

MINUTES OF THE REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF SEATTLE
JUNE 20, 2023

The Commissioners of the Housing Authority of the City of Seattle (“Seattle Housing Authority” or “SHA”) met in Regular Session on June 20, 2023, at the SHA Central Office and via teleconference. Board Chair Paul Purcell called the meeting to order at 5:07 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
Gerald Smiley, Vice-Chair
Robert Crutchfield
Rita Howard
Twyla Minor

Absent: Sally Clark
Dr. Paula Houston

Public Comment

Susan Hill

Consent Agenda

Commissioner Purcell presented the Consent Agenda, which included approval of minutes for the Regular Board Meeting of May 15, 2023; approval of minutes for the Regular Board Briefing of June 12, 2023; and approval of the Expenditure Certification Report (Authorization to Pay Outstanding Obligations of Salaries and Claims for the Period of May 1 to May 31, 2023.)

Commissioner Howard moved to approve the Consent Agenda and the motion was then seconded by Commissioner Minor. Hearing no further questions or comments, Commissioner Purcell called for a vote. 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. 5261 – Bargaining Agreement: Teamsters Local Union 117

Commissioner Crutchfield moved for consideration of Resolution No. 5261; Commissioner Howard seconded the motion. Executive Director Rod Brandon introduced Human Resources Director Evelyn Correa and Deputy HR Director Valerie McKenna, who presented Resolution No. 5261 to the Board and recommended adoption of the resolution.

Resolution No. 5261 authorizes the Executive Director to execute a new three-year contract with Teamsters Local No. 117 (Teamsters) effective January 1, 2023, through December 31, 2025. This resolution concerns a bargaining agreement for the workforce of the Property Assistants (PA), who principally work at the Low-Income Public Housing (LIPH) and Seattle Senior Housing Program (SSHP) properties. The contract offers a 3% market wage adjustment and an 8% annual wage increase on base wages for 2023 to address the wage restrictions in 2022 and to address current retention and recruitment challenges. A wage increase of 6% of base wage is set for 2024 and wages for 2025 will be based upon an agreed-to range of no less than 2.5% and no more than 4%. Also offered to the Teamsters was the opportunity to earn merit pay (up to a 2% pay increase based on work performance), an additional day of Bereavement Pay, Sr. PA classification (offering a higher wage depending upon skill and responsibility and create opportunities for career and salary progression), and Language Pay (for those staff fluent in a second language and able to serve as a translator for non-English speaking residents.) The expected outcome of this new bargaining agreement would be reduced turnover, an increased ability to attract and retain workers while enhancing the value and job experience for existing staff.

Hearing no further discussion, Commissioner Purcell called for a vote. Resolution No. 5261 was approved among the members of the Board present at the time (5 yes, with Commissioner Smiley's arrival; 0 no; 0 abstentions.)

Resolution No. 5262 – SHA 2022 Write-Offs of Delinquent Accounts

Commissioner Smiley moved for consideration of Resolution No. 5262; Commissioner Crutchfield seconded the motion. Executive Director Rod Brandon introduced Finance & Administration Director Jared Cummer, who presented Resolution No. 5262 to the Board and recommended adoption of the resolution.

Resolution No. 5262 gives Board approval for the write-off of tenant and participant accounts deemed uncollectible. The amount written off for fiscal year 2022 totals \$279,513 for all portfolios. SHA policy provides for the write-off of delinquent tenant accounts receivable for tenants who no longer live or conduct business in SHA properties. Write-offs occur on a quarterly basis, after exhausting all reasonable collection efforts and following 90 days of account inactivity. The total uncollectible amount is written off against a bad debt or collection allowance account to ensure proper financial reporting. This amount is made up of write-offs in six different programs: SHA Low Income Public Housing/Non-Federal (LIPH/NF) housing portfolios, Yesler Redevelopment, HOPE VI, Housing Choice Vouchers (HCV)/Section 8, Commercial Leases, and Impact Property Services (IPS).

Hearing no further discussion, Commissioner Purcell called for a vote. Resolution No. 5262 was approved among the members of the Board present at the time (5 yes, 0 no; 0 abstentions.)

Resolution No. 5263 – Juniper Bond

Commissioner Crutchfield moved for consideration of Resolution No. 5263; Commissioner Howard seconded the motion. Development Director Terry Galiney introduced Development Program Manager Lauren Mathisen, who presented Resolution No. 5263 to the Board and recommended adoption of the resolution.

Resolution No. 5263 authorizes SHA to issue bonds in the principal amount not to exceed \$52,000,000. The bond proceeds will be loaned into the Yesler Block 6.6 LLLP partnership, for the purposes of building the Juniper Apartments, a 114-unit low-income housing complex in the Yesler Terrace neighborhood. SHA will provide project-based vouchers for 39 replacement housing units and target households with incomes at or below 30 percent of area median income (AMI). 75 tax credit units will be affordable to households at or below 60 percent, and there is one manager unit. The composition of the units in the building will be 30 one-bedroom, 48 two-bedroom, 32 three-bedroom, and 4 four-bedroom apartments.

Hearing no further discussion, Commissioner Purcell called for a vote. Resolution No. 5263 was approved among the members of the Board present at the time (5 yes, 0 no; 0 abstentions.)

Resolution No. 5264 – Juniper Omnibus Financing

Commissioner Smiley moved for consideration of Resolution No. 5264; Commissioner Crutchfield seconded the motion. Development Program Manager Lauren Mathisen presented Resolution No. 5264 to the Board and recommended adoption of the resolution.

Resolution No. 5264, a companion resolution to Resolution No. 5263, is an omnibus financing resolution which authorizes the Executive Director to complete and sign the documents necessary to construct, finance, and lease Juniper Apartments.

Hearing no further discussion, Commissioner Purcell called for a vote. Resolution No. 5264 was approved among the members of the Board present at the time (5 yes, 0 no; 0 abstentions.)

SHA Audit Committee Report

Commissioner Crutchfield gave a brief Audit Committee report to the Board and once again SHA received a clean audit report from KPMG. The State Auditors are in the first phase of their audit process and expressed how seamless the CFO transition has been from Shelly Yapp to Jared Cummer. It was suggested to think about a transition plan for prior to when Controller Janet Hayes decides to retire. Mr. Cummer suggested that an additional Board member be appointed to the SHA Audit Committee.

Executive Director Report

Mr. Brandon informed the Board of recent Cabinet position changes; he introduced the new CFO as Jared Cummer, and the new Finance & Asset Management Director as Bobby Coleman. Each director gave remarks to the Board about their new positions and appreciation for their appointments. The Board sent congratulations and thanks to both for their service to SHA. Mr. Brandon introduced the new Deputy F&A Director Miki Naganuma, as well.

After further discussion, Commissioner Purcell asked for any further questions, or comments from the Board. Hearing none, it was moved by Commissioner Smiley and seconded by Commissioner Minor that the June 20, 2023, Regular Session of the Board be adjourned. All commissioners present (5) voted unanimously to adjourn at 6:06 p.m.

Secretary-Treasurer