



SPECIAL HYBRID MEETING OF THE BOARD OF COMMISSIONERS

**Tuesday, February 20, 2024
3:00 pm**

Webinar Meeting:

**[https://kcha-
org.zoom.us/j/83349692984?pwd=7X54EQ_Hx0R
_F50PluMNSA04tFZ7Rg.nbxXcwZdBMX5Pvj4](https://kcha-org.zoom.us/j/83349692984?pwd=7X54EQ_Hx0R_F50PluMNSA04tFZ7Rg.nbxXcwZdBMX5Pvj4)**

Meeting ID: 833 4969 2984

Phone: (253) 205-0468



SPECIAL HYBRID MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Tuesday, February 20, 2024 - 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

A. Board Meeting Minutes – December 19, 2023 **1**

V. Approval of Agenda

VI. Consent Agenda **2**

A. Voucher Certification Reports for November 2023

B. Voucher Certification Reports for December 2023

VII. Resolutions for Discussion

A. **Resolution No. 5763 – **3****
Adoption of Economic Adjustments of Represented
Staff Related to New 3-Year Contract with Seattle Building Trades.

VIII. Briefings & Reports

A. Fourth Quarter 2023 Procurement Report	4
B. State Legislative Items	5
C. Fourth Quarter 2023 Write-Off Report	6

IX. Executive Director Report

X. KCHA in the News

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 prior to the meeting date. If you have questions, please call 206-574-1206.

T A B N U M B E R

1

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

Tuesday, December 19, 2023

I. CALL TO ORDER

The monthly meeting of the King County Housing Authority Board of Commissioners was held as a hybrid meeting on Tuesday, December 19, 2023. There being a quorum, the hybrid meeting was called to order by Chair Barnes at 11:00 a.m.

II. ROLL CALL

Present: Commissioner Doug Barnes (Chair) (via Zoom), Commissioner TerryLynn Stewart (via Zoom), Commissioner Richard Jackson (via Zoom), and Commissioner Regina Elmi (via Zoom)

Excused: Commissioner Richard Harmon

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

A. Board Meeting Minutes – November 19, 2023

On motion by Commissioner Richard Jackson, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the November 19, 2023 Meeting Minutes.

V. APPROVAL OF AGENDA

On motion by Commissioner Richard Jackson, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the December 19, 2023 hybrid Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

- A. Voucher Certification Reports for October 2023
- B. New Bank Accounts

On motion by Commissioner Richard Jackson, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the December 19, 2023 hybrid Board of Commissioners' meeting consent agenda.

VII. RESOLUTIONS FOR DISCUSSION

A. Resolution No. 5761 – Authorizing Higher Payment Standards for the Housing Choice Voucher Program

Pam Taylor, Senior VP of Housing Choice Voucher Programs and Eric Lane, Senior Administrative Program Manager presented the details of their research for the payment standards.

Questions of Commissioners were answered.

On motion by Commissioner Richard Jackson, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved Resolution 5761.

B. Resolution No 5762 – Authorizing Approval of the Comprehensive Operating and Capital Budgets for Calendar year Beginning January 1, 2024

Saeed, Executive VP of Administration/Chief Administrative Officer and Wendy Teh, Manager of Financial Planning and Reporting gave a summary of the budget.

Questions of Commissioners were answered

On motion by Commissioner Regina Elmi, and seconded by Commissioner Richard Jackson, the Board unanimously approved Resolution 5762.

VIII. BRIEFINGS & REPORTS

A. Community Indicators

Annie Pennucci, Assistant VP of Research, Evaluation and Program Development presented and explained each of the KCHA Community Indicators.

The need for affordable housing in King County has never been greater.

Rent Burden

- Rent Burden is a common indicator used to measure the affordability of housing for various groups. When a household pays between 30% and 50% of their income on rent and utilities, they are considered rent burdened. When a household pays more than 50% of their income on rent, they are considered severely rent burdened.
- 73% of extremely low-income renters in King County were severely rent burdened in 2022. That's nearly 1 in 5 households. This is why our payment standards by region are so important to help people.

Homelessness

- In 2022, 13,368 people were experiencing homelessness in King County.
- We are also seeing an increase in student homelessness statewide. There were 6114 students in King County that were experiencing Homelessness in the 2022-2023 academic year.

Racial Disparities

People of color are disproportionately represented among people experiencing poverty and homelessness. The history of federal housing policy in the US is inseparable from race. The systemic and structural remnants of these policies are evident today in statistics on poverty and homelessness.

B. Third Quarter 2023 Executive Dashboard

Andrew Calkins, Vice President of Policy and Intergovernmental Affairs

It runs through the end of September. We were housing almost 24,000 per night.

C. Third Quarter 2023 Financial Report

Tesh Assefa, Financial Reporting Manager gave the detailed report.

Combined Operations

- Better than expected Federal Revenues and occupancy
- Lower than anticipated non-operating revenues relating to special grants
- Higher than expected non-operating expense – Kirkland Heights transfer to Tax Credit.

Federal Programs and Properties

- Housing Choice Voucher Funding increased by 17% in 2023
- Properties managed by KCHA averaged a 98% lease-up
- Salaries cost continue below budget due to unfilled positions
- Capital activities generally below budget due to supply chain issues

Local Programs and Properties

- Lower spending and grant reimbursements on weatherization projects
- Operating expenses are expected close to budget by year end

Development Activity

- Non-operating revenue higher than expected due to unanticipated developer fees for Abbey Ridge and Ballmer Group, plus Washington State Department of Commerce capital grant for Skyway USB Redevelopment project
- Home and lot sales price participation exceeded target and also due to proceeds from sale of vacant parcel of land in Spanaway

IX. EXECUTIVE DIRECTOR REPORT

Robin Walls, President/CEO gave news updates.

- Acknowledging Annie Pennucci. She has had a tremendous impact on KCHA and now has accepted a position as the Director of Forecasting and Research at the Office of Financial Management for the State of Washington.
A lot of the research that KCHA has done that has really been signature research, particularly with respect to the CMTO of the mobility initiatives has been the spearheads that Annie has laid the foundation for and even our everyday work such as the Payment standard work has also been at Annie's direction. We are personally very happy and excited to see Annie have a role that will have a major impact statewide and potentially will have a federal impact as well. It's also important to have friends of the agency and people who really believe in a mission doing work at a higher level. We will miss her but it's a huge congratulations.
- Yesterday, December 18th, we received notification that KCHA is one of two housing authorities in the region to receive funding in the amount of \$934,197 for the Family Unification Program (FUP). This is targeted and dedicated vouchers for youth that are aged out of foster care and families that have involvement with child protective Services where they have to demonstrate stabilized housing in order for the families to remain unified. KCHA and Home Forward are the only two agencies in the region that have received this funding from HUD. This population is the most at risk for homelessness so it's a very important award and wonderful that we were able to receive such a large award from HUD making us one of the largest recipients of the FUP vouchers in the country. Kerrie Rene submitted the application and was responsible for responding to the notice of funding availability, so congratulations to Kerrie Rene, HCV and others in Social impact that helped support that initiative.
- Last week was our first All Staff Meeting and a recognition of 60 employees that ranged in tenure from 5 to 40 years. The 40 year employee was Judi Jones. We had a lot of positive feedback. Over 50% of KCHA staff has worked here for three years or less.
- We are also responding to HUD's Audit regarding our Emergency Housing Choice Voucher Program where they have done a remote file audit for that program. There were a couple of findings relating to criminal background checks and personal identifying information. We think there were a couple of cases that HUD misunderstood the information presented to them, but it's keeping with HUD's renewed emphasis of looking at the fundamentals in looking at Housing Authorities. We know that the EHVP has been a particular emphasis of HUD with respect of increased monitoring.
- Property Management, Penny Bradley and Al Khalif will now be Temporary Assistant VP of Property Management. Penny will be responsible for the supervision of our regional managers and Al will be responsible for the supervision of our construction upgrade staff.

X. EXECUTIVE SESSION

A. To review the performance of a public employee (RCW 42.30.110 (1) g))

12:27pm – Board meeting was suspended.

12:52pm – Board meeting was re-convened.

XI. OTHER BUSINESS

A. Resolution No. 5763 – Authorizing a Payment of a Retention and Accomplishment Incentive for the Executive Director for Calendar Year 2023 and a Base Salary Increase

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Richard Jackson, the Board unanimously approved Resolution 5763.

XII. KCHA IN THE NEWS

None.

XIII. COMMISSIONER COMMENTS

XIV. ADJOURNMENT

Chair Barnes adjourned the meeting at 12:53 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: January 4, 2024

Re: VOUCHER CERTIFICATION FOR NOVEMBER 2023

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
January 4, 2024

Bank Wires / ACH Withdrawals		9,039,734.32
	<i>Subtotal</i>	9,039,734.32
Accounts Payable Vouchers		
Key Bank Checks - #348550-348941		6,090,040.75
Tenant Accounting Checks - #12017-12038		40,225.72
	<i>Subtotal</i>	6,130,266.47
Payroll Vouchers		
Checks - #93596-93611 & 93615-93625 & 93646-93648		519,362.26
Direct Deposit		2,298,046.62
	<i>Subtotal</i>	2,817,408.88
Section 8 Program Vouchers		
Checks - #646415-646837		418,675.25
ACH - #594021-596755		21,796,260.67
	<i>Subtotal</i>	22,214,935.92
Purchase Card / ACH Withdrawal		442,875.53
	<i>Subtotal</i>	442,875.53
	GRAND TOTAL	\$ 40,645,221.12

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	11/01/2023	\$ 9,219.82	AP & Payroll	
Hampton Greens	11/01/2023	\$ 34,360.96	AP & Payroll	
Kendall Ridge	11/01/2023	\$ 25,550.84	AP & Payroll	
Landmark	11/01/2023	\$ 27,685.25	AP & Payroll	
Riverstone	11/01/2023	\$ 42,592.00	AP & Payroll	
Woodside East	11/01/2023	\$ 21,612.81	AP & Payroll	
ALPINE RIDGE	11/02/2023	\$ 6,382.83	AP & OCR & Management fees	
ARBOR HEIGHTS	11/02/2023	\$ 12,624.35	AP & OCR & Management fees	
Aspen Ridge	11/02/2023	\$ 10,544.80	AP & OCR & Management fees	
Auburn Square	11/02/2023	\$ 15,867.06	AP & OCR & Management fees	
Carriage House	11/02/2023	\$ 77,380.76	AP & OCR & Management fees	
Carrington	11/02/2023	\$ 7,430.17	AP & OCR & Management fees	
CASCADIAN	11/02/2023	\$ 18,505.38	AP & OCR & Management fees	
Colonial Gardens	11/02/2023	\$ 7,457.76	AP & OCR & Management fees	
FAIRWOOD	11/02/2023	\$ 11,801.25	AP & OCR & Management fees	
HERITAGE PARK	11/02/2023	\$ 5,106.82	AP & OCR & Management fees	
LAURELWOOD	11/02/2023	\$ 31,145.51	AP & OCR & Management fees	
Meadows	11/02/2023	\$ 7,397.73	AP & OCR & Management fees	
Newporter	11/02/2023	\$ 19,747.87	AP & OCR & Management fees	
OVERLAKE	11/02/2023	\$ 29,524.21	AP & OCR & Management fees	
Parkwood	11/02/2023	\$ 7,785.16	AP & OCR & Management fees	
Pinewood Village	11/02/2023	\$ 13,977.46	AP & OCR & Management fees	
Plum Court	11/02/2023	\$ 24,110.58	AP & OCR & Management fees	
Riverstone	11/02/2023	\$ 53,978.22	EPRAP Adjustment	
Salish	11/02/2023	\$ 14,339.43	AP & OCR & Management fees	
SALMON CREEK	11/02/2023	\$ 538.26	Bank fees	
Sandpiper East	11/02/2023	\$ 102,310.87	AP & OCR & Management fees	
SOUTHWOOD SQUARE	11/02/2023	\$ 4,997.05	AP & OCR & Management fees	

Tall Cedars	11/02/2023	\$ 18,987.64	AP & OCR & Management fees	
Timberwood	11/02/2023	\$ 22,339.01	AP & OCR & Management fees	
Walnut Park	11/02/2023	\$ 36,743.08	AP & OCR & Management fees	
WINDSOR HEIGHTS	11/02/2023	\$ 2,624.81	AP & OCR & Management fees	
Woodridge Park	11/02/2023	\$ 8,857.88	AP & OCR & Management fees	
Carrington	11/03/2023	\$ 5,200.00	AP	
Argyle	11/08/2023	\$ 46,714.47	AP & Payroll	
Ballinger Commons	11/08/2023	\$ 105,430.43	AP & Payroll	
Bellepark	11/08/2023	\$ 45,282.58	AP	
Corinthian	11/08/2023	\$ 136,027.00	AP & Payroll	
Cottonwood	11/08/2023	\$ 30,624.95	AP & Payroll	
Cove East	11/08/2023	\$ 32,950.99	AP & Payroll	
Emerson	11/08/2023	\$ 106,182.84	AP & Payroll	
GILMAN SQUARE	11/08/2023	\$ 44,729.90	AP & Payroll	
Hampton Greens	11/08/2023	\$ 44,840.22	AP	
Juanita View	11/08/2023	\$ 28,923.12	AP & Payroll	
Kendall Ridge	11/08/2023	\$ 33,060.49	AP	
Landmark	11/08/2023	\$ 68,765.14	AP	
Meadowbrook	11/08/2023	\$ 73,240.00	AP & Payroll	
NIA	11/08/2023	\$ 79,851.58	AP & Payroll	
Riverstone	11/08/2023	\$ 25,476.47	AP	
SALMON CREEK	11/08/2023	\$ 107,872.01	AP & Payroll	
SALMON CREEK	11/08/2023	\$ 11,243.09	AP & Payroll	
SEOLA CROSSING	11/08/2023	\$ 77,046.32	AP & Payroll	
SEOLA CROSSING	11/08/2023	\$ 53,540.03	AP & Payroll	
Surrey Downs	11/08/2023	\$ 35,371.27	AP & Payroll	
Villages at South Station	11/08/2023	\$ 54,266.85	AP & Payroll	
Woodside East	11/08/2023	\$ 20,168.16	AP	
ALPINE RIDGE	11/09/2023	\$ 7,695.83	AP & Payroll	
ARBOR HEIGHTS	11/09/2023	\$ 20,295.69	AP & Payroll	
Aspen Ridge	11/09/2023	\$ 41,989.59	AP & Payroll	
Auburn Square	11/09/2023	\$ 29,225.98	AP & Payroll	
Carriage House	11/09/2023	\$ 24,184.82	AP & Payroll	
Carrington	11/09/2023	\$ 16,204.84	AP & Payroll	
CASCADIAN	11/09/2023	\$ 71,394.58	AP & Payroll	
Colonial Gardens	11/09/2023	\$ 10,068.75	AP & Payroll	
FAIRWOOD	11/09/2023	\$ 21,681.30	AP & Payroll	
HERITAGE PARK	11/09/2023	\$ 21,104.82	AP & Payroll	
LAURELWOOD	11/09/2023	\$ 18,132.19	AP & Payroll	
Meadows	11/09/2023	\$ 15,922.86	AP & Payroll	

Newporter	11/09/2023	\$ 19,507.10	AP & Payroll	
OVERLAKE	11/09/2023	\$ 50,073.19	AP & Payroll	
Parkwood	11/09/2023	\$ 19,989.40	AP & Payroll	
Pinewood Village	11/09/2023	\$ 13,117.35	AP & Payroll	
Plum Court	11/09/2023	\$ 32,589.80	AP & Payroll	
RAINIER VIEW I	11/09/2023	\$ 18,243.38	AP	
RAINIER VIEW II	11/09/2023	\$ 14,008.83	AP	
Salish	11/09/2023	\$ 14,124.70	AP & Payroll	
Sandpiper East	11/09/2023	\$ 25,838.86	AP & Payroll	
SI VIEW	11/09/2023	\$ 9,850.46	AP	
SOUTHWOOD SQUARE	11/09/2023	\$ 15,606.03	AP & Payroll	
Tall Cedars	11/09/2023	\$ 10,229.04	AP & Payroll	
Timberwood	11/09/2023	\$ 17,917.19	AP & Payroll	
Vashon Terrace	11/09/2023	\$ 11,600.52	AP	
Walnut Park	11/09/2023	\$ 47,090.81	AP & Payroll	
WINDSOR HEIGHTS	11/09/2023	\$ 41,741.33	AP & Payroll	
Woodridge Park	11/09/2023	\$ 28,521.95	AP & Payroll	
Bellepark	11/15/2023	\$ 21,873.73	AP	
Hampton Greens	11/15/2023	\$ 102,135.22	AP	
Kendall Ridge	11/15/2023	\$ 30,584.14	AP	
Landmark	11/15/2023	\$ 38,754.42	AP	
Riverstone	11/15/2023	\$ 29,736.17	AP	
Woodside East	11/15/2023	\$ 94,627.46	AP	
ALPINE RIDGE	11/16/2023	\$ 74.33	AP	
ARBOR HEIGHTS	11/16/2023	\$ 26,491.35	AP	
Aspen Ridge	11/16/2023	\$ 3,321.95	AP	
Auburn Square	11/16/2023	\$ 12,019.44	AP	
Carriage House	11/16/2023	\$ 16,518.32	AP	
Carrington	11/16/2023	\$ 3,030.07	AP	
CASCADIAN	11/16/2023	\$ 5,711.70	AP	
Colonial Gardens	11/16/2023	\$ 782.49	AP	
FAIRWOOD	11/16/2023	\$ 7,159.37	AP	
HERITAGE PARK	11/16/2023	\$ 374.52	AP	
LAURELWOOD	11/16/2023	\$ 2,621.89	AP	
Meadows	11/16/2023	\$ 9,137.39	AP	
Newporter	11/16/2023	\$ 6,930.17	AP	
OVERLAKE	11/16/2023	\$ 40,073.29	AP	
Parkwood	11/16/2023	\$ 21,490.63	AP	
Pinewood Village	11/16/2023	\$ 5,909.06	AP	
Plum Court	11/16/2023	\$ 1,213.78	AP	

RAINIER VIEW I	11/16/2023	\$ 11,022.37	AP	
RAINIER VIEW II	11/16/2023	\$ 4,299.52	AP	
Salish	11/16/2023	\$ 13,159.52	AP	
Sandpiper East	11/16/2023	\$ 103,177.82	AP	
SI VIEW	11/16/2023	\$ 4,488.04	AP	
SOUTHWOOD SQUARE	11/16/2023	\$ 13,995.70	AP	
Tall Cedars	11/16/2023	\$ 12,163.72	AP	
Timberwood	11/16/2023	\$ 65,609.56	AP	
Walnut Park	11/16/2023	\$ 27,144.35	AP	
WINDSOR HEIGHTS	11/16/2023	\$ 70,758.28	AP	
Woodridge Park	11/16/2023	\$ 25,006.64	AP	
Argyle	11/21/2023	\$ 32,918.51	AP & Payroll	
Ballinger Commons	11/21/2023	\$ 159,299.52	AP & Payroll	
Bellepark	11/21/2023	\$ 879.19	AP	
Cottonwood	11/21/2023	\$ 11,967.35	AP & Payroll	
Cove East	11/21/2023	\$ 45,580.96	AP & Payroll	
Emerson	11/21/2023	\$ 77,038.02	AP & Payroll	
GILMAN SQUARE	11/21/2023	\$ 43,853.87	AP & Payroll	
Hampton Greens	11/21/2023	\$ 13,385.83	AP	
Juanita View	11/21/2023	\$ 21,317.36	AP & Payroll	
Kendall Ridge	11/21/2023	\$ 100,563.71	AP	
Landmark	11/21/2023	\$ 3,662.39	AP	
Meadowbrook	11/21/2023	\$ 77,136.08	AP & Payroll	
NIA	11/21/2023	\$ 38,876.67	AP & Payroll	
Riverstone	11/21/2023	\$ 21,995.06	AP	
SALMON CREEK	11/21/2023	\$ 48,454.17	AP & Payroll	
SEOLA CROSSING	11/21/2023	\$ 24,693.96	AP & Payroll	
SEOLA CROSSING	11/21/2023	\$ 24,061.79	AP & Payroll	
Surrey Downs	11/21/2023	\$ 95,651.13	AP & Payroll	
Villages at South Station	11/21/2023	\$ 70,395.11	AP & Payroll	
Woodside East	11/21/2023	\$ 3,255.72	AP	
ALPINE RIDGE	11/22/2023	\$ 7,607.35	AP & Payroll	
ARBOR HEIGHTS	11/22/2023	\$ 14,172.15	AP & Payroll	
Aspen Ridge	11/22/2023	\$ 49,371.64	AP & Payroll	
Auburn Square	11/22/2023	\$ 21,306.74	AP & Payroll	
Carriage House	11/22/2023	\$ 27,774.48	AP & Payroll	
Carrington	11/22/2023	\$ 8,307.72	AP & Payroll	
CASCADIAN	11/22/2023	\$ 22,451.69	AP & Payroll	
Colonial Gardens	11/22/2023	\$ 13,188.62	AP & Payroll	
FAIRWOOD	11/22/2023	\$ 23,791.73	AP & Payroll	

HERITAGE PARK	11/22/2023	\$ 20,838.22	AP & Payroll	
LAURELWOOD	11/22/2023	\$ 14,111.64	AP & Payroll	
Meadows	11/22/2023	\$ 20,414.08	AP & Payroll	
Newporter	11/22/2023	\$ 56,730.80	AP & Payroll	
OVERLAKE	11/22/2023	\$ 47,192.00	AP & Payroll	
Parkwood	11/22/2023	\$ 12,602.00	AP & Payroll	
Pinewood Village	11/22/2023	\$ 35,405.76	AP & Payroll	
Plum Court	11/22/2023	\$ 15,355.21	AP & Payroll	
Salish	11/22/2023	\$ 27,763.14	AP & Payroll	
Sandpiper East	11/22/2023	\$ 25,467.31	AP & Payroll	
SOUTHWOOD SQUARE	11/22/2023	\$ 10,815.73	AP & Payroll	
Timberwood	11/22/2023	\$ 38,760.65	AP & Payroll	
Walnut Park	11/22/2023	\$ 37,277.63	AP & Payroll	
WINDSOR HEIGHTS	11/22/2023	\$ 43,938.10	AP & Payroll	
Woodridge Park	11/22/2023	\$ 27,008.72	AP & Payroll	
Bellepark	11/29/2023	\$ 8,472.27	AP & Payroll	
Hampton Greens	11/29/2023	\$ 32,312.16	AP & Payroll	
Kendall Ridge	11/29/2023	\$ 46,922.41	AP & Payroll	
Landmark	11/29/2023	\$ 16,323.63	AP & Payroll	
Riverstone	11/29/2023	\$ 44,259.29	AP & Payroll	
Woodside East	11/29/2023	\$ 17,205.69	AP & Payroll	
ALPINE RIDGE	11/30/2023	\$ 3,080.31	Management Fees & OCR	
Aspen Ridge	11/30/2023	\$ 5,434.78	Management Fees & OCR	
Auburn Square	11/30/2023	\$ 9,156.32	Management Fees & OCR	
Carriage House	11/30/2023	\$ 9,288.96	Management Fees & OCR	
Carrington	11/30/2023	\$ 10,196.92	Management Fees & OCR	
CASCADIAN	11/30/2023	\$ 9,707.44	Management Fees & OCR	
Colonial Gardens	11/30/2023	\$ 3,485.40	Management Fees & OCR	
FAIRWOOD	11/30/2023	\$ 7,738.35	Management Fees & OCR	
HERITAGE PARK	11/30/2023	\$ 4,297.07	Management Fees & OCR	
LAURELWOOD	11/30/2023	\$ 5,637.72	Management Fees & OCR	
Meadows	11/30/2023	\$ 3,531.98	Management Fees & OCR	
Newporter	11/30/2023	\$ 5,624.91	Management Fees & OCR	
OVERLAKE	11/30/2023	\$ 15,823.49	Management Fees & OCR	
Parkwood	11/30/2023	\$ 7,519.18	Management Fees & OCR	
Pinewood Village	11/30/2023	\$ 6,553.01	Management Fees & OCR	
Plum Court	11/30/2023	\$ 5,130.87	Management Fees & OCR	
RAINIER VIEW I	11/30/2023	\$ 581.73	AP	
RAINIER VIEW II	11/30/2023	\$ 1,557.47	AP	
Salish	11/30/2023	\$ 83,297.46	Management Fees & OCR	

Sandpiper East	11/30/2023	\$ 9,225.15	Management Fees & OCR	
SOUTHWOOD SQUARE	11/30/2023	\$ 4,550.37	Management Fees & OCR	
Tall Cedars	11/30/2023	\$ 6,728.69	Management Fees & OCR	
Timberwood	11/30/2023	\$ 9,418.06	Management Fees & OCR	
Vashon Terrace	11/30/2023	\$ 261.95	AP	
Walnut Park	11/30/2023	\$ 7,821.74	Management Fees & OCR	
WINDSOR HEIGHTS	11/30/2023	\$ 10,858.37	Management Fees & OCR	
Woodridge Park	11/30/2023	\$ 9,205.93	Management Fees & OCR	
<i>Total</i>	196 Wires	\$ 5,477,531.73		



To: Board of Commissioners

From: Mary Osier, Accounting Manager

Date: February 5, 2024

Re: **VOUCHER CERTIFICATION FOR DECEMBER 2023**

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
February 5, 2024

Bank Wires / ACH Withdrawals		11,211,672.22
	<i>Subtotal</i>	11,211,672.22
Accounts Payable Vouchers		
Key Bank Checks - #348942-349494		9,813,648.11
Tenant Accounting Checks - #12039-12072		60,506.64
	<i>Subtotal</i>	9,874,154.75
Payroll Vouchers		
Checks - #93626-93630 & 93634-93645 & 93649-93662		40,195.79
Direct Deposit		2,363,326.37
	<i>Subtotal</i>	2,403,522.16
Section 8 Program Vouchers		
Checks - #646838-647274		549,515.30
ACH - #596756-599466		21,786,396.39
	<i>Subtotal</i>	22,335,911.69
Purchase Card / ACH Withdrawal		828,786.72
	<i>Subtotal</i>	828,786.72
	GRAND TOTAL	\$ 46,654,047.54

T A B N U M B E R

3



To: Board of Commissioners

From: Tonya Harlan, Vice President of Human Resources

Date: January 29, 2024

Re: Resolution 5763: Adoption of Economic Adjustments of Represented Staff Related to New 3-Year Contract with Seattle Building Trades.

Executive Summary

Resolution No. 5763 authorizes three separate actions. First, it awards employees represented by Seattle Building Trades of Cost of Living Adjustment (COLA) increase for 2023 of 6.5%. Second, it modifies the existing Building Trades Salary Schedule by adding a sixth step to all classifications except Regional Maintenance Mechanic Trainees which shall remain at four steps. Finally, it authorizes COLA increases for 2024 and 2025 with a minimum adjustment of 2.5% each year and a maximum of 6.0%.

Background

Maintenance staff at the King County Housing Authority are represented by Seattle Building Trades. The last full contract was signed back in 2018 with a term of two years and an expiration date of October 31, 2020. Because of the COVID pandemic, the contract was extended twice with bargaining occurring solely for the purpose of wages and benefits. The second extension included an agreement to perform a market study of wages, similar to that which was performed for administrative staff in 2021. The study was completed in 2023 and certain market adjustments were made to employee's wages.

The second extension expired on October 31, 2023, and bargaining has been taking place between KCHA and the union. All contract language was subject to negotiation. A tentative agreement was reached on January 5, 2024, and the union ratified the proposal on January 18th. For the first time, the length of the contract is three years, rather than one and two-year terms which had been adopted in past years.

The new contract includes an economic package which included three key components

- A COLA increase of 6.5%, retroactive to the first day of the first full pay period in November, 2023 which occurred on November 4. The increase was equal to 100% of the "HALF1" convention of the CPI-W for Seattle-Tacoma, and is the same as awarded to administrative staff via Resolution 5755, adopted by the Board on September 25, 2023.
- A change in the Building Trades Salary Schedule whereby a new Step 6 was added to all classifications except Regional Maintenance Mechanic Trainees. In exchange for the new step, the union agreed to drop two other components of potential compensation that had existed in the contract, both dealing with lump-

sum payments predicated upon superior performance. This change took effect on January 27th.

- As an enticement for lengthening the contract from a term of two years to three, the new contract includes a guarantee of COLA adjustments in 2024 and 2025, with a minimum adjustment of 2.5% and a maximum of 6.0%

Budgetary Impacts

The annual impact of the market adjustment that was required as part of the second contract extension was approximately \$386,000.

The cost of the 6.5% COLA will be approximately \$455,000 per year, matching budget projections. The annual cost of the addition of a new Step 6 is projected at \$42,000, bringing the total of all changes to just over \$883,000 per year.

At the new salary rates, each 1% in the 2024 the COLA adjustment will add around \$75,000 in salary costs, so the fiscal impact of the 2024 and 2025 COLA commitments will range from \$188,000 to \$450,000 per year.

There were a few other minor contractual changes that had monetary impacts, all of which are negligible:

- The premium for call-out pay is rising from \$400 per week to \$500.
- The biennial safety footwear stipend is increasing from \$300 to \$400.

Outside of the scope of the contract, KCHA agreed to undertake a two year pilot program that will allow employees to redeem up to 24 hours of annual leave each year as long as they have a minimum of 120 hours left in their leave banks after the redemption.

Recommendation

While the absence of an adopted federal budget creates uncertainties around funding for KCHA's public housing and Section 8 programs, the 2023 inflation factor of 17.5% received for the Housing Choice Voucher program creates a solid baseline for stable funding in 2024 and beyond.

Approval of Resolution No. 5763 is recommended.

THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5763

**ADOPTION OF ECONOMIC ADJUSTMENTS OF REPRESENTED STAFF RELATED TO
NEW 3-YEAR CONTRACT WITH SEATTLE BUILDING TRADES**

WHEREAS, in January 2024 the Authority reached an agreement for wages, benefits and other working conditions for maintenance employees covered by the collective bargaining agreement between the King County Housing Authority and the Seattle/King County Building and Construction Trade Council (the “Council”) for the three year period ending October 31, 2026; and

WHEREAS, King County Housing Authority union members voted to ratify the contract; and

WHEREAS, pursuant to this agreement, the wages and benefits paid to employees represented by the Council include a cost of living adjustment retroactive to November 4, 2023, guaranteed cost of living adjustments for 2024 and 2025, and the addition of a new Step 6 in the Building Trades Salary Schedule; and

WHEREAS, the negotiated percentage increase in wages for such employees is equal to 100% of the HALF1 CPI-W index as of June 30, 2023; and

WHEREAS the HALF1 CPI-W index as of June 30, 2023 for Seattle-Tacoma-Bellevue was 6.5%; and

WHEREAS the guaranteed cost of living adjustments for 2024 and 2025 and will be 100% of Seattle-Tacoma-Bellevue HALF1 CPI-W index as of June 30, 2024 and June 30, 2025 respectively, with a minimum adjustment of 2.5% and a maximum adjustment of 6.0%; and each will be published in July of their respective years; and

WHEREAS, employees who were previously in of the “TOPS” portion of the Building Trades Salary Schedule will be moved to the new Step 6

**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 Building Trades Salary Schedule is hereby amended to reflect a 6.5% cost of living increase in all ranges and as set forth in said Salary Schedule, a copy of which is attached as Exhibit A hereto, and made part of.

SECTION 2: The rates set forth in the Building Trades Salary Schedule will be increased retroactive to the beginning of the pay period which began on November 4, 2023.

SECTION 3: The Building Trades Salary Schedule is further amended to replace the TOPS Step with a new Step 6.

SECTION 4: The Building Trades Salary Schedule will be updated to reflect the cost of living adjustments in 2024 and 2025 of 100% of the Seattle-Tacoma-Bellevue HALF1 CPI-W index as of June 30, 2024 and June 30, 2025 respectively, with a minimum adjustment of 2.5% and a maximum adjustment of 6.0%

ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 20th DAY OF FEBRUARY, 2024.

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

DOUG BARNES, Chair
Board of Commissioners

ROBIN WALLS
President/CEO and
Secretary-Treasurer

Building Trades Salary Schedule
Maintenance Wage Rates
Effective 11/1/2023 - 10/31/2024

Position #	Position #	Term#	Paystep#	Hourly Rate	Annual
Landscape/Cleaner - Grade 1 - Step 1	20713		BT-0101	\$ 26.98	\$ 56,118.40
Landscape/Cleaner - Grade 1 - Step 2			BT-0102	\$ 28.04	\$ 58,323.20
Landscape/Cleaner - Grade 1 - Step 3			BT-0103	\$ 29.13	\$ 60,590.40
Landscape/Cleaner - Grade 1 - Step 4			BT-0104	\$ 30.15	\$ 62,712.00
Landscape/Cleaner - Grade 1 - Step 5			BT-0105	\$ 31.17	\$ 64,833.60
Landscape/Cleaner - Grade 1 - Step 6			BT-0106	\$ 32.22	\$ 67,017.60
Site Based Maintenance Mechanic - Grade 3 - Step 1	20700		BT-0301	\$ 35.91	\$ 74,692.80
Site Based Maintenance Mechanic - Grade 3 - Step 2			BT-0302	\$ 36.83	\$ 76,606.40
Site Based Maintenance Mechanic - Grade 3 - Step 3			BT-0303	\$ 37.77	\$ 78,561.60
Site Based Maintenance Mechanic - Grade 3 - Step 4			BT-0304	\$ 38.77	\$ 80,641.60
Site Based Maintenance Mechanic - Grade 3 - Step 5			BT-0305	\$ 39.76	\$ 82,700.80
Site Based Maintenance Mechanic - Grade 3-Step 6			BT-0306	\$ 40.74	\$ 84,739.20
Electrician- Grade 4E - Step 1	20702		BT-0401E	\$ 48.20	\$ 100,256.00
Electrician- Grade 4E- Step 2			BT-0402E	\$ 49.29	\$ 102,523.20
Electrician - Grade 4E - Step 3			BT-0403E	\$ 50.44	\$ 104,915.20
Electrician- Grade 4E - Step 4			BT-0404E	\$ 51.56	\$ 107,244.80
Electrician - Grade 4E - Step 5			BT-0405E	\$ 52.67	\$ 109,553.60
Electrician- Grade 4E -Step 6			BT-0406E	\$ 53.75	\$ 111,800.00
Regional Maintenance Mechanic - Grade 4 - Step 1	20702		BT-0401	\$ 43.13	\$ 89,710.40
Regional Maintenance Mechanic - Grade 4 - Step 2			BT-0402	\$ 44.18	\$ 91,894.40
Regional Maintenance Mechanic - Grade 4 - Step 3			BT-0403	\$ 45.27	\$ 94,161.60
Regional Maintenance Mechanic - Grade 4 - Step 4			BT-0404	\$ 46.36	\$ 96,428.80
Regional Maintenance Mechanic - Grade 4 - Step 5			BT-0405	\$ 47.45	\$ 98,696.00
Regional Maintenance Mechanic - Grade 4-Step 6			BT-0406	\$ 48.56	\$ 101,004.80
Regional Maintenance Mechanic Trainee - Grade 7 - Step 1	20716	0-6 mos	BT-0701	\$ 34.13	\$ 70,990.40
Regional Maintenance Mechanic Trainee - Grade 7 - Step 2		7-12 mos	BT-0702	\$ 36.26	\$ 75,420.80
Regional Maintenance Mechanic Trainee - Grade 7 - Step 3		13-18 mos	BT-0703	\$ 38.38	\$ 79,830.40
Regional Maintenance Mechanic Trainee - Grade 7 - Step 4		19-24 mos	BT-0704	\$ 41.59	\$ 86,507.20

T A B N U M B E R



TO: Board of Commissioners

FROM: Tim Baker, Senior Management Analyst
Support Services Department

DATE: January 12, 2024

RE: **Fourth Quarter CY 2023 Procurement Report**

The second quarter procurement report includes all activity from October through December 2023 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 23 new contracts with an aggregated value of about 23.7 million. Another contract was issued by the New Kirkland Heights LLLP. These 24 contracts accounted for 99% of the contracts executed in the quarter.

The largest construction contract was \$3,999,917 awarded to Puget Sound Solar for solar panel installations for the Kirkland Heights renovation project managed by the Development department.

The largest non-construction contract was \$8,569,830 awarded to Allied Security for agency-wide security services to be managed by the Property Management 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 11 condition change orders issued. Five were by Development for Kirkland Heights A&E services (3) and Kirkland Heights Building 8 A&E services (2).

Change Orders with Contract Extensions or Other Foreseen Circumstances:

Six were issued, three by Resident Services and two by Social Impact for programs and services to assist KCHA residents.

Awarded Contracts Over \$100,000

Contracts exceeding 10% cumulative change order-Condition Changes										
Issuing Department	Issuing Entity	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	KCHA	Sandpiper East office/cabana renovations	BCN	\$522,450	\$0	\$53,372	1	\$575,822	10%	Added sidewalks, lighting and relocated catch basin.
Development	New Kirkland Heights LLLP	Kirkland Heights building 8 redevelopment	SMR	\$146,820	\$190,875	\$1,870	2	\$339,565	131%	Additional A&E services needed for water & electrical systems.
Development	New Kirkland Heights LLLP	Kirkland Heights A&E design services	SMR	\$1,067,729	\$247,144	\$60,394	3	\$1,375,267	29%	Additional A&E services needed for EV chargers, solar, landscaping, mailboxes, electrical systems.
Maintenance	KCHA	Security services	Blue Line	\$69,553	\$0	\$208,659	1	\$278,212	300%	On going services needed until a permanent security firm is hired.
Maintenance	KCHA	Flooring services	Great Floors	\$431,307	\$0	\$536,379	1	\$967,686	124%	Temporary extension of the contract so services are not interrupted until a new contract is issued.
Property Management	KCHA	mobile security units	LTV	\$211,024	\$0	\$140,683	1	\$351,707	67%	Adding 6 more trailers to the portfolio.
Weatherization	KCHA	Mitchell Place mech. & elec. upgrades	Resicon	\$480,311	\$0	\$80,137	1	\$560,448	17%	Entire electrical system feeding the outdoor heating units needed to be upgraded to a higher voltage.
Total				\$2,929,194	\$438,019	\$1,081,494	10	\$4,448,707		

Issuing Department	Issuing entity	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	KCHA	Sedro Woolley landscaping services	Skagit Landscaping		\$308,000	\$135,370	\$57,571	1	\$192,941	63%	Third extension to the contract.	
Resident Services	KCHA	resident helpers	AFH		\$120,000	\$10,000	\$10,000	1	\$20,000	17%	First extension to the contract.	
Resident Services	KCHA	cleaning and decluttering services	An Uncluttered Mind		\$350,000	\$50,000	\$50,000	1	\$100,000	29%	First extension to the contract.	
Resident Services	KCHA	workforce development programs	Hopelink		\$600,000	\$387,960	\$90,000	1	\$477,960	80%	Last extension to the contract.	
Social Impact	KCHA	housing stability services	YWCA		\$883,000	\$273,000	\$122,536	1	\$395,536	45%	First extension to the contract.	
Social Impact	KCHA	housing stability services	Catholic Comm Serv		\$497,000	\$292,826	\$51,239	1	\$344,065	69%	First extension to the contract.	
Total				\$2,758,000	\$1,149,156	\$381,346	6	\$1,530,502				

T A B N U M B E R

5



To: Board of Commissioners

From: Andrew Calkins, Vice President of Policy & Intergovernmental Affairs

Date: February 20, 2024

Re: KCHA State Legislative Priorities for 2024

Summary

On January 8th, the Washington State Legislature convened for a 60-day legislative session. 2024 is the second year of the two-year legislative biennium, and legislators will look to adopt supplemental operating and capital budgets and take action on policy priorities. A top priority for the state legislature is to create more opportunities to advance affordable housing outcomes for low-income Washingtonians and people experiencing homelessness.

KCHA works at the state level to advocate for equitable policies that enhance the agency's ability to provide affordable housing and achieve its mission, that expand funding for affordable and supportive housing, and that more broadly improve the lives of low-income people in the region and across the state. As a property owner, government agency, mission-driven social justice organization, and an administrator of tenant-based rental assistance, state legislation can affect KCHA and our programs in numerous ways. KCHA monitors legislation and conducts advocacy in close partnership with the Association of Washington Housing Authorities and other state and local affordable housing advocacy organizations.

At the February 20th, 2024 board meeting, staff will present an overview of KCHA's legislative priorities for 2024, attached.



King County Housing Authority

2024 State Legislative Priorities

We transform lives through housing

On January 8th, 2024 the legislature will convene for a 60-day session. Legislators plan to make updates to the 2023-2025 Capital and Operating Biennial Budgets and consider a range of issues related to housing affordability and homelessness. During the session KCHA will advocate for policies that advance KCHA's mission and support low-income households across King County. This document highlights priority advocacy areas for KCHA in 2024.

Reform the Real Estate Excise Tax to Fund Affordable Housing

The Housing Trust Fund (HTF) provides critical capital dollars to assist non-profits and housing authorities in building housing for very low-income individuals, including supportive housing and homeownership. Legislators invested \$400 million in 2023 as part of the Biennial Capital Budget but the ongoing demand for capital funding for non-profit and housing authority projects is significant.

⇒ *Reform the state's progressive real estate excise tax (REET) to create a permanent funding source for the proven housing trust fund (HB 2276)*

Allocate Capital Funding for the Skyway Resource Center

The Skyway Resource Center's (SRC) mission is to provide a wide range of human services vital to the community in four key areas: health & wellness, economic empowerment, character & leadership, and educational advancement. Working closely with the Renton Innovation Zone Partnership (RIZP), KCHA has been supporting the community-led project as the owner, lead developer, and technical assistance provider.

⇒ *KCHA is supporting a request from the SRC Project Team to fund at least \$1 million of the outstanding renovation costs as part of the 2024 Supplemental Capital Budget.*

Advance Opportunities for Acquisition and Preservation of Existing Housing

KCHA continually works to ensure that state policy supports the preservation of existing housing, including acquisition of privately-owned housing for conversion to affordable housing. In 2024, KCHA will focus in two areas:

- ⇒ *Identify and fund new mechanisms that provide rapid financing for the acquisition of existing housing.*
- ⇒ *Dedicate capital funding to support resident, non-profit, or housing authority acquisition and preservation of manufactured housing communities.*

Fund Essential Safety Net Programs & Services

KCHA asks the legislature to pass a strong supplemental budget that investments in core safety net programs, including Housing and Essential Needs (HEN), Medicaid, Aged, Blind and Disabled Program (ABD), State Food Assistance Program (FAP), Basic Food, and other assistance programs that help low-income families make ends meet. In addition, the state must continue to support efforts to address homelessness, specifically by preventing cuts to shelter, rental assistance, and other services funded by document recording fees.

T A B N U M B E R

6



TO: Board of Commissioners

FROM: Mary Osier, Accounting Manager & Anneliese Gryta, EVP Housing Operations

DATE: January 31, 2024

RE: 4th Quarter 2023 Summary Write-Offs

During the fourth quarter of 2023, tenant accounts totaling \$63,372 were deemed uncollectable and written off. Overall, past due rents owed to KCHA accounted for \$41,904 of the total (66%), with two accounts making up 58% of the total past due rent. Cleaning/damage charges accounted for \$17,160 (27%) of the total. Security deposits in the amount of \$3,375 were retained to offset 5.3% of the total charges.

Per policy, all accounts with a balance owed of \$100 or more will be forwarded to KCHA's contracted collection agency. A total of \$78 was recovered by the collection agency during the fourth quarter for payments to accounts that were previously sent to the collection agency.

There were 27 accounts written off, for a variety of reasons. Four accounts were written off as the resident is now deceased. Two residents vacated units for medical reasons or to higher-support housing, and a total of three households were terminated for criminal activity and several units required remediation for methamphetamines.

The total amount written off in 2023 was \$151,761. While it may appear that write-offs are trending upwards, the perceived spike more accurately reflects a return to more typical pre-pandemic levels. The total amount written off was \$204,394 in 2019 and \$216,165 in 2018.

	Total WRITE-OFFS	YTD WRITE-OFFS
Rent Balance Forward to Vacate Month	\$ 34,402	\$ 107,886
Retro Rent Write-offs	\$ -	\$ 4,721
<u>VACATE CHARGES:</u>		
Rent Delinquent in Vacate Month	\$ 7,502	\$ 12,185
Cleaning & Damages	\$ 17,160	\$ 34,326
Paper Service & Court Costs	\$ 1,050	\$ 1,050
Miscellaneous Charges	\$ 3,258	\$ 3,338
Total Charges	\$ 28,970	\$ 50,899
Total All Charges	\$ 63,372	\$ 163,507
<u>CREDITS:</u>		
Security Deposits	\$ (3,375)	\$ (7,815)
Miscellaneous Payments & Credits	\$ (1,497)	\$ (3,930)
Total Credits	\$ (4,872)	\$ (11,745)
Total Net Write-offs	\$ 58,499	\$ 151,761
<u>Net Write-offs by Portfolio</u>		
KCHA	\$ 51,747	\$ 114,486
Green River II	\$ -	\$ -
Soosette Creek	\$ 1,028	\$ 26,940
Zephyr	\$ 1,458	\$ 1,458
Fairwind	\$ 738	\$ 813
Vantage Point	\$ 1,937	\$ 1,937
Spiritwood Manor	\$ 1,385	\$ 5,921
Bellevue Manor	\$ 206	\$ 206
	\$ 58,499	\$ 151,761

**Write-off and Collection Summary
2021 - 2023**

NET WRITE-OFFS			
	2021	2022	2023
January to March	12,833	13,230	9,529
April to June	10,694	7,699	54,415
July to September	10,130	10,587	29,318
October to December	22,867	11,390	58,499
TOTAL	56,523	42,906	151,761

NET COLLECTIONS			
	2021	2022	2023
January to March	827	3,256	2,310
April to June	283	466	465
July to September	2,803	982	531
October to December	1,558	361	78
TOTAL	5,470	5,065	3,384

Net Collections
2nd Quarter 2021

Ledger	Project	Oct-23	Nov-23	Dec-23	Total by Ledger
114	293			78.00	78.00
					-
					-
					-
					-
TOTAL		-	-	78.00	78.00