

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

Monday, August 18, 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 8:32 a.m. on Monday, August 18, 2014, at Wonderland Estates located at 14645 SE Renton Maple Valley Road in Renton, Washington.

II. ROLL CALL

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

Staff: Stephen Norman, Connie Davis, Ted Dezember, John Eliason, Jenna Higgins, Megan Hyla, Dan Landes, Jessica Olives, Beth Pearson, Jennifer Ramirez Robson, Mike Reilly, Craig Violante, Tim Walter, Dan Watson, and Wen Xu

Excused: Commissioner Richard Mitchell

Guests: Lillie Clinton (Public), Donna Cleveland and Randy Cleveland (Wonderland Estates Management)

III. WELCOME TO WONDERLAND ESTATES

Tim Walter, Senior Director of Acquisitions and Asset Management welcomed the Board and guests to Wonderland Estates. Mr. Walter provided a brief history of the property and infrastructure improvements. Mr. Walter also introduced Wonderland Management staff, Randy and Donna Cleveland.

IV. PUBLIC COMMENT

Lilly Clinton commented on concerns regarding a proposed change to the definition of family.

Commissioner Barnes asked Executive Director, Stephen Norman, to brief the Board on the process of the proposed change in the definition of family and how the change would take effect.

Mr. Norman explained that the proposed changes would require updates to the agency's administrative policies for the Public Housing and Section 8 programs. Mr. Norman stated that staff has made initial recommendations which are currently being evaluated through discussions in the form of informational

public meetings with residents, community stakeholders, the Resident Advisory Council (RAC) and legal aid groups with the intent to receive feedback.

Mr. Norman further explained that staff will discuss the outcome and feedback resulting from these initial meetings and then develop a revised set of recommendations that will be brought to public forums to gather further input from residents. Mr. Norman stated that once staff has established the final recommendations, they will be presented to the Board for consideration. Mr. Norman also stated that this process would take a few months to complete.

V. 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 special meeting of July 21, 2014.

VI. APPROVAL OF AGENDA

Chair Barnes asked that Item E. Executive Dashboard Report and Item F. Capital Fund Progress Report under IX. Briefings and Reports be deferred until the next meeting.

On motion by Commissioner Palmer, seconded by Commissioner Brown, which motion duly carried by unanimous vote, the Board approved the August 18, 2014 Board of Commissioners’ agenda with the changes requested by the Chair.

VII. CONSENT AGENDA

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

GENERAL PROPERTIES		
Bank Wires/ACH Withdrawals		\$1,302,458.35
Accounts Payable	Checks# 241873-242484	\$4,257,801.95
Payroll Vouchers		
	Checks #83246-83295	\$55,858.59
	Direct Deposit	\$1,170,420.09
Section 8 Program Vouchers		
	Checks #605148-605540	\$256,774.44
	ACH #276627-279808	\$9,318,006.50
Purchase Card / ACH Withdrawal		\$246,521.27
	General Properties Total	\$16,607,841.19
BOND PROPERTIES		
Bond Properties Total (30 different properties)		\$1,514,942.19

On motion by Commissioner Brown, seconded by Commissioner Palmer, which motion was duly carried by unanimous vote, the Board approved the 2014 June Voucher Reports.

- B. Resolution No. 5478: Authorization for the Executive Director of the Housing Authority of King County to enter into an Interlocal Agreement with the Housing Authority of the City of Yakima for Financial Consulting Services

On motion by Commissioner Brown, seconded by Commissioner Palmer, which motion was duly carried by unanimous vote, the Board approved Resolution No. 5478.

VIII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION

- A. Resolution No. 5479: Authorizing the Adoption of a Revised Risk Management Policy

Connie Davis, Deputy Executive Director, briefed the Board on the proposed Revised Risk Management Policy.

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

On motion by Commissioner Brown, seconded by Commissioner Palmer, which motion was duly carried by unanimous vote, the Board approved Resolution No. 5479.

- B. Resolution No. 5480: Authorizing the Executive Director to approve, execute and deliver all documents relating to a Bridge Loan in the amount of up to \$20,500,000 from the Authority to the Vantage Point Apartments, LLC to be funded in whole or in part from the proceeds of a taxable line of credit to the Authority from Bank of America and/or funds of the Authority

Tim Walter, Senior Director of Acquisitions and Asset Management, briefed the Board of Commissioners on Resolution No. 5480, which authorizes the Executive Director to approve, execute and deliver all documents related to a Bridge Loan from the KCHA to Vantage Point Apartments, LLC.

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

On motion by Commissioner Brown, seconded by Commissioner Palmer, which motion was duly carried by unanimous vote, the Board approved Resolution No. 5480.

VIII. BRIEFINGS & REPORTS

A. New Bank Accounts

Craig Violante, Director of Finance, announced that KCHA had opened four new bank checking accounts that will be used to hold tenant security deposits for the Nia, Salmon Creek, and Seola Crossing properties.

B. Second Quarter Financial Report

Craig Violante briefed the Board on the Second Quarter Financial Statements for 2014.

C. Resource Conservation Briefing

Jenna Higgins, Resource Conservation Specialist, gave a presentation on the progress and goals achieved related to KCHA's Resource Management Plan. Ms. Higgins explained the history of KCHA's sustainability program and provided a status update on the targets pertaining to energy use, solar energy generation, utility costs, waste and water use.

D. Education Briefing

Executive Director, Stephen Norman, and Senior Resident Services Manager for Education, Ted Dezember, gave a presentation on KCHA's Educational Initiatives.

E. Executive Dashboard Report, Second Quarter 2014

This item was not discussed and was deferred to the next meeting in September 2014.

F. Capital Fund Progress Report

This item was not discussed and was deferred to the next meeting in September 2014.

XII. RECESS FOR MOVING KING COUNTY RESIDENTS FORWARD (MKCRF) SPECIAL BOARD OF DIRECTORS' MEETING

Chair Barnes called for a recess for the Moving King County Forward Special Board meeting at 10:20 a.m.

XIII. RECONVENE AT CONCLUSION OF MOVING KING COUNTY RESIDENTS (MKCRF) FORWARD BOARD MEETING

The meeting of the Board of Commissioners was reconvened at 10:23 a.m. by Chair Barnes.

VIII. BRIEFINGS & REPORTS (CONTINUED)

- G. Executive Directors Report
Executive Director, Stephen Norman, briefed the Board on the Vantage Point Groundbreaking event and provided an update on the progress of construction.

XI. COMMISSIONER COMMENTS

Commissioner Stewart commented on the notification process for the location of the next KCHA Board meeting.

X. EXECUTIVE SESSION

Chair Barnes called for an Executive Session at 10:27 a.m. as authorized by RCW 42.30.110 (1) (g) – “To review the performance of a public employee”.

The meeting of the Board of Commissioners was reconvened at 10:35 a.m. by Chair Barnes.

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

XIV. TOUR OF WONDERLAND ESTATES


The tour of Wonderland Estates started at 10:35 a.m.

The tour of the Wonderland Estates ended at 10:50 a.m.

XV. ADJOURNMENT

On motion by Commissioner Stewart, seconded by Commissioner Palmer, which motion was duly carried by unanimous vote, the Board adjourned the meeting at 10:50 a.m.

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



DOUGLAS J. BARNES, Chair
Board of Commissioners



STEPHEN J. NORMAN
Secretary