

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

**Monday, November 16, 2015**

**I. CALL TO ORDER**

The meeting of the Board of Commissioners of the King County Housing Authority was held on Monday, November 16, 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 8:31 a.m.

**II. ROLL CALL**

**Present:** Commissioner Doug Barnes (Chair), Commissioner Michael Brown (Vice-Chair), Commissioner TerryLynn Stewart, Commissioner Susan Palmer and Commissioner John Welch

**Staff:** Stephen Norman (Secretary), Knute Brinchmann, Bill Cook, Connie Davis, John Eliason, Tonya Harlan, Shawli Hathaway, Sean Heron, Megan Hyla, Gary Leaf, Jessica Olives, Nikki Parrott, Jennifer Ramirez-Robson, Mike Reilly, Rhonda Rosenberg, Craig Violante, Tim Walter, Dan Watson and Kristin Winkel

**III. PUBLIC COMMENT**

Sharon Bosteder submitted a request to provide public comment over the phone. Unfortunately, numerous attempts to contact Ms. Bosteder were unsuccessful; therefore no public comment was given.

**IV. APPROVAL OF MINUTES**

On motion by Commissioner Brown, seconded by Commissioner Stewart, and abstentions by Commissioners Palmer and Welch the Board approved the minutes from the Board of Commissioners' special meeting of October 12, 2015.

**V. APPROVAL OF AGENDA**

On motion by Commissioner Stewart, seconded by Commissioner Brown, the Board unanimously approved the November 16, 2015 Board of Commissioners' meeting agenda.

**VI. CONSENT AGENDA**

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

**September 2015**

**GENERAL PROPERTIES**

Bank Wires / ACH Withdrawals	3,517,961.13
<i>Subtotal</i>	<b><u>3,517,961.13</u></b>
Accounts Payable Vouchers	
Checks - #250907-#251463	4,616,363.61
Commerce Bank Direct Payment	1,476.79
<i>Subtotal</i>	<b><u>4,617,840.40</u></b>
Payroll Vouchers	
Checks - #83937 - #83936 -#83969	37,646.16
Direct Deposit	1,224,922.80
<i>Subtotal</i>	<b><u>1,262,568.96</u></b>
Section 8 Program Vouchers	
Checks - #611196-#611532	265,065.45
ACH - #323735-#326813	9,771,654.81
<i>Subtotal</i>	<b><u>10,036,720.26</u></b>
Purchase Card / ACH Withdrawal	183,609.73
<i>Subtotal</i>	<b><u>183,609.73</u></b>
<b>GRAND TOTAL</b>	<b>19,618,700.48</b>

**BOND PROPERTIES**

Bond Properties Total (30 different properties) **2,126,067.62**

**B. Resolution No. 5514: Authorizing the Executive Director to enter into Interlocal Purchasing Agreements with the Housing Authority of the City of Seattle**

**C. Resolution No. 5515: A Resolution of the Housing Authority of the County of King (the "Authority") authorizing (i) the transfer of Village at Overlake Station project (the "Project") to the Authority through the acquisition of the subleasehold interest of limited partnership (the "Partnership") in the Premises (as hereinafter defined) by the Authority and/or the acquisition of the interests of the limited partner of the Partnership by the Authority; (ii) the submission to the Washington State Housing Finance Commission of a request for consent to transfer the Project; (iii) the assignment and assumption by the Authority of the obligations of the Partnership with respect to the Project and bonds issued to finance the Project; (iv) the approval, execution and delivery of all documents necessary to effectuate the foregoing; and (v) determining related matters**

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

## VII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION

- A. Resolution No. 5516: Acceptance of Washington State Auditor's Office Report on Financial Statements and Federal Single Audit (No. 1015201) and the Accountability Audit Report (No. 1015501), both for the Period Ended December 31, 2014

Craig Violante, Director of Finance, briefed the Board on the annual audits of KCHA, conducted by the State of Washington - Office of the State Auditor. Mr. Violante explained that two reports; (1) the Financial and Single Audit and (2) the Accountability Audit Report, were created for the period January 1, 2014 through December 31, 2014 to be presented to the Board for review and consideration. Mr. Violante mentioned that there were no findings in either reports and there were no management letter items.

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. 5516.

- B. Resolution No. 5517: Modifications to the King County Housing Authority's Investment Policy

Craig Violante, Director of Finance, presented the proposed modifications to the King County Housing Authority's Investment Policy.

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. 5517.

- C. Resolution No. 5518: Relating to the Salary Schedule for Housing Authority Employees represented by the Seattle/King County Building and Construction Trades Council authorizing a pay adjustment of \$.12 per hour and a .5% Cost of Living increase effective October 31, 2015 and a one-time payment equal to .5% of base pay to all bargaining unit members to be paid in December 2015

Connie Davis, Deputy Executive Director, presented Resolution No. 5518 to the board.

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. 5518.

- D. Resolution No. 5519: A Resolution of the Housing Authority of the County of King authorizing the Executive Director to approve, execute and deliver all documents relating to the Corinthian rental housing project including but not limited to Limited Liability Limited Partnership Documents, Lease Documents, Low Income Housing Tax Credit Documents, Authority Loan Documents and Deferred Development Fee Documents

Tim Walter, Senior Director of Acquisitions and Asset Management, presented items No. 5519 and No. 5520. Mr. Walter provided a brief overview of the properties and discussed the proposed financing and the preliminary project schedule.

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. 5519.

- E. Resolution No. 5520: A Resolution of the Housing Authority of the County of King authorizing the Executive Director to approve, execute and deliver all documents relating to the Spiritwood Manor rental housing project including but not limited to Limited Liability Limited Partnership Documents, Lease Documents, Low Income Housing Tax Credit Documents, Loan Authority Debt Documents and Deferred Development Fee Documents

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. 5520.

- F. Resolution No. 5521: A Resolution authorizing the submission of an application for and execution and delivery of a contingent loan agreement in connection with the financing or refinancing of the costs of acquisition and

preservation of the Corinthian Apartments located in SeaTac, Washington and the Villages at South Station Apartments located in Tukwila, Washington

Tim Walter provided an overview of Resolution No. 5521 and mentioned that it is an application for credit enhancement and would authorize the Executive Director to move forward with the Corinthian Apartments project.

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

On motion by Commissioner Brown, seconded by Commissioner Welch, the Board unanimously approved Resolution No. 5521.

**VIII. BRIEFINGS & REPORT**

A. New Bank Accounts

Craig Violante, Director of Finance, reported that KCHA opened one new full business checking account in relation to Vantage Point Apartments.

B. Third Quarter CY 2015 Financial Statements

Mr. Violante also briefed the Board on the Financial Statements for the Third Quarter of Calendar Year 2015. Mr. Violante mentioned that KCHA's fiscal outlook for 2015 continues to be stable and explained federal funding as provided in the written report.

C. Draft 2016 CY Budget Presentation

Connie Davis, Deputy Executive Director, presented an overview of the most critical assumptions driving the 2016 operating Budget. Ms. Davis also briefed the Board on the proposed organizational initiatives that will have a financial and operational impact on the KCHA 2016 Budget.

D. Third Quarter CY 2015 Procurement Report

Ms. Davis also reported on the procurement activities for the period July through September 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. Executive Dashboard

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

**IX. EXECUTIVE DIRECTOR'S REPORT**

Stephen Norman, Executive Director, provided an update on the Vantage Point Apartments leasing progress and the Moving to Work contract extension discussions with the U.S. Department of Housing and Urban Development.

**X. KCHA IN THE NEWS**

None.

**XI. EXECUTIVE SESSION**

Chair Barnes called for an Executive Session at 10:00 a.m. as authorized by RCW 42.30.110 (1) (g) – “To review the performance of a public employee”.

The meeting of the Board of Commissioners resumed at 10:19 a.m. by Chair Barnes.

No action was taken by the Board as a result of the Executive Session.

**XII. COMMISSIONER COMMENTS**

Commissioner Stewart recommended that fellow Commissioners consider attending the upcoming 2016 NAHRO Conference, which will feature a session for Public Housing Authority Commissioners and asked staff to provide detailed information.

Additionally, Commissioner Stewart asked that the 2016 KCHA Board of Commissioners meeting schedule be provided to the board for review and coordination.

Sean Heron, Chief of Staff, reminded the board to complete the on-line public meeting training.

**XIII. ADJOURNMENT**


On motion by Commissioner Palmer, seconded by Commissioner Brown, the Board adjourned the meeting at 10:23 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