

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

Monday, September 21, 2015

I. CALL TO ORDER

The special meeting of the Board of Commissioners of the King County Housing Authority was held on Monday, September 21, 2015, at Village at Overlake Station, 2580 152nd Avenue N.E. Redmond, 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, and Commissioner John Welch

Excused: Commissioner Michael Brown (Vice-Chair)

Staff: Stephen Norman (Secretary), Mark Abernathy, Craig Bartlett, Craig Chang, Connie Davis, Ted Dezember, Kathryn Escudero, Sean Heron, Megan Hyla, Dan Landes, Trinh Nguyen, Jessica Olives, Jennifer Ramirez Robson, Mike Reilly, Rhonda Rosenberg, Jenna Smith, Craig Violante, Dan Watson, and Wen Xu

III. WELCOME TO VILLAGE AT OVERLAKE STATION

Craig Chang, Asset Manager, welcomed board members, staff and guests. Mr. Chang provided an overview of the property and community at the Village at Overlake Station. Mr. Chang mentioned that the Transit Oriented Development is conveniently located close to health services, the Overlake business district and King County Metro public transit center. Mr. Chang also introduced management staff, Melissa Koenig and Kirl Urekeanu, with Allied Residential.

IV. PUBLIC COMMENT

Mary Lynn Boehen, Resident, suggested making improvements to the size of wheelchair and walker access ramps on the property.

Peter Rodgerson, Resident, commended on-site staff for their outstanding efforts in the management and maintenance of the Village at Overlake Station. Mr. Rodgerson, commented on the importance of residents' access to bus lines, Transit Oriented Development and the reduction in bus service to the park and ride. Mr. Rodgerson recommended that improvements should be made to allow residents with disabilities a safer access to the close-by public transportation.

Marsha McGee, Resident, also commented on the complications of access to public transportation for residents with disabilities. Ms. McGee mentioned that improvements should be made in order to allow those who rely on walking

assistance devices a safer route to and from the bus stops located down the hill from the property and when using the pedestrian signal to cross the street. Ms. McGee additionally commented on the City's residential development plans, parking concerns and suggested a more efficient process should be looked at in the construction of units for people with disabilities.

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 special meeting of July 27, 2015.

VI. APPROVAL OF AGENDA

On motion by Commissioner Stewart, seconded by Commissioner Welch, the Board unanimously approved the September 21, 2015 Special Board of Commissioners' meeting agenda.

VII. CONSENT AGENDA

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

June 2015

GENERAL PROPERTIES

Bank Wires / ACH Withdrawals	8,226,192.63
<i>Subtotal</i>	<u>8,226,192.63</u>
Accounts Payable Vouchers	
Checks - #249212-#249729	3,254,947.36
<i>Subtotal</i>	<u>3,254,947.36</u>
Payroll Vouchers	
Checks - #83807 - #83848	41,139.55
Direct Deposit	1,220,796.71
<i>Subtotal</i>	<u>1,261,936.26</u>
Section 8 Program Vouchers	
Checks - #610073-#610453	227,447.53
ACH - #314468-#317593	9,816,299.33
<i>Subtotal</i>	<u>10,043,746.86</u>
Purchase Card / ACH Withdrawal	168,414.39
<i>Subtotal</i>	<u>168,414.39</u>
GRAND TOTAL	22,955,237.50

BOND PROPERTIES

Bond Properties Total (30 different properties) **4,085,348.25**

July 2015

GENERAL PROPERTIES

Bank Wires / ACH Withdrawals	4,663,402.13
<i>Subtotal</i>	<u>4,663,402.13</u>
Accounts Payable Vouchers	
Checks - #249730-#250410 + #300001	4,157,713.31
<i>Subtotal</i>	<u>4,157,713.31</u>
Payroll Vouchers	
Checks - #83849 - #83900	60,673.25
Direct Deposit	1,885,022.07
<i>Subtotal</i>	<u>1,945,695.32</u>
Section 8 Program Vouchers	
Checks - #610454-#610829	215,171.13
ACH - #317594-#320649	9,759,938.72
<i>Subtotal</i>	<u>9,975,109.85</u>
Purchase Card / ACH Withdrawal	172,534.78
<i>Subtotal</i>	<u>172,534.78</u>
	GRAND
	TOTAL 20,914,455.39

BOND PROPERTIES

Bond Properties Total (30 different properties)	3,332,358.00
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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. 5510: A Resolution of the Housing Authority of the County of King declaring its intention to sell bonds in an amount not to exceed \$10,000,000 to provide financing to Washington limited partnership or limited liability limited partnership of which the Authority will be sole general partner in connection with the acquisition and rehabilitation of Corinthian Apartments project within King County, Washington and determining related matters

- B. Resolution No. 511: A Resolution of the Housing Authority of the County of King declaring its intention to sell bonds in an amount not to exceed \$17,000,000 to provide financing to a Washington limited partnership or limited liability limited partnership of which the Authority will be sole general partner or limited liability limited partnership of which the Authority will be sole general partner in connection with the acquisition and rehabilitation of Spiritwood Manor project within King County, Washington, and determining related matters

Dan Watson, Deputy Executive Director, presented Resolution No.'s 5510 and 5511 and stated that the proposed resolutions would authorize the issuance of private activity bonds to provide financing for the tax credit conversion and rehabilitation of the Corinthian Apartments and Spiritwood Manor project. Mr. Watson mentioned that the approval of these Resolutions in no way obligates KCHA to actually issue the bonds but allows the project related costs that are incurred to later be reimbursed. Mr. Watson further mentioned that staff will return with a project overview describing financing and rehabilitation of the properties for the Boards' consideration at a future meeting.

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

On motion by Commissioner Palmer, seconded by Commissioner Stewart, the Board unanimously approved Resolution No. 5510 and Resolution No. 5511.

IX. BRIEFINGS & REPORTS

A. New Bank Accounts

Craig Violante, Director of Finance, reported that KCHA opened ten new bank accounts. Three checking accounts in relation to the Meadowbrook Apartments and seven zero balance bank accounts for tax credit properties that are managed by KCHA.

B. Second Quarter 2015 Financial Statements

Mr. Violante also briefed the Board on the Financial Statements for the Second Quarter in Calendar Year 2015. Mr. Violante mentioned that KCHA's funding outlook for 2015 is stable and explained the federal funding as provided in the written report.

C. Risk Management & Insurance Programs Report

Mark Abernathy, Risk Manager, provided an update on KCHA's Risk Management and Insurance Programs. Mr. Abernathy introduced KCHA Risk Management staff and explained the programs accomplishments, current insurance program and 2014-15 insurance renewal, along with the anticipated changes.

D. 2010-2016 Resource Management Plan Report

Jenna Smith, Resources Conservation Manager, presented the progress and goals achieved related to KCHA's six year Resource Management plan. Ms. Smith also explained the history of the sustainability program and provided a status update on the targets pertaining to energy use, solar energy generation, utility costs, waste and water use.

E. Moving to Work 2016 Draft Plan

Kathryn Escudero, Administrative Program Manager, briefed the Board on the Moving to Work 2016 Draft Plan and the upcoming approval process. Ms. Escudero also mentioned that the final Plan will be presented to the Board for consideration at the October 2015 public meeting.

F. Executive Dashboard Report

Megan Hyla, Director of Policy and Intergovernmental Affairs, briefed the Board on the quarterly Executive Dashboard Report.

X. STUDY SESSION

Executive Director, Stephen Norman, provided an overview and of the history and development of KCHA's Educational initiatives strategy. Mr. Norman explained the progress made on educational initiatives to date, as well as information on the ongoing challenges and future partnership opportunities.

Jennifer Ramirez Robson, Director of Resident Services and Ted Dezember, Senior Resident Services Manager for Educational Initiatives provided the board with additional information about the education partnerships and data collection efforts.

The Commissioners discussed the strategy, funding and partnerships related to KCHA's Educational Initiatives.

XI. EXECUTIVE DIRECTOR'S REPORT

Mr. Norman gave an update on the Moving to Work contract extension discussions with the US Department of Housing and Urban Development. Mr. Norman also mentioned that the Housing Management software implementation process will be completed by the end of this year.

XII. KCHA in the News

None.

XIII. COMMISSIONER COMMENTS

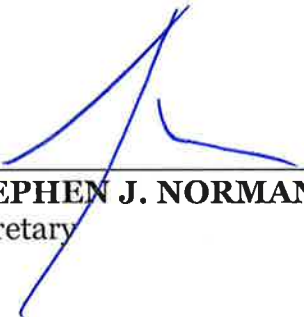
Chair Barnes asked that the board receive a brief update on the Housing Management Software implementation status and progress on the Vantage Point project at the next Commissioner's meeting.

Commissioner Welch expressed his concerns pertaining to the federal budget and the possibility of a government shutdown.


XIV. ADJOURNMENT

On motion by Commissioner Palmer, seconded by Commissioner Stewart, the Board adjourned the meeting at 10:40 a.m.

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



STEPHEN J. NORMAN
Secretary



DOUGLAS J. BARNES, Chair
Board of Commissioners