

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

**April 21, 2014**

**I. CALL TO ORDER**

The meeting of the Board of Commissioners of the King County Housing Authority was called to order by Commissioner Richard Mitchell at 8:30AM on Monday, April 21, 2014, at the King County Housing Authority's Administrative Offices, 700 Andover Park West, Tukwila, Washington.

**II. ROLL CALL**

**Present:** Commissioner Richard Mitchell, Commissioner TerryLynn Stewart, Commissioner Susan Palmer and Commissioner Doug Barnes, Chair via conference call

**Excused:** Commissioner Michael Brown

**Staff:** Stephen Norman, Marianne Everett, Dan Watson, John Eliason, Linda Weedman, Kristin Winkel, Gary Leaf, Steve Jefferis, Megan Hyla, Claude DaCorsi, Mike Reilly, Tim Walter, Connie Davis, Beth Pearson, Rhonda Rosenberg, Sean Heron, Bill Cook, Craig Violante, Graeme Atkey, Dave Branson

**Guests:** Lillie Clinton

**III. PUBLIC COMMENT**

Commissioner Mitchell announced that members of the public in attendance at the meeting would have five minutes to speak before the Board of Commissioners. Lillie Clinton addressed the Board of Commissioners with concerns regarding intimidation tactics of residents directed towards other residents.

**IV. APPROVAL OF MINUTES**

Minutes from the March 17, 2014 Board of Commissioners' Meeting were presented for approval. Commissioner Palmer moved for approval of the minutes, with Commissioner Stewart seconding the motion. The minutes were unanimously approved.

**V. Consent Agenda**

**February 2014 Voucher Reports**

**General Properties:** Bank Wires/ACH withdrawals for \$4,847,451.61; Accounts Payable checks #239401-239966 for \$6,015,176.12; Payroll vouchers, computer checks #83103-83134 for \$39,734.20; Payroll direct deposit for \$1,195,751.10; Section 8 Program vouchers, ACH withdrawals #263731-266928 for \$9,254,157.74, computer run checks #603400-603855 for \$311,520.63; purchase card/ACH with-

drawal \$234,060.65. Total for February 2014 for the General Properties was \$21,897,852.05.

**Bond Properties:** \$4,680,833.41, related to 29 different properties.

**Resolution No. 5464:** Authorizing Revisions to the Section 8 Live-in Aide Policy

**Resolution No. 5465:** Evidencing the Intent to Operate Bellevue Manor as Housing for Persons 55 Years of Age or Older Under the Terms of the Housing for Older Persons Act (HOPA)

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

## **VI. RESOLUTIONS FOR DISCUSSION**

**Resolution No. 5466:** Authorizing the Disposition of Seola Gardens Lots by Competitive Proposal to Richmond American Homes  
Presented by: John Eliason

John Eliason briefed the Board of Commissioners on Resolution No. 5466 which authorizes the Executive Director to sell Seola Gardens Division 1 Lots 17-24 and Division 2 Lots 1-30 and 33-48 to Richmond American Homes for construction of market rate, detached homes which will be offered for sale. The resolution authorizes the sale of this land to Richmond American on substantially the same terms outlined in a non-binding Letter of Intent (LOI) dated March 28, 2014.

John Eliason briefly explained the disposition process starting with the land offering on February 14, 2014, to proposals received, touching on the review process and the final recommendation to accept the proposal from Richmond American Homes. Mr. Eliason reviewed the terms of the sale, the profit participation agreement and potential risks.

Following Mr. Eliason's presentation the Commissioners had no further questions.

**MOTION:** Moved that Resolution No. 5466: Authorizing the Disposition of Seola Gardens Lots by Competitive Proposal to Richmond American Homes.

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

**Resolution No. 5467:** Issuance of a Line of Credit to Finance the Acquisition of the Gilman Square Apartments and Submission of an Application to King County for Credit Enhancement for the Short-term and Long-term Financing of the Development  
Presented by: Tim Walter

Tim Walter briefed the Board of Commissioners with an overview stating that the financing facility would be similar to what has been used in the past when acquiring workforce housing where KCHA access a bank-provided, property-specific line of credit. The term of the line of credit would generally be of sufficient length for KCHA to develop a

permanent financing plan for this property. Mr. Walter briefly outlined the terms of the interim financing plan with Bank of America and noted the line of credit will require KCHA to submit an application for King County credit enhancement, which KCHA has done successfully on numerous occasions. The County's credit enhancement acts as a loan guarantee for the project. Mr. Walter then outlined three long-term refinancing options, one of which would eventually replace the line of credit.

Following Mr. Walter's presentation the Commissioners had no further questions.

**MOTION:** Moved that Resolution No. 5467: Issuance of a Line of Credit to Finance the Acquisition of the Gilman Square Apartments and Submission of an Application to King County for Credit Enhancement for the Short-term and Long-term Financing of the Development

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

## VII. EXECUTIVE SESSION

A motion was made by Commissioner Mitchell to adjourn to Executive Session at 8:55AM for approximately twenty minutes to review the performance of a public employee as authorized by RCW 42.30.110(1)(g). The motion was seconded by Commissioner Palmer and unanimously passed.

The meeting of the Board of Commissioners was reconvened at 9:20AM by Commissioner Mitchell.

With the regular meeting being reconvened Commissioner Mitchell noted that an additional Resolution was being presented to the Board for approval authorizing establishment of a retention and accomplishment incentive for the Executive Director for calendar year 2014. Following discussion, a motion was made for Resolution No. 5468.

**Resolution No. 5468:** Authorizing the Establishment of a Retention and Accomplishment Incentive for the Executive Director for Calendar Year 2014.

**MOTION:** Moved that Resolution No. 5468: Authorizing the Establishment of a Retention and Accomplishment Incentive for the Executive Director for Calendar Year 2014 be approved.

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

## VIII. REPORTS

### **Moving to Work (MTW) Report**

Presented by: Megan Hyla and Kristin Winkel

King County Housing Authority's FY 2013 Moving to Work Annual Report was distributed to Board Commissioners at the meeting. In addition, a PDF of the report was

available on the KCHA website. Megan Hyla and Kristin Winkel briefly discussed the programmatic highlights contained in the report.

There were no questions from the Board of Commissioners on the FY 2013 MTW Report. Commissioner Mitchell thanked Megan and Kristin for their presentation.

### **Washington, DC Report**

Commissioner Mitchell provided a summary report on the Board of Commissioner's trip to Washington, DC on March 24, 25 and 26. Commissioners Mitchell, Barnes and Stewart attended as well as Stephen Norman, Executive Director and Megan Hyla, Director of Policy and Intergovernmental Affairs. The purpose of the trip was to give the Board of Commissioners and KCHA staff the opportunity to meet with the congressional delegation and discuss issues relating to KCHA and the affordable housing industry. Topics discussed included the federal budget, the impacts of sequestration, the low -income tax credit program, the status of KCHA's various real estate development projects and updates on KCHA's Moving to Work program and related initiatives. On March 24 the Board of Commissioners met to plan the upcoming meetings with elected officials over the following two days. On March 25 the Board of Commissioners held separate meetings with Representatives Reichert and McDermott, Senator Murray and her staff, and staff members from Representative Smith's office.

On March 25 the Board of Commissioners held an executive session over dinner. The purpose of the executive session was to review the performance of a public employee as authorized by RCW 42.30.110(1)(g). No action was taken during the executive session.

On March 26 the Board of Commissioners held separate meetings with Senator Cantwell and her staff and staff from Representative DelBene's office.

### **First Quarter 2014 Procurement Report**

Presented by: Connie Davis

There were no questions from the Board of Commissioners on the First Quarter 2014 Procurement memo as contained in the meeting packets.

## **IX. EXECUTIVE DIRECTOR'S REPORT**

Stephen Norman distributed an invitation to the LifeWire Gala & Auction to be held on May 3, 2014. Stephen will be accepting the Norm Maleng award this year on behalf of the Section 8 Homeless staff who work tirelessly to house domestic violence victims. Stephen extended the invitation to any of the Commissioners who would care to join KCHA at this event.

Stephen also noted that KCHA anticipates executing a contract with Tenmast, which will initiate next phase of the housing management software platform migration project. Questions posed by the Board of Commissioners were addressed by staff.

**X. COMMISSIONER COMMENTS**

Commissioner Barnes noted it would be advantageous to begin the process of scheduling and planning for a Fall Board of Commissioners Retreat now as schedules tend to fill up quickly.

**XI. ADJOURNMENT**

There being no further business, the meeting was officially adjourned at 9:50AM by a motion from Commissioner Mitchell, seconded by Commissioner Barnes and unanimously passed.

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



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



---

**STEPHEN J. NORMAN**  
Secretary