

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

**Monday, September 24, 2018**

**I. CALL TO ORDER**

The special meeting of the King County Housing Authority Board of Commissioners was held on Monday, September 24, 2018 at the King County Housing Authority, 700 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) arrived at 8:31 a.m., Commissioner TerryLynn Stewart, Commissioner Susan Palmer, and Commissioner John Welch

**III. Public Comment**

None.

**IV. APPROVAL OF MINUTES**

A. Board Meeting Minutes – July 16, 2018

Commissioner Palmer noted that the Minutes stated she was present at the last meeting, but was excused and did not attend.

On motion by Commissioner Stewart and seconded by Commissioner Welch, the Board unanimously approved the July 16, 2018 Board of Commissioners' Meeting Minutes as revised.

**V. APPROVAL OF AGENDA**

On motion by Commissioner Stewart and seconded by Commissioner Brown, the Board unanimously approved the September 24, 2018 Board of Commissioners' meeting agenda.

**VI. CONSENT AGENDA**

A. Voucher Certification Reports for June 2018

GENERAL PROPERTIES

Bank Wires / ACH Withdrawals

4,718,982.39

	<i>Subtotal</i>	<b>4,718,982.39</b>
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Accounts Payable Vouchers		
Key Bank Checks #316502 - #317137		5,646,727.17
Tenant Accounting Checks #10626 - #10644		3,514.75
Commerce Bank Direct Payment		127,683.49
	<i>Subtotal</i>	<b>5,777,925.41</b>
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Payroll Vouchers		
Checks - #90926 - # 90966		74,840.50
Direct Deposit		2,323,528.00
	<i>Subtotal</i>	<b>2,398,398.50</b>
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Section 8 Program Vouchers		
Checks - #621865 - #622197		223,026.53
ACH - #418310 - #421016		13,006,043.20
	<i>Subtotal</i>	<b>13,229,069.73</b>
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Purchase Card / ACH Withdrawal		279,752.17
	<i>Subtotal</i>	<b>279,752.17</b>
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	<b>GRAND</b>	
	<b>TOTAL</b>	<b>26,404,128.20</b>
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BOND PROPERTIES		
Bond Properties Total (37 different properties)		<b>\$9,602,595.38</b>

**B. Voucher Certification Reports for July 2018**

GENERAL PROPERTIES

Bank Wires / ACH Withdrawals		3,720,732.99
	<i>Subtotal</i>	<b>3,720,732.99</b>
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Accounts Payable Vouchers		
Key Bank Checks #317138 - #317645		4,632,556.52
Tenant Accounting Checks #10645 - #10669		4,933.04
Commerce Bank Direct Payment		50,360.76
	<i>Subtotal</i>	<b>4,686,850.32</b>
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Payroll Vouchers		
Checks - #90967 - # 90834		50,777.97
Direct Deposit		1,437,028.49
	<i>Subtotal</i>	<b>1,487,806.46</b>
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Section 8 Program Vouchers		
Checks - #622198 - #622505		197,930.32
ACH - #421017 - #423673		13,099,721.16
		<hr/>

	<i>Subtotal</i>	<u><b>13,297,651.48</b></u>
Purchase Card / ACH Withdrawal		264,559.83
	<i>Subtotal</i>	<u><b>264,559.83</b></u>
	<b>GRAND</b>	
	<b>TOTAL</b>	<b>\$23,457,601.08</b>
BOND PROPERTIES		
Bond Properties Total (37 different properties)		<b>\$3,923,297.04</b>

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

## VII. RESOLUTIONS FOR DISCUSSION & POSSIBLE ACTION

- A. **Resolution No. 5602:** Authorizing a change in the Administrative Pay Schedule of 3.6%, effective November 10, 2018

Jill Stanton, Deputy Executive Director, presented Resolution No. 5602, and answered all Commissioner questions.

On motion by Commissioner Stewart and seconded by Commissioner Palmer, the Board unanimously approved Resolution No. 5602.

- B. **Resolution No. 5603:** A Resolution authorizing a loan to the Mount Si Senior Center, for an amount not to exceed \$50,000, for costs in connection with the acquisition of Cascade Park Apartments

Dan Watson, Deputy Executive Director presented Resolution No. 5603, provided an overview and discussed loan financing. Mr. Watson also introduced Mt. Si Senior Center Executive Director, Susan Kingsbury-Comeau who provided an overview of the acquisition.

On motion by Commissioner Stewart and seconded by Commissioner Brown, the Board unanimously approved Resolution No. 5603.

## VIII. BRIEFINGS AND REPORTS

- A. **Executive Director Board Retreat Update**

Stephen Norman spoke on the Board Retreat report provided to Commissioners' in advance of the meeting. Mr. Norman discussed follow-

up items on the strategies identified at the retreat, provided an update on their standings, and proposed next steps.

B. Draft Moving to Work Plan

Katie Escudero, MTW Program Manager, provided an update on the draft 2019 Moving to Work Plan. Ms. Escudero mentioned that the document will be submitted to the board at their meeting in October 2018 for consideration and approval.

C. Mid-Year CY 2018 Capital Projects Report

Dan Watson, Deputy Executive Director, gave an update on CY 2018 Capital Expenditures and compared them to budget for the same fiscal period.

D. Second Quarter CY 2018 Financial Report

Craig Violante, Director of Finance briefed the Board on the Financial Statements for the Second Quarter in Calendar Year 2018.

E. Second Quarter CY 2018 Summary Write-offs

Mr. Violante also presented the Write-Offs report for the Second Quarter of 2018.

F. Second Quarter CY 2018 Executive Dashboard Report

Andrew Calkins, Administrative Program Manager provided an update on the Executive Dashboard Report for the Second Quarter of CY 2018.

G. New Bank Accounts

Craig Violante, Director of Finance, mentioned that KCHA opened six (6) new bank accounts with Northwest Bank, in relation to the Southwood Square, Walnut Park, and Woodridge properties.

H. Riverstone Due Diligence Report

Dan Landes, Senior Development Manager briefed the Board on the potential acquisition of the Riverstone Apartments, located in Federal Way. Mr. Landes provided an overview of the property and reported on

**XI. EXECUTIVE DIRECTOR'S REPORT**

Stephen Norman, Executive Director briefed the Board on the 2018 KCHA All-staff meeting and commended Rhonda Rosenberg for planning and coordination of the event.

Mr. Norman provided an update on the proposed rule by the Department of Homeland Security that would reject green cards, visas, and any extensions of

visas, to eligible immigrants if they had received public assistance for medical, or nutrition in form of subsidies.

**X. KCHA IN THE NEWS**

None.

**XI. COMMISSIONER COMMENTS**

**XII. ADJOURNMENT**

Chair Barnes adjourned the meeting at 10:22 a.m.

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



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



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**STEPHEN J. NORMAN**  
Secretary