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

August 28, 2023

Meeting Called to Order

The Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Everett was called to order by Chair Chip Burgess at 12:03 p.m. on Monday, August 28, 2023. This meeting was held as a hybrid meeting with Chair Burgess and several other meeting participants attending via Zoom videoconference. The remaining commissioners and other meeting participants attended in person at the Colby Administrative office at 3107 Colby Avenue in Everett.

Commissioners Present at Roll Call:

Chair Chip Burgess
Vice-Chair Koren Smith
Commissioner George Perez, Jr.
Commissioner Cynthia Andrews
Commissioner John Traynor
Commissioner Paul Manselle

Commissioners Absent:
None

Also in attendance were:

Staff:
John Forsyth, Interim Executive Director
Wendy Blain, Sr. Director of Finance & Chief Financial Officer
Linda Hoston, Director of Human Resources & Administration
Kristen Cane, Director of Asset Mgmt. & Housing Choice Vouchers
Janinna Attick, Director of Policy & Innovation
Kimberly Wilson, Deputy Director of Finance
Jaysen Garcia, Executive Assistant/Communications Coordinator
Chris Neblett, Administrative Supervisor

Others:
Jennifer Gregerson, Mayor's Office Representative
Elizabeth McKague, Broadway Plaza Resident Council President

Public Comment
None

Communications
Broadway Plaza Resident Council President Elizabeth McTeague reported residents were concerned about the ongoing presence of rats around the building, despite management's attempts to resolve the issue. Interim Executive Director Forsyth responded that mitigation efforts via an exterminator on site were of limited use, as the nests had been traced to an adjacent property. Management was attempting to work with this property owner on a solution.

Executive Director's Report
Interim Executive Director Forsyth began his report by discussing a July 2023 survey of residents of Housing Authority properties intended to provide a better understanding of issues that affect their health and well-being. The Health and Wellbeing Monitor, which was developed by Providence Institute for Healthier Communities and funded via a grant through the North Sound Accountable Community of Health, was last administered to residents in June 2019. In both instances, resident service coordinators took several weeks to survey all participating resident households (an average of one in three households at 29 properties). Mr. Forsyth summarized the results of the 2019 survey while noting that data from the most recent survey would be available in October. He said data from both surveys would be compared and used as a guide for future work, activities, and programming, among other practical uses.

Interim Executive Director Forsyth continued his report with a discussion of the financial health of the Housing Authority's properties, a topic he said was of interest to all of the recent executive director candidates during their respective interviews. He noted that almost all of these properties were solvent on an individual basis, and smaller properties that would face challenges on their own are grouped into a larger portfolio with shared capital reserves. He credited the solid leadership of Senior Director of Finance/CFO Wendy Blain and Director of Asset Management and Housing Choice Vouchers Kristen Cane for ensuring the overall fiscal stability of the agency's properties, further noting that the Board's Finance Committee provides critical oversight in its detailed reviews of quarterly financial statements and the agency's annual budget. He concluded by noting this would be his last report to the board, given that Major Galloway was assuming the reins as executive director effective September 18.

Approval of Minutes
Chair Burgess called for a motion to approve the minutes of the regular meeting held on June 26, 2023. Commissioner Perez moved for approval of the minutes, Commissioner Andrews seconded, and the motion passed unanimously.

Chair Burgess called for a motion to approve the minutes of the special meeting held on July 10, 2023. Commissioner Andrews moved for approval of the minutes, Commissioner Manselle seconded, and the motion passed unanimously.

Chair Burgess called for a motion to approve the minutes of the special meeting held on July 12, 2023. Commissioner Manselle moved for approval of the minutes, Commissioner Smith seconded, and the motion passed unanimously.

Chair Burgess called for a motion to approve the minutes of the special meeting held on July 21, 2023. Commissioner Manselle moved for approval of the minutes, Commissioner Smith seconded, and the motion passed unanimously.

Consent Agenda

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

1. Section 8 Payments for the Months of June, July 2023
2. Summary of Vouchers for the Months of June, July 2023

Commissioner Smith moved for approval of the Consent Agenda, Commissioner Manselle seconded, and the motion passed unanimously.

Items for Individual Consideration

Resolution No. 1579 Adopting a Travel Policy

Director of Policy and Innovation Janinna Attick said this resolution adopted a formal, comprehensive travel policy applicable to commissioners, housing authority staff, and others authorized to travel on Housing Authority business. The policy up for adoption included criteria for allowable travel expenses and procedures for reconciling these expenses.

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

Resolution No. 1580 Authorizing a Revolving Line of Credit Revenue Note

By way of introduction, Senior Director of Finance/CFO Wendy Blain said a reserve policy adopted several years ago provided for the establishment of a revolving line of credit to fund development and other Housing Authority activities. With several projects in the pipeline, including the next phase of the Baker Heights redevelopment known as the Park District, it seemed like a good time to secure this additional funding source. This resolution provided the required approval to establish a $20 million line of credit with Key Bank. Director Blain then outlined the key procedures that would need to be followed to draw on this funding source.

Commissioner Perez moved to adopt the resolution. Commissioner Traynor seconded, and the motion passed unanimously.

Approving Financial Statements for Period Ending March 31, 2023

Director of Policy and Innovation Wendy Blain began by noting she had reviewed the financial statements up for approval with Commissioner Smith of the Finance Committee the previous week. In presenting the statements to the Board, she called attention to three points of note: 1) a delay in the construction of Madrona Square resulted in lower than forecasted rental income and a delay in the collection of developer fees ; 2) a significant increase in insurance rates for the properties under the Bakerview/Grandview tax credit partnership resulted in increased escrow costs and a diminished developer fee; 3) staffing

shortages for several properties and programs led to lower than budgeted salary expenses but resulted in operational challenges.

Over the course of her presentation Director Blain went on to note that nine of the eleven HUD 202 senior buildings in the Housing Authority's portfolio had successfully converted to the RAD PBV program, putting these properties fully under the Housing Authority's control and making them subject to an asset management fee to cover some of their administrative operating costs. For the most part, the properties and programs reviewed performed well and within budget over the course of the quarter ending March 31.

Commissioner Smith moved to adopt the financial statements, Commissioner Manselle seconded, and the motion passed unanimously.

Adjournment

Chair Burgess announced the next scheduled meeting would be a special meeting at 4 p.m. on Friday, September 15, with agenda items to include a public hearing and approval of a resolution adopting a proposed amendment to the MTW Supplement and update to the Capital Fund 5 Year Plan. A subsequent special meeting was anticipated for an unspecified date in October, to request Board action on a development department activity. Chair Burgess noted that this meeting will be the first one attended by newly appointed Executive Director Major Galloway.

There being no further business to discuss, Chair Burgess called for a motion to adjourn. Commissioner Perez motioned as requested, Commissioner Manselle seconded, and the meeting adjourned at 1:10 p.m.

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Chair, Board of Commissioners

ATTEST:

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Secretary