housing Coordinators in Section 8 has left. The position will be filled internally. Staff will advertise for the Assistant Coordinator position that will be open once the Housing Coordinator position is filled. Cathy Schindler received the Lou Denny Award from Campfire for outstanding community service.

Item R. – Executive Director Report

Bob Davis updated the Board regarding the issue with USDA about rental subsidy. A hearing had originally been scheduled for November 17th, but the hearing officer has granted a delay. Bob asked the Commissioners whether they would like to move the December meeting up one week so that Commissioner Emeritus Gese could attend. The Commissioners approved changing the meeting to December 14th. The Housing Authority has been receiving reimbursements for legal fees associated with the leasehold excise tax issue. The total cost for legal fees is approximately \$47,000. Seattle Housing Authority and King County Housing Authority have each contributed \$10,000. Everett

Housing Authority, Spokane Housing Authority, and Kitsap County Housing Authority have each contributed \$5000. Clallam County Housing Authority has contributed \$500.

The Commissioners watched a news clip about the temporary housing of Hurricane Katrina evacuees. FEMA will end hotel room payments on December 1st. The Housing Authority is administering all of the emergency housing programs for those affected by Hurricane Katrina in Snohomish County. The Housing Authority recently received a SEMAP score of 100% for 2005. Staff met with Congressman Larson at Autumn Leaf on Monday to tour the facility.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Boyle moved to adjourn the meeting. Commissioner Komnick seconded and the motion passed unanimously. The meeting adjourned at 2:06 pm.

Elsie Anderson, Chairperson

SEAL

ATTEST:

Secretary