

*****REVISED*****

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

Tuesday, February 21, 2017

I. CALL TO ORDER

The regular meeting of the Board of Commissioners of the King County Housing Authority was held on Tuesday, February 21, 2017 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), Commissioner Susan Palmer (*arrived at 8:36 a.m.*), Commissioner TerryLynn Stewart, and Commissioner John Welch

III. PUBLIC COMMENT

Resident Sharon Bosteder, voiced her concerns in regard to the policy 'Selection of a designated person' and stated the policy needs further clarification.

IV. APPROVAL OF MINUTES

On motion by Commissioner Welch and seconded by Commissioner Brown, the Board unanimously approved the minutes from the Board of Commissioners' meeting of December 19, 2016.

V. APPROVAL OF AGENDA

On motion by Commissioner Palmer and seconded by Commissioner Stewart, the Board unanimously approved the February 21, 2017 Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

A. Voucher Certification Reports for November 2016

<u>November 2016</u>	
GENERAL PROPERTIES	
Bank Wires / ACH Withdrawals	5,548,141.00
	Subtotal <u>5,548,141.00</u>
Accounts Payable Vouchers	
Key Bank Checks #306175-#306661	4,857,927.30
Tenant Accounting Checks #10277- #10292	5,635.30

Commerce Bank Direct Payment	87,749.64
<i>Subtotal</i>	<u>4,951,312.24</u>
Payroll Vouchers	
Checks - #90304 – #90330	27,036.52
Direct Deposit	1,298,700.09
<i>Subtotal</i>	<u>1,325,736.61</u>
Section 8 Program Vouchers	
Checks - #615696-#616017	183,253.80
Refund Checks	18,888.48
ACH - #365336-#368176	10,486,890.06
<i>Subtotal</i>	<u>10,689,032.34</u>
Purchase Card / ACH Withdrawal	171,367.73
<i>Subtotal</i>	<u>171,367.73</u>
GRAND TOTAL	22,685,589.92

BOND PROPERTIES
 Bond Properties Total (31 different properties) **6,469,786.38**

December 2016

GENERAL PROPERTIES	
Bank Wires / ACH Withdrawals	3,334,149.96
<i>Subtotal</i>	<u>3,334,149.96</u>
Accounts Payable Vouchers	
Key Bank Checks #306662-#307340	8,704,754.00
Tenant Accounting Checks #10293- #10313	4,831.29
Commerce Bank Direct Payment	86,582.88
<i>Subtotal</i>	<u>8,796,168.17</u>
Payroll Vouchers	
Checks - #90331 – #90363	38,912.82
Direct Deposit	2,070,470.33
<i>Subtotal</i>	<u>2,070,470.33</u>
Section 8 Program Vouchers	
Checks - #616018-#616356	189,304.60
Refund Checks	11,587.84
ACH - #368177-#371115	10,802,148.85
<i>Subtotal</i>	<u>11,003,041.29</u>
Purchase Card / ACH Withdrawal	171,225.32
<i>Subtotal</i>	<u>171,225.32</u>
GRAND TOTAL	25,375,055.07

BOND PROPERTIES
 Bond Properties Total (31 different properties) **6,316,928.39**

B. Resolution No. 5560: A Resolution of the King County Housing Authority authorizing an Interlocal Cooperative Purchasing Agreement for

Consulting Services related to renewal and expansion of an Energy Performance Contract by the Sedro-Woolley Housing Authority

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

VII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION

None.

VIII. BRIEFINGS & REPORTS

A. New Bank Accounts

Craig Violante, Director of Finance, reported that KCHA opened four new business bank accounts, three for Arbor Heights and one for the Southwood Square Apartments.

B. 2016 Year End Investment Report

Chair Barnes mentioned that the 'Rates of Return' graph on page 3 of the staff report has been updated and distributed to the board.

Craig Violante, Director of Finance, provided a briefing on the 2016 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 2017.

Commissioner Welch asked for the definition of 'other entities' identified under cash held in the staff report. Mr. Violante explained that these funds are being held for properties owned by tax credit partnerships, where KCHA manages the property.

Commissioner Barnes inquired about the review process to determine the Boards' compliance with the Investment Policy. Mr. Violante mentioned that the Policy is reviewed by the Washington State Auditors, through the annual audit. In addition, Mr. Violante explained that it is a requirement to send the Investment Policy to brokers for review.

C. Fourth Quarter CY 2016 Procurement Report

Connie Davis reported on the procurement activities for the period October through December 2016. Ms. Davis mentioned 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.

D. Fourth Quarter CY 2016 Summary Write-offs

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

E. Fourth Quarter CY 2016 Executive Dashboard Report

Andrew Calkins, Administrative Program Manager, provided an overview of the Executive Dashboard Report and discussed highlights.

IX. EXECUTIVE SESSION

A. To review the performance of a public employee (RCW 42.30.110 (1) (g))

Chair Barnes announced the start of the Executive Session at 9:08 a.m.

The meeting of the Board of Commissioners was reconvened at 9:30 a.m. by Chair Barnes.

Chair Barnes called for the board's consideration of Resolution No. 5561; pertaining to the payment of a retention and accomplishment incentive to the Executive Director.

Resolution No. 5561: Authorizing the payment of Retention and Accomplishment Incentive and the establishment of a Retention and Accomplishment Incentive for the Executive Director for the Calendar Years 2016 and 2017, respectively.

On motion by Commissioner Welch, seconded by Commissioner Palmer, Yea votes were recorded from Commissioners Barnes, Brown, Palmer, Welch and Commissioner Stewart abstained from voting; therefore Resolution No. 5561 was approved.

X. EXECUTIVE DIRECTOR'S REPORT

Stephen Norman provided an overview and update on legislation regarding the Fire Benefit Charges and stated that KCHA is seeing significant increase in costs related to the Charges.

Mr. Norman also provided an update on Source of Income Discrimination legislation and mentioned it has now been adopted by the Cities of Renton, ~~and Kent~~ ~~and Auburn~~. Mr. Norman mentioned that ~~Auburn~~ ~~and~~ Tukwila will possibly adopt the ordinance as well.

Dan Watson, Deputy Executive Director, Tim Walter and Dan Landes provided an overview of two major projects to take place in Issaquah and explained that KCHA

was approached for its involvement in the upcoming projects. Handouts on the project sites were provided to the Board. Mr. Watson stated that staff plans to return to the Board with an update and Resolution for consideration.

John Eliason, Development Director for HOPE VI, provided an update on the Greenbridge property and home sales through Conner Homes.

Commissioner Stewart asked about the progress of the BDR project at Greenbridge. Mr. Eliason mentioned that construction is moving more slowly than KCHA staff had anticipated.

XI. KCHA IN THE NEWS

None.

XII. COMMISSIONER COMMENTS

Commissioner Welch asked staff if there has been any impact on KCHA residents in result of the recent Executive Order pertaining to immigration control.

Jennifer Ramirez-Robson, Director of Resident Services, stated that there has not been a direct impact on the Authority itself, but that residents are fearful and staff has fielded many questions in this regard.

Commissioner Barnes asked if KCHA has been requested by US Immigration and Customs Enforcement to provide data or information on immigration status of its residents. Mr. Norman stated that KCHA has not been asked for data although most of this data is reported to HUD through a database.

Commissioner Welch asked if KCHA collects data on documented and non-documented residents. Mike Reilly, Director of Housing Management confirmed that the Housing Authority collects and reports this data as a HUD requirement.

XIII. ADJOURNMENT

On motion by Commissioner Palmer, seconded by Commissioner Stewart, the Board adjourned the meeting at 10:08 a.m.

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

DOUGLAS J. BARNES, Chair
Board of Commissioners

STEPHEN J. NORMAN
Secretary