

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

**Monday, November 15, 2021**

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**I. CALL TO ORDER**

The meeting of the King County Housing Authority Board of Commissioners was held virtually on Monday, November 15, 2021. There being a quorum, the virtual meeting was called to order by Chair Barnes at 8:32 a.m.

**II. ROLL CALL**

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

**III. PUBLIC COMMENT**

No Public Comment.

**IV. APPROVAL OF MINUTES**

A. Board Meeting Minutes – October 11, 2021

On motion by Commissioner Susan Palmer, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the October 11, 2021 Meeting Minutes.

**V. APPROVAL OF AGENDA**

On motion by Commissioner John Welch, and seconded by Commissioner Susan Palmer, the Board unanimously approved the November 15, 2021 virtual Board of Commissioners' meeting agenda.

**VI. CONSENT AGENDA**

A. Voucher Certification Report for September 2021

**B. Resolution No 5702** – Resolution authorizing the extension and modification of the Authority's Revolving Line of Credit Revenue Note, 2015 (Tax-Exempt) and Revolving Line of Credit Revenue Note, 2015 (Taxable) and determining related matters.

On motion by Commissioner Susan Palmer, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the November 15, 2021 virtual Board of Commissioners' meeting consent agenda.

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

**A. Resolution No. 5703** – Resolution providing for the issuance of revenue and refunding revenue bonds of the Authority in the aggregate principal amount not to exceed \$95,000,000.00 for purposes which may include refunding certain outstanding obligations and financing the acquisition of one or more housing projects of the Authority, and determining related matters.

Tim Walter, Senior Director of Development and Asset Management gave a briefing to the Board.

Questions of Commissioners were answered.

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner John Welch, the Board unanimously approved Resolution 5703.

**B. Resolution No. 5704** – Resolution authorizing the issuance of a tax-exempt refunding revenue note in the principal amount of not to exceed \$35,600,000.00 for the purpose of refunding an outstanding 2015 note which refinanced three existing multifamily housing projects, and determining related matters.

Tim Walter, Senior Director of Development and Asset Management gave details of this refinancing and explained a correction of the description under the termination section as a right of early termination was negotiated.

Questions of Commissioners were answered.

On motion by Commissioner Susan Palmer, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved Resolution No. 5704.

**C. Resolution No. 5705** – Resolution Authorizing Acquisition of the Village Plaza Apartments in Kirkland, WA.

Tim Walter, Senior Director of Development and Asset Management and Beth Pearson, Strategic Real Estate Advisor, explained the process for this acquisition.

This is a small six-plex, two miles north of downtown Kirkland. It's located near good schools, transit, and is surrounded by residential housing.

The city of Kirkland is assisting with the acquisition of this property by dedicating a portion of their Real Estate Excise Tax (REET) revenue. The city of Kirkland was willing to make all of that amount available for the purchase of Village Plaza.

KCHA's plan is to add the property to the Public Housing portfolio by utilizing "banked" subsidy and transition to eligible tenants upon vacates.

Questions of Commissioners were answered.

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner John Welch, the Board unanimously approved Resolution No. 5705.

**D. Resolution No. 5706** – Resolution Authorizing Acquisition of the Newport Apartments in Des Moines, WA.

Tim Walter, Senior Director of Development and Asset Management, gave the details of this acquisition.

The Newport Apartments in Des Moines consists of 136 units, of which 50 have three bedrooms and is sited immediately West of Highline College. The property is located 0.6 miles from the light rail station, and there a straight path the campus. It is currently the largest apartment complex close to the light rail station and is in a moderate opportunity area. There are higher than average rates of homelessness and poverty.

Questions of Commissioners were answered.

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Susan Palmer, the Board unanimously approved Resolution No. 5706.

**VIII. BRIEFINGS AND REPORTS**

**A. Third Quarter CY 21 Write-Off Report**

Craig Violante, Interim Deputy Executive Director/Chief Administrative Office gave a brief overview of the report.

Overall delinquencies are about \$700,000, and \$350,000 in mitigation funding has been received from the King County, although not yet applied to individual accounts. The board will be kept apprised of progress.

Questions of Commissioners were answered.

**B. Third Quarter CY 21 Procurement Report**

Craig Violante, Interim Violante, Interim Deputy Executive Director/Chief Administrative Office explained the details for the report.

## **IX. STUDY SESSION**

### **A. 2022 CY Budget Context Briefing**

Craig Violante, Interim Deputy Executive Director/Chief Administrative Office gave a presentation regarding major assumptions driving the 2022 budget as well as issues surrounding Congressional funding and current economic conditions.

## **X. EXECUTIVE DIRECTOR REPORT**

Executive Director Norman echoed the compliments of the Commissioners regarding the quality of today's presentations and the work that has gone into these projects.

He focused his remarks on a review of key challenges and opportunities for the upcoming year, an outline of which had previously been transmitted to the Board. These areas of focus are:

- Hiring and on-boarding new Executive leadership
- Implementing the new Job Classification, Performance Management and Career Advancement plan and continuing to follow up on the recommendations from the equity audit
- Embedding equity, diversity and inclusion in all aspects of KCHA leadership and operations, internal and external
- Maintaining appropriate workload distribution and staffing levels
- Initiating software platform migration for HUD-funded programs
- Implementing the new 2022 to 2026 Environmental Sustainability Action Plan
- Re-opening KCHA offices and establish flexible alternative work arrangements
- Successfully leasing-up the 1,400 recently awarded housing choice vouchers
- Leveraging additional supportive services to address rising client needs
- Safely re-opening KCHA's public housing operations and addressing the backlog of inspections and work orders
- Ramping up capital work if the Build Back Better legislation is enacted
- Maintaining and advancing KCHA's housing development pipeline
- Continuing to acquire and preserve existing affordable housing in the region.

He noted that funding support for all these initiatives has been included in the proposed 2022 budget that will be forward to the Commissioners for review and approval at the next Board meeting.

## **XI. KCHA in the News**

None.

**XII. COMMISSIONER COMMENTS**

Thanks to everyone for all the work being done.

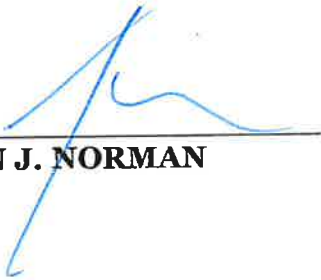
**XII. ADJOURNMENT**

Chair Barnes adjourned the meeting at 10:31 a.m.

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



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



**STEPHEN J. NORMAN**  
Secretary

