

HOUSING AUTHORITY OF THE CITY OF VANCOUVER

REGULAR MEETING

March 23, 2011

MEETING CONVENED

Chair Ryan Smith convened the Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Vancouver (VHA) at 8:30 a.m. in the Board Room at 2500 Main Street, Vancouver, Washington.

ROLL CALL

Present for the Board: Chair Ceci Ryan Smith

Vice Chair Art Miles

Resident Commissioner Albert Boston-El

Commissioner Ronald K. Kawamoto

Commissioner Greg Kimsey

Absent: Commissioner Lloyd Halverson (left at 9:00 a.m. excused)

Present for Staff:

Roy A. Johnson, Executive Director

Syble A. Crow, Executive Office Manager

Saeed Hajarizadeh, Deputy Director

Jan Wichert, Director of Employee and Resident Services

Diane Bare, Public Housing Manager

David Overbay, Program Policy Manager

Mike McGuire, Director of Construction

Troy Drawz, Development Project Manager

Kris Hanson, Director of Asset Management/CNPH Director

Guests:

Ted Gathe, VHA General Counsel/City Attorney

Peggy Sheehan, CDBG Program Manager, City of Vancouver

EXECUTIVE SESSION

Chair Ryan Smith immediately recessed the Regular Meeting to an Executive Session to discuss legal matters pertaining to utility allowances. The Executive Session was adjourned by Chair Ryan Smith at 9:00 a.m.

No action was taken.

Without delay, Chair Ryan Smith opened the Work Session for Public Records Policy training.

Commissioner Halverson left the meeting at 9:00 a.m. due to a schedule conflict.

WORK SESSION

■ Public Records Policy

Steve Towell, Community Relations Program Manager, reviewed the VHA Public Records Policy, explained the mandatory penalties, costs involved in a request and - most important - potential costs for neglect of a request or failure to submit records. Mr. Towell continued with presenting details of the Washington Public Records Act, what is and is not a public record, interpretation of the law, his responsibilities as the VHA's Public Records Officer, the roles of board and staff; and then expressed caution regarding messages exchanged on emails and voice mails – suggesting that a better option might be a personal conversation.

Mr. Towell announced that the VHA will begin putting a disclaimer on all emails that communications are subject to public records. Commissioner Kimsey asked what steps commissioners should take if approached about a request for public records. Ted Gathe, VHA General Counsel, suggested that commissioners take the person's contact information and note what is being requested, recommend to the requester that they contact Mr. Towell, and then provide the gathered information to Mr. Towell to follow-up with the requester.

Chair Ryan Smith thanked Mr. Towell for the excellent training and suggested that he schedules continued updates and training to the board every six months.

Mr. Towell announced that he is in the process of finalizing the Records Retention Policy and will distribute it to the commissioners in the April board packet.

The work session concluded at 10:02 a.m.

REGULAR MEETING

Following a short break, Chair Ryan Smith immediately convened the Regular Meeting at 10:05 a.m.

AGENDA AMENDMENTS

There were no agenda amendments.

CONSENT CALENDAR

It was moved by Commissioner Kimsey and seconded by Commissioner Kawamoto to approve the following Consent Calendar:

- Minutes of Annual Meeting February 23, 2011
- Bills and Claims for February 2011

<u>PROGRAM</u>	<u>AMOUNT</u>
General Fund	\$2,543,293.72
Auto Payment Bank Loans	39,124.40
Anthem Park	925.00
Arbor Ridge	13,530.00
Esther Short	2,072.00
Evergreen Nonprofit	3,851.53
Fort Vancouver Nonprofit	2,881.55
Forest Ridge Nonprofit	138.26
HARRP Prepay Reserve	18,000.00
Hazel Dell Nonprofit	25.37
Mill Creek	3,578.00
MTW	5,046.78
Plum Meadows	1,791.00
Replacement Reserves/Debt Reserve	53,890.00
Security Deposit	1,704.98
SRO	11,304.00
St. Helens Nonprofit	4,446.17
<i>Total Distributed in February 2011</i>	<i>\$2,705,602.76</i>

The motion was unanimously approved.

APPEARANCE OF INTERESTED CITIZENS

None present.

REPORTS FROM EXECUTIVE DEPARTMENT

Chair Ryan Smith requested that the Reports be brought forward on the agenda to assure a quorum.

(a) Resolution No. 2922: Approve Camas Ridge Management Company

Kris Hanson, Director of Asset Management, reported that Requests for Proposals were issued for the property management services at Camas Ridge Apartments. She announced that four responses were received; however, one was past the stated deadline. Interviews were conducted with Key Property Services, Inc.; American Property Management, Inc., and Coast Real Estate Services; Coast Real Estate Services from Everett, WA was selected as the company to recommend to the board for final approval at a 4.0% fee of the gross collections. Ms. Hanson noted that she is very impressed with the company and received outstanding references from all she contacted.

MOTION

It was moved by Commissioner Kimsey and seconded by Commissioner Kawamoto to approve Resolution No. 2922, authorizing the Executive Director to enter into a Contract between Coast Real Estate Services and the Vancouver Housing Authority to provide property management services for Camas Ridge Apartments at a fee of 4.0% of the gross collections as defined in the management agreement. The motion was unanimously approved by the five voting commissioners as follows:

AYE

Commissioner Boston-El
Commissioner Kawamoto
Commissioner Kimsey
Commissioner Miles
Commissioner Ryan Smith

ABSENT

Commissioner Halverson

(b) Resolution No. 2923: Approve Renewal of Line of Credit

Saeed Hajarizadeh, Deputy Director, presented the resolution for approval sharing that the VHA has had a Line of Credit with First Independent Bank for several years to be used for construction activities; however, it has not been used for more than two years. He continued that even though the line of credit has not been used, there may be a need for it as new properties are developed. Mr. Hajarizadeh noted that no costs are involved in maintaining the Line of Credit and that First Independent Bank is offering the identical terms as previous years for the twelve month extension: LIBOR Plus 2.25%, fully floating with a floor rate of 5.00%, and if deposits are kept between \$1,500,000 to \$3,000,000 the floor rate will be reduced to 4.75% to 4.5% respectively.

Mr. Hajarizadeh recommended approval of the resolution.

MOTION

It was moved by Commissioner Kawamoto and seconded by Commissioner Miles to approve Resolution No. 2923, authorizing the Executive Director to execute all necessary related documents for the renewal of Line of Credit with First Independent Bank for \$2,500,000. The motion was unanimously approved by the five present commissioners as follows:

AYE

Commissioner Boston-El
Commissioner Kawamoto
Commissioner Kimsey
Commissioner Miles
Commissioner Ryan Smith

ABSENT

Commissioner Halverson

(c) Roll Call Vote

Chair Ryan Smith requested discussion on the mode for voting on Resolutions as it was previously agreed to discontinue the practice of roll call votes. Commissioner Kawamoto stated that he recommends the procedure of voice voting on resolutions be resumed rather than a collective vote. Ted Gathe, VHA General Council, commented that at the City of Vancouver Council meetings, resolutions are approved by roll call vote. He stated that the commissioners can adopt this as a policy practice without the need of a resolution. Commissioner Kimsey pointed out that the VHA Bylaws were amended in the fall, which included the revision of the method of voting to a collective vote as a means to expedite the meetings. (*Voting. Unless otherwise specifically provided, a motion or Resolution must be approved by a vote of a simple majority of a quorum of Commissioners in order to pass.*) He shared that the verification of commissioners voting on an item is recorded in the attendance record of the minutes.

Discussion followed. The consensus of the board was to resume voice call votes for all resolutions.

CHAIR REPORT

- Chair Ryan Smith attended the Council For The Homeless meeting and introduced Resident Commissioner Boston-El. She noted that the 10 Year Plan to Reduce Homeless was reviewed and well received by the Board of County Commissioners.
- The monthly meeting held with City Manager Holmes, Roy Johnson, Executive Director, and her this month was productive with discussion on collaborative purchases of services, partnerships, construction projects, homelessness, and issues at Esther Short Park.
- Chair Ryan Smith shared that there were several good articles in *The Columbian*, especially the VHA going smoke-free, the provision of smoking shelters for residents, and issues at Esther Short Park.
- Chair Ryan Smith suggested that a City representative be invited to attend a future work session to discuss the City's expectations of the VHA in the downtown core.

EXECUTIVE DIRECTOR

- Roy Johnson highlighted his attendance at the Council of Large Public Housing Authorities (CLPHA) Spring Executive Directors' Meeting in Washington, DC March 17-18, adding that it was an excellent conference.
- Mr. Johnson summarized HUD funding issues and concerns about Public Housing and Section 8 programs, which are causing shifts and modifications at VHA. He continued that it appears the most impact will be with Public Housing. Mr. Johnson continued that the CDBG program is slated to disappear, and noted that the Continuing Resolution will expire April 8, 2011.

Mr. Johnson discussed his desire to submit an application to HUD to dispose of more public housing, especially small scattered sites, and then use the attained funds for more concentrated, subsidized housing to assist in reduction of maintenance and staff costs. He discussed the opportunity of converting Skyline Crest to Section 8 for a better return on rent income.

Commissioner Kimsey stated that this is moving toward a big strategy shift for the VHA, and stressed that adequate time is needed for a thorough discussion on the subject. Mr. Johnson responded by suggesting this be on the Work Session Agenda for April 27.

Mr. Johnson announced that the public housing single family homes will be switched to Section 8 effective April 1, 2011, and Van Vista Plaza will switch to Section 8 Project Based Vouchers June 1, 2011.

Troy Drawz reported that at this time 22 of the single family homes have pending offers and 10 are under contract for sale.

AUDIT/FINANCE COMMITTEE

Audit: Saeed Hajarizadeh, Finance Director, reported that the CPA firm, Lverage Hunt, will begin the annual on-sight financial audit mid May with an Entrance Conference scheduled prior to the commencement of work.

Monthly Financial Report: Saeed Hajarizadeh reported that he modified his monthly report and attempted something new by not including a cover page summarizing the report. After meeting with the Audit Finance Committee, he has decided to return to the summary. Mr. Hajarizadeh reviewed the VHA and Tax Credit Partnerships Combined Income Statements and Balance Sheet (*Statement of Net Assets*) for January 2011 and reported that there are few variances between the budget and actual.

Mr. Hajarizadeh announced that staff signed the Bond Purchase Agreement for Springbrook's rehabilitation and the bond sale will close April 4, 2011 with construction beginning June 2011.

Mr. Hajarizadeh reported that congress is still working on the 2011 budget. He said the VHA may receive a reduction in Section 8 by 20% and reduction in capital funds by 40%. Mr. Hajarizadeh suggested having a review and discussion on the Federal Budget at the May board meeting. He added that most housing authorities are strictly public housing and Section 8; however, the VHA has workforce housing in its inventory which puts it in a more positive financial position.

Commissioner Kimsey left the meeting at 10:47 a.m.

Workforce Housing: Kris Hanson, Director of Asset Management, reported that the tax credit properties are doing better than this time last year. She added that occupancy at Plum Meadows is improving with current occupancy at 93%. Ms. Hanson said she will develop a report for the

April Development Committee meeting on needs assessment, maintenance, replacement reserves, etc., with plans to present a report to the full board at the April meeting.

Ms. Hanson announced that Maple Knoll is experiencing roof leaks - which necessitates immediate replacement of a few roofs. Ms. Hanson stated that she is in the process of having all the roofs examined to determine how many more are in need of repair and/or replacement - adding that in addition to roofs the property's siding definitely needs replaced.

Lastly, Ms. Hanson conveyed that, with the exception of Camas Ridge, she plans to put out a Request for Bids in April to property management companies for all the properties in her portfolio.

DEVELOPMENT COMMITTEE

Roy Johnson distributed a listing and status of properties and projects, and he and Troy Drawz reported on the following properties:

- 1) Vista Court is moving quickly and all trees with the exception of one large one has been removed from the property and will be replaced by the 2 to 1 requirement.
- 2) Camas Ridge is progressing nicely with the completion date estimated at late July or early August. He will bring pictures to the next meeting.
- 3) Plans are to move forward with the construction photo documentation service with Multivista, LLC. for Vista Court as well as considering other new developments. Commissioner Miles suggested using this process with the Springbrook remodel. Mr. Drawz agreed to discuss this with Kris Hanson and Mike McGuire, Director of Construction.
- 4) Roy Johnson reported on potential sites for a new maintenance facility.
- 5) Mr. Johnson discussed a potential partnership with Eli Kassab. Prestige Development. It would be a workforce housing turnkey project on Mill Plain Boulevard for a mix of 80% and below to market rents. A full proposal will be brought back to the board for discussion and approval. Chair Ryan Smith stated her concerns about the location and if this is the right mix for the community. Mr. Drawz will put together the proposal for the next Development Committee meeting as well as determine if the project financially pencils. Mr. Kasabb plans to break ground in September so a decision to move forward is needed in the near future.
- 6) Skyline Community Center is being evaluated to see if it would be more cost effective to rehabilitate it or demolish it for new construction. Mr. Johnson reported that he will have the numbers for the board by the April board meeting.
- 7) Teal Point can be refinanced in 2012.

RESIDENT COMMISSIONER REPORT

Resident Commissioner Boston-El reported that he is getting acquainted with the Council For The Homeless (CFTH) and Resident Advisory Boards - of which he will be the VHA's representative; he said that he has attended a board meeting of each to date. He plans to tour

VHA properties and has met with Mr. Johnson to discuss his boundaries as a board member during visitations.

ACTIONS FROM EXECUTIVE SESSION

Roy Johnson reported there were none.

COMMUNICATION/INFORMATION

a) Columbia Nonprofit Agenda and Minutes

The CNPH February 8, 2011 meeting Minutes and March 8, 2011 agenda were presented for information.

b) Council For The Homeless

The February 10, 2011 meeting Minutes were presented for information.

c) VHA Board Rosters and General Certificate

Revised Board Rosters and General Certificate were presented for information.

d) Neighbor to Neighbor Newsletter

The March 2011 *Neighbor to Neighbor* Newsletter was presented for information.

e) VHA Today

The March-April 2011 *VHA Today* spotlighting Don Adams, VHA Homeownership Program Coordinator since March 2010, was presented for information.

f) Public Housing Stimulus Funding

A report on the Economic Impact of Recovery Act was presented for information.

g) Federal Budget Advocacy Report

This document was prepared for meetings with legislators and VHA representatives in Washington, D.C. during the 2011 NAHRO Legislative Conference.

OTHER BUSINESS

None

ADJOURNMENT

There being no further business, Chair Ryan Smith declared the meeting adjourned at 11:20 a.m.

ATTEST:



ROY A. JOHNSON, Executive Director



CECI RYAN SMITH, Chair

