
SEATTLE HOUSING AUTHORITY
REGULAR BOARD BRIEFING
MEETING AGENDA

LOCATION	Seattle Housing Authority, Jesse Epstein Rm, First Floor, 190 Queen Anne Ave N	
DATE	Monday, February 8, 2016 8:30 am – 10:00 am	
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:

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| 1. Resolution No. 5092: Trades Agreement | Dean Barnes & Leigh Ann Tift |
| 2. Resolution No. 5093 : Write-off of Delinquent Accounts | Shelly Yapp |
| 3. Resolution No. 5094: LLLP of 888 E. Fir St. Construction | Ann-Marie Lindboe |
| 4. Resolution No. 5095: LLLP of NewHolly Phase I Rehab | Ann-Marie Lindboe |
| 5. Scattered Sites Portfolio | Anne Fiske Zuniga |
| 6. Monthly Voucher Utilization Update | Cynthia West |

EXECUTIVE SESSION

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| 7. Quarterly Litigation Report | James Fearn |
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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 a **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.

Secretary-Treasurer