

**MINUTES OF THE MEETING OF THE
BOARD OF COMMISSIONERS OF THE
KING COUNTY HOUSING AUTHORITY**

April 15, 2013

I. CALL TO ORDER

The meeting of the Board of Commissioners of the King County Housing Authority was called to order by Chair Doug Barnes at 8:30 am on Monday, April 15, 2013 at the King County Housing Authority's Administrative Offices, 600 & 700 Andover Park West, Tukwila, Washington.

II. ROLL CALL

Present: Commissioner Doug Barnes, Chair; Commissioner Michael Brown, Vice-Chair, Commissioner Susan Palmer, Commissioner Terry McLlarky and Commissioner Richard Mitchell

Staff: Stephen Norman, Dan Watson, Connie Davis, Tessa Martin, Deborah Gooden, Bill Cook, Mike Reilly, John Eliason, Craig Violante, Judi Jones, Elizabeth Westburg, Linda Weedman, Beth Pearson, Rhonda Rosenberg, Megan Hyla, Sean Heron, Gary Leaf, Nick Jackman, Donna Kimbrough and Tony Srouch

Guests: Lillie Clinton, Cindy Ference, Dawn Hanson Smart

III. PUBLIC COMMENT

Chair Barnes noted that a request was made by Ms. Cindy Ference to deliver her public comments at the end of the meeting. However, her comments are included on this portion of the agenda for record purposes. Ms. Ference addressed the Board of Commissioners with concerns regarding federal funding housing issues, capital construction projects and KCHA's Resident Opportunity Program.

IV. APPROVAL OF MINUTES

Minutes from the March 18, 2013 Board of Commissioners' Meeting were presented for approval. Commissioner Mitchell moved for approval, with Commissioner McLlarky seconding the motion. The minutes were approved, with Commissioner Brown abstaining from the vote due to his absence at the March 18, 2013 meeting.

V. CONSENT AGENDA

February 2013 Voucher Reports

General Properties: Bank Wires/ACH Withdrawals for \$1,904,587.29; Accounts Payable checks #231250-231866 for \$4,222,453.15; Payroll vouchers, computer checks numbered #82583-82615 for \$42,989.65; Payroll direct deposit for \$1,111,718.45; Section 8 Program vouchers, ACH withdrawals #225032-228248 for \$9,087,806.06, computer run checks #597255-597862 for \$365,395.74; purchase

card/ACH withdrawals \$188,614.67. Total for February 2013 for the General Properties was \$16,923,565.01.

Bond Properties: \$1,448,794.43, related to 20 different properties.

Resolution No. 5428: Authorizing the Establishment of a CSS Endowment Trust for Seola Gardens for the Purpose of Providing Community and Supportive Services to Seola Gardens Residents

Resolution No. 5429: Authorizing Changes to the Project-Based Assistance Program Policy Under the Moving to Work (MTW) Demonstration Program

There being no requests for removal of items from the Consent Agenda, Commissioner Brown moved for approval. Commissioner McLlarky seconded the motion and the motion unanimously passed.

VI. FINANCIAL REPORTS

New Bank Accounts

Craig Violante noted that there were two new bank accounts opened related to Laurelwood Gardens and referred Commissioners to the detailed memorandum contained in the Board meeting packets. There were no questions from the Board of Commissioners.

VII. BRIEFINGS

Quarterly Procurement Report

Connie Davis reported that the Procurement Report covers all procurement activities from January through March 2013 that involved the award of contracts valued over \$100,000 and change orders that have exceeded ten percent (10%) cumulative contract value.

Chair Barnes commented that there were several change orders related to the Green River project and asked staff to comment. Dan Watson noted that the change orders were due to unforeseen conditions e.g., uneven floors, unconventional roof and wall framing, changes in city requirements, such as street reconstruction, water system design, and KCHA design changes and enhancements e.g., improved siding/facade design, landscaping enhancement.

Chair Barnes asked if there are steps that can be implemented so the Housing Authority does not incur these types of unforeseen activities. Mr. Watson responded that as a general rule the Housing Authority strives to include all anticipated costs before finalizing a contract. With the Green River project, many of the additional change orders costs were not immediately obvious until the rehab work actually began on site and the change orders were necessary in order to continue the rehab. Additional funding was included in the initial budget to address some of the change orders.

Commissioner Richard Mitchell asked if there are projects on the Procurement Report where added scope of work has been added that could have gone through a separate bidding

process. Mr. Watson stated that the weatherization contracts are not project specific and are based on unit prices for specific types of weatherization work. The total contract amount is based on the expected volume of work at the set unit prices over the contract term. The change order in the Procurement Report increases the maximum volume of work and generally reflects that more projects were undertaken by this particular contractor during the contract period than was originally anticipated. The change order does not reflect a different scope of work only a higher volume due to an increased number of projects or more units per project.

Commissioner Mitchell asked why there was not a reprourement process on the weatherization projects. Mr. Watson indicated that reprourement generally occurs at the end of the contract term. Mr. Norman mentioned that putting the work out for bid most likely will result in higher unit prices since these unit prices for the current contract were set several years ago. Tim Walter noted that the procurements are multi-year procurements but the budgets for weatherization funds are year to year so it's often difficult to know the amount of anticipated funding each year. Mr. Watson noted that he would research the item further and contact Commissioner Mitchell with follow-up information.

Presentation by Center on Budget and Policy Priorities

Douglas Rice with the Center on Budget and Policy Priorities telephonically briefed the Board of Commissioners on the topic "What does the budget battle mean for low-income housing and community development?". A copy of Mr. Rice's PowerPoint presentation is appended to the meeting records. Follow up questions posed by Commissioners were answered by staff and Mr. Rice.

Resident Opportunity Program Presentation

Elizabeth Westburg and Dawn Hanson Smart with Clegg & Associates briefed the Board of Commissioners on the Housing Authority's Resident Opportunity Program (ROP). Clegg & Associates was retained to conduct an evaluation of the ROP. The meeting packets contained the Year 2 Evaluation Report written by Clegg & Associates. A copy of Ms. Westburg's PowerPoint is appended to the meeting records. Chair Barnes thanked Ms. Westburg and Ms. Smart for their presentation.

VIII. EXECUTIVE DIRECTOR'S REPORT

The Board of Commissioners had previously received the Executive Director's April Report and there were no questions from the Commissioners.

Stephen Norman briefed the Commissioners on the upcoming trip to Washington DC to meet with Congressional staff on funding issues.

IX. EXECUTIVE SESSION

A motion was made by Commissioner Mitchell to adjourn to Executive Session at 10:10 am for approximately ten minutes to discuss the performance of a public employee as authorized by RCW 42.30.110(1)(g). The motion was seconded by Commissioner Brown and unanimously passed.

The regular meeting of the Board of Commissioners was reconvened at 10:23 am by a motion made by Commissioner Mitchell and seconded by Commissioner Brown. Motion unanimously passed. No action was taken during the Executive Session.

Chair Barnes noted that a special meeting of the Board of Commissioners will be held on Monday, April 22, 2013 at 10:30 am.

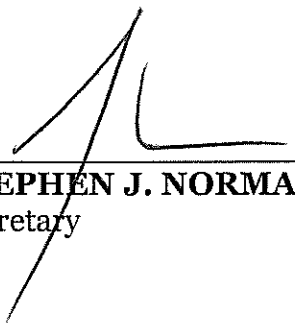
X. ADJOURNMENT

There being no further business the meeting was officially adjourned at 10:30 am by a motion from Commissioner Mitchell, seconded by Commissioner Palmer and unanimously passed.

**THE HOUSING AUTHORITY OF THE
COUNTY OF KING, WASHINGTON**



DOUG BARNES, Chair
Board of Commissioners



STEPHEN J. NORMAN
Secretary