

MINUTES OF THE REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF SEATTLE  
OCTOBER 15, 2018

The Commissioners of the Housing Authority of the City of Seattle (“Seattle Housing Authority” or “SHA”) met in Regular Session on October 15, 2018, at SHA’s Central Office Building located at 190 Queen Anne Avenue North, Seattle, Washington. Board Chair Debbie Thiele called the meeting to order at 5:02p.m. Kimberly Garrett performed a roll call for Board Commissioners in attendance. Commissioners present and absent were as follows:

Present:       Debbie Thiele, Chair  
                  Emily Abbey, Vice-Chair  
                  Ahmed Abdi  
                  Robert Crutchfield  
                  Dr. Paula Houston  
                  Paul Purcell  
                  Gerald Smiley

Public Comment

None

Consent Agenda

Commissioner Thiele presented the Consent Agenda, which included approval of minutes for the Regular Board Meeting of September 17, 2018; Regular Board Briefing of October 8, 2018; and, approval of the Expenditure Certification Report (Authorization to Pay Outstanding Obligations of Salaries and Claims for the Period of September 1 through September 30, 2018).

Commissioner Smiley moved to approve the Consent Agenda and the motion was seconded by Commissioner Abdi. Commissioner Purcell requested further information in regard to the investment line item listed on the September 2018 Expenditure Report, which was clarified by CFO Shelly Yapp. Hearing no questions or comments, Commissioner Thiele called for a vote. The Consent Agenda was approved by majority vote of those Board members present (6 yes; 0 no).

## Regular Agenda

### Resolution No. 5158 - 2019 SHA Moving To Work (MTW) Plan

Commissioner Smiley moved for consideration of Resolution No. 5158; it was seconded by Commissioner Crutchfield. Policy Coordinator Beka Smith presented Resolution No. 5158 to the Board and recommended adoption of the resolution.

Resolution No. 5158 proposes four new MTW activities for 2019. The new activities would allow SHA to (1) disregard student financial aid as income in rent calculation within the Housing Choice Voucher program; (2) provide incentives for positive tenant departures and housing stability; (3) streamline local timelines and processes to improve leasing success; and (4) would allow SHA to own mixed-finance projects.

Hearing no further discussion, Commissioner Thiele called for a vote. Resolution No. 5158 was approved by a vote of the Board present (6 yes; 1 abstention; 0 no).

### Resolution No. 5159 – 2019 SHA Proposed Budget

Commissioner Thiele requested a motion to un-table a prior discussion regarding Resolution No. 5159 at the October 8, 2018 Board Briefing. Commissioner Purcell moved to un-table the discussion; it was seconded by Commissioner Abdi. CFO Shelly Yapp presented Resolution No. 5159 to the Board and recommended adoption of the resolution.

Resolution No. 5159 **adopts SHA's Combined Operating and Capital Budget for 2019.** The agency-wide budget, including operating, capital, and grant, and redevelopment expenditures, **totals \$292.5 million and has been developed consistent with SHA's 2016-2020 Strategic Plan and MTW Agreement, as extended.** This resolution adopts a \$95.7M program operations and administrative budget; a budget of \$2.9M for service grants; Housing Assistance Payments of \$109.8 million; Capital Preservation projects and non-routine expenditures of \$26.4M; a new category of Opportunity Investments of \$24.4; and, \$33.4M budget for redevelopment activities. **The resolution also approves, in SHA's capacity as the General Partner and Managing Agent for the agency's 16 tax credit limited partnerships, preliminary budgets**

totaling \$27.4 million, which are subject to finalization and submittal to each limited partnership for approval.

After further discussion, Commissioner Thiele called for a vote. Resolution No. 5159 was approved by a vote of the Board present (6 yes; 0 no).

Commissioner Dr. Houston arrived to the Briefing.

#### Quarterly Voucher Utilization Report – 3<sup>rd</sup> Qtr. 2018

Executive Director Lofton introduced HCV Data Manager Dani Fitts and HCV Administrator Dave Wellings to present the third quarter voucher utilization findings. Staff is on track to meeting the 93 percent voucher utilization goal for the agency, ending the last quarter with almost 92 percent utilization (over 100 vouchers away from the goal.) HCV is drawing names from the 2017 waitlist, two hundred per month from the over four thousand waitlisted. Also, monthly targets have been established for how many vouchers are issued in order to stay on schedule. Currently, over 300 applicants are searching for housing, and there is dedicated staff assisting applicants with housing searches and leasing up. Staff is seeing positive gains in these housing searches now that the Voucher Payment Standard (VPS) is at one hundred percent of Fair Market Rents (FMRs) for this region.

#### Lam Bow Update

Deputy Director Anne Fiske Zuniga introduced Development Program Manager Ryan Moore to the Board to give an update presentation concerning redevelopment/rehab plans for the Law Bow Apartments, located in West Seattle, as a result to fire damage in September 2016. Original project goals consisted of replace units lost in the fire, rehabilitation and code upgrades of the existing (North) building and add units to house more people. Due to unstable soils conditions near the property, the project has been revised to demolish the remaining building due to rehabilitation cost estimates exceeding the cost of new construction. Since January, the design process has begun and the soil testing has led to updating the original cost estimate and submittal of funding application to the City of Seattle Office of Housing.

The revised plan (at an estimated project cost of \$38.1M) is targeted to replace the original 51 units and adding 29 new units with one parking space per unit, improve outdoor and indoor community spaces, and provide an onsite management office. Next steps include working through the design concept in order to finalize the plan, selecting a contractor to work with staff at minimizing project costs, and submittal of permits in order to begin construction in the fall of 2019.

### Acquisition Strategy & Criteria Discussion

Executive Director Lofton gave a brief, high-level briefing regarding the discussion that occurred at the October 8 Briefing. An acquisition strategy came about from a discussion at the last Board retreat in planning how to expand housing opportunities that were affordable while promoting quality communities. The Board was then presented with six different sets of acquisition criteria, which intersects the plan goals of the program proposal and was asked to be thoughtful and consider any additional options and ideas which may be added to the plan proposal in order to fulfill the mission of the agency to serve more people. Currently, we are looking at potential properties to acquire, which will be discussed in greater detail in November.

### SHA Executive Director Report

Mr. Lofton reported to the Board that SHA was recognized as he received the Friends of Housing Award at the 2018 Housing Washington Conference, sponsored by the Washington State Housing Finance Commission. This award is presented each year to individuals, projects, or organizations who have made exceptional contributions to creating or supporting affordable housing and we are proud to receive such an award.

The Federal budget implications were discussed with the Board, as the budget proposal seeming positive for the agency going forward, it was not approved before the end of the fiscal year. At the end of September, Congress approved a Continuing Resolution (CR) through December 7, 2018. Congress must act by December 7th to approve an appropriation bill, or approve another CR.

Mr. Lofton made mention of 79 new Mainstream Vouchers (Non-Elderly Disabled also called NED vouchers) that were awarded to SHA from the 300 vouchers of which were applied for. These vouchers were part of a response to a Notice of Funding Availability (NOFA) earlier this year, and are intended to be used to assist those in transitional housing with a strategy to move on. The additional vouchers may affect our voucher utilization goal of 93 percent, but we are committed to the ending homelessness strategy.

#### Executive Session –Quarterly Litigation Report

Commissioner Thiele asked if there were any further questions or comments from staff, or from her colleagues on the Board. Hearing none, the October 15, 2018 Regular Session of the Board was tabled at 5:56 p.m. Executive Session followed immediately thereafter. Following the conclusion of the Executive Session of the Board, the Regular Session of the Board was resumed and adjourned at 6:05 p.m.

---

Secretary-Treasurer