
SEATTLE HOUSING AUTHORITY
REGULAR BOARD BRIEFING

LOCATION Seattle Housing Authority, 190 Queen Anne Ave N, Seattle, WA
Jesse Epstein Conference Room, First Floor

DATE April 9, 2018 4:30pm-6:00pm

Deborah Canavan Thiele, Board Chair

BOARD ATTENDEES Emily Abbey, Vice-Chair Dr. Paula Houston
Ahmed Abdi Paul Purcell
Robert Crutchfield Gerald Smiley

DISTRIBUTION SHA Board of Commissioners; Cabinet

4:30pm - Commissioner Roll Call

AGENDA

Action Items

4:35pm – Resolution No. 5148 – Write-off of Delinquent Accounts

4:50pm – Resolution No. 5149 – Bond Inducement: Lam Bow Apartments Project
Resolution No. 5150 – LLLP: Lam Bow Apartments Project

5:00pm – Resolution No. 5151 – Bond Inducement: Hinoki Apartments Project
Resolution No. 5152 – LLLP: Hinoki Apartments Project

Presentations

5:10pm – 2017 SHA Strategic Plan Annual Report

5:25pm – Voucher Utilization Report (4th Qtr. 2017 & 1st Qtr. 2018)

Commissioners Dr. Houston, Purcell & Thiele were absent from the Briefing.

MEETING NOTES

Executive Director Andrew Lofton introduced two of the three newly appointed Commissioners to the SHA Board; Robert Crutchfield and Gerald Smiley.

Review 4/16/18 Regular Board Meeting Agenda and Updates

Resolution No. 5148 – Write-off of Delinquent Accounts

Finance & Administration Controller Janet Hayes presented Resolution No. 5148, 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. The amount written off for fiscal year 2017 totals \$715,113.76 for the LIPH/NF housing portfolios, HOPE VI, and HCV/Section 8. These delinquent payments are written off SHA accounting records, but they remain open and the obligation of the former tenants/participants to satisfy their past due accounts.

Total dollars for SHA's housing portfolios written off for rent and non-rent charges in 2017 were \$395,406, a decrease of \$89,175, or 18.4 percent less than 2016. The total write-offs, net of recoveries during the year, equal 1.54 percent of the rent roll for 2017. This is lower than the **prior year's write-offs** in relation to the rent roll total. LIPH write-offs, including SSHP, decreased by 13.8 percent in 2017, and Non-Federal properties (Special Portfolio/Local Fund and Yesler Redevelopment) decreased by 37.4 percent. Overall the number of accounts written off for SHA-owned properties had a small decrease from 184 in 2016, to 180 in 2017. The average dollar write-off decreased 9.5 percent from \$2,634 to \$2,384. The percent of write-offs in accounts over \$750 decreased from 69 percent to 64 percent compared to 2016.

Resolution No. 5149 – Bond Inducement: Lam Bow Apartments Project

Resolution No. 5150 – LLLP: Lam Bow Apartments Project

Finance & Asset Management Director Jared Cummer presented Resolution Nos. 5149 and 5150, companion resolutions in relation to the redevelopment of the Lam Bow Apartments, which sustained a fire in September 2016 resulting in the loss of Building B, a 21-unit building. Building B will be rebuilt, creating approximately 50 units, 21 units of which will be subsidized with project-based vouchers. Building A, consisting of 30 units, are included in the plan to be rehabilitated. Resolution No. 5149 pertains to a bond inducement which states the intent of SHA to sell tax-exempt bonds to finance the redevelopment project, and Resolution No. 5150 authorizes SHA to form a limited liability limited partnership (LLLLP). This resolution would also give authorization to make financing applications for tax credits, as well as other activities pertaining to the project.

Resolution No. 5151 – Bond Inducement: Hinoki Apartments Project

Resolution No. 5152 – LLLP: Hinoki Apartments Project

Finance & Asset Management Director Jared Cummer presented Resolution Nos. 5151 and 5152, companion resolutions in relation to the Hinoki Apartments project, the sixth replacement housing building of the Yesler Terrace Redevelopment. Resolution No. 5151 is a Bond Inducement Resolution, which declares the intent of the Seattle Housing Authority (SHA) to sell \$38,500,000 in bonds to provide the financing for the project. Resolution No. 5152 authorizes SHA to form an LLLP for the development project (Yesler Block 5.1 LLLP). It would also authorize SHA to make financing applications, HUD approvals, and other financing related activities.

The estimated development cost of Hinoki is \$72,000,000. This building will contain approximately 123 housing units, 73 of which will be project-based voucher that counts towards replacement units of the being demolished at Yesler Terrace. The remaining 53 units will be available to households at 60 percent of area median income.

2017 Strategic Plan Annual Report

Policy & Strategic Initiatives Director Andria Lazaga presented the draft annual plan report to the Board, a **mid-way update report of SHA's 2016-20 Strategic Plan**. The plan highlights the **strategic framework of SHA's five-year plan, the organizational cornerstones that reflect SHA's values in action**, and help form the foundation of how we advance the mission of the agency through a framework of key objectives and actions that guide our policies and the direction of our strategic pursuits. The annual report contains the people and households served to date, the expansion of housing opportunities, actions taken to promote quality communities and additional key highlights of the agency that occurred in 2017.

Quarterly Voucher Utilization (4th Qtr. 2017, 1st Qtr. 2018)

HCV Director Cynthia Setel reported to the Board SHA's **total number of authorized vouchers** are 11,169. The overall voucher utilization goal is 93 percent. For 4th Quarter of 2017, voucher utilization came in at 90.6 percent; but 1st Quarter 2018, utilization was slightly decreased to 90.5 percent. The numbers decreased slightly due to work on project-based vouchers that had expired **that hadn't been counted in the system**; an increase is expected by 2nd Quarter 2018. Currently, the total number of vouchers leased is 10,110.

Commissioner Abbey adjourned the meeting at 5:31 p.m.

Secretary-Treasurer