

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

Monday, September 18, 2017

I. CALL TO ORDER

The special meeting of the Board of Commissioners of the King County Housing Authority was held on Monday, September 18, 2017 at Briarwood Apartments, 18026 Midvale Avenue N., Shoreline, WA. There being a quorum, the meeting was called to order by Chair Doug Barnes at 8:28 a.m.

II. ROLL CALL

Present: Commissioner Doug Barnes (Chair) and Commissioner TerryLynn Stewart. Commissioner John Welch participated via phone.

Excused: Commissioner Susan Palmer and Commissioner Michael Brown (Vice-Chair)

III. APPROVAL OF AGENDA

On motion by Commissioner Welch and seconded by Commissioner Stewart, the Board unanimously approved the September 18, 2017 Special Board of Commissioners' meeting agenda.

IV. CONSENT AGENDA

A. Voucher Certification Reports for July 2017

GENERAL PROPERTIES

| | |
|--|-----------------------------|
| Bank Wires / ACH Withdrawals | 1,331,266.61 |
| <i>Subtotal</i> | <u>1,331,266.61</u> |
| Accounts Payable Vouchers | |
| Key Bank Checks #310638-#311102 | 4,250,064.34 |
| Tenant Accounting Checks #10412- #10428 | 4,944.65 |
| Commerce Bank Direct Payment | 68,584.47 |
| <i>Subtotal</i> | <u>4,323,593.46</u> |
| Payroll Vouchers | |
| Checks - #90525 - #90532 & #90548 - #90579 | 40,719.82 |
| Direct Deposit | 1,356,198.21 |
| <i>Subtotal</i> | <u>1,396,918.03</u> |
| Section 8 Program Vouchers | |
| Checks - #618416-#618737 | 193,602.36 |
| ACH - #387972-#390709 | 11,860,871.76 |
| <i>Subtotal</i> | <u>12,054,474.12</u> |

Purchase Card / ACH Withdrawal

| | |
|------------------------|----------------------|
| | 198,049.40 |
| <i>Subtotal</i> | <u>198,049.40</u> |
| GRAND TOTAL | 23,714,688.46 |

BOND PROPERTIES

Bond Properties Total (31 different properties)

\$2,517,960.94

B. Resolution No. 5567: Authorizing the Executive Director to enter into an Interlocal Agreement with the University of Washington for Professional Services related to Elevator Design

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

V. RESOLUTIONS FOR DISCUSSION & POSSIBLE ACTION

A. Resolution No. 5568: Authorizing a change in the Administrative Pay Schedule of 3.2% effective November 11, 2017

Commissioner Welch stated he would be interested in learning more detail about KCHA's merit program, at a later date.

On motion by Commissioner Welch and seconded by Commissioner Stewart, the Board approved Resolution No. 5568 as follows; Yea votes by Commissioners Barnes and Welch and abstention by Commissioner Stewart.

VI. APPROVAL OF MINUTES

On motion by Commissioner Welch and seconded by Commissioner Stewart, the Board unanimously approved the August 21, 2017 Special Board of Commissioners' meeting minutes.

VII. WELCOME TO BRIARWOOD APARTMENTS

Yichuan Zhao, Northwest Regional Manager, welcomed board members and staff to the property. Mr. Zhao provided an overview and background information about the facility. Mr. Zhao also mentioned that residents overall are happy with the energy upgrades and improvements made to their units.

VIII. PUBLIC COMMENT

None.

IX. BRIEFINGS AND REPORTS

- A. Second Quarter CY 2017 Executive Dashboard Report
Megan Hyla, Director of Policy and Intergovernmental Affairs, provided an update on the Executive Dashboard Report. Ms. Hyla presented a new format of the document and explained the layout of the new Executive Dashboard Report.
- B. Draft 2018 Moving to Work Plan
Katie Escudero, MTW Program Manager, provided an update on the draft 2018 Moving to Work Plan. Ms. Escudero mentioned that the document will be submitted to the board at their meeting in October 2017 for consideration and approval.
- C. Resource Management Plan Final Year Report (2011-2016) and 2017 Environmental Sustainability Plan Initiatives and Update
Jenna Smith, Resource Conservation Manager, provided a final report on the Resource Management Plan for the years 2011 through 2016. Ms. Smith gave an overview of the results and highlights from the Plan. Additionally, Ms. Smith also presented initiatives for the 2017-2018 Environmental Sustainability Plan.

X. STUDY SESSION: HOMELESS HOUSING INITIATIVES & STRATEGY

Kristy Johnson, Senior Director of Housing Initiatives gave a detailed presentation on Homeless Housing in King County. Ms. Johnson provided an overview of Homeless populations served, partnerships and funding. Ms. Johnson also presented key issues identified for her department in 2018.

XI. EXECUTIVE DIRECTOR'S REPORT

Stephen Norman, Executive Director, provided an update on the Carriage House Apartments fire.

XII. KCHA IN THE NEWS

None.

XIII. COMMISSIONER COMMENTS

None.

XIV. ADJOURNMENT

Chair Barnes adjourned the meeting at 10:38 a.m.

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



DOUGLAS J. BARNES, Chair
Board of Commissioners



STEPHEN J. NORMAN
Secretary