# SEATTLE HOUSING AUTHORITY
## REGULAR BOARD BRIEFING
### MEETING AGENDA

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Seattle Housing Authority, Jesse Epstein Rm, First Floor, 190 Queen Anne Ave N</th>
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<tbody>
<tr>
<td>DATE</td>
<td>Monday, February 8, 2016 8:30 am – 10:00 am</td>
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| BOARD ATTENDEES | Aser Ashkir          Zachary Pullin  
                  Nora Gibson, Chair                Jermaine Smiley  
                  Kollin Min                      Emily Abbey  
                  Deborah Canavan Thiele, Vice Chair |
| DISTRIBUTION | SHA Board of Commissioners; Cabinet                                     |

**Commissioner Roll Call**

**AGENDA:**

1. Resolution No. 5092: Trades Agreement  Dean Barnes & Leigh Ann Tift
2. Resolution No. 5093: Write-off of Delinquent Accounts  Shelly Yapp
5. Scattered Sites Portfolio  Anne Fiske Zuniga
6. Monthly Voucher Utilization Update  Cynthia West

**EXECUTIVE SESSION**

7. Quarterly Litigation Report  James Fearn
Board Chair Nora Gibson opened the meeting at 8:37 am
Sr. Executive Assistant Kimberly Garrett performed the Commissioner Roll Call. Commissioners Ashkir, Smiley and Pullin were absent from the Briefing.

MEETING NOTES

Review 2/16/16 Regular Board Meeting Agenda and Updates

Resolution No. 5092 – Trades Agreement
An agreement was reached with the Seattle/King County Building and Construction Trades Council regarding a new three-year contract, effective January 1, 2016 through December 31, 2018; Resolution No. 5092 authorizes the Executive Director to execute said contract, which covers compensation and terms and conditions for the Trade Council’s members.

Housing Operations Director Rod Brandon gave a brief summary of the changes made to the contract, focusing on workplace conditions, wages, and classifications and rates of pay.

Resolution No. 5093 - Write-off of Delinquent Accounts
Finance & Administration CFO Shelly Yapp presented Resolution No. 5093, which is an annual resolution submitted for Board approval regarding the write-off of tenant and participant accounts of which are determined to be uncollectable. Write-offs for rent and non-rent charges in 2015 were $833,125, a decrease of 6.9% from 2014. The amount written off for fiscal year 2015 totals $1,009,016 for LIPH/NF housing portfolios, HOPE VI, and HCV/Section 8.

Resolution No. 5094 – 888 E. Fir Street (Red Cedar) LLLP
Finance & Asset Management Director Ann Marie Lindboe presented Resolution No. 5094, which authorizes SHA to form a limited liability limited partnership for the development of 888 E. Fir Street, also known as Red Cedar, the fourth replacement housing building of the Yesler Terrace Redevelopment. The building will consist of approximately 130 housing units, with 60% for replacement housing and 40% of the units consisting of tax-credit status. This is a companion piece to Resolution No. 5091.

Resolution No. 5095 – NewHolly Phase I LLLP
Finance & Asset Management Director Ann Marie Lindboe presented Resolution No. 5095, which authorizes SHA to form a limited liability limited partnership for the acquisition and rehabilitation of NewHolly Phase I. In order to finance the repair work due to water intrusion issues in the NewHolly Phase I buildings, the resolution proposes to form an LLLP to become the new owner of the property and use the low income tax credit program to finance the rehab. This is a companion piece to Resolution No. 5090.
**Scattered Sites Portfolio**

Housing Operations Rod Brandon introduced Jake LeBlanc, Property Management Administrator to the Board, who gave an overview presentation of SHA’s Scattered Sites Portfolio Program. Mr. LeBlanc profiled the challenges in managing the portfolio of 236 buildings with 711 units spread across the city, decreasing operating subsidy, capital needs and funding struggles, and limited access for residents to supportive services.

The Scattered Sites Program’s key characteristics are low density buildings (with fewer than 20 units/building) which are generally located in non-minority concentrated neighborhoods and are typically scattered around the metropolitan area. All units within the portfolio are Low Income Public Housing, with rent based on 30% of household income. The typical head of household is female, within 45-50 years of age, with 1-2 children in the home.

**Monthly Voucher Utilization Update**

HCV Director Cynthia West referred to the monthly utilization briefing materials submitted to the Board and invited questions to be directed to her.

Board Chair Gibson adjourned the meeting at 9:30am. Executive Session resumed thereafter.

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Secretary-Treasurer