

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

Monday, July 27, 2015

I. CALL TO ORDER

The special meeting of the Board of Commissioners of the King County Housing Authority was held on Monday, July 27, 2015, at Vantage Glen 18100 107th Place S.E. Renton, 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 Susan Palmer, Commissioner TerryLynn Stewart, Commissioner John Welch and Commissioner Michael Brown (Vice-Chair) who was not present during Roll Call arrived at 8:33 a.m.

Staff: Stephen Norman (Secretary), Aran Church, Bill Cook, John Eliason, Kathryn Escudero, Benita Farhound, Mary Gonzales-Hansen, Shawli Hathaway, Sean Heron, Megan Hyla, Dan Landes, Mary Kathleen Frances Moore, Jessica Olives, Sarah Oppenheimer, Nikki Parrott, Beth Pearson, Jennifer Ramirez Robson, Mike Reilly, Rhonda Rosenberg, Craig Violante, Tim Walter, Dan Watson, Kristin Winkel, and Wen Xu

Guests: Professor Kyle Crowder, Department of Sociology (University of Washington)

III. WELCOME TO VANTAGE GLEN

Mary Gonzales-Hansen welcomed the board, staff and guests and provided an overview of the property and the Vantage Glen community. Ms. Gonzales-Hansen explained that Vantage Glen is one of KCHA's senior living properties and has a unique buyback program. Ms. Gonzales-Hansen also introduced on-site Property Manager, Benita Farhound.

IV. PUBLIC COMMENT

Lillie Clinton, Citizen, commented that the computer available for residents at Villages at Overlake was too high and not accessible. She suggested a height adjustment is needed. Ms. Clinton also commented on concerns regarding the construction at Wells Wood and submitted request for reimbursement of her expenses related to the construction activities.

Jay Heist, Vantage Glen resident, had a question on KCHA's buyback program. Mr. Heist was advised that KCHA management will address his questions following the meeting.

Cecila Miller, Vantage Glen resident, commented on safety concerns regarding electrical service boxes behind units at the site. Ms. Miller also raised concerns about the condition of some trees on the property that might be a hazard when there is snow or wind.

Janet Murray, Vantage Glen resident, commented on a trip and fall incident in which she filed an incident report. Ms. Murray stated she wanted to bring the incident to KCHA's attention so that the sidewalk with the tripping hazard would be repaired.

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 special meeting of June 22, 2015.

VI. APPROVAL OF AGENDA

On motion by Commissioner Brown, seconded by Commissioner Stewart, the Board unanimously approved the July 27, 2015 Board of Commissioners' agenda.

VII. CONSENT AGENDA

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

May 2015

GENERAL PROPERTIES

Bank Wires / ACH Withdrawals	4,956,574.47
<i>Subtotal</i>	<u>4,956,574.47</u>
Accounts Payable Vouchers	
Checks - #248509-#249211	3,922,843.91
<i>Subtotal</i>	<u>3,922,843.91</u>
Payroll Vouchers	
Checks - #83768-#83772 & #83784-#83806	34,852.32
Direct Deposit	1,226,157.32
<i>Subtotal</i>	<u>14,261,009.64</u>
Section 8 Program Vouchers	
Checks - #609605-#610072	323,906.42
ACH - #311360-#314467	9,757,743.88
<i>Subtotal</i>	<u>10,081,650.30</u>
Purchase Card / ACH Withdrawal	195,411.97
<i>Subtotal</i>	<u>195,411.97</u>
GRAND TOTAL	24,448,532.29

BOND PROPERTIES

Bond Properties Total (30 different properties) **2,254,093.26**

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

VIII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION

A. Resolution No. 5509: A Resolution authorizing the acquisition of the Woodcreek Lane Apartments

Tim Walter, Senior Director of Acquisitions and Asset Management presented Resolution No. 5509 and stated that the Resolution would authorize the acquisition of Woodcreek Lane Apartments, a 20 unit property adjacent to KCHA's 30 unit Wells Wood Apartments. KCHA is currently in negotiations with the property owner and has not signed a purchase agreement. Mr. Walter explained that the purchase of the property would be subject to satisfactory results of due diligence inspections of the property.

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

On motion by Commissioner Brown, seconded by Commissioner Stewart, the Board unanimously approved Resolution No. 5509.

IX. BRIEFINGS & REPORTS

A. New Bank Accounts

Craig Violante, Director of Finance, reported that KCHA opened seven new bank accounts. Three checking accounts in relation to the acquisition of the Corinthian Apartments, three bank accounts pertaining to the Villages at South Station and one bank account and a full business checking account as part of the transition of the Authority's banking services to KeyBank.

B. Second Quarter 2015 Summary Write-Offs

Mr. Violante also reported on the Second Quarter write-offs for 2015 and explained that they were lower than the previous year as a result of efforts to clean up old and past-due accounts.

C. 2015 Mid-Year Financial Forecast

Mr. Violante also provided a 2015 Mid-Year Financial Forecast. Mr. Violante described the Forecast as a new process that replaced the formal approval of a mid-year budget revision. Mr. Violante provided a summary of the key revenue and expense projections. All questions raised by the Commissioners were satisfactorily addressed by staff.

- D. Second Quarter 2015 Procurement Report
Connie Davis, Deputy Executive Director, reported on the procurement activities for the period January through March 2015. 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.
- E. 2015 Mid-Year Capital Expenditure Report
Dan Watson, Deputy Executive Director, provided a detail presentation on the 2015 Mid-Year Capital Expenditure Report.
- F. Services for Seniors Living in Family Developments
Shawli Hathaway, Assistant Director of Resident Services, provided an overview of a recent assessment of services provided to seniors living in KCHA family development properties.

X. STUDY SESSION

Executive Director, Stephen Norman, provided an overview and framing of the study session on housing mobility and geographic choice. Mr. Norman explained that KCHA has long recognized the importance of mobility and has implemented a number of strategies over the years to improve geographic choice and access to high opportunity neighborhoods. The recent Supreme Court ruling on disparate impact and the passage of new fair housing rules by HUD have increased the focus on the importance of neighborhood choice, segregation and mobility.

Mr. Norman introduced Kyle Crowder, Professor of the Sociology Department at the University of Washington. Mr. Crowder provided the Board of Commissioners with an overview of recent research on the impacts of neighborhoods on families and individuals and what factors are involved in neighborhood selection and geographic mobility.

XI. EXECUTIVE DIRECTOR'S REPORT

None.

XII. KCHA in the News

None.

XIII. COMMISSIONER COMMENTS

None.

XIV. TOUR OF VANTAGE POINT CONSTRUCTION PROGRESS

The Chair adjourned the meeting at 11:05 a.m. and provided notice that the board will reconvene at the entrance to the Vantage Point construction site at 17901 105th Place, Renton, Washington at 11:15 a.m. for a construction progress tour.

XV. ADJOURNMENT

Following the Vantage Point Construction site tour, the Board adjourned the meeting at 11:50 a.m.

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



STEPHEN J. NORMAN
Secretary



DOUGLAS J. BARNES, Chair
Board of Commissioners

