

**Spokane Housing Authority
Board of Commissioners Special Meeting
Minutes
October 23, 2023**

1. Convening of the Meeting – Chair Bailey called the meeting to order at 3:32 pm.

a. Roll Call

Board Attendees:

Besse Bailey, Chair
Joycelynn Straight, Vice Chair
Kai Nevala, Commissioner
Jenny McClenathan, Commissioner
Jacqueline M. Babol, Commissioner
Ben Rascoff, Counsel

Board Absentees:

Marcus Kelsey, Commissioner
Randy Bustamante, Commissioner

Staff Attendance:

Pam Parr, Executive Director
Lori McGowan, Deputy Executive Director
Arielle Anderson, Director of Housing Assistance Program
Kathy Clark, Director of Finance
John Chatburn, Director of Asset Management
Erin Larson, Property Operations Manager
Reid Wells, Human Resources Manager
Amanda Rollins, Executive Assistant

a. Public comments – None.

b. Commissioner Comments – Vice Chair Straight provided a brief review of her experience at the recent NAHRO Conference in New Orleans.

2. Consent Calendar – All items listed under the “Consent Calendar” are considered routine and will be enacted *by one motion* unless a Commissioner or citizen so requires, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.

a. Approval of Minutes

b. Review of Utilization Reports

c. Review of month-end Financial Reports

Vice Chair Straight moved to approve, Commissioner McClenathan seconded, all approved unanimously.

3. Executive Director’s Report – Pam Parr asked for feedback on the Legislative Advocacy Training. Scattered Sites sales update included discussion of the four remaining units with tenants. Pam recently nominated Lori McGowan for an Emerging Leader Award through NAHRO. At the NAHRO Conference in

New Orleans, Spokane County Commissioner Waldref was also in attendance along with Pam, Lori, and Vice Chair Straight. The Nora office remodel is almost complete, except for the HVAC system. Lori McGowan presented an update and information regarding the Strategic Plan, including the Yardi implementation and additional modules of Yardi to be implemented. In meetings with Directors, tasks have been organized according to objectives and actions. This included legislative activities, staff career/personal growth and succession planning, customer service, and agency operations dashboard. Additional details and ongoing communication with the Board about the Strategic Plan will occur prior to the next Board Meeting.

4. Development Report – Discussion was waived to allow additional time for the Executive Session and potential follow up agenda item.

5. New Business

- a. Consideration of Resolution #796 regarding Housing Choice Voucher Payment Standards Effective 1-1-2024** – Arielle Anderson provided an overview of the proposed payment standards. Pam noted the Finance Committee discussed these proposed rates in detail. After discussion, Commissioner McClenathan moved to adopt Resolution #796 as presented, seconded by Commissioner Nevala, all approved unanimously.
- b. Consideration of Resolution #797 regarding Housing Choice Voucher Utility Rates Effective 1-1-2024** – Pam provided details about the process of reviewing the utility rates provided by a third party, which is also reviewed by the Finance Committee. Commissioner Nevala moved to adopt Resolution #797 as presented, seconded by Vice Chair Straight, all approved unanimously.
- c. Out of Region Travel for Director Parr to attend Invest Health Convening in Nashville, Tennessee November 29-30th, and Lori McGowan to attend the NAHRO Works Strategic Planning on December 7-9th in Atlanta, Georgia.** – Pam discussed the proposed out-of-region travel. After discussion, Commissioner McClenathan moved to approve the out-of-region as presented, seconded by Vice Chair Straight, all approved unanimously.

Chair Bailey adjourned the regular meeting into an Executive Session for 10 minutes at 4:52 pm.

6. Executive Session regarding items related to:

- a.** RCW 42.30.110 (b) "To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price."

Chair Bailey closed the Executive Session and readjourned the regular meeting at 5:02 pm. and extended the Executive Session for another 10 minutes and adjourned the meeting into Executive Session. Chair Bailey closed the Executive Session and readjourned the regular meeting at 5:12 pm.

7. Consideration of Resolution #798 regarding the Purchase of a Property – Vice Chair Straight moved to adopt Resolution #798, seconded by Commissioner McClenathen, all approved unanimously.

8. Adjournment – Chair Bailey adjourned the meeting at 5:13 pm.

Chair: Besse Bailey
Besse Bailey (Dec 27, 2023 11:17 PST)

Secretary: Pam Parr

Besse Bailey, Chair

Pam Parr, Executive Director

**SPOKANE HOUSING AUTHORITY
RESOLUTION NO. 799**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SPOKANE HOUSING
AUTHORITY (SHA) TERMINATING THE PUBLIC HOUSING ANNUAL CONTRIBUTIONS
CONTRACT (ACC) WITH THE U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT (HUD) AND CONFIRMING THAT ALL CLOSEOUT REQUIREMENTS
HAVE BEEN MET**

WHEREAS, the Spokane Housing Authority (SHA), previously operating low-income housing properties known as Parsons Hotel (WA055000001) and Spokane HA-Scattered Sites (WA055000002) under the Department of Housing and Urban Development (HUD) public housing program; and

WHEREAS, said public housing program was governed by the terms of an Annual Contributions Contract (ACC); and

WHEREAS, the SHA has completed the conversion of all its formerly public housing units under the Rental Assistance Demonstration (RAD) program; and

WHEREAS, the SHA has met all of the requirements for closeout of the Public Housing Program and for the termination of the ACC; and

WHEREAS, the Board of Commissioners certify that:

1. The SHA retains no real or personal public housing property; and
2. There are no outstanding litigation claims, audits, debt obligations or civil rights matters exist; and
3. There are adequate assurances in place to ensure compliance with prior HUD approvals, if applicable (e.g. long-term use restrictions or use of disposition proceeds required by HUD approval under Section 18 of the 1939 Act).

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Spokane Housing Authority that:


1. The SHA desires to terminate the Public Housing ACC; and
2. To the best of the knowledge of the Board of Commissioners that all closeout requirements in the PIH Notice 2019-13 have been met; and
3. To the best of the knowledge of the Board of Commissioners that all certifications are known to be true.

PASSED AND ADOPTED by the Board of Commissioners of the Spokane Housing Authority in the State of Washington on this 18th day of December 2023.

Chair	<u><i>Besse Bailey</i></u> <small>Besse Bailey (Dec 27, 2023 11:17 PST)</small>
Vice-Chair	_____
Commissioner	<u><i>Randy Bustamante</i></u> <small>Randy Bustamante (Jan 1, 2024 14:01 PST)</small>

Commissioner Jenny McClenathen
Jenny McClenathen (Jan 2, 2024 13:02 PST)

Commissioner 
Marcus Kelsor (Jan 2, 2024 20:44 PST)

Commissioner 

Commissioner _____

Attested to by:

Secretary 

Pamela J. Parr

SPOKANE HOUSING AUTHORITY

RESOLUTION NO. 800

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SPOKANE HOUSING AUTHORITY AUTHORIZING SHA STAFF TO SUBMIT AN APPLICATION FOR THE WASHINGTON STATE HOUSING TRUST FUND PRESERVATION NOFA FOR FUNDING OF THE CORNERSTONE COURTYARD REHAB PROJECT.

WHEREAS, the Spokane Housing Authority (the Authority), is a public body corporate and politic duly organized and existing under and by virtue of the laws of the State of Washington;

WHEREAS, the Authority has determined that pursuing capital updates of its current portfolio of properties aligns with its mission; and

WHEREAS, the funding round is open for applications for the Washington State Housing Trust Fund Preservation NOFA; and

WHEREAS, Cornerstone Courtyard has extensive plumbing and stucco repairs documented by a third party study that require immediate attention; and

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Spokane Housing Authority hereby authorize the Executive Director, or her designee, to apply for Housing Trust Funds for the rehabilitation of the Cornerstone Courtyard property.

PASSED AND ADOPTED by the Board of Commissioners of the Spokane Housing Authority in the State of Washington on this 18th day of December 2023.

Chair *Besse Bailey*
Besse Bailey (Dec 27, 2023 11:17 PST)

Vice-Chair _____

Commissioner *Randy Bustamante*
Randy Bustamante (Jan 1, 2024 14:01 PST)

Commissioner *Jenny McClenathan*
Jenny McClenathan (Jan 2, 2024 13:02 PST)

Commissioner *Markus Kelsey*
Markus Kelsey (Jan 2, 2024 20:44 PST)

Commissioner *Joyce M. Baber*

Commissioner _____

Attested to by:

Secretary *Pamela J. Parr*

Pamela J. Parr












SHA Board Documents for Signature.

Final Audit Report

2024-01-11

Created:	2023-12-21
By:	Amanda Rollins (arollins@spokanehousing.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAALglQ3OTIHsZLjoHbT33-RXfxHI_HrE2A

"SHA Board Documents for Signature." History

-  Document created by Amanda Rollins (arollins@spokanehousing.org)
2023-12-21 - 5:52:02 PM GMT
-  Document emailed to Besse Bailey (bbailey@mountainwestbank.com) for signature
2023-12-21 - 5:53:55 PM GMT
-  Email viewed by Besse Bailey (bbailey@mountainwestbank.com)
2023-12-27 - 7:16:59 PM GMT
-  Document e-signed by Besse Bailey (bbailey@mountainwestbank.com)
Signature Date: 2023-12-27 - 7:17:42 PM GMT - Time Source: server
-  Document emailed to randy.bustamante@itron.com for signature
2023-12-27 - 7:17:44 PM GMT
-  Email viewed by randy.bustamante@itron.com
2023-12-27 - 7:18:42 PM GMT
-  Signer randy.bustamante@itron.com entered name at signing as Randy Bustamante
2024-01-01 - 10:01:46 PM GMT
-  Document e-signed by Randy Bustamante (randy.bustamante@itron.com)
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-  Document emailed to jmcclenathen@habitat-spokane.org for signature
2024-01-01 - 10:01:50 PM GMT
-  Email viewed by jmcclenathen@habitat-spokane.org
2024-01-02 - 9:01:30 PM GMT
-  Signer jmcclenathen@habitat-spokane.org entered name at signing as Jenny McClenathen
2024-01-02 - 9:01:59 PM GMT

 Document e-signed by Jenny McClenathen (jmcclenathen@habitat-spokane.org)

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2024-01-02 - 9:02:03 PM GMT

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2024-01-02 - 9:02:28 PM GMT

 Document e-signed by Marcus Kelsey (mkelsey@breakthroughinc.org)

Signature Date: 2024-01-03 - 4:44:37 AM GMT - Time Source: server

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2024-01-03 - 4:44:39 AM GMT

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2024-01-03 - 4:45:08 AM GMT

 Document e-signed by Jacqueline Babol (jackie.m.babol@gmail.com)

Signature Date: 2024-01-03 - 4:45:56 AM GMT - Time Source: server

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2024-01-03 - 4:45:57 AM GMT

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2024-01-11 - 5:35:08 PM GMT

 New document URL requested by Pam Parr (pparr@spokanehousing.org)

2024-01-11 - 5:35:16 PM GMT

 Document e-signed by Pam Parr (pparr@spokanehousing.org)

Signature Date: 2024-01-11 - 5:45:28 PM GMT - Time Source: server

 Agreement completed.

2024-01-11 - 5:45:28 PM GMT