

MINUTES OF THE REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF SEATTLE
OCTOBER 14, 2024

The Commissioners of the Housing Authority of the City of Seattle (“Seattle Housing Authority” or “SHA”) met in Regular Session on October 14, 2024, at the SHA Central Office, as well as via teleconference. Board Chair Sally Clark called the meeting to order at 5:06 p.m. Kimberly Garrett then performed a roll call for Board Commissioners currently in attendance. Commissioners present and absent were as follows:

Present: Sally Clark, Chair
Robert Crutchfield, Vice-chair
Rita Howard
Dr. Paula Houston
Twyla Minor

Absent: Paul Purcell
Gerald Smiley

Public Comment

None

Consent Agenda

Commissioner Clark presented the Consent Agenda, which included approval of minutes for the Regular Board Meeting of September 16, 2024; approval of minutes for the Regular Board Briefing of October 7, 2024; and approval of the Expenditure Certification Report (Authorization to Pay Outstanding Obligations of Salaries and Claims for the Period of September 1 to September 30, 2024.)

Commissioner Howard moved to approve the Consent Agenda, and the motion was then seconded by Commissioner Crutchfield. Hearing no further comments, the Consent Agenda was approved by the majority of the members of the Board present at that time (5 yes; 0 no; 0 abstentions).

Regular Agenda

Resolution No. 5286 –SHA Annual 2025 Moving to Work (MTW) Plan

Commissioner Clark called for consideration of Resolution No. 5286; Commissioner Howard motioned, and Commissioner Crutchfield seconded the motion. Executive Director Rod Brandon introduced the resolution and Policy Strategic Advisor Lily Sweeney to present and recommend adoption of the resolution.

Resolution No. 5286 approves SHA's Moving to Work 2025 Annual Plan, certifies the public notice and hearing requirements have been met and authorizes the Board Chair to execute the HUD Certification of Compliance with the MTW Plan requirements and related regulations. This resolution also authorizes the Executive Director to finalize the Plan and make changes to the Admissions and Continued Occupancy Plan (ACOP), the Housing Choice Voucher Administrative Plan and any other policy documents needed to implement changes authorized under the approved MTW Plan.

Hearing no further comments, Commissioner Clark called for a vote for Resolution No. 5286; the resolution was then approved among the members of the Board present at the time (5 yes, 0 no; 0 abstentions.)

Resolution No. 5287 –SHA Annual 2025 Proposed Budget

Commissioner Clark called for consideration of Resolution No. 5287; Commissioner Crutchfield motioned, and Commissioner Howard seconded the motion. Mr. Brandon introduced the resolution and CFO Jared Cummer to present and recommend adoption of the resolution.

Resolution No. 5287 proposes the adoption of SHA's Combined Operating and Capital Budget for 2025. The 2025 agency-wide budget totals \$458.5 million, an increase of 8.5% over the 2024 revised SHA budget and has been developed consistent with SHA's agency priorities and our MTW Agreement, while also aligning in many ways with our recently adopted Strategic Plan which came after the budget process commenced. This budget includes \$154.5 million in program operations and administrative budgets; Housing Assistance Payments of \$182.2 million; \$1.2 million for Service Grants; Capital Preservation projects and non-routine expenditures of \$26.5 million; Opportunity Investments of \$4.8 million; \$78.2 million budget for redevelopment activities; and \$11.0 million budget for

payment of principals/reserve contributions and others. The resolution also approves, in SHA's capacity as the General Partner and Managing Agent for SHA's fourteen tax credit limited partnerships, preliminary budgets totaling \$20.6 million. These budgets are subject to approval by each of the Limited Partners. In summary, the 2025 Proposed Budget focuses on: core functions, emphasizes resident services and housing quality, property management support, security, and site presence, SHA's development pipeline, as well as the Northgate Redevelopment project.

Hearing no further comments, Commissioner Clark called for a vote for Resolution No. 5287; the resolution was then approved among the members of the Board present at the time (5 yes, 0 no; 0 abstentions.)

Resolution No. 5288 –2023 Write-offs of Delinquent Accounts

Commissioner Clark called for consideration of Resolution No. 5288; Commissioner Crutchfield motioned, and Commissioner Howard seconded the motion. CFO Jared Cummer presented and recommended adoption of the resolution.

Resolution No. 5288 addresses certain accounts considered owed by former SHA residents, Housing Choice Voucher (HCV) participants, or Impact Property Services (IPS) customers that are deemed to be uncollectible. Write-offs occur on a quarterly basis, after exhausting all reasonable collection efforts and following 90 days of account inactivity.

Total write-offs for FY 2023 equal \$293,163. This amount is made up of write-offs in six different programs: SHA Low Income Public Housing/Non-Federal (LIPH/NF) housing portfolios, Yesler Redevelopment, HOPE VI, Housing Choice Vouchers (HCV)/Section 8, Commercial Leases and Impact Property Services (IPS). The total write-offs, net of recoveries during the year, equal less than 1 percent of the rent roll for 2023. Total dollars for Federal and Non/Federal housing portfolios written off for rent and non-rent charges in 2023 were \$185,781, an increase of \$69,593, or 59.9 percent more than 2022.

After clarifying comments and explanations of what write-offs from year to year and what constitutes tenant charges, Commissioner Clark called for a vote for Resolution No. 5288; the resolution was then approved among the members of the Board present at the time (5 yes, 0 no; 0 abstentions.)

Resolution No. 5289 –Red Brick LLLP Formation

Commissioner Clark called for consideration of Resolution No. 5289; Commissioner Crutchfield motioned, and Commissioner Howard seconded the motion. Development Director Terry Galiney presented and recommended adoption of the resolution.

Resolution No. 5289 is related to a planned redevelopment project to be located at the Red Brick site owned by SHA and located in the Othello district near LINK Light Rail. It authorizes SHA to form one or more limited liability limited partnerships (LLLPs) for the project planned for the site and declares the intent of the SHA to eventually issue bonds in an estimated total amount of \$67,000,000. These bonds will provide key financing for the project. This resolution will also authorize SHA to execute a \$5,000,000 predevelopment loan to the ownership entity for the project. The estimated total cost for the Red Brick project is \$130,000,000. The project's budget estimate includes a 20% addition to construction costs as it is likely to be subject to the requirements of the federal Buy America, Build America policy. The project will consist of approximately 150 housing units to be rented to households at 60 percent of area median income. The SHA units at the redeveloped Red Brick site will likely be a mix of one- and two-bedroom units.

Hearing no further comments, Commissioner Clark called for a vote for Resolution No. 5289; the resolution was then approved among the members of the Board present at the time (5 yes, 0 no; 0 abstentions.)

Executive Director Report

At Commissioner Howard's prompting, Mr. Brandon clarified with the Board numerous acronyms used in some of last month's departmental reports and gave a reminder to staff to give laypersons' terms of the acronyms utilized in order to give better understanding of their reporting. Commissioner Howard also complimented the Asset Management report, which gave before and after remodel visuals. Commissioner Clark complimented the Housing Operations' organization of their report and inquired as to the due date of when the Jackson Park Village (JPV) residents will be relocated to different locations. Mr. Brandon reported that there are just a few residents that remain at JPV but will be relocated this fall. Commissioner Clark complimented the Human Resources report, as she appreciated the amount of data and metrics reported. She then inquired as to an IT

update on the HRIS system project. Mr. Brandon reported that they are evaluation of the companies who are going to be implementing the project and are in negotiations and discussions with the hope to have contracts signed by the end of this year, or the first of year, 2025.

Mr. Brandon reported on rent collection east side and the west side housing portfolios, where staff are trying to be more aggressive and diligent and intentional on trying to collect rent with a more hands on approach of calling, gentle reminder notices, etc. Some of the hands on, more proactive work seems to be paying off and the Board will be updated more on this at a later date.

Mr. Brandon gave kudos to Human Resources staff for SHA's national recognition on recent efforts on our supervisory training preparing supervisors and teaching supervisors how to focus and perform their work through a race and social justice lens. They were honored at the National Association of Housing & Redevelopment Officials (NAHRO) conference in September. Commissioner Howard expressed her concern as part of SHA's race and social justice impulse that we are always looking for ways to empower residents so that people don't see themselves and don't experience life in our buildings as victims, as "The Other." She took note of the E/V charging station that was installed at the Lake City Court and expressed it to be a great thing that help residents to see how they can be part of this new impulse to drive cars that are electric. She requested a report on how this pilot program unfolds and would like to see this effort spread to other SHA buildings.

Mr. Brandon made mention regarding City Council passing legislation relating to Stay Out of Drug Areas (SODA) zones. The city has identified a number of drug area geographic zones throughout the city, and SHA residents at Yesler are adjoined right next to the border of one of those SODA zones that is being implemented. They expressed a lot of concern to us, City Council, as well as the Mayor's Office that they were afraid that there would be spillover into the Yesler community, as folks just may operate outside of those SODA zones. SHA will be keeping close watch on how this unfolds.

Hearing no further comments, Commissioner Clark thanked Commissioners Howard and Crutchfield for their motion participation and called for a vote to adjourn the Meeting. It was moved by Commissioner Howard and seconded by Commissioner Crutchfield. The October 14, 2024, Regular Session of the Board was then adjourned at 6:09 p.m. as agreed among the members of the Board present at the time (5 yes, 0 no; 0 abstentions.)

Secretary-Treasurer