

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

Monday, March 23, 2015

I. CALL TO ORDER

The special meeting of the Board of Commissioners of the King County Housing Authority was held on Monday, March 23, 2015, 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 8:30 a.m.

II. ROLL CALL

Present: Commissioner Doug Barnes (Chair), Commissioner Terry Lynn Stewart, Commissioner Michael Brown and Commissioner Susan Palmer

Staff: Stephen Norman (Secretary), Bill Cook, Jeb Best, Connie Davis, John Eliason, Kathryn Escudero, Sean Heron, Donna Kimbrough, Dan Landes, Heath MacCoy, Judi Jones, Jessica Olives, Nikki Parrott, Beth Pearson, Matt Peterson, Jennifer Ramirez Robson, Rhonda Rosenberg, Mike Reilly, Craig Violante, Tim Walter, Hugh Watkinson, Dan Watson, Kristin Winkel, and Wen Xu

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

On motion by Commissioner Brown, seconded by Commissioner Stewart, and abstention by Commissioner Palmer, the Board approved the minutes from the Board of Commissioner's meeting of January 20, 2015.

V. APPROVAL OF AGENDA

On motion by Commissioner Brown, seconded by Commissioner Stewart, the Board approved the March 23, 2015 Board of Commissioners' agenda.

VI. CONSENT AGENDA

A. Voucher Certification Report for December 2014 & January 2015 (General and Bond Properties)

December 2014

GENERAL PROPERTIES

Bank Wires / ACH Withdrawals	3,647,593.84
<i>Subtotal</i>	<u>3,647,593.84</u>
Accounts Payable Vouchers	
Checks - #245644-#246256	4,909,210.03
<i>Subtotal</i>	<u>4,909,210.03</u>
Payroll Vouchers	
Checks - #83597-#83629	40,323.92
Direct Deposit	1,234,161.56
<i>Subtotal</i>	<u>1,274,485.48</u>
Section 8 Program Vouchers	
Checks - #607610-#608010 *	227,557.07
ACH - #295535-#298729	9,377,234.28
<i>Subtotal</i>	<u>9,604,791.35</u>
Purchase Card / ACH Withdrawal	183,181.37
<i>Subtotal</i>	<u>183,181.37</u>
	<i>GRAND TOTAL</i>
	<u>19,619,262.07</u>

* Check #607609 was not issued

BOND PROPERTIES

Bond Properties Total (30 different properties) 7,222,788.52

January 2015

GENERAL PROPERTIES

Bank Wires / ACH Withdrawals	2,977,105.28
<i>Subtotal</i>	<u>2,977,105.28</u>
Accounts Payable Vouchers	
Checks - #246257 - #246871	4,810,043.59
<i>Subtotal</i>	<u>4,810,043.59</u>
Payroll Vouchers	
Checks -#83630 - #83681	63,285.46
Direct Deposit	1,867,602.00
<i>Subtotal</i>	<u>1,930,887.46</u>
Section 8 Program Vouchers	
Checks - #608011-#608409	63,285.46
ACH - #298730-#301846	9,375,163.06
<i>Subtotal</i>	<u>9,615,519.34</u>
Purchase Card / ACH Withdrawal	158,341.95
<i>Subtotal</i>	<u>158,341.95</u>
	<i>GRAND TOTAL</i>
	<u>19,491,897.62</u>

BOND PROPERTIES

Bond Properties Total (30 different properties)

2,175,535.12

B. Fourth Quarter 2014 Summary Write-Offs

Connie Davis, Deputy Executive Director, briefed the Board on the Summary Write-Off report for the 4th quarter of 2014.

On motion by Commissioner Palmer, seconded by Commissioner Brown, the Board approved the Consent items.

VII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION

A. Resolution No. 5499: A Resolution of the Housing Authority fo the County of King authorizing an Interagency Agreement with the Washington State Department of Enterprise Services to renew and review possible expansion of an Energy Performance Contract

Connie Davis, Deputy Executive Director, briefed the Board on Resolution No. 5499 and explained that the Energy Performance Contract is a Housing and Urban Development designed incentive program. Ms. Davis mentioned that the approval of Resolution No. 5499 would permit KCHA to enter into an Interagency Agreement with the Washington State Department of Enterprise Services to allow the utilization of Johnson Controls for the Performance Contract. Ms. Davis stated that this process would save significant administrative time in the procuring and contracting process.

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

On motion by Commissioner Brown, seconded by Commissioner Stewart, the Board approved Resolution No. 5499.

VIII. BRIEFINGS & REPORTS

A. Section 8 Waitlist Briefing

Kristin Winkel, Director of Leased Housing Programs and Jeb Best, Director of Housing Choice Vouchers, provided a brief update on the opening and closing of the Section 8 waitlist. Mr. Best described the preparation involved of the opening of the waitlist in comparison to previous years. Ms. Winkel mentioned that the Housing Authority received 21,991 applications in the two week period and provided details on family/household demographics as well as an overview of the online application process.

B. 2014 Moving to Work Report

Kathryn Escudero, Moving to Work Policy Analyst, briefed the board on KCHA's 2014 Moving to Work (MTW) Report. Ms. Escudero summarized key highlights from the report including significant Agency achievements.

C. Vantage Point Progress Briefing

Dan Landes, Senior Development Manager provided a brief presentation on the construction status of the Vantage Point project including updates on the project schedule as well as the status of approved and anticipated construction change orders.

D. Fourth Quarter Financial Report

Craig Violante, Director of Finance, provided a brief overview of the Financial Report for the fourth quarter of 2014. Mr. Violante mentioned that KCHA met or exceeded budget projections for the year.

E. New Bank Accounts

Craig Violante, Director of Finance reported that KCHA opened four new bank accounts in relation to the expected acquisition of Somerset Gardens East and West.

F. Fourth Quarter CY 2014 Procurement Report

This item was deferred to the April 2015 Board meeting.

G. Capital Plan Budget Report

Dan Watson, Deputy Executive Director, briefly reported on the 2014 Year End Capital Expenditure Report and 2015 Budget. Nikki Parrott, Director of Capital Construction and Weatherization discussed construction project activities, foreseeable trends for 2014 and internal department changes. John Eliason, Director of Development Hope VI provided a briefing including planned commercial space tenant improvements. Hugh Watkinson, Senior Construction Project Manager provided an update on capital upgrades in the Department of Asset Management. Matt Peterson, Maintenance Manger discussed the unit upgrade work completed in 2014 and the progress towards developing an apprenticeship training program for Unit Upgrade Program.

H. Fourth Quarter Executive Dashboard Report

This item was deferred to the April 2015 Board meeting.

IX. EXECUTIVE DIRECTOR'S REPORT

Executive Director, Stephen Norman, mentioned that the Housing and Urban Development (HUD) 2015 budget and a status update on the MTW contract extensions will be discussed with the Board in preparation for the planned legislative visit to Washington D.C in April. Mr. Norman also provided an update on the state budget process and funding for the Vantage Point project.

X. KCHA in the News

None.

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X. KCHA in the News

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XI. EXECUTIVE SESSION

Chair Barnes called for an Executive Session at 10:07 a.m.

- A. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increase price (RCW 42.30.110 (1) (b))
- B. To review the performance of a public employee (RCW 42.30.110 (1) (g))

Chair Barnes reconvened the meeting at 10:25 a.m.

XII. COMMISSIONER COMMENTS


Doug Barnes commended staff and thanked them for the reports/brief provided.

XIII. ADJOURNMENT

On motion by Commissioner Brown, seconded by Commissioner Stewart, the Board adjourned the meeting at 10:35 a.m.

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


DOUGLAS J. BARNES, Chair
Board of Commissioners


STEPHEN J. NORMAN
Secretary