

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

**Monday, December 18, 2017**

**I. CALL TO ORDER**

The meeting of the King County Housing Authority Board of Commissioners was held on Monday, December 18, 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**

Resident, Lillie Clinton provided public comment.

**IV. APPROVAL OF MINUTES**

A. Board Meeting Minutes – November 20, 2017

On motion by Commissioner Palmer and seconded by Commissioner Brown, the Board unanimously approved the November 20, 2017 Board of Commissioners' Meeting Minutes.

B. Special Board Meeting Minutes – December 7, 2017

On motion by Commissioner Palmer and seconded by Commissioner Brown, the Board unanimously approved the December 7, 2017 Board of Commissioners' Meeting Minutes.

**V. APPROVAL OF AGENDA**

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

**VI. CONSENT AGENDA**

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

**GENERAL PROPERTIES**

Bank Wires / ACH Withdrawals	7,094,769.72
<i>Subtotal</i>	<u><b>7,094,769.72</b></u>
Accounts Payable Vouchers	
Key Bank Checks #312208 - #312787	8,733,807.95
Tenant Accounting Checks #10475 - #10489	14,561.09
Commerce Bank Direct Payment	49,819.96
<i>Subtotal</i>	<u><b>8,798,189.00</b></u>
Payroll Vouchers	
Checks - #90644 - # 90673	30,001.08
Direct Deposit	1,353,659.14
<i>Subtotal</i>	<u><b>1,383,660.22</b></u>
Section 8 Program Vouchers	
Checks - #619400 - #619697	272,970.68
ACH - #396271-#399020	12,534,960.37
<i>Subtotal</i>	<u><b>12,534,960.37</b></u>
Purchase Card / ACH Withdrawal	219,046.41
<i>Subtotal</i>	<u><b>252,011.24</b></u>
<b>GRAND</b>	
<b>TOTAL</b>	<b>30,030,625.72</b>

**BOND PROPERTIES**

Bond Properties Total (31 different properties)	<b>\$3,487,311.63</b>
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**VII. RESOLUTONS FOR DISCUSSION & POSSIBLE ACTION**

**A. Resolution No. 5582: Approval of the Authority's Comprehensive Operating and Capital Budgets for the Calendar Year beginning January 1, 2018.**

Craig Violante, Director of Finance presented the proposed 2018 Comprehensive Operating and Capital Budgets including personnel service costs and cash balances. Mr. Violante stated that the budgeting process was guided by the Board-directed strategic plan for the Agency.

Mr. Violante discussed key aspects of the budget and noted the strength of KCHA's Balance Sheet, the continued operations of core programs such as Resident Services and Homeless Housing as well as planned expansion of households served across all programs and portfolios.

Funding sources have been identified for all expenditures reflected in the 2018 Budget

On motion by Commissioner Stewart and seconded by Commissioner Brown, the Board unanimously approved Resolution No. 5582.

B. **Resolution No. 5583: Commitment of CY 2017 excess savings from the Authority's Energy Performance Contract**

Connie Davis, Deputy Executive Director presented Resolution No. 5583. The Authority's Energy Performance Contract (EPC) may have excess savings in CY 2017; Resolution No. 5583 will commit these savings to elevator repairs and replacement in one or more of the Authority's senior mid-rise buildings as an eligible energy savings measure under HUD's EPC program.

On motion by Commissioner Stewart and seconded by Commissioner Palmer, the Board unanimously approved Resolution No. 5583.

## VIII. BRIEFINGS AND REPORTS

### A. New Bank Accounts

Craig Violante, Director of Finance, reported that KCHA opened eleven new business bank accounts for Colonial Gardens, Ballinger Commons, Timberwood, Woodland North, Cottonwood, Cove East and the Corinthian properties.

## IX. EXECUTIVE DIRECTOR'S REPORT

Stephen Norman, Executive Director, discussed intended outcomes and topics for discussion, in preparation of the upcoming Board retreat.

Mr. Norman provided an update on federal legislative budget activities; the completed acquisition of Ballinger Common; closings on two other LIHTC transactions; and, announced a 'clean' financial and accountability audit conducted by the State Auditors' Office.

**X. KCHA IN THE NEWS**

None.

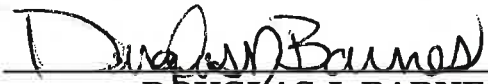
**XI. COMMISSIONER COMMENTS**

None.

**XII. ADJOURNMENT**

On motion by Commissioner Stewart and second by Commissioner Palmer,  
Chair Barnes adjourned the meeting at 10:28 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