

HOUSING AUTHORITY OF THE CITY OF VANCOUVER

REGULAR MEETING

May 25, 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 9:02 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 (*left the meeting at 11:30 a.m.*)
Commissioner Greg Kimsey

Absent: Commissioner Lloyd Halverson

Present for Staff: Roy A. Johnson, Executive Director
Syble A. Crow, Executive Services Manager
Saeed Hajarizadeh, Deputy Director
Diane Bare, Affordable Housing Manager
Troy Drawz, Director of Development
Kris Hanson, Director of Affordable Housing
Mike McGuire, Director of Construction
Sasha Nichelson, Section 8 Manager
David Overbay, Federal Program Policy Manager
Steve Towell, Community Relations Program Manager, (*joined the meeting at 11:30 a.m.*)
Jan Wichert, Director of Employee and Resident Services

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. Chair Ryan Smith adjourned the Executive Session at 9:30 a.m.

No action was taken.

Without delay, Chair Ryan Smith opened the Work Session for an update on HUD's 2011 Budget.

WORK SESSION

■ **HUD Budget Update**

Saeed Hajarizadeh, Deputy Director, presented a summary of the 2011 HUD budget reductions and proposed 2012 HUD Budget. Mr. Hajarizadeh continued that HUD's 2011 budget was reduced by 18.5% from the 2010 budget and that the Federal Budget stayed virtually unchanged from the \$3.60 to \$3.69 trillion. He shared the overall impact for the VHA, noting that the Section 8 Administration Fee was decreased from \$1,000,000 to \$800,000 amounting to a reduction of nearly \$200,000 and Public Housing Capital Fund decreased by 25% from \$900,000 to \$720,000,– which, he said does not necessitate a VHA budget revision at this time.

Mr. Hajarizadeh reported that the 2012 HUD budget is expected to be 14% below 2011. Roy Johnson, Executive Director, added that the VHA will need to budget on a 14% reduction and that tough decisions will need to be made, putting more efficiencies into place to reduce expenses.

Mr. Hajarizadeh presented a PowerPoint he obtained from the New York Times website illustrating the Federal Budget comparisons from 2010 to 2011; he will email this link to the commissioners and senior staff.

The work session concluded at 9:55 a.m.

No action was taken.

REGULAR MEETING

Following a short break, Chair Ryan Smith immediately convened the Regular Meeting at 10:00 a.m.

AGENDA AMENDMENTS

There were no agenda amendments.

CONSENT CALENDAR

Commissioner Kimsey requested changes to the draft minutes of April 27, 2011 prior to the meeting. These revisions were made and a revised copy distributed at the meeting for approval.

VHA's General Counsel, Ted Gathe, shared that the meeting minutes are the official report of the board and, until they are formally adopted by the commissioners, they are subject to revision. He continued that the meeting minutes are not a verbatim record; merely a summary of the

meeting, and the protocol for requested changes should be submitted in writing to the Secretary-Treasurer for discussion. Mr. Johnson requested that this happen in advance of the meeting in order to make the warranted changes and have a final prepared for distribution at the meeting for approval. Commissioner Kimsey asked that any changes be noted and distributed to commissioners before the meeting.

It was moved by Commissioner Kawamoto and seconded by Commissioner Boston-El to approve the following Consent Calendar:

- Minutes of the April 27, 2011 Regular Meeting
- Bills and Claims for April 2011

<u>PROGRAM</u>	<u>AMOUNT</u>
General Fund	\$2,529,468.60
Auto Payment Bank Loans	37,497.17
RRP Insurance Reserves	18,000.00
Replacement & Debt Service Reserves	53,890.00
Vista Court Development	679,196.00
Anthem Park O&M Grant	925.00
Arbor Ridge O&M Grant	13,981.00
Esther Short O & M Grant	2,072.00
Mill Creek O & M Grant	2,638.00
Mill Creek Sr. O & M Grant	1,190.00
Plum Meadows O & M Grant	1,418.00
SRO O & M Grant	11,277.00
MTW Escrow	6,150.58
Security Deposit Reconciliation	944.51
Camas Ridge Development	562,230.45
SRO O & M Grant	140,856.00
Anthem Park O & M Grant	31,892.80
Mill Creek O & M Grant	13,209.80
Service Coordinator Grant-Evergreen	3,961.19
Springbrook Refinancing Escrow	111,200.00
<i>Total Distributed in April 2011</i>	<i>\$4,221,998.10</i>

The motion was unanimously approved.

APPEARANCE OF INTERESTED CITIZENS

Peggy Sheehan, CDBG Program Manager, City of Vancouver, announced that she had presented Mr. Johnson with a letter of support from the City of Vancouver for the Disposition Inventory of Skyline Crest.

CHAIR REPORT

Chair Ryan Smith reported on the following:

- 1) Chair Ryan Smith was pleased to learn the VHA will be the recipient of another donated park from the Nutter Foundation for the Skyline Crest neighborhood.
- 2) Chair Ryan Smith attended the PNWRC 2011 Annual Conference in Tacoma, Washington May 1-4, 2011. She reported it was an excellent conference and included informative sessions. Chair Ryan Smith announced that a VHA resident from Fruit Valley, Natalia Mendoza, was awarded a \$4,000 scholarship at the conference for continuing education and will be attending Washington State University majoring in engineering. Ms. Mendoza is the first of her family to attend college.

EXECUTIVE DIRECTOR

- 1) Roy Johnson reviewed staff's ideas for the 2012 Annual Move To Work Plan, and will bring them to the commissioners for discussion and consideration at the July Work Session. Mr. Johnson said he shared this list with the Resident Advisory Board (RAB) during the May 16, 2011 meeting for input and discussion. Mr. Overbay added that the list includes items that evolved internally and are only ideas meant to be massaged for insertion into the 2012 MTW Plan draft. It will be presented in a more polished form to RAB and opened for public comment in August; following public comment, he said the draft will be revised and presented to the VHA board for approval and then submission to HUD.

AUDIT/FINANCE COMMITTEE

Audit: Saeed Hajarizadeh, Finance Director, announced that the Audit Committee had an entrance Conference with the CPA firm, Lverage Hunt, May 17, and the VHA's annual on-sight financial audit began May 16, 2011. Mr. Hajarizadeh noted that during the four days Lverage Hunt were on site, they did not find any obvious issues, and will now complete the remainder of the audit off site. An Exit Conference will be scheduled with the auditors and Audit Committee the third week of June and the final report expected by the end of June.

Mr. Hajarizadeh continued that Lverage Hunt returned May 23, 2011 to begin work on CNPH and Section 202 properties; noting that to date no concerns has been found.

Monthly Financial Report: Saeed Hajarizadeh reviewed the VHA and Tax Credit Partnerships, Combined Income Statements and Balance Sheet (*Statement of Net Assets*) for March 2011. He reported no abnormalities.

Mr. Hajarizadeh shared that the Audit Committee met the previous Monday and committee members reviewed of the following:

- 1) Value of properties
- 2) Outstanding debts against properties
- 3) Properties with 15 year expiration
- 4) Reserves, debt and condition of properties
- 5) Address Fourth Plan "Jiffy Lube" Property

Workforce Housing: Kris Hanson, Director of Asset Management, reported that she added Camas Ridge and Vista Court to the monthly report. She shared that occupancy at bond properties are up 1% and the net operating income is 5% above budget due to improved occupancy and maintenance costs being below budget. Ms. Hanson continued that the tax credit properties are also up 1% of budget; however, the net operating income is at 8% - which she said is conservative and will be monitored for impending revision. Maple Knoll, Orchard Glenn and Central Park Place are in need of repairs and Ms. Hanson plans to bring recommendations to the board in the near future.

STAFF REPORT

Sasha Nichelson, Section 8 Housing Manager, presented an overview of the Project Based Voucher Program, which is approximately two years in existence and very successful. She clarified the distinction between Tenant Base Vouchers, which means the Voucher can move with the tenant, and Project Based Vouchers, which means the vouchers provide subsidy for a particular unit. Ms. Nichelson added that Project Based Vouchers are used with community partners, Columbia Nonprofit Housing and VHA properties such as Anthem Park, Esther Short Commons, Maple Knoll, Parklane, Plum Meadows and Springbrook. Ms. Nichelson explained conversion vouchers planned for Van Vista and Skyline Crest – which means converting Public Housing residents to Project Based Vouchers, as well as the use of Project Based for the upcoming Vista Court and Camas Ridge.

Roy Johnson added that the only method for the VHA to obtain additional vouchers is through special programs or disposition, which is currently in process for Skyline Crest and Van Vista.

DEVELOPMENT COMMITTEE

Roy Johnson distributed a status report of the disposition of the Public Housing Single Family Homes, noting that 36 homes have sold to date and 43 remain tenant occupied.

Mr. Johnson suggested that the 1st Street property be moved up to 2012 on the development schedule and Four Seasons be moved back to 2013. He reported that staff continues to research the 13th and 99th streets property with the City's Park Department.

Troy Drawz, Director of Development, distributed a listing and status of properties and projects currently in process, in the queue, and being considered. He reported on the following properties:

- 1) Mr. Drawz reported that Camas Ridge is progressing well, on budget, and completion dates is estimated to be early August. He said that a lien has been filed against a subcontractor who is no longer on the job. Mr. Drawz and Ted Gathe have discussed the matter and reviewed the contract and hope to have the matter settled soon. He said that ultimately the issue is the responsibility of the general contractor, and assured the board that it is not impacting the progression of the work on the project.

- 2) Mr. Drawz reported that Vista Court is swiftly moving forward and the project's budget is in good shape, and commented that Walsh Construction is doing an outstanding job on the project. Mr. Drawz said he will be bringing in an acoustical engineer to look at options for the noise factor from Mill Plain traffic.
- 3) Roy Johnson announced that the bid opening for the remodel of Springbrook will be June 1, and plans are to bring a recommendation to the June board meeting.
- 4) Mr. Johnson reported that staff is proceeding with rent increases at Pinewood and Somerview, and looking at options for a privately secured loan. Staff is also working on a loan program with the County for a loan exit next summer. He said that CNPH will be making the determination on what they want to do with the properties.
- 5) Roy Johnson reported that staff is working on exit strategies for Maple Knoll and Orchard Glenn and will take them to the Development Committee for discussion and then submit recommendation to the commissioners.

Ron Kawamoto left the meeting at 11:30 a.m.

RESIDENT COMMISSIONER REPORT

Resident Commissioner Boston-El reported on the various meetings he has attended the past month and ones that he is considering attending in the near future. He said he has been doing a lot of reading to absorb all that constitutes the VHA and Council For The Homeless programs and boards.

REPORTS

a) **Resolution No. 2929: Disposition Application for Skyline Crest Public Housing Units**

Roy Johnson previously discussed his recommendation to submit a Disposition Application to HUD for the disposition of Skyline Crest through a long-term lease to Vancouver Affordable Housing (VAH) as a means to complete necessary renovations. He reported that the VHA will lease the Skyline Crest property to VAH for a sufficient amount to complete necessary renovations. Mr. Johnson continued that following the disposition the VHA will then apply for Section 8 Vouchers for project-based at Skyline Crest and, at the expiration of the 50 year lease, the VHA will acquire the property back from VAH.

MOTION

It was moved by Commissioner Kimsey and seconded by Commissioner Boston-El to approve Resolution No. 2929, approving the disposition plan and authorizing the Executive Director to submit a Section 18 Disposition application to HUD for Skyline Crest and take necessary action relating to the disposition. The motion was approved by the following voice vote:

AYE

Commissioner Boston-El
Commissioner Kimsey
Commissioner Miles
Commissioner Ryan Smith

ABSENT

Commissioner Halverson
Commissioner Kawamoto

b) Resolution No. 2930: Approve Records Retention and Destruction Policy

Roy Johnson reported that Steve Towell, Community Relations Program Manager, and the VHA's General Counsel, Ted Gathe, have worked on the development of the VHA's Record Retention and Destruction Policy for the purpose of ensuring records and documents are adequately protected and maintained as well as ensure that records no longer needed by the VHA are discarded properly.

Mr. Johnson stated that the management of records retention for e-mails and electronic documents will go into practice January 1, 2012 in order to allow for the development of procedures and training for each VHA department.

Commissioner Kimsey asked that the minutes indicate Resolution No. 2930 is for both the retention and destruction policy, as the agenda did not include destruction.

MOTION

It was moved by Commissioner Boston-El and seconded by Commissioner Kimsey to approve Resolution No. 2930, adopting a VHA Records Retention and Destruction Policy. The motion was approved by the following voice vote:

AYE

Commissioner Boston-El
Commissioner Kimsey
Commissioner Miles
Commissioner Ryan Smith

ABSENT

Commissioner Halverson
Commissioner Kawamoto

ACTIONS FROM EXECUTIVE SESSION

Roy Johnson reported there were none.

COMMUNICATION/INFORMATION**a) Council For The Homeless**

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

b) *Neighbor to Neighbor Newsletter*

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

OTHER BUSINESS

■ Upcoming Board Meetings

Commissioner Kimsey reported a schedule conflict with the VHA June 22 Board meeting; however, he does plan to attend during discussion of the action items.

Chair Ryan Smith reported a schedule conflict with the VHA July 27 Board meeting and will not be in attendance.

ADJOURNMENT

There being no further business, Chair Ryan Smith declared the meeting adjourned at 11:32 a.m.

ATTEST:


CECI RYAN SMITH, Chair



ROY A. JOHNSON, Secretary-Treasurer