

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

**Monday, December 14, 2015**

**I. CALL TO ORDER**

The meeting of the Board of Commissioners of the King County Housing Authority was held on Monday, December 14, 2015, at the King County Housing Authority Offices, 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 (via conference Phone), and Commissioner Susan Palmer

**Excused:** Commissioner John Welch

**Staff:** Stephen Norman (Secretary), Bill Cook, Connie Davis, 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 Wen Xu, Ted LaFratta, Beth Pearson, Brian Hungate

**III. PUBLIC COMMENT**

Maria Hudson, Nia Lanier, and Thumaii Ducanda each requested to provide public comment over the phone. Attempts to contact the three individuals at the phone number provided were unsuccessful.

Resident Sharon Bosteder submitted public comments in writing, which were presented to the Board at the December 14, 2015 meeting. Ms. Bosteder's comments related to concerns about plans to install new heating and hot water systems.

Lillie Clinton, resident, provided public comments related to her multiple requests for information about controlling the air temperature from an air vent in the ceiling. Ms. Clinton also raised concerns about a notice she recently received about the planned installation of a heat pump in her unit and the inconvenience of having to keep re-arranging furniture in her unit to accommodate the work, especially during the holidays.

**IV. APPROVAL OF MINUTES**

On motion by Commissioner Brown, seconded by Commissioner Palmer, the Board approved the minutes from the Board of Commissioners' meeting of November 16, 2015.

**V. APPROVAL OF AGENDA**

On motion by Commissioner Brown, seconded by Commissioner Palmer, the Board unanimously approved the December 14, 2015 Board of Commissioners' meeting agenda.

**VI. CONSENT AGENDA**

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

**October 2015**

**GENERAL PROPERTIES**

Bank Wires / ACH Withdrawals	3,647,949.94	
	<u>3,647,949.94</u>	<i>Subtotal</i>
Accounts Payable Vouchers		
Checks - #251464-#252129	5,687,592.18	
Commerce Bank Direct Payment	29,708.77	
	<u>5,717,300.95</u>	<i>Subtotal</i>
Payroll Vouchers		
Checks - #83970 - #84002	39,999.68	
Direct Deposit	1,247,865.56	
	<u>1,287,865.24</u>	<i>Subtotal</i>
Section 8 Program Vouchers		
Checks - #611533-#611878	247,611.90	
ACH - #323735-#326813	9,797,687.15	
	<u>10,045,299.05</u>	<i>Subtotal</i>
Purchase Card / ACH Withdrawal	164,920.13	
	<u>164,920.13</u>	<i>Subtotal</i>
	<b>20,863,335.31</b>	<b>GRAND TOTAL</b>

**BOND PROPERTIES**

Bond Properties Total (30 different properties) **5,909,723.50**

**B. Resolution No. 5523: Evidencing the intent of the Housing Authority of the County of King to operate Patricia Harris Manor as housing for persons 55 years of age or older under the terms of the Housing for Older Persons Act**

- C. Resolution No. 5524: Authorizing the Executive Director to take actions that ensure the successful New Market Tax Credits unwind of the Greenbridge Early Learning Center Project

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. 5525: Authorizing approval of the Comprehensive Operating and Capital Budgets for Calendar Year beginning January 1, 2016

Craig Violante, Director of Finance, presented KCHA's 2016 Comprehensive Operating Budget. Mr. Violante summarized the core operations affecting the 2016 budget as well as discussed federal funding expectations and concerns.

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

On motion by Commissioner Palmer seconded by Commissioner Brown, the Board unanimously approved Resolution No. 5525.

- B. Resolution No. 5526: Authorizing the Executive Director to negotiate and approve the execution on KCHA's behalf by the Washington State Department of Enterprise Services of an Energy Services proposal with Johnson Controls, Inc.

Connie Davis, Deputy Executive Director, announced and provided the Board with a revised version of Resolution No. 5526. Ms. Davis explained that the revision was minor in nature.

Ms. Davis introduced Jake Terzo, Project Manager and Christopher Schulkin, Regional Vice President (Northwest Region) as representatives of Johnson Controls, Inc. and recognized Beth Pearson, Director of Real Estate Initiatives for her hard work and collaboration on this project.

Ms. Davis summarized the benefits gained by KCHA and its Residents due to the project. Ms. Davis also provided an update on the progress of the Energy Performance Contract (EPC) and discussed financing, stakeholder outreach, specifications of the contract and next steps.

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

On motion by Commissioner Palmer, seconded by Commissioner Brown, the Board unanimously approved Resolution No. 5526 as revised.

- C. Resolution No. 5527: Authorizing the issuance of a Revenue Bond of the Authority in a maximum principal amount of \$5,500,000 to finance the acquisition and rehabilitation of the Corinthian Apartments; authorizing the execution of documents in connection with the Board; and determining related matters

Tim Walter, Senior Director of Acquisitions and Asset Management provided an overview of Resolution No. 5527 and 5528. Mr. Walter explained that these two Resolutions pertain to the bridge financing discussed at the last board meeting. Mr. Walter explained the financing process and details of the agreements.

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

On motion by Commissioner Brown, seconded by Commissioner Palmer, the Board unanimously approved Resolution No. 5527.

- D. Resolution No. 5528: Authorizing the issuance of a Revenue Bond of the Authority in a maximum principal amount of \$24,000,000 to finance the acquisition and rehabilitation of the Spiritwood Manor Apartments; authorizing the execution of documents in connection with the Bond; and determining related matters

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

On motion by Commissioner Brown, seconded by Commissioner Palmer, the Board unanimously approved Resolution No. 5528.

## **VIII. EXECUTIVE SESSION**

Chair Barnes called for an Executive Session at 10:03 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.

## **IX. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION**

- E. Resolution No. 5529: Extending the Executive Director’s Employment Contract for up to 60 days.

On motion by Commissioner Brown, seconded by Commissioner Palmer, the Board unanimously approved Resolution No. 5529.

**X. BRIEFINGS & REPORT**

A. Commitments of Moving To Work – Working Capital Funds

Connie Davis, Deputy Executive Director, presented the annual status report on the commitments of Moving To Work working capital funds. Ms. Davis reiterated that the board had approved the commitment of MTW working capital to specified multi-year projects. Ms. Davis provided a summary on the three areas for which the board approved the working capital funds (Technology, Capital Construction and Sponsor Based Housing).

**IX. EXECUTIVE DIRECTOR’S REPORT**

Stephen Norman, Executive Director, provided a status update on the approval of the Federal Budget by congress, the Omnibus bill and expectations on the incorporation of specific language pertaining to the extension of the MTW agreement with the U.S. Department of Housing and Urban Development.

**X. KCHA IN THE NEWS**

None.

**XII. COMMISSIONER COMMENTS**

None.

**XIII. ADJOURNMENT**

On motion by Commissioner Brown, seconded by Commissioner Palmer, the Board adjourned the meeting at 10:24 a.m.

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



Handwritten signature of Douglas J. Barnes in blue ink.

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



Handwritten signature of Stephen J. Norman in blue ink.

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**STEPHEN J. NORMAN**  
Secretary