Minutes of the Regular Meeting
of the Board of Commissioners of the
Housing Authority of the City of Everett

June 23, 2025

Meeting Called to Order

The Meeting of the Board of Commissioners of the Housing Authority of the City of Everett was called to order by Chair Smith at 12:00 p.m. on Monday, June 23, 2025. This meeting was held as a hybrid meeting, with participants attending in person at the Colby Administrative Office at 3107 Colby Avenue in Everett and via Zoom video conference. This meeting had a delayed start due to technical issues at the Colby office.

Commissioners Present at Roll Call:

Chair Koren Smith (*virtual*)
Vice-Chair Cynthia Andrews (*virtual*)
Commissioner Paul Manselle (*in person)*
Commissioner George Perez (*in person)*
Commissioner John Traynor (*in person*)

Absent:

Commissioner Chip Burgess

Also in attendance were:

Staff:

Mary Swenson	Executive Director
Chreatha Alston	Director of Human Resources & IT
Shannon Atkins	Interim Family Services Program Manager
Janinna Attick	Director of Policy & Innovation
Kristen Cane	Director of Asset Management & Development
Cal Cuellar	Deputy Director of Asset Management
Erica Dias	Director of Property Management
Melanie Pilkenton	Director of Rental Assistance
Tiffany Riley	Interim Aging & Disability Services Program Manager
Heather Stults	Communications & Engagement Manager
Kimberly Wilson	Deputy Director of Finance
Jamshed Zuberi	Director of Finance
Sandy Langdon	Consultant, GMP Consultants

Non-Staff:

Jimmy Castro	EHA Program Participant
Sonja Bodge	Delta Neighborhood Association
Frank Hong	City of Everett

Public Comment
None

Communications
None

Executive Director's Report
Executive Director Mary Swenson shared her appreciation to those staff and board members that attended the board retreat on June 13. She announced that Jamshed Zuberi is EHA's new Director of Finance. Director Zuberi shared that he is excited to be here and working with everyone. ED Swenson shared that financial consultant Sandy Langdon will remain at EHA for another two weeks to help with onboarding Director Zuberi. Consultant Langdon worked with every EHA director to make sure this was a well-oiled machine and ED Swenson expressed her gratitude. Consultant Langdon shared her appreciation of EHA staff. ED Swenson added that while she and Sandy have not worked at housing authorities before, they could ask questions that may not have been asked before.

ED Swenson provided an update on the Director of Resident Services position, with 66 applicants and narrowed down to 11 candidates.

ED Swenson shared that she is looking at the Colby office building and working on getting staff back to the office. Staff are working to make sure electrical system is adequate, as well as adding cubicles to make sure everyone has a seat when they return to the office and are not sharing space. The target date is after Labor Day to get through summer with any childcare issues and to not complicate staff lives.

Approval of Minutes
Chair Smith asked for a single motion to approve minutes from the Regular Meeting held on May 27, 2025, and the Special Meeting and Board Retreat held on June 13, 2025.

Commissioner Perez moved for approval and Commissioner Manselle seconded. The motion passed unanimously.

Consent Agenda
Chair Smith called for a single motion to approve the Consent Agenda, containing the following items:

1. Section 8 Payments for the month of May 2025
2. Summary of Vouchers for the month of May
3. Wiggums Hollow Park Agreement

4. Property Lease Agreement – EPD and Pivotal Point LLLP

Commissioner Andrews moved for approval and Commissioner Manselle seconded. The motion passed unanimously.

Items for Individual Consideration

Motion to adopt extension of employment agreement between Everett Housing Authority and Mary Swenson

This resolution was presented by Executive Director Mary Swenson. The motion would adopt an extension of the employment contract for Mary Swenson through December 31, 2025. ED Swenson shared that with interviews for the executive director position at the end of August and onboarding not occurring until possible October, an extension was advisable.

Commissioner Perez moved for approval and Commissioner Manselle seconded. The motion passed unanimously.

Resolution No. 1617 Updating the Time, Location, and Frequency of Regular Board Meetings

Executive Director Swenson introduced this resolution. She described how 24 meetings has been extremely cumbersome and going back to six meetings a year would not provide enough meetings. This resolution would move meetings to the 2nd Monday of the month, instead of the 4th Monday, with the only interference being Veteran's Day every seven years. This could be left up to the Executive Director if a meeting was not needed.

Commissioner Perez shared that since he will be stepping down in December, he would like the other Commissioners to make the decision. Commissioner Traynor stated that with his work schedule, he would miss 90% of meetings if they moved to that day of the month. ED Swenson shared that she selected the 2nd Monday because regular meetings have been on Mondays, but acknowledged that a discussion should happen. Commissioner Manselle added that the day or week doesn't matter, but that he prefers noon meetings rather than later in the day.

ED Swenson concluded that this resolution did not need to be voted on today and a further discussion can be added to a future agenda. The resolution was tabled with no action taken.

Resolution No. 1618 Adopting Fiscal Year 2025-2026 Budgets for Housing Authority Programs

Consultant Sandy Langdon introduced and presented the proposed budget for 2025-2026. ED Swenson reminded the Board that we have been approved by HUD for a change in the fiscal period ending June 30 to a calendar year and how this will really help with future budgeting. ED Swenson and Director Cane added some clarification to the budget request slide.

Frank Hong, City of Everett, requested clarification around payroll expenses and the decrease of the annual pension expense. ED Swenson added that in the combined budget request, there was uncertainty around budgeting from HUD. Commissioner Traynor asked how each property's reserve was budgeted and where the reserves come from, which Ms. Langdon clarified as some

being dictated by investor agreement. Director Cane added that the budget for RAD PBV properties were related to the PBV contracts signed, making sure properties are being taken care of from a capital needs standpoint.

Chair Smith asked for a motion, Commissioner Perez moved for approval and Commissioner Manselle seconded. The resolution passed unanimously.

Adjournment

Before adjournment, Executive Director Swenson requested Director Cane share additional information. Director Cane presented a Portfolio Performance Report, which was previously provided at the Board Retreat on June 13. This report showcased quarterly numbers, with Director Erica Dias assisting Director Cane with the presentation. Commissioners engaged with Directors Cane and Dias, with ED Swenson also providing information.

Conversation was had around Meadows I and the elevator replacement taking approximately six weeks. Affected residents were being provided accommodations at an extended stay hotel if needed.

There being no further business to discuss, Chair Smith called for a motion to adjourn. Commissioner Manselle motioned as requested, Commissioner Perez seconded, and the meeting adjourned at 1:37 p.m.

ATTEST:

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Secretary Chair, Board of Commissioners