



**MEETING OF THE
BOARD OF COMMISSIONERS**

Special Meeting

Monday, June 10, 2019

**King County Housing Authority
700 Andover Park West
Tukwila, WA**



SPECIAL MEETING OF THE BOARD OF COMMISIONERS AGENDA

June 10, 2019
8:30 a.m.

King County Housing Authority
Snoqualmie Conference Room
700 Andover Park West
Tukwila, WA 98188

I. Call to Order

II. Roll Call

III. Public Comment

IV. Approval of Minutes

A. Board Meeting Minutes – May 20, 2019

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V. Approval of Agenda

VI. Consent Agenda

A. Voucher Certification Report for April 2019

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VII. Resolution for Discussion and Possible Action	
A. Resolution No. 5625 – Authorizing Acquisition of the Emerson Apartments	3
VIII. Briefings & Reports	
A. First Quarter Financial Report 2019	4
B. Annual Sustainability Plan	5
C. Payment Standards	6
IX. Study Session	
A. 2018 Resident Characteristics Report	7
X. Executive Director Report	
XI. KCHA in the News	8
XII. Commissioner Comments	
XIII. Adjournment	

Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify the Board Coordinator in writing at 600 Andover Park West, Seattle, WA 98188 or by calling 206-574-1206 prior to the meeting date.

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

Monday, May 20, 2019

I. CALL TO ORDER

The meeting of the King County Housing Authority Board of Commissioners was held on Monday, May 20, 2019 at 700 Andover Park West, Tukwila, WA 98188. There being a quorum, the meeting was called to order by Chair Doug Barnes at 8:31 a.m.

II. ROLL CALL

Present: Commissioner Doug Barnes (Chair), Commissioner Susan Palmer, Commissioner TerryLynn Stewart, Commissioner Michael Brown (via Telephone), and Commissioner John Welch (via Telephone).

III. ELECTION OF OFFICERS

A. Chairperson: Commissioner Douglass Barnes

On motion by Commissioner TerryLynn Stewart and seconded by Commissioner Susan Palmer, Commissioner Douglass Barnes was nominated to serve as Chairperson and the board unanimously approved this election.

B. Vice-Chair: Commissioner Susan Palmer

On motion by Commissioner TerryLynn Stewart and seconded by Commissioner Michael Brown, Commissioner Susan Palmer was nominated to serve as Vice-Chair and the board unanimously approved this election.

IV. PUBLIC COMMENT

Resident Lillie Clinton presented Stephen Norman, Executive Director with a donation of 10 baby tree saplings for King County Housing Authority.

Resident Lillie Clinton gave public comment.

V. APPROVAL OF MINUTES

A. Board Meeting Minutes –March 25, 2019

On motion by Commissioner TerryLynn Stewart and seconded by Commissioner Michael Brown, the Board unanimously approved the March 25, 2019 Board of Commissioners' Meeting Minutes.

VI. APPROVAL OF AGENDA

On motion by Commissioner Susan Palmer and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the May 20, 2019 Board of Commissioners' meeting agenda with revisions to move the Public Comment to the end of the agenda.

VII. CONSENT AGENDA

- A. Voucher Certification Report for February 2019
- B. Voucher Certification Report for March 2019

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

VIII. RESOLUTIONS FOR DISCUSSION & POSSIBLE ACTION

- A. **Resolution No. 5624:** A Resolution of the Board of Commissioners of the Housing Authority of the County of King providing for the issuance of the Authority's Non-Revolving Line of Credit Revenue Note, 2019 (Kendall Ridge Apartments), in the principal amount of not to exceed \$75,000,000, the proceeds of which will be used to finance the acquisition of a 240-unit apartment complex located in Bellevue, Washington, known as Kendall Ridge Apartments; determining the form, terms and covenants of the note; creating a note fund; approving the sale and providing for the delivery of the note to Key Government Finance, Inc. or an affiliate thereof; authorizing and directing appropriate officers of the Authority to negotiate, execute and deliver such other documents as are useful or necessary to the purposes of this resolution; and determining related matters.

Stephen Norman, Executive Director, provided a summary of the resolution.

Questions of Commissioners' were answered.

On motion by Commissioner Susan Palmer and seconded by Commissioner John Welch, the Board unanimously approved Resolution No. 5624.

IX. BRIEFINGS AND REPORTS

- A. First Quarter 2019 Procurement Report

Stephen Norman, Executive Director, provided a summary of the report.

Questions of Commissioners' were answered.

B. First Quarter 2019 Write-offs

Bill Cook, Director of Public Housing, provided a summary of the report and noted that the write off amounts have been trending down.

Questions of Commissioners' were answered.

C. First Quarter 2019 Executive Board Dashboard

Andrew Calkins, Manager of Policy and Legislative Affairs, presented the Executive Dashboard and welcomed input from the Board regarding additional areas of KCHA's operations that would be useful to incorporate into the quarterly Executive Dashboard.

The dashboard currently groups metrics into four areas: Finance, Housing Management, Housing Choice Voucher Program Operations, and Increasing Access to Opportunity Areas. The Social Impacts staff will continue to review the current set of dashboard metrics and confirm their ongoing relevance for KCHA. Board members expressed interest in seeing metrics for employee satisfaction.

X. EXECUTIVE DIRECTOR'S REPORT

The Executive Director reported that the FY19 federal funding allocations have been finalized and KCHA is reconciling these numbers with the revenue projections contained in the budget approved by the Board in December. KCHA's original numbers were on the conservative side given the level of uncertainty surrounding congressional negotiations. We are now projecting \$2.4 million in additional Housing Choice Voucher funding in our MTW block grant. This will help support our over-leasing and need to re-benchmark payment standards as rents continue to rise. On the Public Housing side the prorate is 99% rather than the 90% assumed in the budget. Capital budget funding came in below projections, at \$5.9 million vs. \$6.6 million. As the expenditure of capital funds is a multiyear process this shortage will not impact FY19 actuals. At the state level, thanks to the good work of the Policy team, there was a \$670,000 capital budget appropriation for the 4th avenue road project, reducing KCHA's out of pocket expenses. The King County Council also approved \$30 million dollars in transit oriented development financing for the Federal Way and Kirkland acquisitions currently underway.

The ED reminded the Commissioners that the June Board Meeting has been moved to Monday, June 10, 2019.

XI. KCHA IN THE NEWS

None.

XII. COMMISSIONER COMMENTS

Commissioner Stewart asked a question regarding the consideration of future acquisitions.

Stephen Norman, Executive Director responded that we are constantly looking for properties that align with our mission and acquisition goals.

Commissioner Stewart also asked if there has been an update of the Homeless count in King County?

This happened approximately two weeks ago with a slight decrease in overall shelter and street population. Stephen will include this in his monthly Executive Report. The count has been expanded to Seattle and King County. We believe the decrease in numbers has been attributed to the increase in the number of shelter beds and diversion programs.

XIII. ADJOURNMENT

Chair Barnes adjourned the meeting at 9:37 a.m.

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

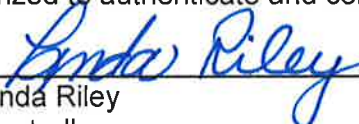
DOUGLAS J. BARNES, Chair
Board of Commissioners

STEPHEN J. NORMAN
Secretary



To: Board of Commissioners
From: Linda Riley, Controller
Date: May 28, 2019
Re: **VOUCHER CERTIFICATION FOR APRIL 2019**

I, Linda Riley, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims represented by the vouchers listed below were just obligations of the Housing Authority of the County of King, and that I am authorized to authenticate and certify said claims.



 Linda Riley
 Controller
 May 28, 2019

Bank Wires / ACH Withdrawals		6,002,974.64
	<i>Subtotal</i>	6,002,974.64
Accounts Payable Vouchers		
Key Bank Checks - #321911-#322425		5,868,498.16
Tenant Accounting Checks - #10842-#10862		4,644.96
Commerce Bank Direct Payment		28,944.11
	<i>Subtotal</i>	5,902,087.23
Payroll Vouchers		
Checks - #91465-91510		55,206.01
Direct Deposit		1,534,614.67
	<i>Subtotal</i>	1,589,820.68
Section 8 Program Vouchers		
Checks - #625097-#625438		201,604.08
ACH - #445465-#448225		14,368,771.74
	<i>Subtotal</i>	14,570,375.82
Purchase Card / ACH Withdrawal		259,179.86
	<i>Subtotal</i>	259,179.86
	GRAND TOTAL	\$ 28,324,438.23