

MINUTES OF THE SPECIAL MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF SEATTLE  
JANUARY 22, 2024

The Commissioners of the Housing Authority of the City of Seattle (“Seattle Housing Authority” or “SHA”) met in Special Session on January 22, 2024, via teleconference and at the SHA Central Office. Board Chair Paul Purcell called the meeting to order at 5:04 p.m. Kimberly Garrett performed a roll call for Board Commissioners currently in attendance. Commissioners present and absent were as follows:

Present: Paul Purcell, Chair  
Robert Crutchfield  
Sally Clark  
Rita Howard  
Twyla Minor

Absent: Dr. Paula Houston  
Gerald Smiley, Vice-Chair

Public Comment

Dan Kruzich, Bitterlake Manor

Consent Agenda

Commissioner Purcell presented the Consent Agenda, which included approval of minutes for the Regular Board Meeting of November 20, 2023; approval of minutes for the Regular Board Briefing of December 11, 2023; approval of minutes for the Regular Board Meeting of December 18, 2023; and approval of the Expenditure Certification Reports (Authorization to Pay Outstanding Obligations of Salaries and Claims for the Period of November 1 to November 30, 2023, as well as for the Period of December 1 to December 31, 2023.)

Commissioner Clark moved to approve the Consent Agenda and the motion was then seconded by Commissioner Crutchfield. Commissioner Chair Purcell pointed out for the benefit of the Board that the large expenditure amounts reflected on the November 2023 and December 2023 expenditure reports are largely due to the transition of the Yesler Terrace transfer to Seattle University and the \$19M investment in the government

fund, as well as year-end invoicing. Hearing no further comments, the Consent Agenda was approved by the majority of the members of the Board present at that time (4 yes; 0 no; 0 abstentions).

### Regular Agenda

#### Resolution No. 5276 – Yesler Legacy

Commissioner Purcell called for consideration of Resolution No. 5276; Commissioner Crutchfield motioned, and Commissioner Clark seconded the motion. Rental Assistance Program Director Alice Kimbowa presented Resolution No. 5276 to the Board and recommended adoption of the resolution.

Resolution 5276 amends Resolution 5255 to increase the voucher commitment from 300 to 400. In November, the City of Seattle passed the largest levy commitment of \$970 million with the Seattle Housing Levy, renewed by voters with nearly 70% of the vote. In order to enhance the Mayor’s 2023 Housing Levy proposal, the City Council amended the legislation to encourage the development of family-size apartments and for-sale homes to provide options for diverse households. The increased investment for families and emphasis on housing diverse households in the renewed levy have encouraged SHA to commit an additional 100 vouchers, bringing SHA’s commitment to a total of 400 vouchers dedicated to the levy. SHA’s increased commitment will play a vital role in providing affordable housing to low-income residents, including seniors, low-wage workers, families with children, and people experiencing homelessness in the City of Seattle.

After brief discussion and kudos to staff, Commissioner Purcell called for a vote. Resolution No. 5276 was approved among the members of the Board present at the time (4 yes, 0 no; 0 abstentions.)

#### Resolution No. 5277 – SHA 2023 Year-end Committed Funds

Commissioner Purcell called for consideration of Resolution No. 5277; Commissioner Howard motioned, and Commissioner Clark seconded the motion. CFO Jared Cummer presented Resolution No. 5277 to the Board and recommended adoption of the resolution.

Resolution No. 5277 adopts the committed funds for year-end 2023 at \$97.3 million based on financial records as of September 30, 2023. This schedule will be updated once complete year-end financial records are available in or around May 2024 in accordance with SHA’s Committed Funds Policy noted in Resolution No. 4987. This resolution also confirms the additional funds committed to Opportunity Investments as adopted by the 2024 budget and recognizes the use of

previous committed funds. These funds have either been expended, committed as intended by previous Committed Funds resolutions, or have been determined to be no longer needed. The resolution also resolves that the Scattered Site Relocation Fund and the Future Building Feasibility Fund dollars were reallocated into the Development Reserve to be used for rehabilitation and development pre-development expenses as well as gap funding.

Hearing no further discussion, Commissioner Purcell called for a vote. Resolution No. 5277 was approved among the members of the Board present at the time (4 yes, 0 no; 0 abstentions.)

#### SHA 2023 Budget Process Debrief

CFO Jared Cummer and Finance Budget Manager Gashaw Dessie debriefed the Board on last year's budget process and requested comments from the Board as to their preference for the process for the 2025 budget cycle. Discussions with the budget team, as well as feedback from the Commissioners will drive this effort to make future budget processes more informative and inclusive for the Board.

Commissioner Howard requested that public comment from the residents be opened earlier in order to give more time and opportunity for suggestions as to the budget targets for items that concern their housing. Mr. Brandon noted that in early spring that resident meetings take place at various properties to hear about the interests for the next budget cycle but those could start earlier in order to bring that information back to the Board for earlier discussion. Mr. Cummer added that a resident survey is made available to the residents and that, too may be sent out earlier (February) to garner additional comments, as well. Commissioner Purcell noted that it's what are their priorities and concerns of the residents that that the Board would want to address in a budget and to see whether or not how well they've accomplished that. Commissioner Howard also requested that in the budget process, if there could be more visibility of Opportunity Investments (OIs) that are coming forward from prior years and also some reporting out of how things are going with multiple year OIs, since she feels that they drop out of view in terms of their detail in years beyond year one. Mr. Cummer stated that they would honor that request and update the Board on OI progressions. Commissioner Clark agreed with Commissioner Howard's comments and stated that she is interested in commissioners wrapping their arms around one of the pieces of the budget that the Board would really have significant change opportunity with. To being able to both match what the agency is doing and the desired outcomes with what resident feedback tell us is important to people's lives, in the properties and also to what is a strategic plan set of priorities that is built with our partners and other agencies and in the environment and

which as it has. Mr. Cummer stated that this is a conversation that is taking place with Mr. Brandon and that there are many high impact things going on at SHA. For example, So Ms. Kimbowa's Rental Assistance teams' work on the voucher list and increasing utilization and leasing up; The Development pipeline that's coming down the capital pipeline, the maintenance, and work that Mr. Wellings and Housing Operations is doing around responding to resident concerns in the buildings and the staffing that the Board approved last year to increase those staffing numbers. Commissioner Clark asked how now, moving forward, how does this 2025 budget that staff will bring to the commissioners in a number of months, continue to support what the Board have already put in place? Two major markers that SHA is focused on is Aging in Place for residents and support for those in post release of incarceration in need of housing are big undertakings. Commissioner Purcell commented that very wonderful position this year of having resources to do things like the expansion of maintenance, for example, but we do need a sense those should be fitting into a framework that within the next five years we want to have XYZ response times, we want to be able to turn units in 25 days instead of 42 days, we want to have outreach programs in communities of color - that we there are things that we need to be able to articulate that we then look back at the budget and say that the purpose was accomplished of the budget goal. Mr. Brandon stated that there are a lot of goals met that aren't articulated to the Board and that staff will do a better job of noting those accomplishments to the Board. He stated that the agency is trying to be careful on threshold lines of operation for staff to do the work and manage to agency, while taking direction from the Board, but invited the commissioners to give some policy direction and staff will take it from there.

#### Executive Director Report

Mr. Brandon updated the Board on a variety of activities that have taken place at SHA recently.

The HCV Waitlist opened on January 17<sup>th</sup> where SHA received 10K applicants in just five days of the waitlist being opened. Kudos for HCV staff for being prepared in handling both the walk-in traffic, the phone traffic, and the email traffic in addition to being out in the community hosting fairs and meetings at libraries and such.

The mayor announced that they're office will be moving forward on the next phase for Fort Lawton in the Discovery Park area of Magnolia and they're going to increase the number of units that they had originally planned than when they spoke about it in the past. The number of units that they had planned there was quite low; we don't know if that was

due to negotiations and managing the public and community impact, but they're taking a voter step now and are having a lot higher in state; it makes good financial sense in going to help cover the cost of the infrastructure.

In the last week, or so there was a sharp decline in the temperature of the weather which had a huge impact on some of the units at SHA. Housing Operations Director Dave Wellings had to respond to a number of incidents that we had on frozen pipes and other challenges due to the sharp decrease in the weather. There were some communication issues, as our communication line for residents to call in to report issues, what was going on in their building, their needs; the communications line, which is provided by a third party, also went down that weekend. Staff were scrambling to try to get input or figure out what was happening across the city simultaneous to dealing with the ones that we knew about, which was nothing short of chaos. So, there some internal challenges as we tried to figure out how to respond quickly and get staff out for mitigation. We got it back online a few days later, figured out a creative solution, and residence and calls started coming through and so we were addressing those issues and continue to do so.

A number of years ago we purchased a Northgate property which had a number of residents who are 80% are below who occupied that. We knew at some point in time when we acquired that property that we were going to redevelop it and we told the residents at the time, but there is nothing immediate, but we knew that we were going to do it sometime in the future. We sent out letters for those existing residents on that property regarding the planning for the redevelopment, explaining their rights as residents and the timeline for relocation. During that same time, as that letter was sent out, a number of the heating systems started to fail in a number of units. Once again, Housing Operations had to rise the occasion and relocate around 44 people into hotels. There was a window of when things were starting to decline, so we're addressing that and trying to put together an aggressive relocation plan for that property. The new councilmember for the Northgate District, CM Moore, was alerted and given update of our actions with this property. She was very appreciative of our work and being proactive with her on the situation.

As mentioned before, SHA experienced a We had a data breach which included SHA staff; residents were also included in this. A letter out to the residents informing them of their rights, informing them what happened and what steps they can take at no cost to them, while ensuring that their information is not compromised as a result of the data breach.

So far, there have been a number of employees who have signed up for services to monitor their data and the same will be made available to residents.

Mr. Brandon briefed the Board on the current Strategic Plan process; he thanked Commissioner Howard for suggesting a way for residents to be involved in providing art for some of the space here in the new Central Office building. As a result, staff are putting together a program, as was done in the past at Yesler and other communities, to devise a process to involve residents in this art creation and health.

The Strategic Plan process has been taking longer than expected, but a due date for completion has been set for June 2024. The approach was to involve employees or as many employees who wanted to be involved to participate in the creation of the planning process, so it never was a management led process. They have over 4000 pieces of information that they have gathered from stakeholders, residents, and others that they are going through piece by piece and figuring where that information goes. Mr. Brandon has been consulting with Cabinet and, in the meantime, they have accelerated the support for the employees of the strategic planning process. Cabinet members and the deputies of each of the cabinet members have committed to attend all of the remaining strategic planning meetings and provide input. Mr. Brandon intends to encourage the steering committee to circle back with the Board to ascertain what they'd like to see in the plan and apply those ideas before they are complete with all of their analysis and data coding to put that information to different buckets before the Cabinet is done with working with them, as well.

The Board was notified by Ms. Garrett that a commissioner had left the meeting, so the January 22, 2024, Special Session of the Board be adjourned at 6:37 p.m.

---

Secretary-Treasurer