

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

**Monday, April 18, 2016**

**I. CALL TO ORDER**

The meeting of the Board of Commissioners of the King County Housing Authority was held on Monday, April 18, 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 Vice Chair Michael Brown at 8:36 a.m.

**II. ROLL CALL**

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

**Excused:** Commissioner Doug Barnes (Chair), and Commissioner John Welch

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

**III. PUBLIC COMMENT**

Maria Hudson, Resident, provided public comment via telephone. Ms. Hudson addressed concerns and issues she experienced in the coordination with KCHA to replace flooring in her unit. Ms. Hudson also mentioned that she had submitted a request for reasonable accommodation to purchase a home using her Housing Choice Voucher.

**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 March 21, 2016.

**V. APPROVAL OF AGENDA**

Vice-Chair Michael Brown announced that item IX. Study Session on Seola Gardens & Greenbridge Market Rate Land Development will be deferred to the June 2016 Commissioners' meeting.

On motion by Commissioner Palmer, seconded by Commissioner Stewart, the Board unanimously approved the April 18, 2016 Board of Commissioners' meeting agenda.

**VI. CONSENT AGENDA**

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

**February 2016**

**GENERAL PROPERTIES**

Bank Wires / ACH Withdrawals	4,238,823.83
<i>Subtotal</i>	<u><b>4,238,823.83</b></u>
Accounts Payable Vouchers	
Key Bank Checks #301202-#301720	3,816,802.93
Tenant Accounting Checks #100043- #10067	7,309.66
Commerce Bank Direct Payment	42,739.21
<i>Subtotal</i>	<u><b>3,866,851.80</b></u>
Payroll Vouchers	
Checks - #90014 - #90057	37,889.74
Direct Deposit	1,243,242.14
<i>Subtotal</i>	<u><b>1,281,141.88</b></u>
Section 8 Program Vouchers	
Checks - #612902-#613217	251,315.97
ACH - #339088-#342113	10,113,676.69
<i>Subtotal</i>	<u><b>10,364,992.66</b></u>
Purchase Card / ACH Withdrawal	169,564.05
<i>Subtotal</i>	<u><b>169,564.05</b></u>
<b>GRAND TOTAL</b>	<b>19,921,374.22</b>

**BOND PROPERTIES**

Bond Properties Total (30 different properties) **2,258,792.11**

**B. Administrative Correction to Resolution No. 5533 – Approval to renumber Resolution No. 5533, 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; previously adopted by the Board, as Resolution No. 5534**

**C. Resolution No. 5535: Intergovernmental Cooperative Purchasing Agreement with the Renton Housing Authority**

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

## VII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION

- D. Resolution No. 5536: Authorizing the disposition and sale to HomeSight of five lots adjacent to the Greenbridge Community, as well as the provision of up to \$1.3 million in construction financing, a \$350,000 note from HomeSight and deferred homebuyer loans in a cumulative amount not to exceed \$20,000, to support low-income homeownership as part of the Greenbridge development

John Eliason, HOPE VI Development Director, presented Resolution No. 5536 and mentioned that approval would authorize KCHA to sell 5 lots to HomeSight for \$70,000 per lot and will defer up to \$10,000 per lot for up to two homes as deferred loans. Mr. Eliason discussed risks associated with the sale, performance and construction, and explained plans for three remaining lots.

On motion by Commissioner Stewart seconded by Commissioner Palmer, the Board unanimously approved Resolution No. 5536.

## VIII. BRIEFINGS & REPORT

- A. Fourth Quarter CY 2015 Financial Report  
Craig Violante, Director of Finance, briefed the Board on the Financial Statements for the Fourth Quarter in Calendar Year 2015.
- B. First Quarter CY 2016 Procurement Report  
Connie Davis, Deputy Executive Director, reported on the procurement activities for the First Quarter in Calendar Year 2016 and discussed the most notable activity. Ms. Davis reminded the Board 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.
- C. Resubmission of Renton's Choice Neighborhoods Implementation Grant Application  
Dan Watson, Deputy Director, reminded the Board that KCHA partnered with the City of Renton and the Renton Housing Authority last year on a Choice Neighborhoods Implementation Grant Application. Mr. Watson mentioned that although the joint application was a finalist, it did not score high enough to be funded.

Mr. Watson announced that in March, HUD issued another notice of funding availability for additional grants to be awarded nationally. Mr. Watson stated that Renton would like to resubmit the application and that KCHA has tentatively agreed to partner with the City of Renton and the Renton Housing Authority in the submission of a second joint application. Mr. Watson stated

that a formal Memorandum of Understanding (MOU) will be developed with the City of Renton and the Housing Authority to clearly define roles of each agency to insure that costs are reimbursed in full to KCHA. The MOU and second joint application will be presented to KCHA's Board of Commissioners' for consideration at the June 2016 meeting.

**D. Legislative Briefing**

Stephen Norman, mentioned that Commissioners' Stewart and Barnes will be joining staff on a trip to the Washington DC to meet with legislators. Mr. Norman stated that the intent is to inform State representatives on the status of the Region's housing needs, the housing market, and impacts on low-income and disabled households. Mr. Norman introduced Teri Ekenman, Senior Housing Program Manager, who will join the group in Washington to assist in providing valuable information and serve as voice for front line staff.

Mr. Norman also mentioned that more background information will be provided to the Commissioners.

Mr. Norman provided an update and background information on Congress and current Budget negotiations. Mr. Norman explained the financial impact on KCHA of the proposed Appropriations Bill. Mr. Norman presented a video clip from the Transportation-HUD Senate hearing subcommittee (THUD) with Senator Murray, where she addresses increased homelessness in Washington State and requested more information on HUD's action plan to continue to assist Housing Authorities.

**IX. STUDY SESSIONS**

- A. Seola Gardens & Greenbridge Market Rate Land Development (continued)  
*This item was not discussed and deferred to June 2016.*

**XI. EXECUTIVE DIRECTOR'S REPORT**

Stephen Norman, Executive Director, recognized John Eliason and his team (HOPE VI and Development) for their efforts in the significant land sale of 2.4 acres at Greenbridge. Mr. Eliason stated that Property 7 at Greenbridge has sold for the full price.

Mr. Norman mentioned that the Village at Overlake Station property reverted back to the KCHA portfolio. Tim Walter explained the history of that Transit Oriented Development property.

Mr. Norman gave an update on the MTW contract negotiations.

Upon request, Sean Heron, Chief of Staff provided an update on the software conversion project and implementation progress of the program, known as Tenmast.

Kristin Winkel, Director of Leased Housing Programs, provided an update on the implementation of the new Payment Standards and mentioned that it has been well received and well understood by staff and residents.

Connie Davis, Deputy Director, gave a brief update on the Energy Performance Contract and the partnership with Johnson Controls.

## **XII. KCHA IN THE NEWS**

None.

## **XIII. COMMISSIONER COMMENTS**

Commissioner Stewart asked staff to look into the possibility of holding the Board Meeting scheduled for June 2016 in Renton.

Commissioner Stewart mentioned that KCHA received an award from ARCH and commended staff for their efforts.

## **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**



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**STEPHEN J. NORMAN**  
Secretary



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**MICHAEL BROWN**, Vice-Chair  
Board of Commissioners