

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

**Tuesday, February 16, 2016**

**I. CALL TO ORDER**

The meeting of the Board of Commissioners of the King County Housing Authority was held on Tuesday, February 16, 2016, 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 8:30 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), Andrew Calkins, Bill Cook, John Eliason, Tonya Harlan, Dan Landes, Jessica Olives, Jennifer Ramirez-Robson, Mike Reilly, Rhonda Rosenberg, Tim Walter, Dan Watson, Kristin Winkel, and Wen Xu

**III. PUBLIC COMMENT**

None.

**IV. APPROVAL OF MINUTES**

On motion by Commissioner Palmer, seconded by Commissioner Stewart, the Board approved the minutes from the Board of Commissioners' meeting of January 19, 2016.

**V. APPROVAL OF AGENDA**

On motion by Commissioner Brown, seconded by Commissioner Stewart, the Board unanimously approved the February 16, 2016 Board of Commissioners' meeting agenda.

**VI. CONSENT AGENDA**

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

**December 2015**

**GENERAL PROPERTIES**

Bank Wires / ACH Withdrawals	2,716,530.58
<i>Subtotal</i>	<u><b>2,716,530.58</b></u>
Accounts Payable Vouchers	
US Bank Checks #252593 - #252593	300.00
Key Bank Checks #300021-#300636	5,768,994.03
Tenant Accounting Checks #10012- #10028	2,011.68
Commerce Bank Direct Payment	56,743.63
<i>Subtotal</i>	<u><b>5,828,049.34</b></u>
Payroll Vouchers	
Checks - #84034 - #84073	53,157.36
Direct Deposit	2,009,061.54
<i>Subtotal</i>	<u><b>2,062,218.90</b></u>
Section 8 Program Vouchers	
Checks - #612185-#612519	227,116.38
ACH - #332783-#336050	10,164,916.36
<i>Subtotal</i>	<u><b>10,392,032.74</b></u>
Purchase Card / ACH Withdrawal	140,792.01
<i>Subtotal</i>	<u><b>140,792.01</b></u>
<b>GRAND TOTAL</b>	<b>21,139,623.57</b>

**BOND PROPERTIES**

Bond Properties Total (30 different properties) **6,398,343.19**

On motion by Commissioner Palmer seconded by Commissioner Stewart, the Board unanimously approved the consent agenda.

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

A. Resolution No. 5531: Authorizing new Multi-Tiered Payment Standards for the Housing Choice Voucher Program

Andrew Calkins, Administrative Program Manager, provided a brief overview of the proposed multi-tiered payment standards, an update on the community outreach and feedback received by staff since the presentation was provided to the Board at the meeting in January.

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

On motion by Commissioner Stewart seconded by Commissioner Palmer, the Board unanimously approved Resolution No. 5531.

## **VIII. BRIEFINGS & REPORT**

### **A. New Bank Accounts**

Staff reported that KCHA opened 11 new bank accounts related to Corinthian Apartments, Spiritwood Manor and Seola Gardens.

### **B. Fourth Quarter CY 2015 Procurement Report**

Staff reported on the procurement activities for the period of October through December 2015. 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.

## **IX. STUDY SESSIONS**

### **A. Real Estate Development Strategy (Continued)**

As requested by the Chair at the previous board meeting; Dan Watson, Deputy Executive Director and Tim Walter, Senior Director of Acquisitions and Asset Management facilitated a continuation of the discussions in regard to KCHA's long-term strategy pertaining to Real Estate Development.

## **X. EXECUTIVE SESSION**

Chair Barnes called for an Executive Session at 10:10 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 was reconvened at 10:30 a.m. by Chair Barnes.

Chair Barnes called for the consideration of Resolution No. 5532; pertaining to the renewal of the Executive Directors' employment contract for two years and ten months for the boards' consideration.

Resolution No. 5532: Renewal of the Executive Director's contract for two years and ten months

On motion by Commissioner Palmer seconded by Commissioner Stewart, the Board unanimously approved Resolution No. 5532.

## **XI. EXECUTIVE DIRECTOR'S REPORT**

Stephen Norman, Executive Director, provided an update on proposed state legislation related to Fire Benefit Charges and the extension of the Moving To Work agreement with HUD. Mr. Norman acknowledged and recognized staff for their work on the new multi-tiered payment standards adopted for the Housing Choice Voucher Program.

**XII. KCHA IN THE NEWS**

None.

**XIII. COMMISSIONER COMMENTS**

Commissioner Palmer commended staff for the overall success and performance of the Housing Authority's this past year. Chair Barnes and Commissioner Stewart concurred.

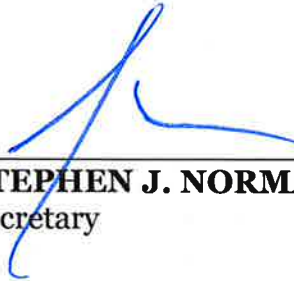
**XIV. ADJOURNMENT**

On motion by Commissioner Brown, seconded by Commissioner Stewart, the Board adjourned the meeting at 10:55 a.m.

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



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



**STEPHEN J. NORMAN**  
Secretary