

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

**February 24, 2014**

**I. CALL TO ORDER**

The special meeting of the Board of Commissioners of the King County Housing Authority was called to order by Chair Doug Barnes at 8:33AM on Monday, February 24, 2014, at the King County Housing Authority's Administrative Offices, 700 Andover Park West, Tukwila, Washington.

**II. ROLL CALL**

**Present:** Commissioner Doug Barnes, Chair; Commissioner Michael Brown, and Commissioner TerryLynn Stewart

**Staff:** Stephen Norman, Marianne Everett, Dan Watson, John Eliason, Deborah Gooden, Linda Weedman, Kristin Winkel, Gary Leaf, Steve Jefferis, Nikki Parrott, Megan Hyla, Sean Heron, Claude DaCorsi, Bill Cook, Mike Reilly, Tim Walter, Connie Davis, Beth Pearson, Rhonda Rosenberg, Wen Xu, Debbie Page, Tim Locke, Nick Jackman, Katie Fries

**Excused:** Commissioners Palmer and Mitchell

**Guests:** Lillie Clinton, Cheri Cooper

**III. PUBLIC COMMENT**

Chair Barnes announced that members of the public in attendance at the meeting would have five minutes to speak before the Board of Commissioners. Cheri Cooper addressed the Board on the difficulties she was experiencing with WIN RENT calculations and KCHA's hearing officers.

**IV. APPROVAL OF MINUTES**

Minutes from the December 16, 2013 Board of Commissioners' Meeting were presented for approval. Commissioner Brown moved for approval, with Commissioner Stewart seconding the motion. Commissioner Stewart abstained on the final vote due to her absence at the December 16 meeting. The minutes were unanimously approved.

**V. Consent Agenda**

**November 2013 Voucher Reports**

**General Properties:** Bank Wires/ACH withdrawals for \$1,301,450.59; Accounts Payable checks #237362-238074 for \$4,680,611.31; Payroll vouchers, computer checks #82976-83015 for \$48,814.65; Payroll direct deposit for \$1,162,043.65; Section 8 Program vouchers, ACH withdrawals #254086-257300 for

\$9,206,715.64, computer run checks #602009-602485 for \$338,007.81; purchase card/ACH withdrawal \$182,554.02. Total for November 2013 for the General Properties was \$16,920,197.67.

**Bond Properties:** \$1,611,449.14, related to 22 different properties.

## **December 2013 Voucher Reports**

**General Properties:** Bank Wires/ACH withdrawals for \$1,970,257.67; Accounts Payable checks #238075-238618 for \$5,194,501.57; Payroll vouchers, computer checks #83016-83052 for \$46,978.73; Payroll direct deposit for \$1,185,406.87; Section 8 Program vouchers, ACH withdrawals #257301-260502 for \$9,170,906.14, computer run checks #602486-602944 for \$319,645.42; purchase card/ACH withdrawal \$212,599.85. Total for December 2013 for the General Properties was \$18,100,296.25.

**Bond Properties:** \$5,864,607.21, related to 26 different properties.

**Resolution No. 5456:** Appointment of Auditing Officers for the Purpose of Certifying Obligations of the Authority in Accordance with RCW 42.24

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

## **VI. RESOLUTIONS FOR DISCUSSION**

**Resolution No. 5457:** Amendment to Resolution No. 5444 as previously amended by Resolution No. 5449 related to the Authority's Pooled Housing Revenue and Refunding Revenue Note, 2013

Presented by: Tim Walter

Tim Walter briefed the Board of Commissioners on Resolution No. 5457 which authorizes the extension of the draws available under the KeyBank loan by an additional 180 days, permits the terms of prepayment to be modified so long as the terms are commercially reasonable and permits the Executive Director to make other minor modifications to the loan agreement if necessary to secure the additional credit.

Following Mr. Walter's presentation, questions posed by the Board of Commissioners were satisfactorily addressed. Chair Doug Barnes thanked Mr. Walter for his presentation.

**MOTION:** Moved that Resolution No. 5457: Amendment to Resolution No. 5444 as previously amended by Resolution No. 5449 related to the Authority's Pooled Housing Revenue and Refunding Revenue Note, 2013, be approved.

**MOVED BY:** Commissioner Brown, seconded by Commissioner Stewart. Motion unanimously passed.

## **VII. BRIEFINGS**

### **Software Conversion Project and Redesign of Related Business Processes**

Presented by: Sean Heron and Gary Leaf

Sean Heron and Gary Leaf briefed the Board of Commissioners on the current status of the new housing management software system implementation. Additionally, the Housing Authority has initiated a number of strategic and interrelated efforts intended to streamline operations and improve customer service. These initiatives include the adoption of an electronic document imaging system and a workload optimization effort underway in the Section 8 program. Questions posed by the Board of Commissioners were satisfactorily addressed.

### **DSHS Report**

Presented by: Megan Hyla, Kristin Winkel and Linda Weedman

Megan Hyla, Kristin Winkel and Linda Weedman briefed the Board of Commissioners on the report *Characteristics of Housing Assistance Recipients from Three Public Housing Authorities* which was a profile of DSHS clients served by the Seattle, King County and Tacoma Housing Authorities, CY 2011. A copy of the report is appended to the meeting records. Questions posed by the Board were satisfactorily addressed.

### **KCHA Board Congressional Meetings in Washington, DC**

Presented by: Megan Hyla

Megan Hyla spoke briefly on the upcoming Board of Commissioners' trip to attend congressional meetings in Washington, DC at the end of March 2014. More information will be available closer to the departure date.

### **2013 Year End Capital Expenditure Report and 2014 Budget**

Presented by: Dan Watson

Dan Watson briefed the Board of Commissioners on the 2013 Year End Capital Expenditure Report and 2014 Budget. Dan moved quickly through the various construction projects. The comprehensive and detailed report is included in the board materials. Questions posed by the Board of Commissioners were satisfactorily addressed.

### **Development and Financing Projects Update: Gilman Square, Plum Court, Ashwood Court, Chaussee Portfolio**

Presented by: Tim Walter

Tim Walter briefed the Board of Commissioners on upcoming and ongoing acquisition opportunities. Questions posed by the Board of Commissioners were satisfactorily addressed.

### **Wiley Center NMTC Wrap up and Lease Termination**

Presented by: Tim Locke

Tim Locke briefed the Board of Commissioners on the Wiley Center New Market Tax Credits wrap up and subsequent lease termination, in which everything progressed as expected and anticipated.

## **VIII. EXECUTIVE SESSION**

A motion was made by Chair Barnes to adjourn to Executive Session at 10AM for approximately twenty minutes as authorized by RCW 42.30.110(g) – “to review the performance of a public employee.”

The special meeting of the Board of Commissioners was reconvened at 10:24AM by Chair Barnes. No action was taken by the Board as a result of the Executive Session.

## **IX. Reports**

### **New Bank Accounts**

Presented by: Connie Davis

There were no questions from the Board of Commissioners on the New Bank Accounts memo as contained in the meeting packets.

### **Summary Write-Off Reports**

Presented by: Connie Davis

Connie Davis briefed the Board of Commissioners on the 4<sup>th</sup> Quarter 2013 Summary Write-Offs report contained in the meeting packets. Questions posed by the Board of Commissioners were satisfactorily addressed.

### **Harvard Joint Center for Housing Studies Report**

Presented by: Dan Watson

Dan Watson informed the Board of Commissioners the report contained in the meeting packets entitled *America's Rental Housing – Evolving Markets and Needs* contains interesting information for their review.

### **Healthy Homes Research Study**

The article *Effective Weatherization Combined with Community Health Worker In-Home Education on Asthma Control* was contained in the meeting packets as information for the Board Commissioners. Stephen Norman commented that the Housing Authority was both pleased by the results of the study and pleased that the study was published in a prestigious public health journal. He cited both Nikki Parrot and Joel Gregory for helping to bring the project to completion.

At the request of Chair Barnes, the Fourth Quarter 2013 Procurement and Dashboard reports were moved to the March 17, 2014 Board of Commissioners' Agenda.

**X. ADJOURNMENT**

There being no further business, the meeting was officially adjourned at 10:30AM by a motion from Commissioner Stewart, seconded by Chair Barnes and unanimously passed.

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

  
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**DOUGLAS J. BARNES**, Chair  
Board of Commissioners

  
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**STEPHEN J. NORMAN**  
Secretary