

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

**Monday, August 16, 2021**

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**I. CALL TO ORDER**

The Monthly meeting of the King County Housing Authority Board of Commissioners was held virtually on Monday, August 16, 2021. There being a quorum, the virtual meeting was called to order by Co-Chair Palmer at 8:31 a.m.

**II. ROLL CALL**

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

**Excused:** Commissioner Doug Barnes (Chair)

**III. PUBLIC COMMENT**

No public comment.

Introduction of **Anneliese Gryta** - Deputy Executive Director of Housing Assistance Programs. She comes to KCHA from the Lucas Metropolitan Housing Authority in Toledo, Ohio where she held the position of Chief of Staff, and before that Chief Policy and Program Officer. Prior to joining Lucas, she was with the Greater Toledo Community Foundation. Anneliese also holds a Law degree. She joins a very experienced staff that runs some of the finest Public Housing and Housing Choice Voucher Programs in the country.

Anneliese thanked the Board for bringing her on board and shared her passion of building communities of opportunity.

**IV. APPROVAL OF MINUTES**

A. Board Meeting Minutes – July 19, 2021

On motion by Commissioner John Welch, and seconded by Commissioner Michael Brown, the Board unanimously approved the July 19, 2021 Meeting Minutes.

**V. APPROVAL OF AGENDA**

On motion by Commissioner John Welch, and seconded by Commissioner Michael Brown, the Board unanimously approved the August 16, 2021 virtual Board of Commissioners' meeting agenda.

## **VI. CONSENT AGENDA**

### **A. Voucher Certification Report for June 2021**

On motion by Commissioner John Welch, and seconded by Commissioner Michael Brown, the Board unanimously approved the August 16, 2021 virtual Board of Commissioners' meeting consent agenda.

## **VII. STUDY SESSION**

### **A. Revised 2021 Housing Choice Voucher Payment Standards**

Pam Taylor, Director of Housing Choice Vouchers Program and Tyler Shannon, Research and Data Analyst, Social Impact gave a presentation of the review that was done.

Payment Standards are adopted periodically by KCHA. The Payment Standard defines the highest amount that KCHA will pay to a landlord each month to assist Housing Choice Voucher program participants with rent and utilities. They vary by the number of bedrooms in the unit and the geographic location. While HUD sets Fair Market Rent (FMR's) at the 40<sup>th</sup> percentile of rents charged for standard rental housing in the region, KCHA instead sets its rates at approximately the 40<sup>th</sup> percentile, based on six different zip code-driven tiers.

Questions of Commissioners were answered.

## **VIII. RESOLUTION FOR DISCUSSION AND POSSIBLE ACTION**

### **A. Resolution No. 5698 – Authorizing Higher Payment Standards for the Housing Choice Voucher Program.**

Tyler Shannon, Research and Data Analyst, Social Impact presented the Resolution to the Board of Commissioners.

The new Payment Standards will be effective September 1, 2021.

On motion by Commissioner John Welch, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved Resolution 5698.

## **IX. BRIEFINGS AND REPORTS**

### A. Second Quarter CY 2021 Procurement Report

Craig Violante, Interim Deputy Executive Director, Chief Administrative Officer updated the Board of Commissioners of the details in the report.

The second quarter procurement report includes all activity from April through June 2021 that met one of the following criteria:

- New contracts with values of \$100,000 or greater
- Change orders that resulted in revised contract values in excess of 110% of either the original value or the not-to-exceed contract amount
- Contracts with extensions or other foreseen changes

Questions of Commissioners were answered.

### B. Second Quarter CY 2021 Write Offs

Bill Cook, Director of Property Management updated the Board of what is showing on the reports.

The amounts are still trending lower then before the pandemic and we are monitoring this closely.

Questions of Commissioners were answered.

### C. Update on Rent Arrears, Rental Assistance and the Eviction Moratorium

Dan Watson, Deputy Executive Director/Chief Development Officer  
Bill Cook, Director of Property Management  
Andrew Calkins, Manager of Policy and Legislative Affairs  
Wen Xu, Director of Asset Management  
Shawli Hathaway, Interim Director of Resident Services  
Pam Taylor, Director of Housing Choice Vouchers Program

Everyone in the region has been impacted by the pandemic, but KCHA residents have been impacted more severely than others. Many of the jobs they held were eliminated, and others saw reductions in the number of available work hours. Early in the pandemic, a robust series of waivers and rent reduction procedures were implemented to assist program participants. Further, moratoria were enacted to prevent evictions and rental rate hikes.

An internal working group, formed less than a year ago, gave a comprehensive report on the current status of past due rent balances and the impact of expected rental assistance from

King County. As the eviction moratorium ends, possible consequences to both program participants and KCHA was discussed.

Questions of Commissioners were answered.

## **XI. EXECUTIVE DIRECTOR REPORT**

Executive Director Norman echoed the Board's appreciation for the actions staff are taking to assure resident stability as the State's eviction moratorium expires. He noted that the Authority is most concerned about participants in the Housing Choice Voucher Program, where KCHA is not the landlord, and that the organization's goal is to keep everyone in our programs safely housed. Staff will keep the Board apprised as the situation evolves.

Director Norman reported that the Housing Authority is finalizing the long-term financing for the 1100 units of workforce housing acquired over the last year or so. The financing arrangement with Amazon has been finalized and the Bellevue City Council voted last week to award the Housing Authority a \$4M grant to assist in the acquisition of the Illahee Apartments. The municipal bonds associated with this initiative are scheduled to go to market in late August/early September. He acknowledged and thanked Tim Walter and the Asset Management team for the role they played in acquiring, managing and financing these properties.

The Emergency Housing Voucher program is in the process of being launched. An agreement with the Regional Homeless Authority to refer clients for these 764 vouchers has been executed. The first referrals have begun to and we are hopeful that the Homeless Authority can ramp up to meet the agreed upon referral schedule.

Director Norman noted that Regina Elmi was attending this meeting and that she is scheduled for a confirmation hearing at the King County Council on August 31st. Board and staff look forward to welcoming Regina as a full voting member as soon as she is confirmed. He also acknowledged the vital role that Commissioner Brown has played for over a decade in helping to steer the Housing Authority

Regarding the COVID-19 situation, KCHA is monitoring closely the current spike in infections and hospitalizations. The highly infectious Delta variant has become the dominant strain. King County and Seattle are requiring that all employees not exempted for health or religious reasons be vaccinated. Last week the Seattle Housing Authority announced that employees have until October 18<sup>th</sup> to be vaccinated or face termination. KCHA has not gone in this direction at this point. We are carefully evaluating advice from public health professionals, evaluating the situation internally, exploring different options and polling staff. We will make a decision in September that seeks to balance the health and safety of employees and the communities we serve with issues of individual choice. Director Norman invited Board members to contact him with their perspective and to share the approaches that the organizations they are engaged with are taking.

Work is continuing to progress on numerous of construction projects. The three being tracked most closely are the three tax credit rehab projects that need to be completed by year's end – Abby Ridge, Bellevue Manor, Woodland North. At this point we are hopeful that they will all complete by the deadline but timing will be tight.

Director Norman reported that he and Dan Watson had a meeting with the Mayor of Black Diamond in an effort to find a path forward on the expansion of the Rainier View manufactured home community. The conversation identified a potential approach that we will continue to pursue.

KCHA is also in the finally stage of negotiating the land acquisition agreement for the Trailhead Project in Issaquah. The discussions are down to the last few issues and we are hopeful that the deal can be finalized and design development and construction can move forward.

## **XII. KCHA IN THE NEWS**

None.

## **XIII. COMMISSIONER COMMENTS**

None.

## **XIV. ADJOURNMENT**

Co-Chair Palmer adjourned the meeting at 9:53 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

