

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

**Monday, May 15, 2017**

**I. CALL TO ORDER**

The annual meeting of the Board of Commissioners of the King County Housing Authority was held on Monday, May 15, 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 8:32 a.m.

**II. ROLL CALL**

**Present:** Commissioner Doug Barnes (Chair), Commissioner Susan Palmer, Commissioner TerryLynn Stewart, and Commissioner John Welch

**Excused:** Commissioner Michael Brown (Vice-Chair)

**III. ELECTION OF OFFICERS**

**A. CHAIRPERSON**

On motion by Commissioner Stewart and seconded by Commissioner Palmer, the Board elected Commissioner Douglas Barnes to serve as the Chairperson and unanimously approved the appointment.

**B. VICE CHAIR**

On motion by Commissioner Stewart and seconded by Commissioner Palmer, the Board elected Commissioner Michael Brown to serve as the Vice-Chairperson and unanimously approved the appointment.

**IV. PUBLIC COMMENT**

None.

**V. APPROVAL OF MINUTES**

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

**VI. APPROVAL OF AGENDA**

On motion by Commissioner Stewart and seconded by Commissioner Palmer, the Board unanimously approved the May 15, 2017 Board of Commissioners' meeting agenda.

**VII. CONSENT AGENDA**

A. Voucher Certification Reports for March 2017

**March 2017**

**GENERAL PROPERTIES**

Bank Wires / ACH Withdrawals	29,508,403.91
<i>Subtotal</i>	<u><b>29,508,403.91</b></u>
Accounts Payable Vouchers	
Key Bank Checks #308442-#309036	6,921,589.73
Tenant Accounting Checks #10339- #10368	6,014.90
Commerce Bank Direct Payment	70,653.99
<i>Subtotal</i>	<u><b>6,998,258.62</b></u>
Payroll Vouchers	
Checks - #90412 - #90434	26,765.81
Direct Deposit	1,346,376.49
<i>Subtotal</i>	<u><b>1,373,142.30</b></u>
Section 8 Program Vouchers	
Checks - #616985-#617343	217,682.09
Refund Checks	8,400.44
ACH - #376681-#379531	11,467,735.05
<i>Subtotal</i>	<u><b>11,693,817.58</b></u>
Purchase Card / ACH Withdrawal	206,545.20
<i>Subtotal</i>	<u><b>206,545.20</b></u>
	<b>GRAND</b>
	<b>TOTAL</b>
	<b>49,780,167.61</b>

**BOND PROPERTIES**

Bond Properties Total (31 different properties) **\$4,718,203.17**

B. **Revised Resolution No. 5539: Approval to revise Resolution: Authorization of the Disposition of Greenbridge West Bulk Parcels by negotiated sale to Conner Homes, or a subsidiary or related entity of Conner Homes**

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

**VIII. RESOLUTIONS FOR DISCUSSION AND POSSIBLE ACTION**

- A. **Resolution No. 5563: Authorizing the extension of maturity and modification of the terms of various notes; authorizing the Authority to obtain an extension of the stated expiration date of the letter of credit supporting payment of the Authority's Variable Rate Demand Revenue Bonds, 2000 (Overlake TOD Project) and Variable Rate Demand Revenue Bonds, 2000, Series B (Overlake TOD); authorizing the execution of related documents; and determining related matters.**

Tim Walter, Senior Director of Development and Asset Management, presented Resolution No. 5563. Mr. Walter provided an overview and background information on the proposed resolution.

Mr. Walter explained that Board approval of Resolution No. 5563 would authorize the extension of the maturity date and allow the Executive Director to negotiate interest rate and fee changes as well as further authorize the extension and renewal of the Overlake Letter of Credit through 2040.

On motion by Commissioner Palmer and seconded by Commissioner Stewart, the Board unanimously approved Resolution No. 5563.

- B. **Resolution No. 5564: Authorizing the amendment of Resolution No. 5544; relating to the Credit Enhanced Financing for Highland Village Apartments**

Mr. Walter combined presentations for Resolution No. 5564 and 5565, and explained the purpose of the proposed amendment.

A correction was made to the agenda pertaining to the Resolution numbers. As reflected in the meeting materials, Resolution No. 5564 amends Resolution No. 5544 and separately Resolution No. 5565 amends Resolution No. 5542.

On motion by Commissioner Welch and seconded by Commissioner Stewart, the Board unanimously approved Resolution No. 5564.

- C. **Resolution No. 5565: Authorizing the amendment of Resolution No. 5542; relating to Credit Enhanced Financing for Abbey Ridge Apartments**

On motion by Commissioner Welch and seconded by Commissioner Palmer, the Board unanimously approved Resolution No. 5565.

## IX. BRIEFINGS & REPORTS

- A. First Quarter 2017 Executive Dashboard

Megan Hyla, Director of Policy and Intergovernmental Affairs, provided an update and overview of the First Quarter 2017 Executive Dashboard report.

**B. New Bank Accounts**

Connie Davis, Deputy Executive Director, reported that KCHA had opened one new bank account related to the Corinthian Apartments.

**C. Housing Choice Voucher (HCV) Waitlist Opening Update**

Sean Heron, Senior Director of Leased Housing Program provided briefing on the opening and closing of the HCV waiting list. Mr. Heron reported that the housing authority received more than 19,000 applications and clarified next steps.

Mr. Heron also provided an overview of the improvements made to the process, since the last HCV waiting list opening. Mr. Heron commended Jeb Best, Director of Housing Choice Vouchers for his efforts on the management of the project and coordination with other departments. Mr. Heron also provided detail highlights on applicant demographics.

**D. Energy Performance Contract Update**

Matt Peterson, Maintenance Manager, provided an overview of the Energy Performance Contract and updated the Board on the project status. Mr. Peterson explained progress to date and provided an overview of a variety of measures to take place in KCHA's public housing developments related to Energy Conservation.

**E. FFY 2017 Budget Impact: Housing Choice Voucher and Public Housing Programs**

Connie Davis, Deputy Executive Director, presented expected impacts to KCHA's Housing Choice Voucher and Public Housing programs. Ms. Davis also mentioned that a revised budget will be presented to the Board at a meeting in the near future for review.

**X. EXECUTIVE DIRECTOR'S REPORT**

Stephen Norman, Executive Director, addressed a news article that was included in the Board materials, titled 'Gentrification of White Center' and referenced Greenbridge.

**XI. COMMISSIONERS LEGISLATIVE TRIP UPDATE**

Following the request of Chair Barnes, Jennifer Huber-DeChon, Housing Quality Inspector, provided her perspective and observations on the Board legislative trip to Washington DC conducted in April.

Chair Barnes commended Ms. Huber-DeChon for her efforts and thanked her for her participation. The Chair also commended staffs' approach in meeting with

various legislative representatives, through presentation of pictures which accompanied resident stories and experiences.

Commissioner Welch, thanked staff for prep work and organizing the legislative trip. Mr. Welch stated that a lot of information was provided on issues facing the Housing Authority and commended Jennifer on how she was able to communicate resident stories in a compelling way.

Stephen Norman also thanked Ms. Huber-DeChon and the Board for their participation and efforts.

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

None.

## **XIII. COMMISSIONER COMMENTS**


Commissioner Stewart voiced concerns regarding a reduction in sign-ups for the summer school lunch program at White Center Elementary.

Commissioner Welch mentioned a televised program on the Low Income Housing Tax Credit Program. Mr. Walter offered to provide an additional briefing on this topic to Commissioners at some future time.

## **XIV. ADJOURNMENT**

On motion by Commissioner Palmer, seconded by Commissioner Stewart, the Board adjourned the meeting at 10:20 a.m.

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

  
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**DOUGLAS J. BARNES**, Chair  
Board of Commissioners

  
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**STEPHEN J. NORMAN**  
Secretary

