

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

**Tuesday, February 16, 2021**

---

**I. CALL TO ORDER**

The Special meeting of the King County Housing Authority Board of Commissioners was held virtually on Tuesday, February 16, 2021. There being a quorum, the virtual meeting was called to order by Chair Doug Barnes at 8:30 a.m.

**II. ROLL CALL**

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

**III. Public Comment**

None.

**IV. APPROVAL OF MINUTES**

- A. Board Meeting Minutes - January 19, 2021
- B. Board Meeting Minutes - January 19, 2021 - Executive Session
- C. Board Meeting Minutes - January 22, 2021 - Executive Session
- D. Board Meeting Minutes - February 4, 2021 - Executive Session

On motion by Commissioner Michael Brown, and seconded by Commissioner Susan Palmer the Board unanimously approved the January 19, 2021, January 19, 2021 Executive Session, January 22, 2021 Executive Session and February 4, 2021 Executive Session Board of Commissioners' Meeting Minutes.

**V. APPROVAL OF AGENDA**

On motion by Commissioner Susan Palmer, and seconded by Commissioner John Welch, the Board unanimously approved the February 16, 2021 virtual Special Board of Commissioners' meeting agenda.

**VI. CONSENT AGENDA**

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Michael Brown, the Board unanimously approved the February 16, 2021 virtual Special Board of Commissioners' meeting consent agenda.

## VII. RESOLUTION FOR DISCUSSION AND POSSIBLE ACTION

A. **Resolution No. 5677** – Resolution Authorizing the Limited Payout of Accrued Vacation Leave in Excess of Maximum Annual Vacation Carryover Balances.

Craig Violante, Interim Deputy Executive Director-Chief Administrative Officer presented the resolution and explained that Resolution 5653, which was adopted by the Board on May 18, 2020, gave employees an additional five days of paid leave and allowed employees to carry all accrued vacation hours over into 2021 and again into 2022 regardless of normal maximum balance limitations. He further explained that Resolution 5653 did not address what would happen to these excess hours in the event of voluntary employee termination or retirement. This resolution clarifies what will be paid to employees when they voluntarily leave employment or retire.

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Susan Palmer, the Board unanimously approved Resolution 5677.

## VIII. BRIEFINGS AND REPORTS

A. 2020 Year End Investment Report

Craig Violante, Interim Deputy Executive Director-Chief Administrative Officer provided a detailed summary and analysis of the Agency's 2020 investment efforts.

Questions of commissioners were answered.

B. Greenbridge Update

John Eliason, Development Director, HOPE VI and Kevin Preston, Senior Development Manager, HOPE VI provided an update on the Greenbridge Division 8 land sale.

In January 2021 Conner Homes notified KCHA of difficulties financing their project related to the land sale. The sale is now envisioned in three phases:

- 1<sup>st</sup> phase – 27 lots at \$5,400,000
- 2<sup>nd</sup> phase - 29 lots at \$5,800,000
- 3<sup>rd</sup> phase - 51 lots \$10,200,000

Questions of commissioners were answered.

C. 2020 Construction Highlights

Dan Watson, Deputy Executive Director/Chief Development Officer introduced the team that will be giving the power-point presentation on construction highlights.

Nikki Parrot, Director of Capital Construction and Weatherization, gave an update on the 2020 projects managed by the Capital Construction department.

Jennifer Ramirez Robson, Director of Resident Services, provided an update of resident relocation efforts pertaining to these projects.

Dan Landes, Development Director gave the Development Report regarding Abbey Ridge, Bellevue Manor and Woodland North.

- Abbey Ridge – Completion date is still estimated for November 2021.
- Bellevue Manor – Completion delayed to September 2021.
- Woodland North – Was impacted by COVID and flooding. Completion delayed to July 2021.

Bill Cook, Director of Property Management and Matt Peterson, Maintenance Manager spoke regarding unit upgrades.

Questions of commissioners were answered.

D. Fourth Quarter 2020 Write-Off Summary Report

Bill Cook, Director of Property Management presented a summary and analysis of the report.

## IX. EXECUTIVE SESSION

- A. To receive and evaluate complaints or charges brought against a public officer or employee (RCW 42.30.110 (1) (f)) and to review the performance of public employees (RCW 42.30.110 (1) (g)).

9:46 a.m. – Board meeting was suspended for the Executive Session.

10:30 a.m. – Board meeting was re-convened.

## X. EXECUTIVE DIRECTOR REPORT

Executive Director Norman joined the Board in complimenting the staff that had presented items at today's meeting. He also acknowledged that while the rest of us had a three day weekend, property management and maintenance staff were out shoveling sidewalks, putting salt down and providing on-site fire watches where power had failed.

Director Norman briefed the Board on KCHA's efforts to provide mobile vaccination clinics in our senior buildings and on efforts to assure housing stability for both existing program participants and other lower income households in the community. The proposed funding for one-time use emergency vouchers included in the administration's COVID-19 Stimulus Bill will provide a critical additional resource.

He reviewed efforts to put together a partnership with the state's child welfare system and the YMCA that will apply for up to 75 new vouchers to house homeless youth, and on-going efforts to identify 500 additional units for potential acquisition as part of our partnership with the Amazon Corporation.

He noted that KCHA has closed on the acquisition of the former Oaks facility in Shoreline, and is working closely with King County and Lakeside Partners to get a men's shelter up and running on the site as quickly as possible. KCHA is also partnering with Neighborhood House to explore possible creation of additional Headstart classrooms at Greenbridge.

**XI. KCHA IN THE NEWS**

None.

**XII. COMMISSIONER COMMENTS**

Credit to the Virus Response Team (VRT) for the vaccination sites for our residents.

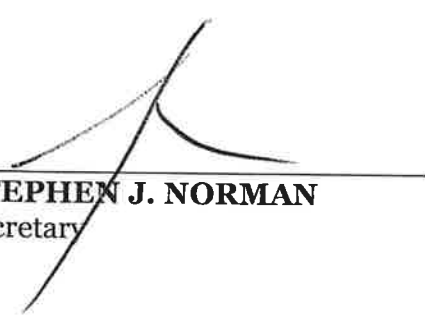
**XIII. ADJOURNMENT**

Chair Barnes adjourned the meeting at 11:00 a.m.

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



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



**STEPHEN J. NORMAN**  
Secretary