

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

Monday, March 19, 2018

I. CALL TO ORDER

The meeting of the King County Housing Authority Board of Commissioners was held on Monday, March 19, 2018 at King County Housing Authority, 600 Andover Park West, Tukwila 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 TerryLynn Stewart, Commissioner Susan Palmer via phone, and Commissioner John Welch

III. Public Comment

None.

IV. APPROVAL OF MINUTES

A. Board Meeting Minutes – February 26, 2018

On motion by Commissioner Brown and seconded by Commissioner Stewart, the Board unanimously approved the February 26, 2018 Board of Commissioners' Meeting Minutes.

V. APPROVAL OF AGENDA

On motion by Commissioner Welch and seconded by Commissioner Brown, the Board unanimously approved the March 19, 2018 Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

A. Voucher Certification Reports for January 2018

GENERAL PROPERTIES

Bank Wires / ACH Withdrawals

1,537,926.49

Subtotal

1,537,926.49

Accounts Payable Vouchers

Key Bank Checks #313870 - #314403

3,756,809.94

Tenant Accounting Checks #10522 - #10545	3,850.47
Commerce Bank Direct Payment	26,649.04
<i>Subtotal</i>	<u>3,787,309.45</u>
Payroll Vouchers	
Checks - #90743 - # 90781	42,576.08
Direct Deposit	1,419,128.56
<i>Subtotal</i>	<u>1,461,704.64</u>
Section 8 Program Vouchers	
Checks - #620304 - #620602	233,274.82
ACH - #404506-#407278	12,547,032.40
<i>Subtotal</i>	<u>12,780,307.22</u>
Purchase Card / ACH Withdrawal	177,371.08
<i>Subtotal</i>	<u>177,371.08</u>
GRAND	
TOTAL	19,744,618.88

BOND PROPERTIES

Bond Properties Total (37 different properties)	\$3,001,135.87
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B. Resolution No. 5588: Authorizing an Interlocal Cooperation Agreement with the City of Redmond

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

VII. RESOLUTONS FOR DISCUSSION & POSSIBLE ACTION

A. Resolution No. 5589: Authorizing the acquisition of Houghton Court Apartments in Kirkland, WA

Beth Pearson, Director of Real Estate Initiatives presented Resolution No. 5589 and mentioned that this acquisition is funded in part through the disposition of the Eastside Maintenance facility previously leased to the City of Kirkland and approved for sale to the City of Kirkland by the Board in December 2017. Ms. Pearson announced that additional funding for the Houghton Court apartments will be awarded through an ARCH grant and the acquisition is on schedule to close next month. A risk profile including deferred maintenance at Houghton Court and necessary capital investments was also discussed.

On motion by Commissioner Stewart and seconded by Commissioner Palmer, the Board unanimously approved Resolution No. 5589.

- B. **Resolution No. 5590:** A Resolution authorizing the issuance of revenue bonds in the principal amount of not to exceed \$90,000,000, to partially refinance the acquisition and rehabilitation of Ballinger Commons, in Shoreline, Washington, and delegating to the Executive Director the authority to set the terms of the bonds, and to execute all necessary documents

Tim Walter, Senior Director of Asset Management presented Resolutions No. 5590 and No. 5591 combined. Mr. Walter provided background information and explained the financing for the acquisition and rehabilitation in detail.

On motion by Commissioner Brown and seconded by Commissioner Welch, the Board unanimously approved Resolution No. 5590.

- C. **Resolution No. 5591:** A Resolution authorizing the issuance of refunding bonds, in the principal amount not to exceed \$80,000,000, to refund outstanding bonds of the Authority issued for eight projects, to partially refinance the acquisition and rehabilitation of Ballinger Commons, to fund a debt service reserve fund and to pay certain issuance costs, and delegating to the Executive Director the authority to set the terms of the bonds and to execute all necessary documents

On motion by Commissioner Brown and seconded by Commissioner Welch, the Board unanimously approved Resolution No. 5591.

- D. **Resolution No. 5592:** Authorizing the amounts of various Somerset Gardens Apartments LLLP's financing instruments for the Somerset Gardens Apartments, including but not limited to the financing lease and deferred development fee to be consolidated into the Subordinate Loan for the Somerset Gardens project

Dan Landes, Senior Development Manager introduced Resolution No. 5592 and provided background information and explained the components of the financing.

On motion by Commissioner Palmer and seconded by Commissioner Stewart, the Board unanimously approved Resolution No. 5592.

VIII. BRIEFINGS AND REPORTS

A. 2017 Year End Capital Expenditure Report and 2018 Budget

Dan Watson, Deputy Executive Director, provided an overview of the results of the 2017 Construction and Capital Improvement Program and the Program's budget for 2018.

Mr. Watson's presentation reflected actual 2017 capital expenditures and accomplishments by department including Capital Construction & Weatherization, HOPE VI, Asset Management and Housing Management, lastly describing their 2018 construction budgets along with anticipated major projects and initiatives. Mr. Watson also provided an update on the Energy Performance Contract.

B. Fourth Quarter 2017 Executive Dashboard Report

Sarah Oppenheimer, Director of Research and Evaluation provided an update and overview of the Fourth Quarter 2017 Executive Dashboard report.

C. CY 2017 Moving to Work Report

Katie Escudero, MTW Policy Analyst, provided an overview of MTW report highlights and accomplishments from the past year. Ms. Escudero mentioned that a presentation on Resident Characteristics will be provided by the Policy & Research department at the next Board meeting.

D. New Bank Accounts

Craig Violante, Director of Finance, reported that KCHA had opened one new bank account related to Wind Rose (area of Greenbridge).

IX. BOARD RETREAT DISCUSSION

Commissioners' discussed the strategic initiatives identified at the 2018 Board Retreat. Board members highlighted which items they would like staff to present in the form of various Study Sessions to be held at future Board meetings.

X. EXECUTIVE SESSION

A. To review the performance of a public employee (RCW 42.30.110 (1) (g))

Chair Barnes announced the start of the Executive Session at 10:05 a.m.

The meeting of the Board of Commissioners was reconvened at 10:19 a.m. by Chair Barnes.

B. Resolution No. 5593: Authorizing the payment of a retention and accomplishment incentive and the establishment of a retention and

accomplishment incentive for the Executive Director for Calendar Years 2017 and 2018, respectively

Following conclusion of the Executive Session, Commissioners considered Resolution No. 5593 for approval.

On motion by Commissioner Stewart and seconded by Commissioner Brown, the Board unanimously approved Resolution No. 5593.

XI. EXECUTIVE DIRECTOR'S REPORT

Stephen Norman, Executive Director provided an update on the Social Mobility Data research project led by Stanford Professor of Economics Raj Chetty.

At Mr. Norman's request, Dan Watson provided some background on the First mobile home park in Seatac, which has been the subject of media interest and inquiry in the past few months.

XII. KCHA IN THE NEWS

None.

XIII. COMMISSIONER COMMENTS

XIV. ADJOURNMENT

Chair Barnes adjourned the meeting at 10:41 a.m.

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



DOUGLAS J. BARNES, Chair
Board of Commissioners



STEPHEN J. NORMAN
Secretary