

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

Monday, March 21, 2016

I. CALL TO ORDER

The meeting of the Board of Commissioners of the King County Housing Authority was held on Monday, March 21, 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 TerryLynn Stewart, Commissioner Susan Palmer, and Commissioner John Welch

Excused: Commissioner Michael Brown (Vice-Chair),

Staff: Stephen Norman (Secretary), Bill Cook, Connie Davis, John Eliason, Katie Escudero, Marianne Everett, Tonya Harlan, Sean Heron, Megan Hyla, Gary Leaf, Kristy Johnson, Susan Millan, Jessica Olives, Nikki Parrott, Jennifer Ramirez-Robson, Craig Violante, Tim Walter, Dan Watson, Elizabeth Westburg, Kristin Winkel, Wen Xu and Jodis Zhu

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 February 16, 2016.

V. APPROVAL OF AGENDA

On motion by Commissioner Stewart, seconded by Commissioner Welch, the Board unanimously approved the March 21, 2016 Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

A. Voucher Certification Report for January 2016 (General and Bond Properties)

January 2016

GENERAL PROPERTIES

Bank Wires / ACH Withdrawals	1,504,295.49
<i>Subtotal</i>	<u>1,504,295.49</u>
Accounts Payable Vouchers	
Key Bank Checks #300637-#301201	4,304,917.91
Tenant Accounting Checks #10029- #10042	2,599.76
Commerce Bank Direct Payment	37,928.15
<i>Subtotal</i>	<u>4,345,445.82</u>
Payroll Vouchers	
Checks - #84074 – #90013	36,144.86
Direct Deposit	1,297,184.06
<i>Subtotal</i>	<u>1,333,328.92</u>
Section 8 Program Vouchers	
Checks - #612520-#612901	251,727.13
ACH - #336051-#339087	10,008,307.99
<i>Subtotal</i>	<u>10,260,035.12</u>
Purchase Card / ACH Withdrawal	179,812.04
<i>Subtotal</i>	<u>179,812.04</u>
GRAND TOTAL	17,622,917.39

BOND PROPERTIES

Bond Properties Total (30 different properties)	2,258,792.11
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On motion by Commissioner Welch seconded by Commissioner Palmer, the Board unanimously approved the consent agenda.

VII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION

- A. Resolution No. 5532: A Resolution of the Housing Authority of the County of King authorizing the transfer of the Harrison House project from Harrison House Apartments LLC (the Company) to the Housing Authority, including, but not limited to, the acquisition of the investor member interest in the Company's obligations, subsequent dissolution of the Company and all related matters

Tim Walter, Senior Director of Acquisitions and Asset Management provided a briefing on Resolution No. 5532 and mentioned that Harrison House Apartments is a senior living property located in Kent. Mr. Walter further explained that this action would authorize Harrison House Apartment to revert back to KCHA, following the conclusion of the tax credit limited partnership with the investor.

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. 5532.

VIII. BRIEFINGS & REPORT

A. 2015 Year End Investment Report

Craig Violante, Director of Finance, provided a briefing on the 2015 investments split between the Washington State Local Government Investment Pool (LGIP), the KCHA Internal Pool, cash held by trustees/held in traditional saving and checking accounts and loans to housing partners. Mr. Violante explained investment structure, average yields and the strategy for 2016.

B. 2015 Year End Capital Expenditure Report & 2016 Budget

Dan Watson, Deputy Executive Director, presented the 2015 Year End Capital Expenditure Report and 2016 Budget. Mr. Watson provided an update on capital construction project activities and foreseeable trends for 2016. Mr. Watson also addressed completed and budgeted projects pertaining to HOPE VI activities, Asset and Housing Management.

C. Fourth Quarter Dashboard Report

Megan Hyla briefed the Board on the Quarterly Executive Dashboard Report for the quarter ending 2015.

D. 2015 Moving To Work Report

Kathryn Escudero, Moving to Work Policy Analyst, briefed the board on KCHA's 2015 Moving to Work Report. Ms. Escudero summarized key highlights from the report including significant Agency achievements. Following a video presentation on the Rapid Rehousing Program, Kristy Johnson, Director of Homeless Initiatives, gave a brief overview of the goals and accomplishments of the program and provided information on student homelessness. Elizabeth Westburg, Resident Services Development Department, introduced Stephanie Pope and Jordan Plummer representatives from the partner agency HopeLink, a non-profit service provider, that provides voluntary mobility and housing counseling services to KCHA's tenant based households located in high opportunity areas.

IX. STUDY SESSIONS

A. Seola Gardens & Greenbridge Market Rate Land Development

John Eliason, Development Director Hope VI, led a study session and discussion relating to the current status of land sales and homeownership development at Greenbridge and Seola Gardens. Mr. Eliason introduced the HOPE VI development team and Alan Grainger, founding principal at GGLO and the master planning architect. Mr. Grainger provided a street layout overview and presented housing typologies. Per the Board's request,

continuance of the discussion and presentation was deferred to next month's meeting.

X. EXECUTIVE SESSION

Chair Barnes called for an Executive Session at 10:22 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 10:29 a.m. by Chair Barnes.

Chair Barnes called for the board's consideration of Resolution No. 5533; pertaining to the payment of a retention and accomplishment incentive to the Executive Director f.

Resolution No. 5533: Authorizing the payment of a Retention and Accomplishment Incentive and the establishment of a Retention and Accomplishment Incentive for the Executive Director for the Calendar Years 2015 and 2016, respectively

On motion by Commissioner Welch seconded by Commissioner Palmer, the Board unanimously approved Resolution No. 5533.

XI. EXECUTIVE DIRECTOR'S REPORT

Stephen Norman, Executive Director, stated that HUD had increased KCHA's 2016 Housing Choice Voucher funding baseline by 12%, which is a significant step to addressing pressure in the regional rental market. Mr. Norman also briefly discussed the upcoming Board Legislative trip to Washington DC scheduled for April 2016.

XII. KCHA IN THE NEWS

None.

XIII. COMMISSIONER COMMENTS

None.

XIV. ADJOURNMENT

On motion by Commissioner Stewart, seconded by Commissioner Palmer, the Board adjourned the meeting at 10:38 a.m.

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

DOUGLAS J. BARNES, Chair
Board of Commissioners

STEPHEN J. NORMAN
Secretary