

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

**Monday, October 12, 2015**

**I. CALL TO ORDER**

The special meeting of the Board of Commissioners of the King County Housing Authority was held on Monday, October 12, 2015, at the King County Housing Authority, 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 Michael Brown (Vice-Chair), Commissioner Terry Lynn Stewart

**Excused:** Commissioner Susan Palmer and Commissioner John Welch

**Staff:** Stephen Norman (Secretary), Knute Brinchmann Andrew Calkins, Connie Davis, Kathryn Escudero, Shawli Hathaway, Tonya Harlan, Sean Heron, Megan Hyla, Dan Landes, Gary Leaf, Jessica Olives, Sarah Oppenheimer, Nikki Parrott, Jennifer Ramirez Robson, Mike Reilly, Rhonda Rosenberg, Craig Violante, Tim Walter, Dan Watson, Kristin Winkel and Wen Xu

**III. PUBLIC COMMENT**

Maria Hudson, Resident, provided public comment on the difficulty she has experienced obtaining a hearing, which she initially requested in July. She also stated that she has been requesting and has been denied access to a homeownership program. In addition, Ms. Hudson stated that her request for an emergency move due to domestic violence was denied after first being told that services were available and then later being told they were not available.

**V. APPROVAL OF MINUTES**

On motion by Commissioner Brown, seconded by Commissioner Stewart, the Board unanimously approved the minutes from the Board of Commissioner's special meeting of September 21, 2015.

**VI. APPROVAL OF AGENDA**

On motion by Commissioner Stewart, seconded by Commissioner Brown, the Board unanimously approved the October 12, 2015 Special Board of Commissioners' meeting agenda.

**VII. CONSENT AGENDA**

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

**August 2015**

**GENERAL PROPERTIES**

Bank Wires / ACH Withdrawals	5,611,256.85
<i>Subtotal</i>	<u><b>5,611,256.85</b></u>
Accounts Payable Vouchers	
Checks - #250411-#250906	2,821,712.51
Key Bank Checks - #300002	10,000.00
<i>Subtotal</i>	<u><b>2,831,712.51</b></u>
Payroll Vouchers	
Checks - #83901 - #83936	39,003.30
Direct Deposit	1,230,130.22
<i>Subtotal</i>	<u><b>1,269,133.52</b></u>
Section 8 Program Vouchers	
Checks - #610830-#611195	267,730.10
ACH - #320650-#323734	9,780,356.03
<i>Subtotal</i>	<u><b>10,048,086.13</b></u>
Purchase Card / ACH Withdrawal	175,789.41
<i>Subtotal</i>	<u><b>175,789.41</b></u>
<b>GRAND TOTAL</b>	<b>19,935,978.42</b>

**BOND PROPERTIES**

Bond Properties Total (30 different properties) **4,376,293.24**

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

**VIII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION**

**A. Resolution No. 5512: Approval of the King County Housing Authority's Moving To Work Plan for Fiscal Year 2016**

Katie Escudero, Moving to Work Analyst, briefed the Board on Resolution No. 5512. Ms. Escudero provided an update on the status of the plan, an overview of three new initiatives KCHA is proposing, and a summary of the public comments received in relation to the MTW Plan.

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

On motion by Commissioner Stewart, seconded by Commissioner Brown, the Board unanimously approved Resolution No. 5512.

- B. Resolution No. 5513: Authorizing a change in the Administrative Pay Schedule of .5% effective October 31, 2015 and a one-time payment equal to .5% of Base Pay to all Administrative Employees to be paid in December 2015

Connie Davis, Deputy Executive Director, introduced and welcomed Tonya Harlan as the new Director of Human Resources.

Ms. Davis briefed the Board on Resolution No. 5513 and mentioned the approval would authorize a .5% increase in salaries for all Administrative employees, which represents 100% of the Consumer Price Index for Clerical Workers for the Seattle-Tacoma area annualized for the first six months of 2015. The resolution also authorizes a one-time payment equal to .5% of base salary. The resolution does not cover the 79 employees represented by the Seattle-King County Building and Construction Trades Council.

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

On motion by Commissioner Stewart, seconded by Commissioner Brown, the Board unanimously approved Resolution No. 5513.

## **IX. BRIEFINGS & REPORTS**

- A. New Bank Accounts  
Craig Violante, Director of Finance, reported that KCHA opened one new security deposit bank account, in relation to the Corinthian Apartments.
- B. Third Quarter 2015 Write-Offs Report  
Mr. Violante also briefed the Board on the Third 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. Tax Credit Financing for Spiritwood and Corinthian Apartments  
Tim Walter, Senior Director of Acquisitions and Asset Management, briefed the board on the Low Income Housing Tax Credit program in preparation for the Boards' consideration next month of proposed financing for Spiritwood and the Corinthian Apartments.
- D. Housing Program Entry/Exit Report  
Andrew Calkins, Senior Program Manager, presented the 2009-2014 Entry and Exit Report. Mr. Calkins provided an overview on household demographics both entering and exiting KCHA's Housing Choice Voucher and Public Housing programs.

E. Tenmast Housing Management Computer Software Update

Katie Fries, Administrative Program Manager, provided an update on the progress of converting to a new housing management software platform. Ms. Fries provided the Board with an overview of the project history, the work currently underway and efforts to mitigate project related risks. Ms. Fries informed the Board that KCHA plans to “go-live” in the new system the first week of November 2015.

F. Vantage Point Property Update

Dan Landes, Senior Development Manager, provided an update on the progress of the Vantage Point Senior Housing project. Mr. Landes presented new construction progress photographs and stated that the project is on schedule with a completion date of October 20, 2015.

**XI. EXECUTIVE DIRECTOR’S REPORT**

Stephen Norman, Executive Director, gave an update on the Moving to Work contract extension discussions with the U.S. Department of Housing and Urban Development.

**XII. KCHA in the News**

None.

**XIII. COMMISSIONER COMMENTS**


None.

**XIV. ADJOURNMENT**

On motion by Commissioner Palmer, seconded by Commissioner Stewart, the Board adjourned the meeting at 10:36 a.m.

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

  
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**STEPHEN J. NORMAN**  
Secretary

  
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**DOUGLAS J. BARNES**, Chair  
Board of Commissioners