

**Spokane Housing Authority
Board of Commissioners Regular Meeting
Minutes
February 26, 2024**

1. Convening of the Meeting – Vice Chair Straight called the meeting to order at 3:31 pm.

a. Roll Call

Board Attendees:

Joycelynn Straight, Vice Chair
Randy Bustamante, Commissioner
Jenny McClenathen, Commissioner
Marcus Kelsey, Commissioner
Jacqueline M. Babol, Commissioner
Ben Rascoff, Counsel

Board Absentees:

Besse Bailey, Chair
Kai Nevala, 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
Paul Trautman, Development Manager
Reid Wells, Human Resources Manager
Amanda Rollins, Executive Assistant

- a. Public comments** – Hadley Marrow attended the meeting as a public documenter.
- b. Commissioner Comments** – None.

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**

Commissioner Kelsey moved to approve, Commissioner McClenathen seconded, all approved unanimously.

3. Executive Director’s Report – Pam Parr discussed her written report including the announcement of the retirement of Jon Lange, who was the Facilities and Project Manager for 32 years. Two bills of interest, one on rent limits recently stopped, and another surrounding funding for the Finance Commission which is still making the way through the session. We received a ruling from HUD about using Coordinated Entry as a waiting list source, which does not allow it. SHA already had changed back to a date/time waiting list structure.

4. Development Report – John Chatburn shared an update and introduced Paul Trautman, who is here to assist in reporting on the proposed resolutions. Hifumi En’s closing should occur in late March or April, and continues to move forward in those efforts. A streak of capital needs with leaks and flooding is being worked through with insurance and with the assistance of a construction consultant. Westfall Village must have updated sprinkler heads replaced for which pricing is currently being sought. It is expected a permit will be applied for by March 8, 2024. Two of our resolutions are related to the Appleway site, including additional land. Scattered Sites are down to four remaining houses, which SHA is working with Spokane Low Income Housing Consortium to assist the remaining households. Consistent with our strategic plan, SHA will be submitting an RFP for a For Profit Developer.

5. New Business

a. Nomination and Election of Board Officers for the remainder of 2024

i. Chair

Pam shared that Chair Bailey is willing to serve as Chair for one more year. Commissioner Bustamante moved, Commissioner Kelsey seconded, all approved unanimously.

ii. Vice-Chair

Pam shared that Commissioner Nevala offered to serve as Vice Chair. Commissioner Nevala was nominated by Commissioner Kelsey and Commissioner McClenathen was nominated by Commissioner Babol. Commissioner McClenathen, though thankful, removed herself from the roster, and seconded Commissioner Nevala for Vice Chair, there were four ayes, and one nay, and by majority, Commissioner Nevala was appointed as Vice Chair.

b. Board Committee Appointments for the remainder of 2024

i. Development Committee -

ii. Finance Committee -

iii. Policy Committee -

All Commissioners wished to remain at their previous committee appointment.

c. Consideration of Resolution #803 regarding an Omnibus for Hifumi En – Paul Trautman provided background information and need for this resolution. Commissioner McClenathen moved to approve Resolution #803, seconded by Commissioner Bustamante, all approved unanimously.

d. Consideration of Resolution #804 regarding a General Construction Contract for Hifumi En – Paul provided information about this resolution, naming Walker Construction as the general contractor. The amount of the contract is in line with the Development Budget of \$30 Million for a final product. Commissioner Bustamante moved to adopt Resolution #804 as presented, Commissioner Kelsey seconded, all approved unanimously.

e. Consideration of Resolution #805 regarding a partnership change for Cornerstone Courtyard – John Chatburn discussed the need to change the partnership of Cornerstone Courtyard, with the investor, US Bank, ready to exit at this time. Commissioner Kelsey moved to approve Resolution #805, seconded by Commissioner McClenathen, all approved unanimously.

f. Consideration of Resolution #806 regarding an application for Land Acquisition Funding for the Appleway property – John discussed the LAP funding available, at which SHA would apply for \$3 Million. This will assist in fund flexibility for SHA for other development activities. Commissioner Babol moved to approve Resolution #806, seconded by Commissioner Bustamante, all approved unanimously.

g. Consideration of Resolution #807 regarding a revision to Chapter 17 of the Housing Choice Voucher Administration Plan – Arielle reiterated the one-sentence change in Chapter 17, which removes the sentence stating the “...Permanent Supportive Housing Waiting List is always open.” This will allow SHA to better manage the waiting list. Commissioner McClenathen moved to approve Resolution #807 with the stated change, seconded by Commissioner Kelsey, all approved unanimously.

- h. Request for approval of Out-of-Region Travel** – Lori McGowan asked for approval to attend the Council of Large Public Housing Authorities spring meeting in Washington DC. This request was included in the approved budget. Commissioner Kelsey moved to approve Lori’s travel, Commissioner Babol seconded, all approved unanimously.

Vice Chair Straight adjourned the regular meeting into an Executive Session for 7 minutes at 4:23pm.


6. Executive Session Regarding items related to:

- a.** RCW 42.30.110 (c) “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.”

Vice Chair Straight closed the Executive Session and rejourned the regular meeting at 4:30pm.

- 7. Consideration of Resolution #809 for the acquisition of properties** – With a not to exceed number as discussed in the Executive Session, Commissioner Kelsey moved to approve Resolution #809, seconded by Commissioner Babol, all approved unanimously.

- 8. Adjournment** – Vice Chair Straight adjourned the meeting at 4:33pm.

Chair:  Besse Bailey
Besse Bailey (Mar 26, 2024 16:21 PDT)

Besse Bailey, Chair

Secretary: 

Pam Parr, Executive Director












SHA Board Documents 3/25/24
















Final Audit Report

2024-03-26

Created:	2024-03-26
By:	Amanda Rollins (arollins@spokanehousing.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAASjZ3dZbbO-2wAisobLMeUgnYGID9j20z

"SHA Board Documents 3/25/24" History

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-  Document emailed to Besse Bailey (bbailey@mountainwestbank.com) for signature
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2024-03-26 - 10:14:19 PM GMT
-  Document e-signed by Joycelynn Straight (jsbusbills@yahoo.com)
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