



# **MEETING OF THE BOARD OF COMMISSIONERS**

## **HYBRID MEETING**

**Tuesday, January 17, 2023**

### **Webinar Meeting:**

**<https://kcha-org.zoom.us/j/86427145368>**

**Meeting ID: 864 2714 5368**

Dial by your location  
1 253 215 8782 US (Tacoma)

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



# **SPECIAL HYBRID MEETING OF THE BOARD OF COMMISSIONERS AGENDA**

January 17, 2023 - 3:00 p.m.

King County Housing Authority - West Wing Conference Room  
600 Andover Park West, Tukwila, WA 98188

---

**I. Call to Order**

**II. Roll Call**

**III. Public Comment**

**IV. Approval of Minutes**

**1**

A. Board Meeting Minutes – December 19, 2022

B. Special Board Meeting Minutes – January 5, 2023

**V. Approval of Agenda**

**VI. Consent Agenda**

**2**

A. Voucher Certification Reports for November 2022

## **VII. Resolutions for Discussion**

- A. Resolution No. 5744** – Amending the Bylaws of the Housing Authority of the County of King **3**
- B. Resolution No. 5745** – Authorizing the Acquisition of the Plum Court Apartments in Kirkland **4**

## **VIII. Briefings & Reports**

- A. Fourth Quarter 2022 Procurement Report **5**

## **IX. Executive Director Report**

## **X. KCHA in the News** **7**

## **XI. Commissioner Comments**

## **XII. Adjournment**

Members of the public who wish to give public comment: We are now accepting public comment during the meeting or written comments. Please send your requests for public comment to the Board Coordinator via email to [kamir@kcha.org](mailto:kamir@kcha.org) prior to the meeting date. If you have questions, please call 206-574-1206.

# T A B N U M B E R

1

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

**Monday, December 19, 2022**

---

**I. CALL TO ORDER**

The monthly meeting of the King County Housing Authority Board of Commissioners was held as a hybrid meeting on Monday, December 19, 2022. There being a quorum, the hybrid meeting was called to order by Chair Barnes at 8:30 a.m.

**II. ROLL CALL**

**Present:** Commissioner Doug Barnes (Chair) (via Zoom), Commissioner Regina Elmi (via zoom), Commissioner John Welch (via Zoom) and Commissioner TerryLynn Stewart (via Zoom).

**III. PUBLIC COMMENT**

Resident Cindy Ference gave public comment.

Resident Tashena Sullivan gave public comment.

**IV. APPROVAL OF MINUTES**

A. Board Meeting Minutes – November 14, 2022

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Regina Elmi, the Board unanimously approved the November 14, 2022 Meeting Minutes.

**V. APPROVAL OF AGENDA**

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Regina Elmi, the Board unanimously approved the December 19, 2022 hybrid Board of Commissioners' meeting agenda.

**VI. CONSENT AGENDA**

A. Voucher Certification Reports for October 2022

B. **Resolution 5742** – A Resolution designating and additional authorized officer for purposes of reporting, filing and similar actions.

C. **Resolution No. 5738** – Authorizing Saeed Hajarizadeh as an Alternative Contracting Officer for the Purpose of Executing Essential Legal Documents.

**D. Resolution No. 5739** – Authorizing Saeed Hajarizadeh as Contracting Officer, Signator and Agent Designated to Receive Claims for Damages

**E. Resolution No. 5740** – Appointment of Auditing Officers for the Purpose of Certifying Obligations of the Authority is Accordance with RCW 42.24.

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner John Welch, the Board unanimously approved the December 19, 2022 hybrid Board of Commissioners' meeting consent agenda.

## **VII. RESOLUTIONS FOR DISCUSSION**

**A. Resolution No. 5741** – Approval of CY 2023 Operating and Capital Budgets

Saeed Hajarizadeh, Deputy Executive Director – Chief Administrative Officer presented the details of the budget for approval.

Comments of Commissioners were made.

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Regina Elmi, the Board unanimously approved Resolution 5741.

## **VIII. BRIEFINGS & REPORTS**

**A. Third Quarter CY 2022 Executive Dashboard**

Andrew Calkins, Director of Policy and Intergovernmental Affairs gave a summary of the report.

**B. Third Quarter CY 2022 Financial Report**

Windy Epps, Director of Finance gave the highlights of the report.

**C. HR & Office of EDIB December 2022 Updates**

- Scarleth Lever Ortiz, Senior Director of Equity, Diversity and Inclusion
- Tonya Harlan, Director of Human Resources
- Ji Soo Kim, Administrative Program Manager
- Ebane Mainor, Administrative Program Manager
- Camie Whidden, Administrative Program Manager

All gave an update of the events that are happening this month.

## **IX. EXECUTIVE DIRECTOR REPORT**

Executive Director Robin Walls gave news updates.

- On December 8, 2022 – HUD's Deputy Secretary Adrienne Todman came to the Seattle area with a team of key partners to focus on celebrating and looking at meeting with leaders of the success and partnerships in respect to housing and homeless.

The session in the morning included: Secretary Adrienne Todman, Richard Cho, Deputy Secretary Advisor for Housing and Services and is the author of the EHV program. Mayor's offices of Shoreline and Issaquah, Representatives of Chief of Staff from King County Executive offices, as well as former Governor Christine Gregoire.

Marc Dones was the host of the first session and he asked the KCHA and SHA to start the meeting kick off and talk about our partnership with respect of being able to achieve collectively over 96% leasing for Emergency Housing Voucher Program. KCHA's leasing is 102.52%. This region as well as KCHA is being recognized at the local level as well as the national level for our leadership with respect of one of HUD's signature programs.

- November 28, 2022 – Dan Watson, Andrew Calkins and ED Walls met with Representative DelBene, which was a follow up with the meeting we had with her office from the Hill trip.

Also met with the Deputy Mayor and other representatives in Bellevue and am continuing to establish local contacts.

- On December 15<sup>th</sup>, we had a Resident Listening Session at Birch Creek. Anneliese Gryta hosted. There was strong participation from our Housing Management team as well as our Resident Services team. There were 25 residents present.

We had a lot of feedback, we picked Birch Creek as it's been a concern for us. We received helpful feedback from the residents about recent changes we have made to address security. There was positive feedback as well. Residents have seen how some of the things that we have done has made them feel more secure.

- Last week, we reopened to the public our Section 8 office. We had 44 visitors. We are doing a soft re-opening to make sure we have enough security and staff.
- Finally, we had a Diversity Sub-committee from a follow up from our Board Retreat.
- Everyone have a warm and safe holiday season.

**X. KCHA IN THE NEWS**

None.

**XI. COMMISSIONER COMMENTS**

None.

**XII. ADJOURNMENT**

Chair Barnes adjourned the meeting at 10:07 a.m.

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

---

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

---

**ROBIN WALLS**  
Secretary



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

**Thursday, January 5, 2023**

---

**I. CALL TO ORDER**

The monthly meeting of the King County Housing Authority Board of Commissioners was held as a hybrid meeting on Thursday, January 5, 2023. There being a quorum, the hybrid meeting was called to order by Chair Barnes at 3:30 p.m.

**II. ROLL CALL**

**Present:** Commissioner Doug Barnes (Chair) (via Zoom), Commissioner John Welch (via zoom), Commissioner Regina Elmi (via Zoom) and Commissioner TerryLynn Stewart (via Zoom).

**III. PUBLIC COMMENT**

No Public Comment.

**V. APPROVAL OF AGENDA**

On motion by Commissioner John Welch, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the January 5, 2023 hybrid Board of Commissioners' meeting agenda with a friendly amendment of adding Executive Director Comments after the Resolution.

**VII. RESOLUTIONS FOR DISCUSSION**

**A. Resolution No. 5743** – A Resolution Authorizing Acquisition of Cell Tower Interests to Facilitate Redevelopment of a TOD property in Issaquah

Dan Landes, Development Director gave an update on the TOD property in Issaquah.

We were in negotiations with Vertical Bridge and Lumen, negotiations continued. We were able to close with Lumen on the acquisition with the property in Issaquah. Culminating six years of work.

The reason that we closed at the end of the year is Lumen is not going to continue to negotiate with us after 2022.

We were unable to reach full agreement at the end of the year with Vertical Bridge.

Resolution 5743 outlines what we are asking for.

Questions of the commissioners were answered.

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner John Welch, the Board unanimously approved Resolution 5743.

## **XI. EXECUTIVE DIRECTOR REPORT**

Executive Director Walls apprised the Commissioners of events that have been happening at the Central Office.

On Wednesday, January 4, 2023, we had to evacuate our offices at Central Office. We have been responding to a threat from an individual that has been a long term housing voucher participant. For the remainder of this week we are working remotely.

We have an All Staff meeting on Friday, January 6.

## **XII. COMMISSIONER COMMENTS**

Thank everyone at housing that are providing service for those that would not have a home.

## **XIII. ADJOURNMENT**

Chair Barnes adjourned the meeting at 4:04 p.m.

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

---

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

---

**ROBIN WALLS**  
Secretary

# T A B N U M B E R



**To:** Board of Commissioners

**From:** Mary Osier, Accounting Manager

**Date:** December 30, 2022

**Re:** **VOUCHER CERTIFICATION FOR NOVEMBER 2022**

I, Mary Osier, 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.

---

Mary Osier  
Accounting Manager  
December 30, 2022

Bank Wires / ACH Withdrawals		10,240,331.03
	<i>Subtotal</i>	<b>10,240,331.03</b>
Accounts Payable Vouchers		
Key Bank Checks - #342881-343267		7,838,916.60
Tenant Accounting Checks - #11782-11789		2,543.18
	<i>Subtotal</i>	<b>7,841,459.78</b>
Payroll Vouchers		
Checks - #93235-93238 & 93251-93260 & 93265-93278		30,073.98
Direct Deposit		2,119,962.64
	<i>Subtotal</i>	<b>2,150,036.62</b>
Section 8 Program Vouchers		
Checks - #641181-641597		173,642.86
ACH - #561302-564061		19,872,992.53
	<i>Subtotal</i>	<b>20,046,635.39</b>
Purchase Card / ACH Withdrawal		363,195.27
	<i>Subtotal</i>	<b>363,195.27</b>
	<b>GRAND TOTAL</b>	<b>\$ 40,641,658.09</b>

TO:

THE BOARD OF COMMISSIONERS, HOUSING AUTHORITY OF  
THE COUNTY OF KING, WASHINGTON

FROM:

Wen Xu, Director of Asset Management

I, Wen Xu, do hereby certify under penalty of perjury that the claims represented by the wire transactions below were just, due, and unpaid obligations against the Housing Authority, and that I, and my designees, are authorized to authenticate and certify said claims.

Wen Xu

Date

Property	Wired to Operating Account for Obligations of Property			Notes:
	Date	Wire Transaction	Claim	
Bellepark	11/02/2022	\$ 13,607.99	AP & Payroll	
Hampton Greens	11/02/2022	\$ 55,193.66	AP & Payroll	
Kendall Ridge	11/02/2022	\$ 33,919.35	AP & Payroll	
Landmark	11/02/2022	\$ 22,712.12	AP & Payroll	
NIA	11/02/2022	\$ 6,557.00	AP	
Riverstone	11/02/2022	\$ 25,780.94	AP & Payroll	
SALMON	11/02/2022	\$ 7,268.00	AP	
SALMON	11/02/2022	\$ 7,174.24	AP	
SALMON	11/02/2022	\$ 4,569.82	AP	
SEOLA CROSSING	11/02/2022	\$ 8,295.00	AP	
SEOLA CROSSING	11/02/2022	\$ 6,636.00	AP	
Woodside East	11/02/2022	\$ 32,490.31	AP & Payroll	
ALPINE RIDGE .	11/03/2022	\$ 2,976.62	AP	
ARBOR HEIGHTS .	11/03/2022	\$ 14,486.39	AP	
Aspen Ridge	11/03/2022	\$ 4,451.96	AP	
Auburn Square	11/03/2022	\$ 12,417.43	AP	
Carriage House	11/03/2022	\$ 12,170.66	AP	
Carrington	11/03/2022	\$ 18,680.96	AP	
CASCADIAN .	11/03/2022	\$ 500,781.56	AP	
Colonial Gardens	11/03/2022	\$ 836.23	AP	
FAIRWOOD .	11/03/2022	\$ 14,575.72	AP	
HERITAGE PARK .	11/03/2022	\$ 1,453.04	AP	
LAURELWOOD .	11/03/2022	\$ 14,917.99	AP	
Meadows	11/03/2022	\$ 14,155.96	AP	
Newporter	11/03/2022	\$ 59,990.09	AP	
OVERLAKE	11/03/2022	\$ 15,562.61	AP	
Parkwood	11/03/2022	\$ 3,382.75	AP	
Pinewood Village	11/03/2022	\$ 8,266.34	AP	

Salish	11/03/2022	\$ 30,637.36	AP	
Sandpiper East	11/03/2022	\$ 22,275.44	AP	
SOUTHWOOD SQUARE .	11/03/2022	\$ 11,003.25	AP	
Tall Cedars	11/03/2022	\$ 8,594.14	AP	
Timberwood	11/03/2022	\$ 3,463.10	AP	
Walnut Park	11/03/2022	\$ 2,821.00	AP	
WINDSOR HEIGHTS .	11/03/2022	\$ 50,959.69	AP	
Woodridge Park	11/03/2022	\$ 2,895.09	AP	
ALPINE RIDGE .	11/09/2022	\$ 21,039.86	AP & Payroll	
ARBOR HEIGHTS .	11/09/2022	\$ 9,061.62	AP & Payroll	
Argyle	11/09/2022	\$ 37,847.43	AP & Payroll	
Aspen Ridge	11/09/2022	\$ 7,728.75	AP & Payroll	
Auburn Square	11/09/2022	\$ 20,456.13	AP & Payroll	
Ballinger Commons .	11/09/2022	\$ 295,432.25	AP & Payroll	
Bellepark	11/09/2022	\$ 8,881.71	AP & Payroll	
Carriage House	11/09/2022	\$ 22,007.77	AP & Payroll	
Carrington	11/09/2022	\$ 12,343.67	AP & Payroll	
CASCADIAN .	11/09/2022	\$ 25,550.42	AP & Payroll	
Colonial Gardens	11/09/2022	\$ 7,240.48	AP & Payroll	
Cottonwood	11/09/2022	\$ 18,229.25	AP & Payroll	
Cove East	11/09/2022	\$ 82,606.51	AP & Payroll	
Emerson	11/09/2022	\$ 91,306.58	AP & Payroll	
FAIRWOOD .	11/09/2022	\$ 36,169.97	AP & Payroll	
GILMAN SQUARE .	11/09/2022	\$ 36,801.90	AP & Payroll	
Hampton Greens	11/09/2022	\$ 4,462.86	AP & Payroll	
HERITAGE PARK .	11/09/2022	\$ 16,375.94	AP & Payroll	
Juanita View	11/09/2022	\$ 25,758.56	AP & Payroll	
Kendall Ridge	11/09/2022	\$ 86,169.70	AP & Payroll	
Kirkland Heights	11/09/2022	\$ 73,466.06	AP & Payroll	
Landmark	11/09/2022	\$ 5,202.59	AP & Payroll	
LAURELWOOD .	11/09/2022	\$ 15,771.19	AP & Payroll	
Meadowbrook .	11/09/2022	\$ 23,487.06	AP & Payroll	
Meadows	11/09/2022	\$ 10,930.99	AP & Payroll	
Newporter	11/09/2022	\$ 17,839.90	AP & Payroll	
OVERLAKE	11/09/2022	\$ 40,494.11	AP & Payroll	
Parkwood	11/09/2022	\$ 15,455.44	AP & Payroll	
Pinewood Village	11/09/2022	\$ 13,717.46	AP & Payroll	
RAINIER VIEW I .	11/09/2022	\$ 12,175.80	AP & Payroll	
RAINIER VIEW II .	11/09/2022	\$ 9,482.15	AP & Payroll	
Riverstone	11/09/2022	\$ 29,703.34	AP & Payroll	

Salish	11/09/2022	\$ 15,476.42	AP & Payroll	
SALMON	11/09/2022	\$ 49,430.69	AP & Payroll	
Sandpiper East	11/09/2022	\$ 35,498.40	AP & Payroll	
SEOLA CROSSING	11/09/2022	\$ 68,999.17	AP & Payroll	
SEOLA CROSSING	11/09/2022	\$ 51,061.25	AP & Payroll	
SI VIEW .	11/09/2022	\$ 6,689.80	AP & Payroll	
SOUTHWOOD SQUARE .	11/09/2022	\$ 14,385.89	AP & Payroll	
Surrey Downs	11/09/2022	\$ 35,356.46	AP & Payroll	
Timberwood	11/09/2022	\$ 56,303.92	AP & Payroll	
Vashon Terrace .	11/09/2022	\$ 1,894.04	AP & Payroll	
Villages at South Station	11/09/2022	\$ 47,801.57	AP & Payroll	
Walnut Park	11/09/2022	\$ 45,471.54	AP & Payroll	
WINDSOR HEIGHTS .	11/09/2022	\$ 71,068.17	AP & Payroll	
Woodridge Park	11/09/2022	\$ 32,356.21	AP & Payroll	
Woodside East	11/09/2022	\$ 11,006.13	AP & Payroll	
Bellepark	11/10/2022	\$ 9,664.00	AP	
NIA	11/10/2022	\$ 58,202.46	AP	
Bellepark	11/16/2022	\$ 34,975.45	AP & Payroll	
Hampton Greens	11/16/2022	\$ 188,542.60	AP & Payroll	
Kendall Ridge	11/16/2022	\$ 25,940.40	AP & Payroll	
Landmark	11/16/2022	\$ 78,988.85	AP & Payroll	
Riverstone	11/16/2022	\$ 39,199.22	AP & Payroll	
Woodside East	11/16/2022	\$ 32,064.91	AP & Payroll	
ALPINE RIDGE .	11/17/2022	\$ 3,666.49	AP	
ARBOR HEIGHTS .	11/17/2022	\$ 19,184.07	AP	
Aspen Ridge	11/17/2022	\$ 16,441.30	AP	
Auburn Square	11/17/2022	\$ 19,491.29	AP	
Carriage House	11/17/2022	\$ 3,309.82	AP	
Carrington	11/17/2022	\$ 3,805.83	AP	
CASCADIAN .	11/17/2022	\$ 5,641.64	AP	
Colonial Gardens	11/17/2022	\$ 1,533.44	AP	
HERITAGE PARK .	11/17/2022	\$ 1,385.47	AP	
LAURELWOOD .	11/17/2022	\$ 6,368.79	AP	
Meadows	11/17/2022	\$ 1,251.14	AP	
Newporter	11/17/2022	\$ 8,194.18	AP	
OVERLAKE	11/17/2022	\$ 66,530.35	AP	
Parkwood	11/17/2022	\$ 20,813.99	AP	
Pinewood Village	11/17/2022	\$ 3,538.37	AP	
RAINIER VIEW I .	11/17/2022	\$ 21,661.57	AP	
RAINIER VIEW II .	11/17/2022	\$ 11,778.63	AP	

Salish	11/17/2022	\$ 4,718.98	AP	
Sandpiper East	11/17/2022	\$ 26,827.22	AP	
SI VIEW .	11/17/2022	\$ 17,495.39	AP	
SOUTHWOOD SQUARE .	11/17/2022	\$ 14,249.47	AP	
Timberwood	11/17/2022	\$ 72,534.36	AP	
Vashon Terrace .	11/17/2022	\$ 3,069.92	AP	
Walnut Park	11/17/2022	\$ 15,843.03	AP	
WINDSOR HEIGHTS .	11/17/2022	\$ 9,895.17	AP	
Woodridge Park	11/17/2022	\$ 16,848.70	AP	
Argyle	11/22/2022	\$ 56,720.57	AP & Payroll	
Ballinger Commons .	11/22/2022	\$ 155,055.49	AP & Payroll	
Bellepark	11/22/2022	\$ 1,511.17	AP	
Cottonwood	11/22/2022	\$ 18,467.85	AP & Payroll	
Cove East	11/22/2022	\$ 37,603.03	AP & Payroll	
Emerson	11/22/2022	\$ 53,084.12	AP & Payroll	
GILMAN SQUARE .	11/22/2022	\$ 23,522.98	AP & Payroll	
Hampton Greens	11/22/2022	\$ 13,267.93	AP	
Juanita View	11/22/2022	\$ 11,627.22	AP & Payroll	
Kendall Ridge	11/22/2022	\$ 52,047.27	AP	
Kirkland Heights	11/22/2022	\$ 56,108.17	AP & Payroll	
Meadowbrook .	11/22/2022	\$ 54,501.80	AP & Payroll	
NIA	11/22/2022	\$ 55,987.67	AP & Payroll	
Riverstone	11/22/2022	\$ 7,036.64	AP	
SALMON	11/22/2022	\$ 65,561.29	AP & Payroll	
SEOLA CROSSING	11/22/2022	\$ 86,041.18	AP & Payroll	
SEOLA CROSSING	11/22/2022	\$ 72,854.63	AP & Payroll	
Surrey Downs	11/22/2022	\$ 57,942.04	AP & Payroll	
Villages at South Station	11/22/2022	\$ 41,933.02	AP & Payroll	
Woodside East	11/22/2022	\$ 4,928.32	AP	
ALPINE RIDGE	11/23/2022	\$ 8,924.06	AP & Payroll & Management fee & OCR	
ARBOR HEIGHTS .	11/23/2022	\$ 18,142.63	AP & Payroll & Management fee & OCR	
Aspen Ridge	11/23/2022	\$ 43,854.21	AP & Payroll & Management fee & OCR	
Auburn Square	11/23/2022	\$ 42,569.63	AP & Payroll & Management fee & OCR	
Ballinger Commons .	11/23/2022	\$ 17,688.15	AP & Payroll & Management fee & OCR	
Ballinger Commons .	11/23/2022	\$ 5,137.00	AP & Payroll & Management fee & OCR	
Carriage House	11/23/2022	\$ 52,975.59	AP & Payroll & Management fee & OCR	
Carrington	11/23/2022	\$ 18,963.14	AP & Payroll & Management fee & OCR	
CASCADIAN .	11/23/2022	\$ 26,781.48	AP & Payroll & Management fee & OCR	
Colonial Gardens	11/23/2022	\$ 21,740.88	AP & Payroll & Management fee & OCR	
FAIRWOOD .	11/23/2022	\$ 27,770.70	AP & Payroll & Management fee & OCR	



HERITAGE PARK .	11/23/2022	\$ 11,839.37	AP & Payroll & Management fee & OCR	
HOUSING AUTHORITY OF	11/23/2022	\$ 16,564.04	AP & Payroll & Management fee & OCR	
LAURELWOOD .	11/23/2022	\$ 16,708.55	AP & Payroll & Management fee & OCR	
Meadows	11/23/2022	\$ 21,816.61	AP & Payroll & Management fee & OCR	
Newporter	11/23/2022	\$ 55,755.93	AP & Payroll & Management fee & OCR	
OVERLAKE	11/23/2022	\$ 105,590.79	AP & Payroll & Management fee & OCR	
Parkwood	11/23/2022	\$ 27,543.16	AP & Payroll & Management fee & OCR	
RAINIER VIEW I .	11/23/2022	\$ 12,817.37	AP	
RAINIER VIEW II .	11/23/2022	\$ 9,291.98	AP	
Salish	11/23/2022	\$ 70,680.70	AP & Payroll & Management fee & OCR	
Sandpiper East	11/23/2022	\$ 41,921.91	AP & Payroll & Management fee & OCR	
SI VIEW .	11/23/2022	\$ 6,776.98	AP	
SOUTHWOOD SQUARE .	11/23/2022	\$ 18,148.21	AP & Payroll & Management fee & OCR	
Tall Cedars	11/23/2022	\$ 11,977.46	AP	
Timberwood	11/23/2022	\$ 53,354.22	AP & Payroll & Management fee & OCR	
Vashon Terrace .	11/23/2022	\$ 6,083.19	AP	
Walnut Park	11/23/2022	\$ 24,877.11	AP & Payroll & Management fee & OCR	
WINDSOR HEIGHTS .	11/23/2022	\$ 42,120.54	AP & Payroll & Management fee & OCR	
Woodridge Park	11/23/2022	\$ 31,484.40	AP & Payroll & Management fee & OCR	
Bellepark	11/30/2022	\$ 29,729.39	AP & Payroll	
Bellepark	11/30/2022	\$ 1,340.00	AP & Payroll	
Hampton Greens	11/30/2022	\$ 39,780.50	AP & Payroll	
Kendall Ridge	11/30/2022	\$ 48,106.85	AP & Payroll	
Landmark	11/30/2022	\$ 35,129.53	AP & Payroll	
Riverstone	11/30/2022	\$ 38,467.37	AP & Payroll	
Woodside East	11/30/2022	\$ 29,329.74	AP & Payroll	
<b>Total</b>	<b>174 Wires</b>	<b>\$ 5,613,199.18</b>		

# T A B N U M B E R

3



**To:** Board of Commissioners

**From:** Kami Robinson

**Date:** January 17, 2023

**Re:** **Resolution No. 5744:** Amended and Restated Bylaws of King County Housing Authority

---

It has been decided under Article III, Section 2: Regular Meetings that the time will now be the third Monday of each month at 3:00pm. This is the only change that has been made to the Bylaws for Resolution 5744 as well as the actual Bylaws for King County Housing Authority.

**THE HOUSING AUTHORITY OF THE COUNTY OF KING**

**RESOLUTION NO. 5744**

**AMENDING THE BYLAWS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF KING**

---

**WHEREAS**, the Bylaws of the Housing Authority of the County of King need to be amended from time to time to reflect the way in which the Board of Commissioners conducts its business; and

**WHEREAS**, the Board has determined that certain changes in its current procedures are desirable;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING, WASHINGTON;** as follows:

**Section 1.** That the Bylaws of the Housing Authority of the County of King be amended as reflected in the attached document, and are hereby adopted in that form.

**ADOPTED AT THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 17<sup>th</sup> DAY OF JANUARY, 2023.**

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

---

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

---

**ROBIN WALLS**  
Executive Director/CEO and Secretary-Treasurer

**Amended and Restated  
Bylaws  
of  
The Housing Authority of the  
County of King, Washington  
600 Andover Park West  
Seattle, Washington 98188  
(206) 574-1100**

**Adopted January 17, 2023**  
By the Board of Commissioners

**Bylaws of  
The Housing Authority of the County of King, Washington  
(As Amended)**

---

**Article I  
The Authority**

**Section 1: Name of the Authority.** The name of the Authority shall be “The Housing Authority of the County of King, Washington,” (hereinafter “Authority”).

**Section 2: Seal of Authority.** The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

**Section 3: Powers of the Authority.** The powers of the Authority shall be as specified in the Washington Housing Authorities Law (currently codified as Chapter 35.82 RCW), as the same may hereafter be amended or superseded by similar statutes. The powers shall be exercised by the Commissioners (each individually a “Commissioner,” collectively “Commissioners,” and as a body, the “Board of Commissioners”) thereof in office from time to time.

**Section 4: Principal Office of the Authority.** The principal administrative office of the Authority shall be at 600 Andover Park West, in the City of Tukwila, County of King, State of Washington. The Authority may transact its business at such other places as the Board of Commissioners may designate from time to time.

**Article II  
Officers and Management**

**Section 1: Officers.** The Officers of the Authority shall be a Chairperson (hereinafter “Chair”), and a Vice-Chairperson (hereinafter “Vice-Chair”), each elected by the Board of Commissioners from among its members.

**Section 2: Chair.** The Chair is empowered and shall (1) preside at all meetings of the Authority; (2) preserve order; and (3) decide all questions of order according to parliamentary rules. Except as otherwise authorized by resolution of the Board of Commissioners, the Chair shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chair shall submit to the Commissioners such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

**Section 3: Vice-Chair.** The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Board

of Commissioners shall select a new Chair. In the event of the absence of both the Chair and the Vice-Chair from a meeting, the most senior Commissioner present shall assume the duties of the Chair for that meeting. Seniority shall be determined by date of each Commissioner's initial appointment by the King County Council.

**Section 4: Executive Director.** The Board of Commissioners shall engage a qualified person to serve as Executive Director of the Authority on such terms as the Board of Commissioners shall determine to be in the best interests of the Authority. The duties of the Executive Director shall include having general supervision over the administration of the Authority's business and affairs on a day-to-day basis, subject to the direction of the Board of Commissioners. The Executive Director shall be charged with the management of the personnel and the housing projects of the Authority.

The Executive Director shall have the custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board of Commissioners may approve. The Executive Director shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Board of Commissioners. Except as otherwise authorized by resolution of the Commissioners, all such orders and checks shall be countersigned by the Chair. The Executive Director shall keep regular books of accounts showing receipts and expenditures and shall render to the Board of Commissioners at each regular meeting (or oftener when requested) an account of his or her transactions and also of the financial condition of the Authority. The Executive Director shall give such bond for the faithful performance of his duties as the Board of Commissioners may determine.

In the event of a vacancy in this position, the Deputy Executive Director for Development shall serve as interim Executive Director and shall discharge all the obligations and duties of the Executive Director, until such time as the Board of Commissioners shall select a permanent replacement.

**Section 5: Secretary.** The Board of Commissioners shall employ a Secretary, who shall be the Executive Director. The Secretary shall keep all records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Board of Commissioners in a journal of proceedings to be maintained for such purpose, and shall perform all duties incident to this office. The Secretary shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Board of Commissioners.

**Section 6: Election or Appointment and Term.** The Chair and Vice-Chair shall be elected at the annual meeting of the Board of Commissioners from among the Commissioners, and shall hold office for two years or until their successors are elected and assume their positions.

**Section 7: Vacancies.** Should the offices of Chair or Vice-Chair become vacant, the Board of Commissioners shall elect a successor from among its members at the next regular meeting, who shall serve for the unexpired term of said office.

**Section 8: Ethics and Conflicts of Interest.** The Commissioners shall at all times comply with the requirements of Chapter 35.82.050 RCW regarding conflicts of interest for Commissioners and with Chapter 25 “Ethics and Conflicts of Interest” of the King County Housing Authority’s Personnel Policies and Procedures. In the event that the Board of Commissioners make a determination that the conduct of a Commissioner was improper, the Commissioners may, based upon their written findings, conclusions and determinations, submit a recommendation to the King County Council for the removal of the Commissioner from office pursuant to RCW 35.82.060.

**Section 9: Committees.** The Board of Commissioners may appoint from among its members Commissioners who shall serve on committees organized to oversee specific activities of the Authority or to address specific issues with which the Authority may be confronted from time-to-time. Committees may be either standing committees, intended to remain active indefinitely, or *ad hoc* committees appointed for specific purposes, intended to be disbanded when their work has been completed. When a committee is organized, the Board of Commissioners shall state the purpose for which it is formed and the period of time during which it shall remain in existence.

### **Article III** **Meetings**

**Section 1: Annual Meetings.** The Annual Meeting of the Board of Commissioners shall be held on the same day, and at the same time in May of each year, as the regular meeting of the Board of Commissioners.

**Section 2: Regular Meetings.** The regular meetings of the Commissioners shall be held without notice at the principal administrative offices of the Authority on the third Monday of each month at 3:00pm, or at such other time and place as may be designated by or at the direction of the Chair upon such notice as may be required by law; provided, however, that in the event that the Chair determines that the business of the Authority may best be accomplished



at a special meeting or meetings, he/she may cancel any regular meeting. No notice of cancellation of a regular meeting shall be required.

**Section 3: Special Meetings.** The Chair of the Board of Commissioners may, when she/he deems it expedient, and shall, upon the written request of two Commissioners, call a special meeting of the Commissioners for the purpose of transacting any business designated in the notice of such meeting. The notice for a special meeting may be personally delivered to each Commissioner or may be mailed or, at the election of any Commissioner, e-mailed to the business or home address of each Commissioner provided by the Commissioner for that purpose at least two days prior to the date of such special meeting. At such special meeting, no business shall be considered other than as designated in the notice of the meeting.

**Section 4: Notice.** The Secretary, or such other person as the Chair may designate, shall prepare a written agenda for each meeting, stating generally the nature of the business to be considered at such meeting, and shall deliver a copy thereof to each Commissioner in person, by mail or by e-mail at his or her business or home address, at least 24 hours prior to such meeting except in cases of absolute emergency, when notice shall be in such time and manner as is appropriate to the circumstances. Any business may be considered at any regular meeting, notwithstanding the lack of notice of such business and notwithstanding any failure to include any item of business on a written agenda. Any person or organization (including, but not limited to the public media) who desires to be notified of the meetings of the Authority may register with the Secretary who shall provide notices to such individuals and organizations in the manner and time provided for notice to the Commissioners. The Secretary may, from time to time, at his or her discretion, require the re-registration of any such persons desiring notice.

**Section 5: Attendance by Telephone.** Any Commissioner may attend any meeting of the Board of Commissioners by telephone, as long as all other persons present at the meeting (including those attending telephonically) can hear all comments made and questions asked by all other persons speaking at the meeting.

**Section 6: Quorum.** Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn a meeting from time-to-time until a quorum is obtained. When a quorum is in attendance either in person or telephonically, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

**Section 7: Order of Business.** At the regular meetings of the Commissioners, the following is the customary order of business. The Board or Commissioners may curtail, enlarge or modify this order:

- (1) Call to Order and Roll Call
- (2) Public Comment
- (3) Approval of the Minutes of the previous Meeting(s)
- (4) Consent Agenda
- (5) Resolutions for Discussion
- (6) Reports
- (7) New Business (if needed)
- (8) Executive Director's Report
- (9) Commissioner Comments
- (10) Adjournment

**Section 8: Manner of Voting.** The voting on all questions coming before the Board of Commissioners shall be by roll call, and the ayes and noes shall be entered upon the minutes of such meeting.

**Section 9: Public Comments.** The Authority welcomes public comments at its meetings of the Board of Commissioners. Such comments shall be provided within the guidelines of the Authority's Public Expression Policy as adopted by the Commissioners, as the same may be amended from time-to-time.

**Section 10: Authority Business Conducted by Board.** All business of the Authority conducted by the Board of Commissioners shall be accomplished by the adoption of a resolution, the approval of a staff report, or passage of a motion of a Commissioner. All resolutions and reports on which action is taken shall be in writing and a copy of each report and resolution must be submitted prior to adoption or approval to each of the Commissioners present at the meeting considering adoption or approval. Adopted reports and resolutions shall be included in the minutes of the Authority. Meetings will be conducted in accordance with "Roberts Rules of Order" as modified by the Commissioners.

**Section 11: Executive Session.** The Commissioners may go into executive session on a majority vote of the Commissioners present. Before convening into executive session, the Chair will publicly announce the purpose for excluding the public from the meeting place and the time when the executive session will be concluded. The Commissioners may enter executive session only for discussion of specific matters as allowable under the Washington Public

Meetings Act, Chapter 42.30 RCW, or any statutes that are successors thereto. The executive session may be extended to a stated later time by announcement of the Chair.

**Section 12: Adjournment.** The Board of Commissioners may adjourn a regular or special meeting to a time and place specified in the order of adjournment. The Secretary will cause a written notice of the adjournment to be given in the same manner as provided for special meetings. Whenever any meeting is adjourned, a copy of the order or notice of adjournment will be conspicuously posted immediately after the time of the adjournment on or near the door of the location where the regular or special meeting was held. When a regular meeting is adjourned as provided in this subsection, the resulting resumed regular meeting is a regular meeting for all purposes.

#### **Article IV** **Amendments**

**Section 1: Amendment to Bylaws.** The Bylaws of the Authority shall be amended only with the approval of at least three Commissioners at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days' written notice thereof has been previously given to all Commissioners. The substance of the proposed amendment must be sent to each Commissioner as part of the notice. The approved Bylaws will supersede all previous Bylaws.

**ADOPTED AT THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 17<sup>th</sup> DAY OF JANUARY, 2023.**

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

---

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

---

**ROBIN WALLS**  
Secretary-Treasurer

# T A B N U M B E R



**To:** Board of Commissioners

**From:** Tim Walter, Sr. Director of Development & Asset Management

**Date:** January 11, 2023

**Re:** **Resolution No. 5745:** A Resolution authorizing the acquisition of the Plum Court Apartments in Kirkland

---

Resolution No. 5745 authorizes KCHA to negotiate and enter into a purchase agreement for the Plum Court Apartments, an apartment complex located in Kirkland at 451 4<sup>th</sup> Ave S.

The Plum Court Apartments were built in 1967 and consists of nine two-story buildings with 66 one, two and three bedroom apartments. Plum Court is centrally situated in the City of Kirkland, south of the library and Peter Kirk Park and is located approximately four blocks east of Lake Washington.

The site is of particular interest as KCHA currently has a purchase option to acquire the property which expires in April, 2023, at a price significantly below the tax assessed value and replacement cost of the property. While the property is owned by a local 501(c)(3) and is currently operated as an affordable housing community, KCHA believes we are better positioned to ensure the long-term viability of the site and better able to bring additional resources (including both operational oversight and capital resources) than the current ownership is able to provide. A full Project Profile is attached which outlines the strategic rationale for the acquisition, describes the property and proposed financing options, and analyzes risks and risk mitigations associated with the transaction. Staff will provide an overview of the property and proposed transaction at the January Board of Commissioner's meeting.

Staff recommends approval of Resolution No. 5745.

# **Plum Court Apartments Project Profile**

The Plum Court Apartments (“Plum Court”) is a 66-unit multifamily apartment community located in Kirkland, WA. The property consists of studio, one-, two- and three-bedroom apartments. It is located on a single 2.5-acre parcel, off State Street between 4<sup>th</sup> and 5<sup>th</sup> Avenue S., and about four blocks east of Lake Washington. The complex is surrounded by residential condominium and single family homes, and the property contains various amenities including a shared clubhouse/game room, common laundry, and picnic/playground areas.

## **Purchase Status**

The property is owned by Plum Court Associates LLC, a tax credit partnership whose general manager is Downtown Action to Save Housing (DASH). The investor limited partner in the partnership has exited the partnership and the property is now wholly owned by DASH. DASH is a local 501(c)(3) that focuses on the development of affordable housing on the Eastside of King County. DASH was recently acquired, along with two other local nonprofits, by another nonprofit agency, Transforming Age, and is being rebranded as CIRC, the housing division of Transforming Age.

DASH acquired the property in 2003 with a variety of private and public financing. Shortly after the purchase, DASH entered into a low income housing tax credit partnership to raise additional equity for capital improvements. As part of the tax credit transaction, additional public funders, including the WA Department of Commerce, King County and A Regional Coalition for the Homeless (ARCH), made loans and recorded affordability covenants against the property. KCHA also financed \$102,000 in weatherization improvements to the property. The private acquisition financing, originally provided by Prudential, was assigned to Fannie Mae. The outstanding balance of this loan (approximately \$3,000,000) matures and becomes due in full on May 1, 2023.

In late 2013, KCHA was approached by DASH regarding the possibility of KCHA making an \$825,000 loan to the property. Unfortunately, the initial rehab work, while significant, had not been sufficient to fully renovate all of the aging physical components of the property, and property operations had not been able to generate sufficient cash reserves to adequately fund future capital needs. A capital infusion to the property was necessary to address a number of deferred capital needs that were impacting unit rentals – creating vacancies that were in turn having a negative impact on the financial and operating viability of the project. The deferred repairs included deck replacement, water line repairs, exterior painting and appliance replacement. In exchange for making the loan, DASH offered KCHA an option to acquire the project (Option) at a below market purchase price for an up-front Option fee payment of \$525,000 (plus a one-time extension fee of \$50,000). If the Option were exercised, the purchase price for the property would be equal to the amount of the existing indebtedness. The Option term allowed KCHA to exercise it up until April, 2023 (after which time the Option would expire and go away). In September, 2014, the Board of Commissioners authorized the loan and option payment to DASH (Resolution #5482).

As the Option was set to expire in April, 2023, KCHA has recently informed DASH of its desire to exercise the Option and acquire the property. If the Board approves acquisition, the proposed sale is expected to close between March and April, 2023. Because the Fannie Mae loan will come due on May 1, 2023, KCHA will pay off this debt in full at the closing with proceeds of a draw on its KeyBank development line of credit and will assume approximately \$3 million in existing public funding indebtedness. In addition, KCHA’s loan to DASH will be refinanced with proceeds from a draw on KCHA’s KeyBank line of credit. The total amount of indebtedness KCHA will incur and/or

# Plum Court Apartments

451 4th Ave S, Kirkland, WA 98033





# Plum Court Apartments

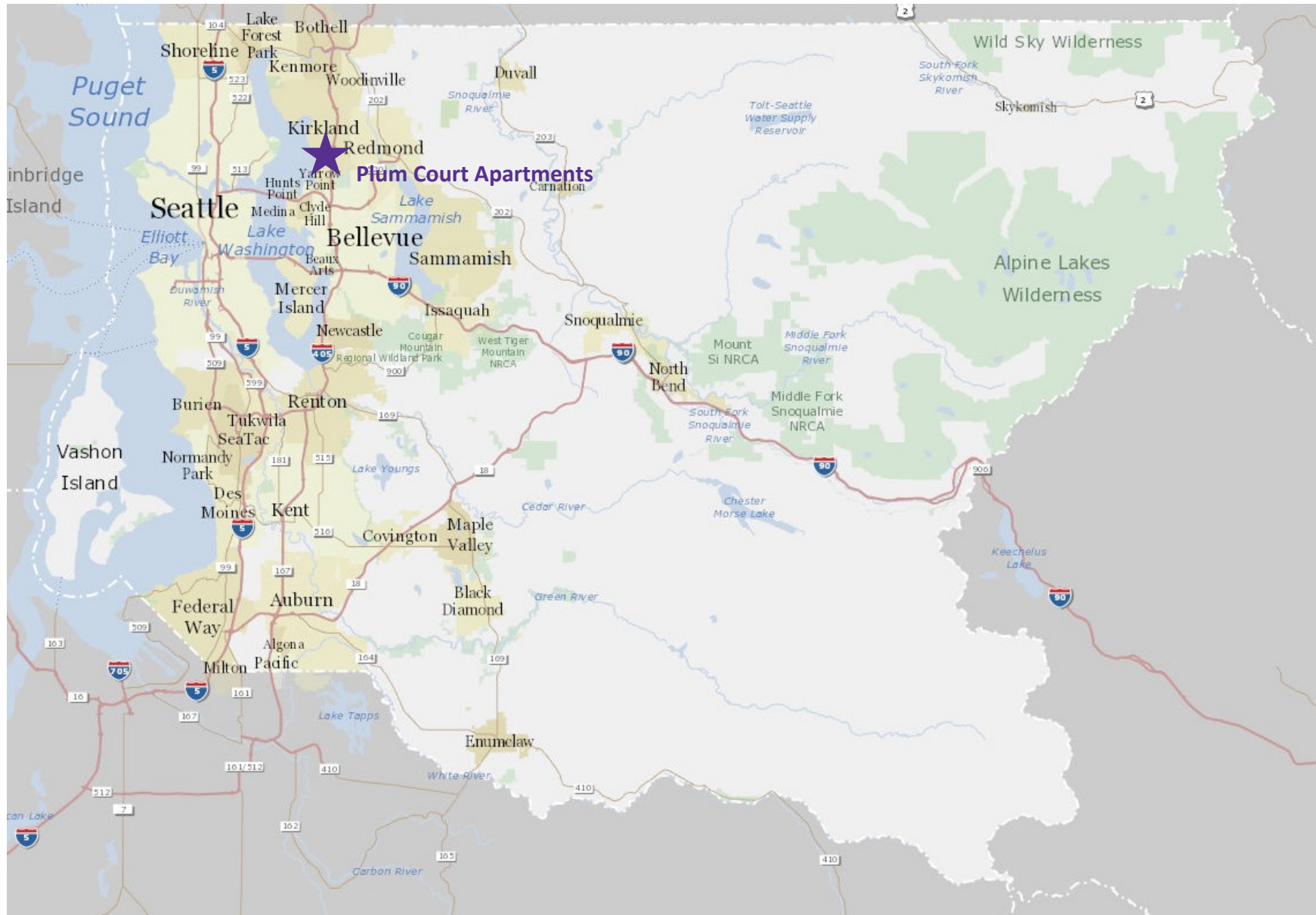
451 4th Ave S, Kirkland, WA 98033





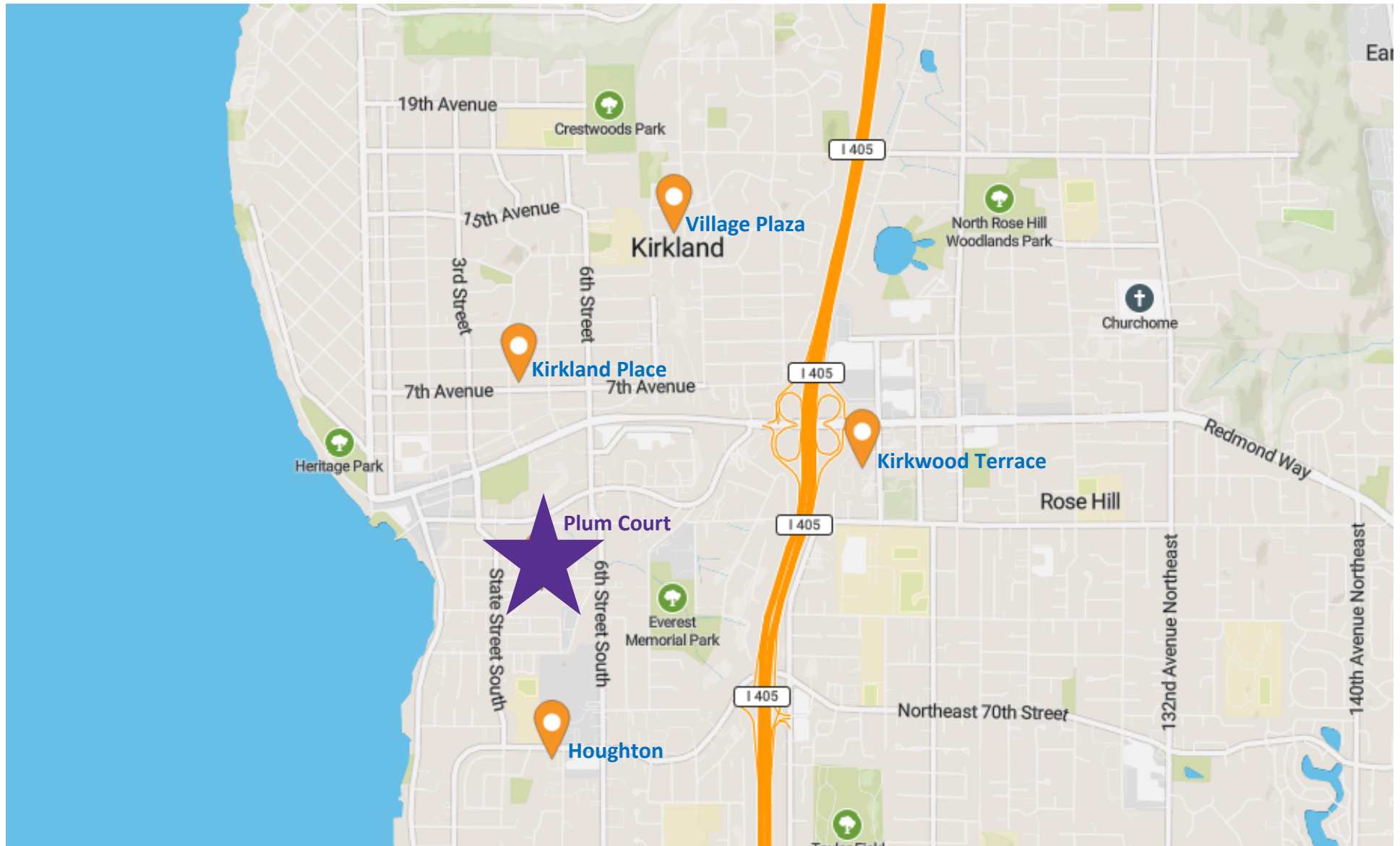
# Location Map

## Plum Court Apartments



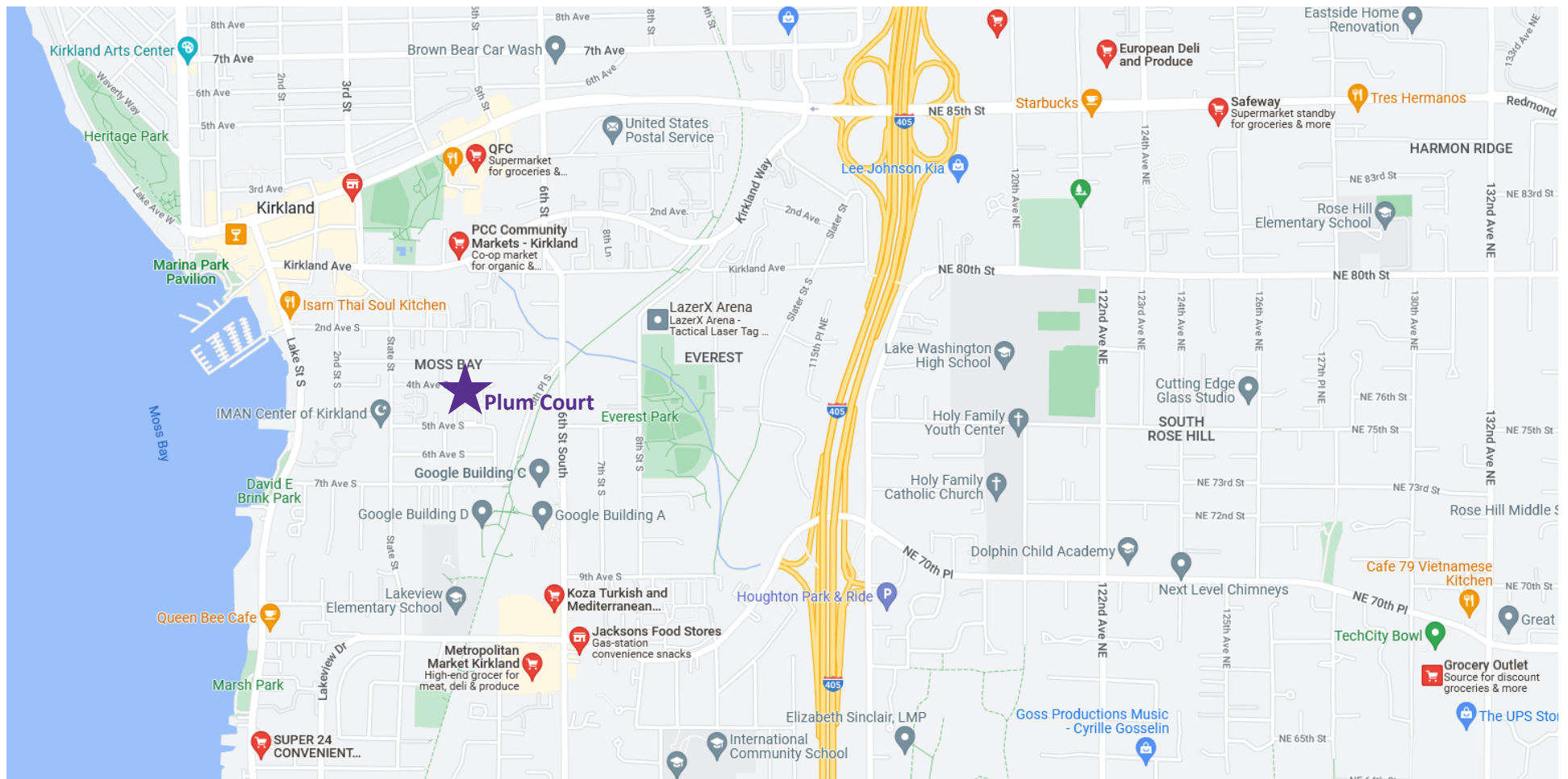
# KCHA Nearby Properties

## Plum Court Apartments



# Food Access

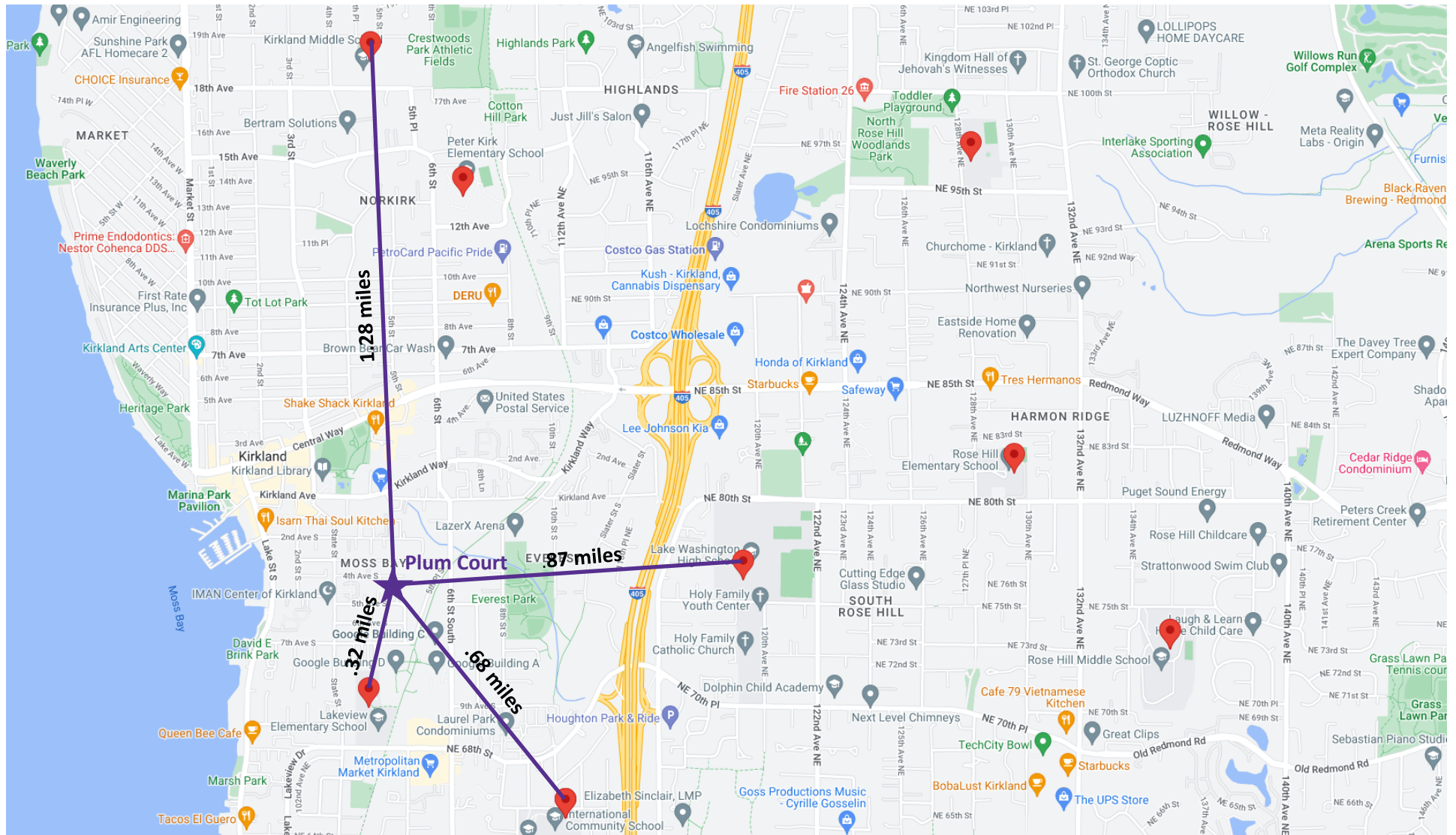
## Plum Court Apartments



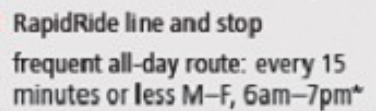
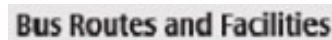


# Lake Washington School District

## Plum Court Apartments



# Plum Court Apartments



\*30 minutes or less M–F, 7pm–10pm, and weekends, 6am–10pm  
**125** all-day route



assume associated with the purchase of the property is approximately \$7 million.

### **Due Diligence Status**

The property is currently valued by the King County Assessor's office at \$23,480,000. Because KCHA's cost to acquire the site is much lower than this valuation, a third party appraisal will not be conducted. Title review will be performed by both in house and third party consultants, and KCHA is obtaining a survey of the property in order to obtain extended coverage title insurance at closing. An informal site walk-through was completed on October 18, 2022 by KCHA development and asset management staff, with no major issues identified. Additional capital needs assessment by KCHA construction and maintenance staff will occur after closing.

### **Property Description**

Plum Court is situated at 451 4<sup>th</sup> Ave S. in Kirkland on a 2.51-acre parcel and is comprised of 66 dwelling units located within seven two-story wood frame buildings. The garden style apartments were built in 1967 for residential use, consistent with current zoning. The property features 14 - one bedroom, 24 - two bedroom and 28 - three bedroom units. Each unit comes with a private balcony or patio.

There are approximately 80 open (no covered) parking stalls available for resident use, yielding a parking ratio of 1.21. The property includes a leasing office and a cabana. Additional amenities include common laundry facilities and an outdoor grill and playground areas.

The King County Department of Assessments rates the buildings in average condition. About 20 years ago, KCHA assisted the owner with insulation and weatherization improvements, and currently KCHA's Weatherization Department is in the process of installing energy recovery ventilators and ductless heat pumps at the site. KCHA will perform additional property assessments after closing to determine what immediate, short-term and long-term capital improvement work are needed.

### **Unit Configuration**

The unit mix includes:

- 14 one-bedroom, one bath units of approximately 600 square feet each,
- 24 two-bedroom, one bath units of approximately 800 square feet each, and
- 36 three-bedroom, one bath units of approximately 900 square feet each.

The affordability covenants required by the various public funders at Plum Court require that i) 24 units (36%) be affordable to households earning at or below 30% of median income, ii) 30 units (45%) be affordable to households earning at or below 50% of median income, and iii) 6 units (9%) be affordable to households earning at or below 60% of median income. The remaining 6 units are reserved as market rate units.

### **Neighborhood Description**

Plum Court is situated near downtown Kirkland about four blocks east of Lake Washington. The property lies between 4<sup>th</sup> and 5<sup>th</sup> Avenues S., just east of State Street. About a half mile north is Peter Kirk Park with a seasonal pool and community center, and a couple blocks east is Everest Park with ball fields and trails. The Cross Kirkland Corridor is one block east and connects business

districts and multiple neighborhoods across Kirkland by a popular biking/pedestrian trail. Within walking distance of the property are numerous restaurants, churches, health facilities, a public library and cultural center, and other services, including transit. Houghton Plaza retail and Kirkland Central, with a large QFC and a PCC Market stores, are each located within a half mile of the site.

Plum Court is surrounded by single family homes and residential condominiums and is within two miles of other properties owned by KCHA, including the Houghton Apartments, Village Plaza and Kirkland Place. It lies within the highly-rated Lake Washington School District. Local schools for children living at the Plum Court include Lakeview Elementary School, Kirkland Junior High School and Lake Washington High School. It is also in close proximity to major Eastside employers including Costco, Google, Clear Wireless, Nextel and Evergreen Health.

Plum Court has access to excellent Metro bus service along State Street, located a block from the property's west border. A half mile ride on the State Street bus brings residents to the Kirkland Transit Center where they can connect directly to Redmond, Bellevue, Woodinville, Factoria, and to University of Washington at both the Bothell and University District campuses.

### **Strategic Rationale for Acquisition**

KCHA's Board of Commissioners has prioritized the preservation of affordable housing located in high opportunity areas and near or adjacent to transit (transit-oriented development "TOD") as a critical effort necessary to address a shortage of affordable housing with easy access to reliable public transportation. Plum Court is located in a high opportunity community, defined by King County as a "community where households have access to good schools, transportation and economic opportunities to promote upward mobility." The proximity of the Plum Court to the Kirkland Transit Center strategically positions the property to provide easy and convenient transportation to the larger Seattle-Redmond-Bellevue metro region.

In early January 2015, KCHA obtained an Option to Purchase the Plum Court Apartments in return for a \$525,000 Option payment (the Option agreement also provided the ability to extend the Option from an initial expiration date of April, 2022 to April of 2023 with a one-time extension fee payment of \$50,000) and an \$825,000 rehabilitation loan. To acquire the property, KCHA will assume and/or refinance the existing debt, including 1) the \$3 million Fannie Mae loan which will be refinanced at closing with proceeds from KCHA's development line of credit, 2) assumption of approximately \$3 million in State, County and ARCH loans and a separate draw on KCHA's line of credit to refinance the outstanding indebtedness due to KCHA (approximately \$1 million including accrued interest). The total indebtedness associated with the acquisition is anticipated to be approximately \$7 million (well below the tax assessed valuation of \$23.4 million).

Given the low cost per unit and the ability for KCHA assume control of the property providing both operational support and long-term capital investment, staff believes KCHA is better positioned than DASH to ensure the long-term viability of this very important affordable housing development.

### **Proposed Financing**

Interim Financing – In connection with the acquisition of Plum Court, as mentioned above, KCHA will draw on its existing credit facility with KeyBank in an amount sufficient to pay off the private financing now held by Fannie Mae and refinance the indebtedness owed directly to KCHA. This interim financing will be refinanced over the next 3 – 5 years with permanent financing. The interim financing is expected to bear an interest rate of approximately 5%. This interest rate will

be variable and will change as the market benchmark index increases or decreases.

Permanent Financing – Given the low cost per unit associated with the Fannie Mae loan, KCHA will likely: 1) resyndicate the property into another low income housing tax credit partnership and use the equity from the re-syndication to provide a source of funds for making future capital improvements at the property or 2) roll the property into a pooled housing financing along with other properties KCHA may acquire within the next 3 – 5 years.

## **Risks & Mitigation**

### **Acquisition Risks & Mitigation**

- (Risk) Title to the property has title defects that are unforeseen/unknown.
- (Mitigation) KCHA will obtain a full title policy from a title insurance company insuring clean title with extended coverage.
- (Risk) KCHA is unable to obtain the consents of public funders required for the transfers.
- (Mitigation) KCHA is reaching out with the seller to meet with each of the public funders in January to start the loan assignment and assumption process with each party. KCHA has existing excellent working relationships with each of the funders which should help expedite the review and approval process.

### **Financing Risk & Mitigation**

- (Risk) Short-term interest rates spike. Short-term interest rates are at a 15 year high with indicative short-term borrowing rates approximately 5%. It is also very likely rates could continue to rise in the near term.
- (Mitigation) The extremely low cost per unit for the Fannie Mae portion of the debt that needs to be refinanced (less than \$50,000/unit) and an interest only requirement on KCHA's line of credit makes the actual amount of interest expense in absolute dollars, even at a very high interest rate, a relatively low amount that can be easily serviced by the operating revenue of the property.
- (Risk) Long-term interest rates continue to rise impacting the cost of the permanent debt service.
- (Mitigation) The interest rate yield curve is currently inverted (meaning long-term tax-exempt borrowing rates are actually lower than short term rates). While yield curves are not an exact predictor of future rates, they do indicate the financial markets expect interest rates to soften over the next 3 – 5 years. Similar to the mitigation of short-term financing risk described above, the relatively low amount of debt is expected to be easily serviced by the operating revenue of the property. However, in a worst case scenario, if borrowing rates were to continue to increase to an amount greater than what KCHA felt was reasonable to incur, KCHA has sufficient reserves to pay off the line of credit interim financing in full.



### Rehab Risk & Mitigation

- (Risk) Additional repair and improvement costs are needed beyond what is visible from site walk through.
- (Mitigation) KCHA will be completing full inspections of the property from knowledgeable KCHA staff after closing. Staff will analyze and estimate the cost of projected repairs and improvements needed to assure both short and long-term viability of the property. On-going routine repairs and replacements are projected to be expensed through net cash flow from property operations. Unforeseen repairs not able to be paid for from property operations would have to be funded from additional draws on a KCHA line of credit or from KCHA reserves. KCHA has extensive experience in assessing this type of property and in undertaking needed repairs and upgrades, and is prepared to fund these needs post-closing, if identified.
- (Mitigation) Alternatively, KCHA could re-syndicate the property and use the low income housing tax credit equity to fund a significant amount of repair work at the property. The property would be an excellent re-syndication candidate as all of the residents are currently income qualified, given the long-term rent and income restriction covenants currently in place at the property.

**THE HOUSING AUTHORITY OF THE COUNTY OF KING**

**RESOLUTION NO. 5745**

**A RESOLUTION AUTHORIZING ACQUISITION OF  
THE PLUM COURT APARTMENTS IN KIRKLAND**

---

**WHEREAS**, there is an increasingly serious shortage of affordable housing in King County, which the King County Housing Authority (“Housing Authority”) is charged with addressing pursuant to its mission of providing quality affordable housing opportunities equitably distributed within King County; and

**WHEREAS**, it is a goal of the Housing Authority to ensure the long-term availability and viability of affordable housing in the region, in part through the purchase and preservation of affordable housing opportunities; and

**WHEREAS**, the Plum Court Apartments (the Property”) is a 66-unit apartment complex located at 451 4<sup>th</sup> Avenue S, in Kirkland, WA, which provides affordable rental housing to persons of low income; and

**WHEREAS**, pursuant to Housing Authority Resolution No. 5482, the Housing Authority acquired an option to purchase the Property for a purchase price equal to the outstanding balance of one or more loans secured by the Property (“Existing Loans”), which combined balance is approximately \$7 million dollars as of the end of 2022; and

**WHEREAS**, the Housing Authority desires to exercise its option and purchase the Property to ensure the continued use of the Property to provide affordable housing; and

**WHEREAS**, RCW 35.82.070(2) provides, in part, that a housing authority shall have the power to acquire housing projects within its area of operations;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING, WASHINGTON;** as follows:

**Section 1:** The Executive Director, Robin Walls, is hereby vested with the authority, and with discretion in the exercise of such authority, to make a final determination as to whether to proceed with the purchase of the Property if she deems it in the best interest of the Housing Authority to do so. If the Executive Director makes a final determination to proceed, the Board of Commissioners hereby further authorizes the Executive Director to take any and all actions necessary to acquire the Property, and authorizes, approves and/or ratifies the execution of a purchase and sale agreement for a purchase price equal to the outstanding balance on the Existing Loans, or such other amount as determined by the Executive Director to be in the best interest of the Housing Authority so long as the price does not exceed 110% of the King County Assessor's most recent valuation of the Property or pursuant to an appraisal completed by a Washington State licensed MAI appraiser.

**Section 2:** The Board of Commissioners hereby authorizes the Executive Director to execute any and all applications, agreements, certifications or other documents in connection with the submission of various funding and financing applications, in order to provide all or part of the interim and/or permanent financing of the acquisition of the Property pursuant to this Resolution. Such financing may include, without limitation, the Housing Authority's assumption of the borrower's obligations under one or more of the Existing Loans, in which event the amount of debt assumed shall be credited to the purchase price.

**Section 3:** The Board of Commissioners hereby authorizes the Executive Director, Robin Walls, and in her absence, Daniel R. Watson, the Advisor to the Executive Director, or Deputy Executive Director & Chief Administrative Officer Saeed Hajarizadeh, to execute on behalf of the Housing Authority any and all contracts, agreements, certifications or other documents in connection with the Housing Authority's acquisition and financing of the Property pursuant to this Resolution.

**ADOPTED AT THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 17TH DAY OF JANUARY, 2023.**

**THE HOUSING AUTHORITY OF THE  
COUNTY OF KING**

---

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

Attest:

---

**ROBIN WALLS**  
Executive Director and Secretary-Treasurer

## CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Executive Director and Secretary-Treasurer of the Housing Authority of the County of King (the “Authority”), and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. 5745 (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a meeting of the Authority held on January 17, 2023 (the “Meeting”), and duly recorded in the minute books of the Authority;

2. The public was notified of access options for remote participation in the Meeting via the Authority’s website and email to stakeholders; and

3. The Meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of the Meeting was given; that a quorum was present throughout the Meeting through telephonic and/or internet means of remote access, and a majority of the members of the Board of Commissioners of the Authority present at the Meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed; and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of January 2023.

---

**Robin Walls**

Secretary-Treasurer and Executive Director  
of the Authority

# T A B N U M B E R

5



**TO:** Board of Commissioners

**FROM:** Tim Baker, Senior Management Analyst

**DATE:** January 6, 2023

**RE:** **Fourth Quarter CY 2022 Procurement Report**

---

The fourth quarter procurement report includes all activity from October through December 2022 that met one 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

It is a best practice to keep KCHA's governing body informed of all significant procurement activity.

### **Awarded Contracts Over \$100,000:**

KCHA entered into 14 new contracts with an aggregated value of \$5.4 million. These 14 contracts accounted for 97% of the contracts executed in the quarter.

The largest construction contract was \$429,108, awarded to Pete Almond Construction for the Sunny Dale interior upgrades project managed by the Capital Construction department.

The largest non-construction contract was awarded to Schemata for design services for the Skyway Resource Center managed by the Development Department.

### **Contract Change Orders**

KCHA's internal procedures require heightened oversight and review once a contract has incurred change orders valued at more than 10% of the original contract amount. The change order section was divided between change orders issued in response to unforeseen field conditions or expanded project scopes, and change orders which were foreseen at the time the initial contract was executed (primarily through contract extensions on multi-year contracts). The not-to-exceed total for the "foreseen" change order section is the projected total amount of the contract once all the foreseen change orders are completed.

***Change Orders Exceeding 10%:***

There were six condition change orders issued, four produced by the Asset Management department, three of which were related to the Kirkland Heights redevelopment project.

***Change Orders with Contract Extensions or Other Foreseen Circumstances:***

Five change orders were issued in this quarter. Social Impact issued 3 and Maintenance issued 2.



KING COUNTY HOUSING AUTHORITY  
QUARTERLY PROCUREMENT REPORT  
October-December 2022 (Fourth Quarter)

Awarded Contracts Over \$100,000

Issuing Department	Contract type	Contract Awarded to	Estimate/Budget Amount	Initial Contract Amount		NTE with extensions		Procurement Process	# of bids	Notes
Asset Management	Windsor Heights Bld O fire renovation	BCN	\$234,915	\$289,200		\$289,200		sealed bid	2	New contractor for KCHA.
Capital Construction	Sunny Dale interior upgrades, common areas	Pete Almond	\$133,931	\$140,631		\$140,631		emergency	1	Contractor has successfully performed on several KCHA projects. Woman owned business.
Capital Construction	Sunny Dale interior upgrades, ADA units	Pete Almond	\$132,441	\$156,363		\$156,363		emergency	1	Contractor has successfully performed on several KCHA projects. Woman owned business.
Capital Construction	Northlake House fire system upgrades	Brink	\$336,330	\$361,000		\$361,000		sealed bid	1	Contractor has successfully performed on several KCHA projects. Woman owned business.
Capital Construction	Sunny Dale interior upgrades	Pete Almond	\$480,886	\$429,108		\$429,108		emergency	1	Contractor has successfully performed on several KCHA projects. Woman owned business.
Development	Skyway Resource Center	Schemata	\$400,000	\$413,530		\$413,530		RFQ	1	Firm has extensive experience working on similar community projects in Renton.
Homeless Housing	Client Assistance funds	YWCA	\$175,000	\$174,647		\$787,000		sole source	n/a	Provider has performed exact services for the last 2 years.
Maintenance	Drug lab testing & decontamination services	Abatement & Decon Specialists	\$224,000	\$225,000		\$382,000		RFP	1	New contractor for KCHA.
Maintenance	security services	Pacific Security	\$160,000	\$114,049		\$1,000,000		cooperative	3	Firm selected from State of WA security services roster.
Resident Services	moving services	Reliable	\$165,000	\$100,000		\$100,000		RFP	3	Company has performed similar services in prior contracts.
Resident Services	Kent workforce development services	Neighborhood House	\$110,000	\$121,000		\$726,000		RFP	3	Non-profit has performed this contract successfully in the past.
Weatherization	Buchheit Gardens mech & elec upgrades	Resicon	\$148,218	\$164,089		\$164,089		sealed bid	1	Contractor has successfully performed on several KCHA projects. Woman owned business.
Weatherization	Terrace Hill mech & elec upgrades	Resicon	\$140,993	\$191,285		\$191,285		sealed bid	1	Contractor has successfully performed on several KCHA projects. Woman owned business.
Weatherization	Kirkland Plaza mech & elec upgrades	Resicon	\$335,728	\$333,276		\$333,276		sealed bid	3	Contractor has successfully performed on several KCHA projects. Woman owned business.
Total			\$3,177,442	\$3,213,178		\$5,473,482				

Contracts exceeding 10% cumulative change order-Condition Changes

Issuing Department	Contract type	Contract awarded to	Initial Contract Amount/NTE*	Prior Change Orders	Change Orders this Quarter	# of Change Orders this Quarter	Total Contract Value to Date	% of NTE*	Notes (Current Quarter Change Orders)
Asset Management	Kirkland Heights building 8 renovations	Allied	\$3,090,000	\$468,604	\$150,444	1	\$3,558,604	15%	Framing and roof pitch changes, column wraps and additional painting.
Asset Management	Kirkland Heights A&E services	SMR	\$1,067,729	\$215,552	\$6,050	1	\$1,283,281	20%	Additional design services for new right of way requirements.
Asset Management	Emerson deck replacements	Ace	\$37,231	\$8,627	\$1,627	1	\$45,858	23%	Reroute of dryer venting ducts to below soffit.
Asset Management	Kirkland Heights machinist A&E	SMR	\$146,820	\$179,070	\$1,953	1	\$325,890	122%	Survey discrepancy required redesign of elevation drawings.
Capital Construction	Casa Madrona boiler replacement	Auburn Mechanical	\$116,500	\$31,860	\$1,202	1	\$148,360	27%	Adding a chemical pot feeder to the system.
Development	Flood control design services	KPFF	\$974,527	\$113,282	\$65,356	1	\$1,087,809	12%	Additional design services for civil engineering work at Sandpiper E.
Total			\$5,432,807	\$1,016,995	\$226,632	6	\$6,449,802		

Contracts with contract extensions or other foreseen change orders

Issuing Department	Contract type	Contract awarded to	NTE*	Prior Contract Value	Contract Extensions this Quarter	# of Contract Extensions this Quarter	Current Contract Value	% of NTE*	Notes (Current Quarter Change Orders)
Maintenance	Sedro Woolley landscaping services	Skagit Landscaping	\$257,000	\$100,945	\$34,425	1	\$135,370	53%	Extending the contract one more year.
Maintenance	HVAC services via task order	TRS	\$1,000,000	\$667,476	\$332,524	1	\$1,000,000	100%	Final one year extension of the contract.
Social Impact	Child care training & development	Voices of Tomorrow	\$150,000	\$25,000	\$25,875	1	\$50,875	34%	First extension of the contract.
Social Impact	Reducing chronic absenteeism	Shoreline School Dist.	\$25,000	\$15,000	\$5,000	1	\$20,000	80%	Fourth extension to the contract.
Social Impact	Increasing academic performance	Highline School Dist.	\$85,000	\$55,200	\$15,000	1	\$70,200	83%	Fourth extension to the contract.
Total			\$1,517,000	\$863,621	\$412,824	5	\$1,276,445		

\*NTE = Not To Exceed

# T A B N U M B E R

6



# **KCHA IN THE NEWS**

**January 17, 2023**

January 6, 2023

## County pays \$14M for Issaquah site, with over 350 units planned

By [BRIAN MILLER](#)  
Real Estate Editor

The long-intended Issaquah site for market-rate and affordable apartments, at [1550 Newport Way N.W.](#), recently sold for \$14 million, according to King County records. The seller was Qwest, now folded into Lumen, which had owned the 4-acre property for decades. It's next to the Issaquah Transit Center and immediately north of Tibbetts Valley Park.

The buyer was King County Housing Authority. Brokers were not announced, though Kidder Mathews has been advising the authority. For the land, the deal was worth about \$80 per square foot.



Rendering by Ankrom Moisan Architects [\[enlarge\]](#)

**Two apartment buildings are planned for the 4-acre property, right next to the transit center.**

Plans by KCHA and the city of Issaquah go back to at least 2017 for the Trailhead Apartments, with two seven-story buildings, north and south. Those were originally envisioned to have a mix of affordable and market-rate units, but numbers have changed from the city's old estimates.

KCHA meeting materials indicate that Ankrom Moisan Architects is designing Trailhead.

The north building would face Northwest Maple Street. There, KCHA's new figures have 25 units to be affordable to households earning up to 40% of area median income. And 130 units would be affordable to households earning up to 60% of AMI. Those units would run from studios to three-bedrooms, in a range from about 400 to 1,100 square feet.

A planned condominium structure would also include five units for people with developmental disabilities, to be owned by Life Enrichment Options; and space for a Health Point clinic and Valley Cities mental health center, to be owned and financed by the city.

The south building, on Newport, could have around 200 market-rate units. An outside developer may be sought there.

KCHA expects to re-start the permit process this year, after a five-year lull. Construction on Trailhead might begin in late 2024 or early 2025.

The entire project, north and south, is expected to total about \$78.4 million, including the land cost. Funding sources will include A Regional Coalition for Housing (aka ARCH), the federal low income housing tax credit program (LIHTC), and the issuing of tax-exempt bonds.

Other elements of the city's old scheme, likely to be preserved, would include a public plaza and some retail/commercial space. For the north building, early plans from Ankrom Moisan depict a Bright Horizons childcare center, and about 106 structured parking stalls.

The city and KCHA were once working with Spectrum Development Solutions on the Lumen deal, which had involved a possible land swap. That idea gave way instead to an outright sale. But the

city and/or county will eventually have to underwrite the cost of relocating a cell phone tower on the 1550 Newport property. That will cost some \$800,000, the authority estimates.

---

*Brian Miller can be reached by email at [brian.miller@dj.com](mailto:brian.miller@dj.com) or by phone at (206) 219-6517.*

---

Copyright 2023 Seattle Daily Journal of Commerce



## King County Housing Authority

6K followers • 262 following

Meet KCHA:  
Kristy Clarke

Kristy Clarke joined KCHA as our Wellness Coordinator in December 2020, with a vision is to raise the healthy consciousness of all KCHA. Kristy aims to empower and inspire KCHA employees to understand health and well-being is a choice we can all make. By changing our beliefs about what is possible we open up a world of possibilities.

Kristy brings a breadth of knowledge to her position. She has spent over 30 years in the wellness field, has a B.S. in Corporate Wellness from Brigham Young University, is a certified functional medicine coach, fitness trainer, and IIN health coach.

Kristy has four grown-up kids, spent 28 years as a military spouse, moving 16 times in the U.S. and abroad. In 2018 Kristy finally had the chance to choose for herself where to live. She chose the Pacific Northwest because it is the ultimate outdoor playground. Biking, hiking, skiing, kayaking: mountains, rivers, islands and lakes. Washington has it all, and she is happy to call it her home.







**King County Housing Authority**

6K followers • 262 following

Meet KCHA: Our Properties

### Hidden Village

Hidden Village features apartments in a variety of sizes nestled among pretty evergreen trees. In Bellevue's Lake Hills neighborhood, the community is near parks, shopping centers and Bellevue Community College and is located in the highly rated Bellevue School District. Amenities include laundry facilities, a recreation room and a children's playground. The Boys & Girls Club offers after-school youth programs and includes a computer center.

<https://www.kcha.org/housing/property.aspx?PropertyID=51>





**King County Housing Authority**

6K followers • 262 following

Meet KCHA:

Mithsa Chanthabouly

Mithsa Chanthabouly joined KCHA in 2019 as an intern in the Resident Services department. After completing a second internship in customer service in 2020, Mithsa was promoted to Property Specialist in 2021, and now serves as an Assistant Property Manager at Birch Creek Apartments in Kent. She has an associate degree in social and human services, and is working on a bachelor's of applied science (BAS) degree in applied management – entrepreneurship from Lake Washington Institute of Technology. Before joining KCHA, Mithsa taught art classes—acrylics, oils, watercolors, charcoal, pastels, and oil pastels—to people at varied skill levels, from young children to adults. When not at work, she enjoys creating arts and crafts projects, painting, and hiking and camping.

