

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

Monday, July 21, 2014

I. CALL TO ORDER

The special meeting of the Board of Commissioners of the King County Housing Authority was called to order by Commissioner Doug Barnes at 8:31 a.m. on Monday, July 21, 2014, in the Joe Thomas Community Room in the Wiley Center, 9800 8th Avenue SW, Seattle, Washington.

II. ROLL CALL

Present: Commissioner Doug Barnes, Chair; Commissioner Susan Palmer, and Commissioner TerryLynn Stewart

Staff: Stephen Norman, Mark Abernathy, Connie Davis, John Eliason, Sean Heron, Megan Hyla, Nick Jackman, Trinh Nguyen, Jessica Olives, Beth Pearson, Jennifer Ramirez Robson, Mike Reilly, Simon Thorn, Craig Violante, Tim Walter, Dan Watson, Linda Weedman and Wen Xu

Excused: Commissioner Michael Brown and Commissioner Richard Mitchell

Guests: Lillie Clinton (Public), Susan Stead and Geoff Jolly (Representatives from Parker, Smith and Feek)

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

On motion by Commissioner Palmer, seconded by Commissioner Stewart, which motion duly carried by unanimous vote, the Board approved the minutes from the Board of Commissioner's meeting of June 16, 2014.

V. APPROVAL OF AGENDA

On motion by Commissioner Palmer, seconded by Commissioner Stewart, which motion duly carried by unanimous vote, the Board approved the July 21, 2014 Board of Commissioners' agenda.

VI. CONSENT AGENDA

A. Voucher Certification Report for May 2014 (General and Bond Properties)

GENERAL PROPERTIES		
Bank Wires/ACH Withdrawals		\$2,836,696.33
Accounts Payable	Checks# 241234-241872	\$4,097,839.95
Payroll Vouchers		
	Checks #83205-83245	\$33,587.08
	Direct Deposit	\$1,169,570.27
Section 8 Program Vouchers		
	Checks #604708-605147	\$255,082.52
	ACH #273332-276626	\$9,470,936.28
Purchase Card / ACH Withdrawal		\$199,837.05
	General Properties Total	\$18,063,549.48
BOND PROPERTIES		
	Bond Properties Total (30 different properties)	\$14,385.30

On motion by Commissioner Stewart, seconded by Commissioner Palmer, which motion was duly carried by unanimous vote, the Board approved the 2014 May Voucher Report.

B. Resolution No. 5474: Authorizing the Transfer of Windsor Heights Project to the Authority Through the Acquisition of the Leasehold Interest of KCHA-Seatac Limited Partnership And/Or the Acquisition of the Interests of the Limited Partner of the Partnership by the Authority, the Assignment and Assumption by the Authority of the Obligations of the Partnership with Respect to the Project and Bonds Issued to Finance the Project, and Determining Related Matters

On motion by Commissioner Stewart, seconded by Commissioner Palmer, which motion was duly carried by unanimous vote, the Board approved Resolution No. 5474.

C. Resolution No. 5475: Joint Interlocal Agreement for Research Services with Tacoma, Portland and Seattle Housing Authorities

On motion by Commissioner Stewart, seconded by Commissioner Palmer, which motion was duly carried by unanimous vote, the Board approved Resolution No. 5475.

VII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION

A. Resolution No. 5476: Authorizing the Disposition of Greenbridge West Bulk Parcel 3 by Negotiated Sale to BDR Homes, LLC

John Eliason, Development Director HOPE VI Greenbridge, briefed the Board of Commissioners on Resolution No. 5475, which authorizes the Executive Director to execute a Purchase and Sales Agreement to sell the Greenbridge West Bulk Parcel 3 to BDR Homes, LLC for construction and sale of market rate attached and detached homes.

All questions raised by the Commissioners were satisfactorily addressed by staff.

On motion by Commissioner Palmer, seconded by Commissioner Stewart, which motion was duly carried by unanimous vote, the Board approved Resolution No. 5476.

B. Resolution No. 5477: Authorizing the Executive Director of the Housing Authority of the County of King to Approve, Execute and Deliver all Documents relating to the Vantage Point Rental Housing Project, including but not limited to Limited Liability Company Documents, Line of Credit Documents, Housing Authority Loan Documents and HUD Documents

Tim Walter, Senior Director of Acquisitions and Asset Management, briefed the Board of Commissioners on Resolution No. 5477, which authorizes the Executive Director to approve, execute and deliver all documents related to the project. Mr. Walter further explained the financing plan and assessment of the project related risks as well as planned mitigations. Mr. Walter also provided a financial analysis handout for Vantage Point.

On motion by Commissioner Palmer, seconded by Commissioner Stewart, which motion was duly carried by unanimous vote, the Board approved Resolution No. 5477.

VIII. BRIEFINGS & REPORTS

A. New Bank Accounts

Craig Violante, Director of Finance, announced that KCHA has opened three new bank accounts relating to the previously Board approved Gilman Square Acquisition.

B. Second Quarter Write-Offs

Connie Davis, Deputy Executive Director and Chief Administrative Officer, briefed the Board on the Second Quarter Summary Write-Offs for 2014.

C. Quarterly Procurement Report

Ms. Davis also briefed the Board on the Second Quarter Procurement Report for Calendar Year 2014.

D. Risk Management and Insurance Presentation

Mark Abernathy, Risk Manager, gave a presentation on Risk Management and Insurance Policy at KCHA. Mr. Abernathy and representatives from KCHA's insurance broker, Parker, Smith and Feek, provided an annual summary of KCHA's Risk Management Program. Mr. Abernathy explained the 2013-14 Program accomplishments, current Insurance Program and 2014-15 Insurance Renewal, along with the anticipated changes.

E. Executive Director's Report

Executive Director, Stephen Norman, introduced Jennifer Ramirez Robson as the new Director of Resident Services.

IX. COMMISSIONER COMMENTS

None.

RECESS FOR MOVING KING COUNTY FORWARD SPECIAL BOARD OF DIRECTORS' MEETING

Chair Barnes called for a recess for the Moving King County Forward Special Board meeting at 10:15 AM.

X. RECONVENE AT CONCLUSION OF MOVING KING COUNTY FORWARD BOARD MEETING

The meeting of the Board of Commissioners was reconvened at 10:25 AM by Chair Barnes.

XI. EXECUTIVE SESSION

Chair Barnes called for an Executive Session at 10:25 AM for approximately fifteen minutes as authorized by RCW 42.30.110(g) – "to review the performance of a public employee."

The meeting of the Board of Commissioners was reconvened at 10:45 by Chair Barnes.

No action was taken by the Board as a result of the Executive Session.

XII. TOUR OF BDR BUILDING SITE (803 SW 96TH PLACE, SEATTLE, WA 98106) AND WEST BULK PARCEL 3 (INTERSECTION OF 10TH AVE SW AND SW 97TH PLACE, SEATTLE, WA 98106)

Chair Barnes announced a recess at 10:45 AM in order for the Commissioners to conduct a tour of the BDR Building site and West Bulk Parcel 3.

The meeting of the Board of Commissioners was reconvened at 10:58 AM by Chair Barnes.

XIII. ADJOURNMENT

On motion by Commissioner Stewart, seconded by Commissioner Palmer, which motion was duly carried by unanimous vote, the Board adjourned the meeting at 11:20 AM.

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



DOUGLAS J. BARNES, Chair
Board of Commissioners



STEPHEN J. NORMAN
Secretary