

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

**Monday, October 9, 2017**

**I. CALL TO ORDER**

The meeting of the King County Housing Authority Board of Commissioners was held on Monday, October 9, 2017 at King County Housing Authority, 600 Andover Park West, WA. 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, Commissioner TerryLynn Stewart and Commissioner John Welch

**III. Public Comment**

Lillie Clinton, resident of Wellswood Apartments provided public comment concerning her community.

**IV. APPROVAL OF AGENDA**

On motion by Commissioner Welch and seconded by Commissioner Stewart, the Board unanimously approved the October 9, 2017 Board of Commissioners' meeting agenda.

**IV. CONSENT AGENDA**

**A. Voucher Certification Reports for August 2017**

**GENERAL PROPERTIES**

Bank Wires / ACH Withdrawals 3,395,285.49

*Subtotal* **3,395,285.49**

Accounts Payable Vouchers

Key Bank Checks #311103-#311587 6,300,590.57

Tenant Accounting Checks #10429-  
#10456 6,645.24

Commerce Bank Direct Payment 42,161.15

*Subtotal* **6,349,396.96**

Payroll Vouchers		
Checks - #90580 - #90614		34,823.73
Direct Deposit		1,344,190.31
	<i>Subtotal</i>	<u><b>1,379,014.04</b></u>
Section 8 Program Vouchers		
Checks - #618738-#619072		207,766.92
ACH - #390710-#393493		12,057,602.26
	<i>Subtotal</i>	<u><b>12,265,369.18</b></u>
Purchase Card / ACH Withdrawal		213,454.39
	<i>Subtotal</i>	<u><b>213,454.39</b></u>
	<b>GRAND</b>	
	<b>TOTAL</b>	<b>23,602,520.06</b>

BOND PROPERTIES  
 Bond Properties Total (31 different properties) **\$3,772,159.90**

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

**V. RESOLUTIONS FOR DISCUSSION & POSSIBLE ACTION**

**A. Resolution No. 5569: Authorizing the submission of an application to the U.S. Department of Housing and Urban Development for the disposition of the Eastside Maintenance Warehouse in Kirkland WA**

Connie Davis, Deputy Executive Director, presented Resolution No. 5569 and provided background information on the Warehouse. Ms. Davis mentioned that currently the City of Kirkland occupies the space and has approached KCHA to purchase the property.

Ms. Davis explained that HUD capital funds were used to acquire the property in 1991 and a Declaration of Trust was filed, which acknowledged HUD's interest in the property. Therefore, KCHA must obtain approval from HUD for the disposition. Additionally, Ms. Davis explained that Resolution No. 5569 is a requirement for the disposition application to HUD and the actual approval of the sale would be brought to the Board for consideration at a later date.

On motion by Commissioner Brown and seconded by Commissioner Palmer, the Board unanimously approved Resolution No. 5569.

B. **Resolution No. 5570: Authorizing the acquisition of the Friendly Village Mobile Home Park in Redmond WA**

Tim Walter, Senior Director of Development and Asset Management, presented Resolution No.'s 5570 and 5571. Mr. Walter explained the proposed acquisition and financing of the property.

On motion by Commissioner Welch and seconded by Commissioner Stewart, the Board unanimously approved Resolution No. 5570.

C. **Resolution No. 5571: Authorizing the issuance of a note in the principal amount not to exceed \$25,000,000, to finance the acquisition of Friendly Village Mobile Home Park and determining related matters**

On motion by Commissioner Palmer and seconded by Commissioner Brown, the Board unanimously approved Resolution No. 5571.

D. **Resolution No. 5572: Approval of the King County Housing Authority's Moving to Work Annual Plan for FY 2018**

Katie Escudero, Moving to Work Policy Analyst, provided a briefing on the 2018 Annual Moving to Work Plan and presented new strategies proposed as well as gave an update on the public comment process.

On motion by Commissioner Stewart and seconded by Commissioner Welch, the Board unanimously approved Resolution No. 5572.

## VI. BRIEFINGS AND REPORTS

A. **New Bank Accounts**

Connie Davis reported that KCHA had opened one new bank account related to Section 8 Family Self-Sufficiency Escrow.

B. **Risk Management and Insurance Program: 2017 Update**

Mark Abernathy, Risk Manager introduced his team members, Trinh Nguyen and Craig Bartlett along with Susan Stead, from Parker, Smith & Feek. Mr. Abernathy presented KCHA's 2017 Risk and Insurance Program annual review. Mr. Abernathy outlined KCHA's Risk Mitigation strategies, completed projects, future initiatives and history of claims as well as insurance costs.

**X. EXECUTIVE DIRECTOR'S REPORT**

Stephen Norman, Executive Director, provided an overview of the annual KCHA All Staff meeting that occurred in September and shared highlights of the day.

Mr. Norman mentioned that the HUD Cash Management audit has concluded, but that the results are not yet know. Once the results are published, they will be shared with the Commissioners'.

Mr. Norman also informed the Board that he gave a presentation to the King County Housing and Health Committee and that he expects the approval for additional credit enhancement by the County will occur this month.

An update was also provided by Tim Walter on the status of the Carriage House Apartments fire and its impact on residents.

**XI. KCHA IN THE NEWS**

**XII. COMMISSIONER COMMENTS**


The Board retreat dates were confirmed for January 25 and 26, 2018.

Commissioner Palmer appreciated the update on the KCHA All Staff event and commended staff.

**XIII. ADJOURNMENT**

On motion by Commissioner Stewart and second by Commissioner Brown, Chair Barnes adjourned the meeting at 10:07 a.m.

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

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

  
**STEPHEN J. NORMAN**  
Secretary