

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

Monday, April 17, 2017

I. CALL TO ORDER

The regular meeting of the Board of Commissioners of the King County Housing Authority was held on Monday, April 17, 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) [arrived 8:33 a.m], Commissioner Susan Palmer, Commissioner TerryLynn Stewart, and Commissioner John Welch

Excused: None

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

On motion by Commissioner Stewart and seconded by Commissioner Palmer, the Board unanimously approved the minutes from the Board of Commissioners' meeting of March 20, 2017.

V. APPROVAL OF AGENDA

Chair Barnes asked that Resolution No. 5562 under VI. Consent Agenda be placed under VII. Resolutions for Discussion and Possible Action, for the Boards' consideration.

On motion by Commissioner Palmer and seconded by Commissioner Stewart, the Board unanimously approved the April 17, 2017 Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

A. Voucher Certification Reports for February 2017

February 2017

GENERAL PROPERTIES

Bank Wires / ACH Withdrawals

	3,036,300.41
<i>Subtotal</i>	<u>3,036,300.41</u>

Accounts Payable Vouchers	
Key Bank Checks #307878-#308441	5,010,495.57
Tenant Accounting Checks #10327- #10338	1,556.55
Commerce Bank Direct Payment	91,017.75
Subtotal	<u>5,103,069.87</u>
Payroll Vouchers	
Checks - #90389 - #90411	23,436.73
Direct Deposit	1,336,203.47
Subtotal	<u>1,359,640.20</u>
Section 8 Program Vouchers	
Checks - #616666-#616984	190,188.40
Refund Checks	17,084.72
ACH - #373904-#376680	11,024,595.73
Subtotal	<u>11,231,868.85</u>
Purchase Card / ACH Withdrawal	193,468.13
Subtotal	<u>193,468.13</u>
GRAND TOTAL	20,951,347.46

BOND PROPERTIES
Bond Properties Total (31 different properties) **\$2,053,409.11**

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

VII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION

- A. Resolution No. 5562: Authorization of an Interlocal Agreement with Region VIII Education Service Center (Pittsburg, Texas) for the purpose of participating in the Interlocal Purchasing System

Craig Violante, Director of Finance, presented Resolution No. 5562 and provided background information. Mr. Violante also mentioned that this action is in compliance with the authority to enter into an intergovernmental or interlocal cooperative purchasing agreements as authorized by RCW 39.34.030.

On motion by Commissioner Stewart and seconded by Commissioner Palmer, the Board unanimously approved Resolution No. 5562.

VIII. BRIEFINGS & REPORTS

- A. Fourth Quarter 2016 Financial Statements
Mr. Violante briefed the Board on the Financial Statements for the Fourth Quarter in Calendar Year 2016.

B. First Quarter 2017 Procurement Report

Staff reported on the procurement activities for the period of January through March 2017. 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. Bank Accounts

Craig Violante reported that KCHA opened one new bank account for Spiritwood Manor LLLP.

D. First Quarter 2017 Summary Write-Offs

Mr. Violante also presented the Write-Offs for the First Quarter of 2017.

E. 2016 Resident Characteristics Report

A report on KCHA's Resident Characteristics was provided by Alexis Warth, Senior Management Analyst, and included a summary of the 2016 analyses of KCHA households.

IX. STUDY SESSION

A. Legislative Update

Megan Hyla, Director of Policy and Intergovernmental Affairs provided a presentation in preparation for an upcoming Legislative Trip to Washington DC. Ms. Hyla provided information on the King County delegation, the congressional process, the FFY 2017 Appropriations and proposed 2018 HUD budget.

X. EXECUTIVE DIRECTOR'S REPORT

Executive Director Stephen Norman provided an update on the Issaquah Development projects.

XI. KCHA IN THE NEWS

None.

XII. COMMISSIONER COMMENTS

None.

XIII. ADJOURNMENT

On motion by Commissioner Brown, seconded by Commissioner Stewart, the Board adjourned the meeting at 10:32 a.m.

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



DOUGLAS J. BARNES, Chair
Board of Commissioners



STEPHEN J. NORMAN
Secretary