

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

Monday, June 10, 2019

I. CALL TO ORDER

The meeting of the King County Housing Authority Board of Commissioners was held on Monday, June 10, 2019 at 700 Andover Park West, Tukwila, WA 98188. There being a quorum, the meeting was called to order by Chair Doug Barnes at 8:30 a.m.

II. ROLL CALL

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

III. Public Comment

Resident Cindy Ference gave public comment via telephone regarding resident concerns.

IV. APPROVAL OF MINUTES

A. Board Meeting Minutes – May 20, 2019

On motion by Commissioner Susan Palmer and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the May 20, 2019 Board of Commissioners' Meeting Minutes.

V. APPROVAL OF AGENDA

On motion by Commissioner John Welch and seconded by Commissioner Michael Brown, the Board unanimously approved the June 10, 2019 Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

A. Voucher Certification Report for April 2019

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

VII. RESOLUTIONS FOR DISCUSSION & POSSIBLE ACTION

A. **Resolution No. 5625:** Authorizing Acquisition of the Emerson Apartments.

Tim Walter, Senior Director of Development and Asset Management gave an overview of the purchase of Emerson Apartments.

The Emerson Apartments are located in the Totem Lake area in Kirkland. This complex was built in 1983 with 207 units and are comprised of two and three story buildings. There are one, two and three bedroom units including 70% that are two bedroom or larger and 10% that are three bedroom units.

Emerson Apartments has excellent access to public transportation. Metro route 255 from the entrance, will take you to UW or downtown Seattle.

The property meets the board's acquisition goal of being proximate to transit and located in a high opportunity area. Emerson Apartments are in the Lake Washington School District.

KCHA has not completed due diligence yet. We will start the week of June 17th and have 30 days to complete.

Questions of Commissioners' were answered.

On motion by Commissioner TerryLynn Stewart and seconded by Commissioner Susan Palmer, the Board unanimously approved Resolution No. 5625.

VIII. BRIEFINGS AND REPORTS

A. First Quarter Financial Report 2019

Windy Epps, Assistant Director of Finance gave an overview of the First Quarter Financial Report for 2019.

First quarter financial results tracked well against budget projections. Operating Revenue was on target at 100.03% of budget, while operating expenses were 6.6% under budget.

The Public Housing Operating Fund interim proration level for June has increased to 97.26% and is expected to rise to 99% for the year which will be retroactively applied to the funding.

The Housing Choice Voucher 2019 Renewal Funding Inflation Factor (RFIF) was awarded at 2.173% with a prorate of 99.5%.

Questions of Commissioners’ were answered.

B. Annual Sustainability Plan

Jenna Smith, Resource Conservation Manager introduced the conservation resource team: Scott Percival, Management Analyst/Sustainability Management Analyst and Patrick Malloy, Resource Conservation Specialist.

The Sustainability Plan includes 7 sustainability goals focused on maintenance and management. The plan initiatives fall into the following three areas.

- 1) Capital improvements
- 2) Maintenance and management
- 3) Resident Engagement

Executive Summary: 2018 ESP Results

Sustainability Target Areas	2018 Goal	2018 Actual	% of Annual Goal
1) 10% Reduction Multifamily Water Use: Gallons/Person:Day (GPD)	50.8 GPD	46.5 GPD	109%
2) 10% Reduction Multifamily Energy Use (EUI - 1k British Thermal Units/Square Foot)	35.3 EUI	34.6 EUI	102%
3) 5% Reduction Multifamily Greenhouse Gas Intensity (Kg CO ₂ e/Square Foot)	4.261 GHG	4.208 GHG	101%
4) 100% Increase Kilowatts (kW) Solar Energy Capacity	195.5 kW	99.7 kW	51%
5) 55% Waste Diversion Rate	46%	44.6%	97%
6) *EnviroStars Certified Tier Level 1-3	15%	13%	87%
7) 25% of Fleet Alternative Fuel Vehicles	13%	12%	92%

KCHA generated \$11K from solar, and received \$12K in solar rebates from the state in 2018, with a total of \$134k for the past 4 years. Avoided cost savings since 2017 for water, sewer, electricity and gas was over \$300k. Overall, we had a great year.

Questions of Commissioners’ were answered.

C. Payment Standards

Andrew Calkins, Manager of Policy and Legislative Affairs and Jeb Best, Director of Housing Choice Vouchers presented the Mid-Year Payment Standards Review.

A payment standard is the maximum amount that KCHA will subsidize a given unit. These are typically set at the 40 percentile of the rental market, so that 40% of the units in a given area are affordable. They vary by bedroom size and geography.

KCHA supports over 10,000 vouchers across the county through the tenant-based Housing Choice Voucher Program (HCV or Section 8). The payment standard is a critical component of the IICV program that ensures households can secure and maintain safe and affordable housing in different regions of the county. After transitioning to multi-tiered payment standards in 2016, KCHA has increased payment standards substantially to keep pace with an increasingly costly rental market, most recently in December 2018. KCHA began reviewing payment standards on a biannual basis beginning in 2018 following exceptional increases in rents around the county and input from program staff. Due to slowing growth in the rental market, staff is recommending that we do not change the current payment standards at this time. Staff will continue to closely monitor trends in preparation for the annual analysis planned for the end of 2019.

Questions of Commissioners' were answered.

IX. STUDY SESSION

A. 2018 Resident Characteristics Report

Sarah Oppenheimer, Director of Research and Evaluation introduced the report and David Forte, Program Manager, Measurement, Learning, & Evaluation presented the details.

The Resident Characteristics Analysis (RCA) is an annual data analysis on the characteristics and outcomes of federally subsidized households living within the KCHA geographic boundaries in the calendar year. It provides a data-informed view of who KCHA serves and how that population may be changing in order to support program and policy decisions. Metrics calculated through the RCA also serve as the foundation for reporting to federal and other key stakeholders. Included in the RCA are all federally subsidized households residing with the KCHA geographic jurisdiction except for a subset of households (201) served through locally designed, non-traditional programs; non-federal workforce housing residents are also not included in the RCA.

Questions of Commissioners' were answered.

X. EXECUTIVE DIRECTOR REPORT

There is little to report from Washington DC. The full House passed the T-HUD Appropriations Bill as drafted by the Appropriations Committee but there has been no visible progress, despite several meetings at the leadership level, on the larger issues regarding the debt ceiling, sequestration and top line budget numbers.

Progress on key issues is not likely to happen anytime soon. Congress is heading into summer recess shortly and little time remains to cut a deal.

We are watching all of this very closely and tracking the language in the final bill does a number of things:

- 1) Preserves our Moving to Work (MTW) contract and prevents the Secretary from acquiring discretionary ability to sweep our MTW working capital.
- 2) Blocks HUD's proposal to unilaterally convert the annual contributions contract from a contract to a grant.
- 3) Prevents HUD from using any appropriated funds to administer a proposed rule that would bar mixed status families from participating in the Public Housing and Section 8 programs. This language was included in the approved House version.

XI. KCHA IN THE NEWS

None.

XII. COMMISSIONER COMMENTS

Commissioner John Welch commented about recently being at an Executive Leadership meeting with Bellevue Public Schools and they highlighted their relationship with the housing authority and expressed their appreciation for the partnership.

We have been working on trying to put together stakeholders in the roadmap region, South King County seven districts, and looking at our Early Learning System. Ted Dezember has sat in those meetings as we are coming together and figuring out how this group will operate and what the system and needs are. Commissioner Welch expressed appreciation for the housing authority's participation.

The Director for Educare, Kellie Morrill is leaving, so we will be hiring a new Director. We often try and have our interview processes include representation from our partnerships, so we will be looking to the housing authority to see if someone can sit on that team as we get closer.

II. ADJOURNMENT

Chair Barnes adjourned the meeting at 10:30 a.m.

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



DOUGLAS J. BARNES, Chair
Board of Commissioners

Acting Chair



STEPHEN J. NORMAN
Secretary