

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

**Monday, November 17, 2014**

**I. CALL TO ORDER**

The meeting of the Board of Commissioners of the King County Housing Authority was held on Monday, October 13, 2014, at the King County Housing Authority Administrative Offices, 700 Andover Park West, Tukwila, WA. There being a quorum, the meeting was called to order by Chair Doug Barnes at 8:33 a.m.

**II. ROLL CALL**

**Present:** Commissioner Doug Barnes (Chair), Commissioner Susan Palmer and Commissioner TerryLynn Stewart

**Excused:** Commissioner Richard Mitchell and Commissioner Michael Brown

**Staff:** Stephen Norman, Bill Cook, Claude DaCorsi, Connie Davis, John Eliason, Sean Heron, Megan Hyla, Dan Landes, Jessica Olives, Nikki Parrott, Beth Pearson, Jennifer Ramirez Robson, Rhonda Rosenberg, Mike Reilly, Craig Violante, Tim Walter, Kristin Winkel, and Wen Xu

**III. PUBLIC COMMENT**

None.

**V. APPROVAL OF MINUTES**

On motion by Commissioner Stewart, seconded by Commissioner Palmer, which motion was duly carried by unanimous vote, the Board approved the minutes from the Board of Commissioner's meeting of October 13, 2014 and the minutes of the Special Meeting held on October 17 and 18, 2014.

**VI. APPROVAL OF AGENDA**

On motion by Commissioner Palmer, seconded by Commissioner Stewart, which motion was duly carried by unanimous vote, the Board approved the November 17, 2014 Board of Commissioners' agenda.

Chair Barnes announced that a short film of the King County Housing Authority was created to celebrate the 75<sup>th</sup> Anniversary of the organization. The short film was presented to the Board.

**VII. CONSENT AGENDA**

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

**GENERAL PROPERTIES**

Bank Wires / ACH Withdrawals	1,112,461.08
<i>Subtotal</i>	<u><b>1,112,461.08</b></u>
Accounts Payable Vouchers	
Checks - #243783-#244399	5,130,819.77
<i>Subtotal</i>	<u><b>5,130,819.77</b></u>
Payroll Vouchers	
Checks - #83412-#83417 & #83442-#83487	59,279.72
Direct Deposit	1,173,638.60
Additional August PR	1,498.57
<i>Subtotal</i>	<u><b>1,234,416.89</b></u>
Section 8 Program Vouchers	
Checks - #606368-#606793	239,008.19
ACH - #286107-#289213	9,270,846.57
<i>Subtotal</i>	<u><b>9,509,854.76</b></u>
Purchase Card / ACH Withdrawal	189,980.72
<i>Subtotal</i>	<u><b>16,987,552.50</b></u>
<b>GRAND TOTAL</b>	<u><u><b>17,177,533.22</b></u></u>

**BOND PROPERTIES**

Bond Properties Total (30 different properties)	<b>2,111,647.71</b>
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**B. Resolution No. 5485: Authorizing the Executive Director to enter into an Interlocal Agreement with the Housing Authority of Tacoma for acquiring Real Estate Financial Services**

**C. Resolution No. 5486: A Resolution of the Housing Authority of the County of King evidencing the intent to implement statutory protections under the Housing for Older Persons Act regulations at Vantage Glen, Rainier View, Harrison House, Westminster Manor and North Lake House**

On motion by Commissioner Palmer, seconded by Commissioner Stewart, which motion was duly carried by unanimous vote, the Board approved the Consent items.

## VIII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION

A. Resolution No. 5487: Acknowledging the receipt of the Post Audit Reports for the period January 1, 2013 through December 31, 2013

Craig Violante, Director of Finance, briefed the Board on the annual audits of the KCHA conducted by the State of Washington, Office of the State Auditor. Mr. Violante explained that two reports, (1) the Financial and Single Audit and (2) the Accountability Audit Report, were created for the period January 1, 2013 through December 31, 2013 and presented to the Board for review and consideration. Mr. Violante mentioned that there were no findings in either reports and there were no management letter items.

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

On motion by Commissioner Stewart, seconded by Commissioner Palmer, which motion was duly carried by unanimous vote, the Board approved Resolution No. 5487.

## VIII. BRIEFINGS & REPORTS

A. Third Quarter 2014 Summary Write-Offs

Mr. Violante presented the Summary Write-Offs report for the Third Quarter of 2014.

B. New Bank Accounts

Mr. Violante also reported that the KCHA opened two new bank accounts in relation to the Windsor Heights Apartments.

C. Third Quarter 2014 Financial Statements

Mr. Violante briefed the Board on the Financial Statements for the third quarter in 2014. The Director of Finance reported on the operations for the first nine months, cash reserves, the status of the final proration of the Public Housing Operating Fund and the release of cash for block grant funding by the Department of Housing and Urban Development (HUD).

D. Draft 2015 Budget Presentation

Connie Davis, Deputy Executive Director, presented an overview of the most critical assumptions driving the 2015 operating Budget. Ms. Davis also briefed the Board on the proposed organizational initiatives that will have a financial and operational impact on the KCHA 2015 Budget.

E. Third Quarter 2014 Procurement Report

Ms. Davis also presented the 2014 Procurement report for the third quarter.

F. Briefing on the Non-Smoking Policy in KCHA's Subsidized Properties  
Bill Cook, Director of Property Management, provided the Board with an update on the non-smoking policy that KCHA began enforcing at all federally subsidized housing sites on October 1, 2012.

G. Executive Directors Report  
Stephen Norman asked Tim Walter and Dan Landes to provide an update on the status of the Vantage Point construction project. Photographs illustrating construction progress were also shown to the Board. Chair Barnes requested that Staff present a report on the construction progress of the Vantage Point project at the December Board of Commissioners meeting.

Mr. Norman also mentioned that KCHA has been asked by the City of Renton and the Renton Housing Authority to participate as a co-applicant for a Choice Neighborhood Initiative grant. An update will be provided to the Board outlining KCHA's specific role before the application is submitted.

#### **XI. COMMISSIONER COMMENTS**

Commissioners commented on the overall accomplishments of the Board Retreat held on October 17 and 18, 2014.

Chair Barnes requested that staff contact and coordinate with Commissioners Brown and Mitchell to provide them with an update on the draft 2015 Budget proposal.

#### **XV. ADJOURNMENT**

On motion by Commissioner Palmer, seconded by Commissioner Stewart, which motion was duly carried by unanimous vote, the Board adjourned the meeting at 10:39 a.m.

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



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



**STEPHEN J. NORMAN**  
Secretary