

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

Monday, June 22, 2015

I. CALL TO ORDER

The special meeting of the Board of Commissioners of the King County Housing Authority was held on Monday, June 22, 2015, at Valli Kee, 23401 104th Avenue S.E., Kent, 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, Commissioner TerryLynn Stewart and Commissioner John Welch

Excused: Commissioner Michael Brown (Vice-Chair)

Staff: Stephen Norman (Secretary), Bill Cook, Connie Davis, Dave Gashler, Megan Hyla, Burgandi McCurdy, Marsha Murphy, Jessica Olives, Nikki Parrott, Beth Pearson, Craig Violante, and Tim Walter

Guests: Jake Terzo, Account Manager (Johnson Controls)
Peter White, Area Manager (Johnson Controls)
Mike Heinisch, Executive Director (Kent Youth & Family Services)
Robert White, Programs Coordinator (Kent Youth & Family Services)

III. WELCOME TO VALLI KEE

Marsha Murphy, Southeast Property Manager, welcomed Board members, staff and guests to Valli Kee. Ms. Murphy provided background information on the facilities and introduced Dave Gashler as Property Manager.

IV. PUBLIC COMMENT

None.

V. APPROVAL OF MINUTES

On motion by Commissioner Stewart, seconded by Commissioner Palmer, the Board unanimously approved the minutes from the Board of Commissioner's meeting of May 18, 2015.

VI. APPROVAL OF AGENDA

On motion by Commissioner Welch, seconded by Commissioner Stewart, the Board unanimously approved the June 22, 2015 Board of Commissioners' agenda.

VII. CONSENT AGENDA

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

April 2015

GENERAL PROPERTIES

Bank Wires / ACH Withdrawals	8,300,794.366
<i>Subtotal</i>	<u>8,300,794.36</u>
Accounts Payable Vouchers	
Checks - #247884-#248508	4,720,194.50
<i>Subtotal</i>	<u>4,720,194.50</u>
Payroll Vouchers	
Checks - #83754-#83767 & #83773-#83783*	30,955.36
Direct Deposit	1,230,988.54
<i>Subtotal</i>	<u>1,261,943.90</u>
Section 8 Program Vouchers	
Checks - #609229-#609649	260,142.49
ACH - #308206-#311359	9,729,110.56
<i>Subtotal</i>	<u>9,989,253.05</u>
Purchase Card / ACH Withdrawal	176,346.48
<i>Subtotal</i>	<u>176,346.48</u>
	GRAND
	TOTAL
	<u>24,448,532.29</u>

* checks 83768-83772 were printed early
 dated 5/1/15

BOND PROPERTIES

Bond Properties Total (30 different properties) **4,182,690.33**

B. Resolution No. 5507: Authorizing the Executive Director to enter into an Interlocal Agreement with the City of Seattle for the purchase of Cleaning Products

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

VIII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION

A. Resolution No. 5508: A Resolution of the Board of Commissioners of the Housing Authority of the County of King authorizing the issuance of a tax-exempt revenue note in the principal amount of, not to exceed, \$43,000,000 for the purpose of refinancing three existing multifamily housing projects; approving the sale of such note to Columbia State Bank in accordance with its offer to purchase; authorizing the Executive Director of

the Authority to execute such other documents as are necessary to issue the note

Tim Walter, Senior Director of Acquisitions and Asset Management presented Resolution No. 5508. Mr. Walter briefed the board and stated that approval of this Resolution would permit the Housing Authority issue a tax-exempt revenue note to refinance Gilman Square (Issaquah), Meadowbrook Apartments (Shoreline), and Windsor Heights Apartments (SeaTac) properties. Mr. Walter further explained the financial benefits and loan terms with Columbia Bank.

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

On motion by Commissioner Stewart, seconded by Commissioner Palmer, the Board approved Resolution No. 5508.

IX. BRIEFINGS & REPORTS

A. New Bank Accounts

Craig Violante, Director of Finance, reported that KCHA opened two new bank accounts (checking) for all bond-financed properties managed by Allied Residential.

B. Energy Performance Contract Update

Connie Davis, Deputy Executive Director, presented an update on Phase II of the Energy Performance Contract (EPC) currently being undertaken as a cross-Authority project by Administrative Services, Housing Management, Asset Management, Capital Construction and Weatherization. The benefits of this project will primarily accrue to the public housing program due to a special set of incentives provided by HUD, but all properties will be assessed for potential energy savings.

The next step in the EPC is an Investment Grade Audit (IGA) to be performed by Johnson Controls, Inc. who is KCHA's energy services partner. The final IGA, which is due in mid-September will detail what measures will be installed on a property by property basis and include construction costs. The Board will continue to be updated as the project unfolds, particularly regarding the sources of financing, internal and external, needed to install the measures and monitor performance.

Jake Terzo, Regional Account Manager with Johnson Controls, provided an overview of the company's structure and its past experience working on Energy Performance Contracts with Public Housing Authorities.

C. Overview of Valli Kee

Nikki Parrot, Director of Capital Construction along with Heath MacCoy, Capital Construction Program Manager provided an overview of the improvements that have been made at Valli Kee, and construction plans for this year and next.

Jennifer Ramirez Robson, Director of Resident Services, provided an overview of the services provided to residents on-site and within the community. Ms. Ramirez Robson also briefed the board on the demographics of the residents at Valli Kee. Ms. Ramirez Robson introduced Robert White with Kent Youth and Family Services, one of the service partners for Valli Kee residents.

Robert White, Program Coordinator with Kent Youth and Family Services, thanked KCHA for the partnership and briefed the board on the programs provided by KYFS.

X. EXECUTIVE DIRECTOR'S REPORT

Stephen Norman provided an update on the status of the HUD Appropriations Bill. Mr. Norman also briefed the Board on the ongoing negotiations with HUD to extend the Moving To Work contract. Mr. Norman asked Tim Walter to provide an update on the Vantage Point Project.

XI. KCHA in the News

None.

XII. COMMISSIONER COMMENTS

None.

XII. ADJOURNMENT

On motion by Commissioner Welch, seconded by Commissioner Palmer, the Board adjourned the meeting at 10:05 a.m.

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



DOUGLAS J. BARNES, Chair
Board of Commissioners



STEPHEN J. NORMAN
Secretary