

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

**Monday, May 21, 2018**

**I. CALL TO ORDER**

The meeting of the King County Housing Authority Board of Commissioners was held on Monday, May 21, 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, and Commissioner John Welch

**III. Public Comment**

None.

**IV. APPROVAL OF MINUTES**

A. Board Meeting Minutes – March 19, 2018

On motion by Commissioner Palmer and seconded by Commissioner Stewart, the Board unanimously approved the March 19, 2018 Board of Commissioners' Meeting Minutes.

**V. APPROVAL OF AGENDA**

On motion by Commissioner Stewart and seconded by Commissioner Brown, the Board unanimously approved the May 21, 2018 Board of Commissioners' meeting agenda.

**VI. CONSENT AGENDA**

A. Voucher Certification Reports for February 2018

GENERAL PROPERTIES

Bank Wires / ACH Withdrawals 2,592,466.40

*Subtotal* **2,592,466.40**

Accounts Payable Vouchers

Key Bank Checks #314404 - #314878 7,203,388.51

Tenant Accounting Checks #10546 - #10564 3,503.19



**GRAND  
TOTAL      \$74,070,354.70**

**BOND PROPERTIES**

Bond Properties Total (37 different properties)      **\$15,643,460.81**

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

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

- A. **Resolution No. 5594: Authorizing Jill Stanton as contracting officer, signator, and agent designated to receive claims for damages**

Outgoing Deputy Executive Director Connie Davis, introduced Jill Stanton as her replacement, and explained Resolution No. 5594; allowing for the transfer of signature authority and designated as agent to receive claims for damages to Ms. Stanton.

On motion by Commissioner Palmer and seconded by Commissioner Brown, the Board unanimously approved Resolution No. 5594.

- B. **Resolution No. 5595: Authorizing the Authority to loan its Energy Performance Project up to \$7.5 million to finance energy efficiency improvements at Public Housing properties; and authorizing the execution of related documents**

Connie Davis presented Resolution No. 5595, and provided background information on the Energy Performance Contract (EPC), as well as explained the process and risks associated with the proposed incremental loan to the EPC project.

On motion by Commissioner Stewart and seconded by Commissioner Palmer, the Board unanimously approved Resolution No. 5595.

- C. **Resolution No. 5596: Authorizing Termination of the Swap and Caps for 2005 Pool**

Tim Walter, presented background information on Resolution No. 5596, and mentioned that the current swap provider requires acknowledgement by the Board of this transaction.

On motion by Commissioner Brown and seconded by Commissioner Stewart, the Board unanimously approved Resolution No. 5596.

- D. Resolution No. 5597: Honorary Resolution commending Connie Davis, outgoing Deputy Executive Director, for over 23 years of service and commitment to the King County Housing Authority

No action was required to be taken by the Board.

## VIII. BRIEFINGS AND REPORTS

- A. Fourth Quarter 2017 Financial Report  
Mr. Violante briefed the Board on the Financial Statements for the Fourth Quarter in Calendar Year 2017.
- B. First Quarter 2018 Financial Report  
Mr. Violante also briefed the Board on the Financial Statements for the First Quarter in Calendar Year 2018.
- C. First Quarter 2018 Summary Write-offs  
Mr. Violante also presented the Write-Offs for the First Quarter of 2018.
- D. New Bank Accounts  
Craig Violante, Director of Finance, mentioned that KCHA opened four (4) new bank accounts with KeyBank.
- E. First Quarter 2018 Procurement Report  
Staff reported on the procurement activities for the period of January through March 2018. The report represents the activity involved in the award of contracts over the amount of \$100,000 and change orders that cumulatively exceed 10% of the original contract amount.
- F. First Quarter 2018 Dashboard Report  
Andrew Calkins, Policy Administrative Program Manager provided an update on the Executive Dashboard Report.
- G. Resident Characteristics Report  
A report on KCHA's Resident Characteristics was provided by Alexis Warth, Senior Management Analyst, and included a summary of the 2017 analyses of KCHA households

**IX. EXECUTIVE DIRECTOR'S REPORT**

Stephen Norman, Executive Director provided an update on the Firs Mobile Home Park, located in the City of SeaTac, and the Renewal Funding Inflation Factors (RFIF). Mr. Norman mentioned that KCHA's annual report was part of the Board materials. Mr. Norman also provided a brief overview of two recent media publications, one issued by The Stranger, and the other by SLATE Magazine.

**X. KCHA IN THE NEWS**

None.

**XI. COMMISSIONER COMMENTS**

**XII. 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