

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

Monday, May 18, 2015

I. CALL TO ORDER

The special annual meeting of the Board of Commissioners of the King County Housing Authority was held on Monday, May 18, 2015, at Riverton Terrace II, 14410 41st Avenue South, 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 Michael Brown, Commissioner Susan Palmer, Commissioner TerryLynn Stewart and Commissioner John Welch

Staff: Stephen Norman (Secretary), Tony Buhr, Knute Brinchmann, Connie Davis, John Eliason, Sean Heron, Lisa Hall, Megan Hyla, Dan Landes, Gary Leaf, Heath MacCoy, Jessica Olives, Nikki Parrott, Beth Pearson, Jennifer Ramirez Robson, Mike Reilly, Craig Violante, Tim Walter and Kristin Winkel

Guests: Joyce Trantina, City of Tukwila
Derek Speck, City of Tukwila

Tony Buhr, Regional Manager, welcomed Board members, guests and staff to the Riverton Terrace II. Mr. Buhr provided an overview of the improvements that had been recently conducted and introduced Lisa Hall, Property Manager of Riverton Terrace I and II.

III. ELECTION OF OFFICERS

Chairperson: Douglas Barnes

Vice-Chair: Michael Brown

On motion by Commissioner Palmer, seconded by Commissioner Stewart, the Board unanimously approved the election of Officers.

IV. PUBLIC COMMENT

None.

V. APPROVAL OF MINUTES

On motion by Commissioner Palmer, seconded by Commissioner Stewart, the Board unanimously approved the minutes from the Board of Commissioner's meeting of April 20, 2015.

VI. APPROVAL OF AGENDA

On motion by Commissioner Palmer, seconded by Commissioner Brown, the Board unanimously approved the May 18, 2015 Board of Commissioners' agenda.

VII. WALKING TOUR OF RIVERTON TERRACE I

Nikki Parrot, Director of Capital Construction and Weatherization, along with Heath McCoy, Capital Construction Program Manager, led the tour of the Riverton Terrace Property. A handout was provided including information on the improvements that have been made at Riverton Terrace II and are underway at Riverton Terrace I (attached).

VII. CONSENT AGENDA

A. Voucher Certification Report for March 2015 (General and Bond Properties)

March 2015

GENERAL PROPERTIES

Bank Wires / ACH Withdrawals	4,258,068.96
<i>Subtotal</i>	<u>4,258,068.96</u>
Accounts Payable Vouchers	
Checks - #247371-#247883	3,341,388.35
<i>Subtotal</i>	<u>3,341,388.35</u>
Payroll Vouchers	
Checks - #83719-#83753	38,896.11
Direct Deposit	1,232,382.95
<i>Subtotal</i>	<u>1,271,279.06</u>
Section 8 Program Vouchers	
Checks - #608812-#609228	253,639.45
ACH - #304997-#308205	9,645,636.25
<i>Subtotal</i>	<u>9,899,275.70</u>
Purchase Card / ACH Withdrawal	203,137.61
<i>Subtotal</i>	<u>203,137.61</u>
GRAND TOTAL	<u><u>18,973,149.68</u></u>

BOND PROPERTIES

Bond Properties Total (30 different properties) **2,109,224.27**

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

VIII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION

A. Resolution No. 5506: Authorizing the Establishment of a Retention and Accomplishment Incentive for the Executive Director for Calendar Year 2015

Chair Barnes reminded fellow Commissioners that Resolution No. 5506 is proposed as a result of discussions held during Executive Sessions in March and April 2015; and mentioned that a mid-Year review of the Executive Director's Performance will occur in July.

On motion by Commissioner Brown, seconded by Commissioner Stewart, the Board approved Resolution No. 5506.

IX. BRIEFINGS & REPORTS

A. Tukwila Village Project Update

Derek Speck, Economic Development Coordinator, with the City of Tukwila gave a presentation on the status of the Tukwila Village Project. Mr. Speck provided an overview of the area and community as well as highlighted potential development opportunities. Mr. Speck also discussed the approach in regard to community outreach and project challenges.

B. First Quarter CY 2015 Financial Statements

Craig Violante, Director of Finance, briefed the Board on the Financial Statements for the First Quarter in Calendar Year 2015. Mr. Violante mentioned that KCHA's funding outlook for 2015 is stable.

C. New Bank Accounts

Mr. Violante also reported that KCHA opened two new bank accounts (checking) in relation to the Somerset East and West.

D. First Quarter CY 2015 Summary Write-Offs

Mr. Violante also presented the Write-Offs for the First Quarter of 2015.

E. First Quarter CY 2015 Procurement Report

Connie Davis, Deputy Executive Director, reported on the procurement activities for the period January through March 2015 and discussed the most notable activity. Ms. Davis mentioned that the report represents the activity involved in the award of contracts over the amount of \$100,000 and change orders that cumulatively exceed 10% of the original contract amount.

F. Vantage Point Project Update

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

G. Housing Management Software Implementation Update

Katie Fries, Administrative Program Manager, briefed the Board on the implementation status of the Housing Management Software, which was approved by the Board in June 2012. Ms. Fries mentioned that Phase 1 of the project entailed the planning and design of the new system and was successfully completed in October 2014. Ms. Fries stated that Phase 2 of the project focused on all of the elements necessary to implement core functionality of the new system.

H. First Quarter CY 2015 Executive Dashboard Report

Megan Hyla briefed the Board on the Quarterly Executive Dashboard Report for the first quarter of 2015.

X. EXECUTIVE DIRECTOR'S REPORT

Stephen Norman briefed the Board on the continued negotiations with HUD to extend the MTW contract. Mr. Norman also provided an update on the status of the Budget negotiations in Washington D.C.

XI. COMMISSIONER LEGISLATIVE TRIP BRIEFING

Commissioner Stewart commented on discussions with members of congress and their staff.

Chair Barnes commented on challenges facing the Moving To Work Program. Chair Barnes also thanked staff for coordinating the legislative trip.

XII. KCHA in the News

None.

XIII. COMMISSIONER COMMENTS

None.

XIV. ADJOURNMENT

On motion by Commissioner Stewart, seconded by Commissioner Palmer, the Board adjourned the meeting at 10:25 a.m.

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



DOUGLAS J. BARNES, Chair
Board of Commissioners



STEPHEN J. NORMAN
Secretary