

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

Monday, November 21, 2016

I. CALL TO ORDER

The regular meeting of the Board of Commissioners of the King County Housing Authority was held on Monday, November 21, 2016 at the King County Housing Authority, 700 Andover Park West, Tukwila, WA 98188. 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) arrived at 8:33 a.m., Commissioner Susan Palmer arrived at 8:35 a.m., Commissioner TerryLynn Stewart, and Commissioner John Welch

III. PUBLIC COMMENT

Lillie Clinton, Resident, mentioned that she will be recording her comments and commented on her experience and issues with a neighbor.

IV. APPROVAL OF MINUTES

On motion by Commissioner Brown and seconded by Commissioner Palmer, the Board approved the minutes from the Board of Commissioners' meeting of October 10, 2016.

V. APPROVAL OF AGENDA

On motion by Commissioner Stewart and seconded by Commissioner Palmer, the Board approved the November 21, 2016 Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

A. Voucher Certification Reports for September 2016

September 2016

GENERAL PROPERTIES

Bank Wires / ACH Withdrawals	8,838,076.90
<i>Subtotal</i>	<u>8,838,076.90</u>
Accounts Payable Vouchers	
Key Bank Checks #304965-#305656	5,033,027.74
Tenant Accounting Checks #10220- #10245	4,356.98
Commerce Bank Direct Payment	128,984.89
<i>Subtotal</i>	<u>5,166,369.61</u>
Payroll Vouchers	
Checks - #90246 – #90276	31,490.65

Direct Deposit	1,297,758.12
<i>Subtotal</i>	<u>1,329,248.77</u>
Section 8 Program Vouchers	
Checks - #615065-#615378	192,303.50
ACH - #359579-#362444	10,411,612.36
<i>Subtotal</i>	<u>10,603,915.86</u>
Purchase Card / ACH Withdrawal	173,386.42
<i>Subtotal</i>	<u>173,386.42</u>
GRAND TOTAL	26,110,997.56

BOND PROPERTIES

Bond Properties Total (31 different properties) **15,500,666.38**

B. Resolution No. 5554: Authorizing the Executive Director to enter into Intergovernmental Cooperative Purchasing Agreement with Housing Kitsap for Housing Maintenance Software

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

VII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION

A. Resolution No. 5548: Approval of the 2017-2021 Environmental Sustainability Plan & Resource Management Plan Briefing

Jenna Smith, Resource Conservation Manger, provided an update on the 2015 Resource Management Plan and presented the proposed 2017-2021 Environmental Sustainability Plan. Ms. Smith highlighted current initiatives and the Sustainability Plan's objectives and goals.

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

On motion by Commissioner Welch, seconded by Commissioner Palmer, the Board approved Resolution No. 5548.

B. Resolution No. 5555: Acknowledging receipt of the Post Audit Reports for the period January 1, 2015 through December 31, 2015

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, 2015 through December 31, 2015 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. 5555.

VIII. BRIEFINGS & REPORTS

A. CY 2016 Third Quarter Financial Report

Craig Violante, Director of Finance, gave a briefing on the financials for the third quarter of FY 2016. Mr. Violante also provided an update on cash and investments.

B. 2017 Housing Choice Voucher Payment Standards

Andrew Calkins, Senior Program Manager briefed the Board of Commissioners on the development of 2017's Housing Choice Voucher (HCV) payment standards. Mr. Calkins provided an update on current rental market trends, and impact on voucher holders. Mr. Calkins mentioned that staff will return with the HCV payment standards for 2017 at the December meeting for approval.

C. Draft CY 2017 Operating Budget

Connie Davis, Deputy Executive Director provided an overview and background on the draft 2017 Operating Budget. Ms. Davis mentioned that the draft Budget was established with the Board's guiding principles. Ms. Davis briefed the Board on major highlights, Moving to Work Reserves, Working Capital, 2017 Key Initiatives and Personal Services Costs.

D. New Bank Accounts

Craig Violante, Director of Finance, reported that KCHA opened two new business bank accounts in relation to the Abbey Ridge Apartments and Highland Village Apartments.

E. CY 2016 Third Quarter Summary Write-Offs

Craig Violante provided an update on the Summary Write-offs for the third quarter of FY 2016.

IX. EXECUTIVE SESSION

- A. To review the performance of a public employee (RCW 42.30.110 (1))
Chair Barnes called for an Executive Session, at 10:12 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 10:20 a.m. by Chair Barnes.

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

XI. EXECUTIVE DIRECTOR’S REPORT

Stephen Norman briefed the Board on his most recent trip to Washington DC and mentioned concerns of industry professionals on the transition of the new Administration.

Mr. Norman highlighted a range of uncertainties regarding KCHA’s federal operating environment. The first related to funding levels for 2017, which will be dependent upon what Congress and the new administration decide upon the expiration of the Continuing Resolution currently being developed. Beyond that, he identified potential changes to HUD rules and regulations that could impact KCHA. The decision as to the next HUD Secretary and senior staff team will clearly impact the direction the agency will take.

XII. KCHA IN THE NEWS

None.

XIII. COMMISSIONER COMMENTS

None.

XIV. ADJOURNMENT

On motion by Commissioner Brown, seconded by Commissioner Palmer, the Board adjourned the meeting at 10:34 a.m.

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

DOUGLAS BARNES, Chair
Board of Commissioners

STEPHEN J. NORMAN
Secretary