



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

**Tuesday, February 18, 2025
3:00 pm**

Webinar Meeting:

<https://kcha-org.zoom.us/j/85313425627>

Webinar ID: 853 1342 5627

Phone: (253) 215-8782

SPECIAL HYBRID MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Tuesday, February 18, 2025 - 3:00 p.m.

King County Housing Authority - Snoqualmie Conference Room
700 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 – January 21, 2025
- V. Approval of Agenda**
- VI. Consent Agenda** **2**
 - A. Voucher Certification Reports for December 2024
- VII. Resolutions for Discussion**
 - Resolution No. 5785** – A Resolution declaring the Authority’s intention to sell tax-exempt obligations to finance the Trailhead Apartments **3**
 - A. **Resolution No. 5786** – KCHA Interlocal agreement with Pierce County Housing Authority **4**
 - B. **Resolution No. 5787** – Appointing of Auditing Officers for the Purpose of Certifying Obligations of the Authority is in Accordance with RCW 42.24 **5**
- VIII. Executive Session**
 - A. To review the performance of public employees (RCW 42.30.110 (1) (g)).
- IX. President/CEO Report**
- X. Commissioner Comments**
- XI. Adjournment**

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

Tuesday, January 21, 2025

I. CALL TO ORDER

The special monthly meeting of the King County Housing Authority Board of Commissioners was held as a hybrid meeting on Tuesday, January 21, 2025. There being a quorum, the hybrid meeting was called to order by Vice-Chair Jackson at 3:00 p.m.

II. ROLL CALL

Present: Commissioner Doug Barnes (Chair) (via phone), Commissioner Richard Jackson (via Zoom), Commissioner Tina Keys (via Zoom) and Commissioner Jerry Lee (via Zoom)

Excused: Commissioner Regina Elmi

III. PUBLIC COMMENT

No public comment.

IV. APPROVAL OF MINUTES

A. Board Meeting Minutes – December 9, 2024

On motion by Commissioner Doug Barnes, and seconded by Commissioner Tina Keys, the Board unanimously approved the December 9, 2024, meeting minutes.

V. APPROVAL OF AGENDA

On motion by Commissioner Doug Barnes, and seconded by Commissioner Tina Keys, the Board unanimously approved the January 21, 2025, hybrid Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

A. Voucher Certification Reports for November 2024

On motion by Commissioner Doug Barnes and seconded by Commissioner Jerry Lee, the Board unanimously approved the January 21, 2025, hybrid Board of Commissioners' meeting consent agenda.

VII. BRIEFINGS & REPORTS

A. KCHA 2025 Goals

Robin Walls, President/CEO gave an extensive report of what the KCHA goals are for 2025.

- Support the development of equitable, inclusive and anti-racist practices across the organization
- Develop and enhance workforce programming to attract, retain and develop KCHA staff to improve business practices and promote an inclusive workplace culture
- Continue to Upgrade and Expand KCHA's affordable Housing Inventory

- Continue to Reduce KCHA's Environmental Footprint and promote Environmental Justice
- Improve KCHA Operational Experience for Internal and External Customers

B. Proposed RAD Conversations

Anneliese Gryta, Executive Vice President of Housing Operations/Chief Operations Officer introduced Chris Clevenger, Housing Initiative Officer who presented to the Commissioners, what RAD is and how it would work at KCHA.

Rental Assistance Demonstration (RAD) is a voluntary program created by the U.S. Department of Housing and Urban Development (HUD), designed to address the significant backlog of repairs needed in public housing across the country. RAD allows Public Housing properties to convert to long-term, Project-Based Section 8 housing assistance, enabling access to private capital for necessary repairs and upgrades.

VIII. EXECUTIVE SESSION

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

4:22pm – Board meeting was suspended.

5:18pm – Board meeting was re-convened

IX. PRESIDENT/CEO REPORT

Tabled – will report out at the February Board meeting.

X. KCHA IN THE NEWS

None.

XI. COMMISSIONER COMMENTS

None.

XII. ADJOURNMENT

Chair Barnes adjourned the meeting at 5:20 p.m.

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

DOUGLAS J. BARNES, Chair
Board of Commissioners

ROBIN WALLS
Secretary

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King County Housing Authority

To: Board of Commissioners

From: Mary Osier, Accounting Manager

Date: February 6, 2025

Re: **VOUCHER CERTIFICATION FOR DECEMBER 2024**

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 6, 2024

Bank Wires / ACH Withdrawals		16,605,384.90
	<i>Subtotal</i>	16,605,384.90
Accounts Payable Vouchers		
Key Bank Checks - #354768-355177		6,999,795.67
Tenant Accounting Checks - #12334-12350		4,139.84
	<i>Subtotal</i>	7,003,935.51
Payroll Vouchers		
Checks - #94050-94087		63,372.66
Direct Deposit		2,731,217.13
	<i>Subtotal</i>	2,794,589.79
Section 8 Program Vouchers		
Checks - #652946-653499		766,849.71
ACH - #628227-630829		22,948,881.65
	<i>Subtotal</i>	23,715,731.36
Purchase Card / ACH Withdrawal		860,391.94
	<i>Subtotal</i>	860,391.94
	GRAND TOTAL	\$ 50,980,033.50

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	
ALPINE RIDGE	12/05/2024	\$ 7,535.19	AP	
ARBOR HEIGHTS	12/05/2024	\$ 1,700.00	AP	
ARBOR HEIGHTS	12/05/2024	\$ 9,897.61	AP	
Argyle	12/05/2024	\$ 25,375.07	AP & Payroll	
Aspen Ridge	12/05/2024	\$ 74,326.24	AP	
Auburn Square	12/05/2024	\$ 18,644.32	AP	
Ballinger Commons	12/05/2024	\$ 66,809.60	AP & Payroll	
Bellepark	12/05/2024	\$ 6,878.08	AP	
Carriage House	12/05/2024	\$ 66,320.80	AP	
Carrington	12/05/2024	\$ 11,840.78	AP	
CASCADIAN	12/05/2024	\$ 22,189.69	AP	
Colonial Gardens	12/05/2024	\$ 5,998.66	AP	
Cottonwood	12/05/2024	\$ 15,777.29	AP & Payroll & OCR	
Cove East	12/05/2024	\$ 74,007.61	AP & Payroll & OCR	
Emerson	12/05/2024	\$ 46,177.62	AP & Payroll	
FAIRWOOD	12/05/2024	\$ 19,785.23	AP	
GILMAN SQUARE	12/05/2024	\$ 20,596.80	AP & Payroll	
Hampton Greens	12/05/2024	\$ 8,242.39	AP	
Henry House	12/05/2024	\$ 10,160.90	AP & Payroll & OCR	
HERITAGE PARK	12/05/2024	\$ 12,086.82	AP	
Juanita View	12/05/2024	\$ 20,723.86	AP & Payroll & OCR	
Kendall Ridge	12/05/2024	\$ 1,968.31	AP	
Landmark	12/05/2024	\$ 7,801.05	AP	
LAURELWOOD	12/05/2024	\$ 10,450.58	AP	
Meadowbrook	12/05/2024	\$ 30,188.28	AP & Payroll	
Meadows	12/05/2024	\$ 11,040.06	AP	
Newporter	12/05/2024	\$ 15,248.34	AP	
NIA	12/05/2024	\$ 37,519.71	AP & Payroll & OCR	

OVERLAKE TOD HOUSING	12/05/2024	\$ 30,211.90	AP
Parkwood	12/05/2024	\$ 18,925.96	AP
Pinewood Village	12/05/2024	\$ 13,730.69	AP
Plum Court	12/05/2024	\$ 10,959.14	AP
RAINIER VIEW I	12/05/2024	\$ 26,907.66	AP
RAINIER VIEW II	12/05/2024	\$ 21,057.18	AP
Riverstone	12/05/2024	\$ 16,282.93	AP
Salish	12/05/2024	\$ 36,079.40	AP
SALMON CREEK	12/05/2024	\$ 9,288.70	Monthly Bank fees
SALMON CREEK	12/05/2024	\$ 2,514.16	Monthly Bank fees
SALMON CREEK	12/05/2024	\$ 34,428.90	AP & Payroll & OCR
Sandpiper East	12/05/2024	\$ 25,217.71	AP
SEOLA CROSSING LLC	12/05/2024	\$ 115,497.45	AP & Payroll & OCR
SEOLA CROSSING LLC	12/05/2024	\$ 39,875.60	AP & Payroll & OCR
SI VIEW	12/05/2024	\$ 13,993.55	AP
SOUTHWOOD SQUARE	12/05/2024	\$ 12,602.95	AP
Sterling Ridge	12/05/2024	\$ 17,187.55	AP
Surrey Downs	12/05/2024	\$ 80,348.63	AP & Payroll
Timberwood	12/05/2024	\$ 24,883.16	AP
Vashon Terrace	12/05/2024	\$ 8,024.42	AP
Villages at South Station	12/05/2024	\$ 38,683.20	AP & Payroll
Walnut Park	12/05/2024	\$ 25,657.38	AP
WINDSOR HEIGHTS	12/05/2024	\$ 37,592.74	AP
Woodridge Park	12/05/2024	\$ 44,186.64	AP
Woodside East	12/05/2024	\$ 2,758.18	AP
Plum Court	12/06/2024	\$ 12,377.85	AP
Bellepark	12/11/2024	\$ 31,530.95	AP & Payroll
Hampton Greens	12/11/2024	\$ 75,136.17	AP & Payroll
Kendall Ridge	12/11/2024	\$ 60,068.77	AP & Payroll
Landmark	12/11/2024	\$ 50,008.61	AP & Payroll
Riverstone	12/11/2024	\$ 92,361.15	AP & Payroll
Woodside East	12/11/2024	\$ 63,814.19	AP & Payroll
ALPINE RIDGE	12/12/2024	\$ 11,231.25	AP
ARBOR HEIGHTS	12/12/2024	\$ 13,578.62	AP
Aspen Ridge	12/12/2024	\$ 8,946.94	AP
Auburn Square	12/12/2024	\$ 16,406.50	AP
Carriage House	12/12/2024	\$ 10,513.88	AP
Carrington	12/12/2024	\$ 11,692.81	AP
CASCADIAN	12/12/2024	\$ 74,616.20	AP
Colonial Gardens	12/12/2024	\$ 11,548.84	AP

FAIRWOOD	12/12/2024	\$ 66,814.81	AP
HERITAGE PARK	12/12/2024	\$ 21,089.34	AP
LAURELWOOD	12/12/2024	\$ 18,553.88	AP
Meadows	12/12/2024	\$ 21,135.28	AP
Newporter	12/12/2024	\$ 44,551.45	AP
OVERLAKE TOD HOUSING	12/12/2024	\$ 204,477.55	AP
Parkwood	12/12/2024	\$ 15,906.45	AP
Pinewood Village	12/12/2024	\$ 35,419.38	AP
Plum Court	12/12/2024	\$ 11,300.82	AP
RAINIER VIEW I	12/12/2024	\$ 9,695.42	AP
RAINIER VIEW II	12/12/2024	\$ 9,044.07	AP
Salish	12/12/2024	\$ 20,485.60	AP
Sandpiper East	12/12/2024	\$ 40,661.47	AP
SI VIEW	12/12/2024	\$ 334.37	AP
Sterling Ridge	12/12/2024	\$ 45,897.41	AP
Tall Cedars	12/12/2024	\$ 28,051.74	AP
Timberwood	12/12/2024	\$ 12,063.54	AP
Vashon Terrace	12/12/2024	\$ 764.82	AP
Walnut Park	12/12/2024	\$ 42,474.08	AP
WINDSOR HEIGHTS	12/12/2024	\$ 74,210.68	AP
Woodridge Park	12/12/2024	\$ 37,048.59	AP
ALPINE RIDGE	12/13/2024	\$ 280,000.00	Q4 - Distribution
ARBOR HEIGHTS	12/13/2024	\$ 445,000.00	Q4 - Distribution
Argyle	12/13/2024	\$ 1,125,000.00	Q4 - Distribution
Aspen Ridge	12/13/2024	\$ 50,000.00	Q4 - Distribution
Ballinger Commons	12/13/2024	\$ 2,620,000.00	Q4 - Distribution
Bellepark	12/13/2024	\$ 200,000.00	Q4 - Distribution
Carriage House	12/13/2024	\$ 350,000.00	Q4 - Distribution
CASCADIAN	12/13/2024	\$ 560,000.00	Q4 - Distribution
Colonial Gardens	12/13/2024	\$ 590,000.00	Q4 - Distribution
Cottonwood	12/13/2024	\$ 40,000.00	Q4 - Distribution
Cove East	12/13/2024	\$ 170,000.00	Q4 - Distribution
Emerson	12/13/2024	\$ 860,000.00	Q4 - Distribution
FAIRWOOD	12/13/2024	\$ 80,000.00	Q4 - Distribution
GILMAN SQUARE	12/13/2024	\$ 455,000.00	Q4 - Distribution
Hampton Greens	12/13/2024	\$ 1,600,000.00	Q4 - Distribution
HERITAGE PARK	12/13/2024	\$ 895,000.00	Q4 - Distribution
Juanita View	12/13/2024	\$ 500,000.00	Q4 - Distribution
Juanita View	12/13/2024	\$ 330,000.00	Q4 - Distribution
Kendall Ridge	12/13/2024	\$ 1,000,000.00	Q4 - Distribution

LAURELWOOD	12/13/2024	\$ 250,000.00	Q4 - Distribution
Meadowbrook	12/13/2024	\$ 250,000.00	Q4 - Distribution
Meadows	12/13/2024	\$ 75,000.00	Q4 - Distribution
Newporter	12/13/2024	\$ 110,000.00	Q4 - Distribution
Pinewood Village	12/13/2024	\$ 520,000.00	Q4 - Distribution
Plum Court	12/13/2024	\$ 115,000.00	Q4 - Distribution
Riverstone	12/13/2024	\$ 950,000.00	Q4 - Distribution
Salish	12/13/2024	\$ 25,000.00	Q4 - Distribution
Sandpiper East	12/13/2024	\$ 1,700,000.00	Q4 - Distribution
SOUTHWOOD SQUARE	12/13/2024	\$ 260,000.00	Q4 - Distribution
Sterling Ridge	12/13/2024	\$ 250,000.00	Q4 - Distribution
Surrey Downs	12/13/2024	\$ 900,000.00	Q4 - Distribution
Tall Cedars	12/13/2024	\$ 210,000.00	Q4 - Distribution
Timberwood	12/13/2024	\$ 775,000.00	Q4 - Distribution
Vashon Terrace	12/13/2024	\$ 70,000.00	Q4 - Distribution
Vashon Terrace	12/13/2024	\$ 50,000.00	Q4 - Distribution
Villages at South Station	12/13/2024	\$ 300,000.00	Q4 - Distribution
Villages at South Station	12/13/2024	\$ 300,000.00	Q4 - Distribution
Villages at South Station	12/13/2024	\$ 300,000.00	Q4 - Distribution
Villages at South Station	12/13/2024	\$ 15,000.00	Q4 - Distribution
WINDSOR HEIGHTS	12/13/2024	\$ 1,220,000.00	Q4 - Distribution
Woodridge Park	12/13/2024	\$ 350,000.00	Q4 - Distribution
Woodside East	12/13/2024	\$ 225,000.00	Q4 - Distribution
Argyle	12/18/2024	\$ 59,122.04	AP & Payroll
Ballinger Commons	12/18/2024	\$ 215,102.35	AP & Payroll
Bellepark	12/18/2024	\$ 4,498.45	AP
Cottonwood	12/18/2024	\$ 11,712.65	AP & Payroll
Cove East	12/18/2024	\$ 43,220.98	AP & Payroll
Emerson	12/18/2024	\$ 118,692.75	AP & Payroll
GILMAN SQUARE	12/18/2024	\$ 105,235.46	AP & Payroll
Hampton Greens	12/18/2024	\$ 4,010.46	AP
Henry House	12/18/2024	\$ 15,235.63	AP & Payroll
Juanita View	12/18/2024	\$ 32,429.83	AP & Payroll
Kendall Ridge	12/18/2024	\$ 32,638.97	AP
Landmark	12/18/2024	\$ 17,319.83	AP
Meadowbrook	12/18/2024	\$ 72,971.18	AP & Payroll
NIA	12/18/2024	\$ 15,868.78	AP & Payroll
Riverstone	12/18/2024	\$ 38,665.00	AP
SALMON CREEK	12/18/2024	\$ 26,606.54	AP & Payroll
SEOLA CROSSING LLC	12/18/2024	\$ 29,671.45	AP & Payroll

Surrey Downs	12/18/2024	\$ 37,944.54	AP & Payroll
Villages at South Station	12/18/2024	\$ 72,912.62	AP & Payroll
Woodside East	12/18/2024	\$ 8,499.78	AP
ALPINE RIDGE	12/19/2024	\$ 14,440.94	AP & Payroll
ARBOR HEIGHTS	12/19/2024	\$ 56,334.54	AP & Payroll
Aspen Ridge	12/19/2024	\$ 19,956.31	AP & Payroll
Auburn Square	12/19/2024	\$ 35,745.42	AP & Payroll
Carriage House	12/19/2024	\$ 26,077.99	AP & Payroll
Carrington	12/19/2024	\$ 12,295.35	AP & Payroll
CASCADIAN	12/19/2024	\$ 79,002.30	AP & Payroll
Colonial Gardens	12/19/2024	\$ 6,413.76	AP & Payroll
FAIRWOOD	12/19/2024	\$ 58,182.56	AP & Payroll
HERITAGE PARK	12/19/2024	\$ 12,473.12	AP & Payroll
LAURELWOOD	12/19/2024	\$ 20,545.95	AP & Payroll
Meadows	12/19/2024	\$ 15,808.15	AP & Payroll
Newporter	12/19/2024	\$ 53,435.33	AP & Payroll
OVERLAKE TOD HOUSING	12/19/2024	\$ 64,909.72	AP & Payroll
Parkwood	12/19/2024	\$ 22,363.96	AP & Payroll
Pinewood Village	12/19/2024	\$ 16,892.63	AP & Payroll
Plum Court	12/19/2024	\$ 17,953.31	AP & Payroll
RAINIER VIEW I	12/19/2024	\$ 14,110.62	AP
RAINIER VIEW II	12/19/2024	\$ 21,475.08	AP
Salish	12/19/2024	\$ 48,929.85	AP & Payroll
Sandpiper East	12/19/2024	\$ 32,557.67	AP & Payroll
SI VIEW	12/19/2024	\$ 2,777.80	AP
SOUTHWOOD SQUARE	12/19/2024	\$ 14,522.91	AP & Payroll
Sterling Ridge	12/19/2024	\$ 67,065.53	AP & Payroll
Tall Cedars	12/19/2024	\$ 3,676.82	AP & Payroll
Timberwood	12/19/2024	\$ 27,570.69	AP & Payroll
Vashon Terrace	12/19/2024	\$ 2,204.53	AP
Walnut Park	12/19/2024	\$ 44,288.74	AP & Payroll
WINDSOR HEIGHTS	12/19/2024	\$ 59,271.57	AP & Payroll
Woodridge Park	12/19/2024	\$ 39,989.67	AP & Payroll
ALPINE RIDGE	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024
ARBOR HEIGHTS	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024
Argyle	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024
Aspen Ridge	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024
Auburn Square	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024
Ballinger Commons	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024
Bellepark	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024

Carriage House	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Colonial Gardens	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Corinthian	12/20/2024	\$ 2,222.56	Bank fees - reimbursement 2024	
Cottonwood	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Cove East	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Emerson	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
FAIRWOOD	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
GILMAN SQUARE	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Hampton Greens	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
HERITAGE PARK	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Juanita View	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Kendall Ridge	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Landmark	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
LAURELWOOD	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Meadowbrook	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Meadows	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Newporter	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
NIA	12/20/2024	\$ 3,537.25	Bank fees - reimbursement 2024	
OVERLAKE TOD HOUSING	12/20/2024	\$ 1,481.70	Bank fees - reimbursement 2024	
Parkwood	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Pinewood Village	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Plum Court	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
RAINIER VIEW I	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
RAINIER VIEW II	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Riverstone	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Salish	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
SALMON CREEK	12/20/2024	\$ 4,278.10	Bank fees - reimbursement 2024	
Sandpiper East	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
SEOLA CROSSING LLC	12/20/2024	\$ 4,617.72	Bank fees - reimbursement 2024	
SI VIEW	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
SOUTHWOOD SQUARE	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Sterling Ridge	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Surrey Downs	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Tall Cedars	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Timberwood	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Vashon Terrace	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Villages at South Station	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Walnut Park	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
WINDSOR HEIGHTS	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
Woodridge Park	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	

Woodside East	12/20/2024	\$ 740.85	Bank fees - reimbursement 2024	
ALPINE RIDGE	12/24/2024	\$ 11,048.90	AP	
ARBOR HEIGHTS	12/24/2024	\$ 24,154.72	AP	
Aspen Ridge	12/24/2024	\$ 315.00	AP	
Auburn Square	12/24/2024	\$ 29,759.38	AP	
Bellepark	12/24/2024	\$ 7,684.85	AP	
Carriage House	12/24/2024	\$ 4,745.90	AP	
CASCADIAN	12/24/2024	\$ 3,304.28	AP	
Colonial Gardens	12/24/2024	\$ 68,357.93	AP	
FAIRWOOD	12/24/2024	\$ 15,300.03	AP	
Hampton Greens	12/24/2024	\$ 22,915.36	AP	
HERITAGE PARK	12/24/2024	\$ 2,401.20	AP	
Kendall Ridge	12/24/2024	\$ 26,893.38	AP	
Landmark	12/24/2024	\$ 13,673.57	AP	
LAURELWOOD	12/24/2024	\$ 15,103.58	AP	
Meadows	12/24/2024	\$ 5,786.23	AP	
Newporter	12/24/2024	\$ 6,651.95	AP	
OVERLAKE TOD HOUSING	12/24/2024	\$ 10,784.02	AP	
Parkwood	12/24/2024	\$ 34,437.52	AP	
Pinewood Village	12/24/2024	\$ 2,218.51	AP	
Plum Court	12/24/2024	\$ 15,237.67	AP	
RAINIER VIEW I	12/24/2024	\$ 12,389.00	AP	
RAINIER VIEW II	12/24/2024	\$ 9,726.00	AP	
Riverstone	12/24/2024	\$ 26,401.50	AP	
Salish	12/24/2024	\$ 11,439.12	AP	
Sandpiper East	12/24/2024	\$ 66,323.49	AP	
SOUTHWOOD SQUARE	12/24/2024	\$ 9,882.25	AP	
Sterling Ridge	12/24/2024	\$ 15,418.04	AP	
Tall Cedars	12/24/2024	\$ 13,521.82	AP	
Timberwood	12/24/2024	\$ 110,195.19	AP	
Walnut Park	12/24/2024	\$ 37,195.10	AP	
WINDSOR HEIGHTS	12/24/2024	\$ 7,449.91	AP	
Woodridge Park	12/24/2024	\$ 8,565.49	AP	
Woodside East	12/24/2024	\$ 12,669.11	AP	
NIA	12/27/2024	\$ 12,182.04	AP	
SALMON CREEK	12/27/2024	\$ 12,612.00	AP	
Argyle	12/31/2024	\$ 23,234.21	AP & Payroll	
Ballinger Commons	12/31/2024	\$ 157,681.67	AP & Payroll	
Emerson	12/31/2024	\$ 80,582.66	AP & Payroll	
GILMAN SQUARE	12/31/2024	\$ 16,871.21	AP & Payroll	

Meadowbrook	12/31/2024	\$ 102,916.62	AP & Payroll	
NIA	12/31/2024	\$ 6,771.01	AP	
Surrey Downs	12/31/2024	\$ 26,011.20	AP & Payroll	
Villages at South Station	12/31/2024	\$ 47,404.88	AP & Payroll	
Total	272 Wires	\$ 27,109,843.64		

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Memo

To: Board of Commissioners

From: Dan Landes, Vice President of Development

Date: February 7, 2025

Re: Resolution No. 5785 – A Resolution declaring the Authority’s intention to sell tax-exempt obligations to finance the Trailhead Apartments.

In June 2024, the Board of Commissioners passed resolution 5768, which authorized the Authority to form a Limited Liability Limited Partnership for purposes of using Low-Income Housing Tax Credit (“LIHTC”) financing to create new affordable housing in the City of Issaquah. The Authority formed a partnership called Trailhead Apartments LLLP (the “Partnership”) and the development to be constructed will be known as the Trailhead Apartments.

There are two types of LIHTC allocations: 4% LIHTC and 9% LIHTC and both types of LIHTC allocations are administered in the State of Washington by the Washington State Housing Finance Commission (“WSHFC”). The 9% credits are allocated through a competitive process. In King County, the scoring criteria for 9% credits prioritize the creation of housing with comprehensive services for homeless households, which makes it infeasible that the Trailhead project could secure a 9% LIHTC allocation. Instead, the project will utilize the 4% credits which do not require on-going supportive services and are available on a limited basis to housing authorities through a negotiated, not competitive, process.

One of the conditions of the federal LIHTC program is that at least 50% of the project is financed using tax-exempt bonds awarded from the pool of private activity bond cap (“private activity bonds”) allocated to the State of Washington for use by private owners. The bonds will be issued by the Authority and then loaned to the Partnership, and the Partnership will utilize private activity bonds in conjunction with its financing of the Trailhead development.

This resolution begins the first step in the process of issuing these bonds by having the Authority declare its ‘intent’ to issue bonds in connection with the financing of the development. It allows the Partnership to begin incurring costs that can later be reimbursed with bond proceeds. The process for issuing bonds includes the following steps (dates are estimated based on the current project schedule but are subject to change):

- | | |
|---|---------------|
| 1. Inducement Resolution (BOARD ACTION) | February 2025 |
| 2. Tax Equity and Fiscal Responsibility Act (“TEFRA”) public hearing | November 2025 |
| 3. King County approval of bond issuance | January 2026 |
| 4. Bond Issuance Resolution (BOARD ACTION) | February 2026 |
| 5. Private activity bond award from Washington State Housing Finance Commission | March 2026 |
| 6. Bond Issuance/sale of bonds | April 2026 |

When the predevelopment, design work, permitting and bidding have been completed, staff will come back to the Board for passage of the Bond Issuance Resolution and a companion resolution concerning the balance of financing. Construction of the Trailhead Apartments will begin after the closing on the sale of the bonds.

Staff recommends passage of Resolution No. 5785.

THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5785

(TRAILHEAD)

A RESOLUTION of the Board of Commissioners of the Housing Authority of the County of King declaring the Authority's intention to sell tax-exempt obligations to provide financing to a Washington limited liability limited partnership to finance the construction and equipping of a multifamily rental housing project to be located in the vicinity of 1550 Newport Way NW in Issaquah, Washington, and determining related matters.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING, as follows:

Section 1. The Board of Commissioners (the "Board") of the Housing Authority of the County of King (the "Authority") finds and determines that:

(a) The Authority seeks to encourage the provision of long-term housing for low-income persons residing within King County, Washington (the "County").

(b) The Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) "prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof" (RCW 35.82.070(2)); (ii) "lease or rent any dwellings . . . buildings, structures or facilities embraced in any housing project and . . . to establish and revise the rents or charges therefor" (RCW 35.82.070(5)); (iii) "make and execute contracts and other instruments, including but not limited to partnership agreements" (RCW 35.82.070(1)); (iv) "delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper" (RCW 35.82.040); (v) "make . . . loans for the acquisition, construction, reconstruction, rehabilitation, improvement, leasing or refinancing of land, buildings, or developments for housing for persons of low income" (RCW 35.82.070(19)); and (vi) issue bonds, notes or other obligations for any of its corporate purposes (RCW 35.82.020(11) and 35.82.130). The phrase "housing project" is defined by RCW 35.82.020 to include, among other things, "any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwellings, apartments, mobile home parks or other living accommodations for persons of low income."

(c) The Authority has formed Trailhead Apartments LLLP, a Washington limited liability limited partnership (the "Partnership"), for the purposes of acquiring, constructing, equipping, and

operating an approximately 155-unit multifamily residential rental housing project, together with functionally related and subordinate improvements, to be located in the vicinity of 1550 Newport Way NW, in Issaquah, Washington, all to provide housing for low-income persons (the “Project”).

(d) RCW 35.82.070(14) provides that a housing authority may exercise its powers within the boundaries of any city not included in its area of operation if the governing body of that city adopts a resolution declaring that there is a need for the housing authority to exercise its powers within the city. The City Council of the City of Issaquah, Washington (the “City”), the governing body of the City, adopted its Resolution No. 1023 on April 20, 1970, declaring that there is a need for the Authority to function within the City.

(e) The Authority anticipates that the Partnership will request that the Authority issue and sell revenue obligations for the purpose of assisting the Partnership in financing and/or refinancing the Project, and the Authority desires to provide such assistance, if certain conditions are met.

(f) Treasury Regulations Sections 1.103-8(a)(5) and 1.142-4(b) provide that if an expenditure for an exempt facility is made before the issue date of the tax-exempt obligations issued to provide financing for that facility, in order for such expenditure to qualify for tax-exempt financing, the issuer must declare an official intent under Treasury Regulations Section 1.150-2 to reimburse such expenditure from the proceeds of those tax-exempt obligations, and one of the purposes of this resolution to satisfy the requirements of such regulations.

Section 2. To assist in the financing of the Project, with the public benefits resulting therefrom, the Authority declares its intention, subject to the conditions and terms set forth herein, to issue and sell its revenue bonds or other obligations (the “Bonds”) in a principal amount not to exceed \$75,000,000, to use the proceeds of the sale of the Bonds to make one or more loans (collectively, the “Bond Loans”) to the Partnership, and to reimburse itself or to permit the Partnership to reimburse itself, as applicable, from proceeds of the Bonds for expenditures for the Project made by the Authority or the Partnership before the issue date of the Bonds. The proceeds of the Bonds will be used to assist in financing the Project, and may also be used to pay all or part of the costs incident to the authorization, sale, issuance and delivery of the Bonds. The Bonds will be payable solely from sources specified by resolution of the Board. The Bonds may be issued in one or more series, and shall bear such rate or rates of interest, payable at such times, shall mature at such time or times, in such amount or amounts, shall have such security, and shall contain such other terms, conditions and covenants as shall later be provided by resolution of the Board. The Bonds shall be issued subject to the conditions that (a) the Authority, the Partnership, and the purchaser of the Bonds shall have first agreed to mutually acceptable terms for the Bonds and the sale and delivery thereof and mutually acceptable terms and conditions of the Bond Loans or other agreement

for the Project, and (b) all governmental approvals and certifications and findings required by laws applicable to the Bonds first shall have been obtained. For purposes of applicable Treasury Regulations, the Authority and the Partnership are authorized to commence financing of the Project and advance such funds as may be necessary therefor, subject to reimbursement for all expenditures to the extent provided herein out of proceeds, if any, of the issue of Bonds authorized herein. The adoption of this resolution does not constitute a guarantee that the Bonds will be issued or that the Project will be financed as described herein. The Board of Commissioners of the Authority shall have the absolute right to rescind this Section 2 at any time if it determines in its sole judgment that the risks associated with the issuance of the Bonds are unacceptable. It is intended that this resolution constitute a declaration of official intent to reimburse expenditures for the Project made before the issue date of the Bonds from proceeds of the Bonds for purposes of Treasury Regulations Sections 1.103-8(a)(5), 1.142-4(b), and 1.150-2.

Section 3. Any actions of the Authority or its officers and employees prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 4. This resolution shall be in full force and effect from and after its adoption and approval.

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 18th DAY OF FEBRUARY, 2025.

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

DOUGLAS J. BARNES, Chair
Board of Commissioners

ATTEST:

ROBIN WALLS
President/CEO and Secretary-Treasurer

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting President/Chief Executive Officer 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. 5785 (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a regular meeting of the Authority held at the regular meeting place on February 18, 2025 (the “Meeting”), and duly recorded in the minute books of the Authority;

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

3. That the Meeting was duly convened, held, and included an opportunity for public comment, 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, 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 18th day of February, 2025.

Robin Walls, President/Chief Executive Officer and
Secretary-Treasurer

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Memo

To: Board of Commissioners

From: Al Khalaf, Assistant VP of Property Management - Maintenance
Judi Jones, Senior Program Compliance Manager

Date: February 3, 2025

Re: Resolution No. 5786 – Interlocal Agreement with Pierce County Housing Authority

Pierce County Housing Authority (PCHA) recently approached King County Housing Authority (KCHA) to pursue an interlocal agreement to enable a more efficient procurement process for specific services. Resolution No. 5786 authorizes KCHA to enter into an interlocal purchasing agreement with the Pierce County Housing Authority (PCHA) in order to streamline procurement practices for both agencies. Specifically, the agreement will allow each agency to piggyback upon the other's existing contracts when doing so is determined the most cost-effective manner for obtaining needed materials, goods and/or services. Such agreements are authorized and encouraged under both state and federal procurement laws (RCW 39.34 and 24 CFR 200.318).

Entering into the Agreement will allow both KCHA and PCHA to benefit from the prior work of the other, leveraging resources to streamline the procurement of common goods and services. However, in accordance with KCHA's existing Procurement Policy, prior to use of any PCHA contract, KCHA staff will perform due diligence to ensure (1) the PCHA contract was procured using procurement standards at least equal to those of KCHA; and (2) use of the PCHA contract provides is the option available for obtaining the targeted product and/or service at a reasonable price. While the agreement expands purchasing options available to KCHA, staff will not move to piggyback upon any PCHA contract unless review shows both established threshold requirements have been met. Such action is intended to reduce risk to KCHA of any finding of non-compliance with respect to its procurement practices.

A copy of the proposed Interlocal Agreement between KCHA and PCHA is attached for review. Board approval to execute into such agreement is required to ensure compliance with RCW 39.34.

Staff recommends approval of Resolution No. 5786, effective immediately.



Interlocal Agreement Between King County Housing Authority and Pierce County Housing Authority

The interlocal agreement is hereby entered into by and between the King County Housing Authority (KCHA) and the Pierce County Housing Authority (PCHA), Tacoma, WA.

WHEREAS, both parties are required to make certain purchases by formal advertisement and competitive process, which is a time-consuming and expensive process; and

WHEREAS, The Interlocal Cooperative Act, as amended, and codified in Chapter 39.34 of the Revised Code of Washington provides for the interlocal cooperation between governmental agencies; and

WHEREAS, federal regulations of 24 CFR 200.318 encourages use of State and local intergovernmental agreements or inter-entity agreements for procurement transactions as a strategic means of fostering greater economy and efficiency.

WHEREAS, pursuant to such regulations, both parties wish to enter into an Interlocal agreement to allow each to benefit from goods & services contracts of the other where such action is found to be in the best interest of the agency and in compliance with each Agency's Procurement policy as well as federal and state regulations.

NOW, THEREFORE, the parties agree as follows:

1. Purpose: The purpose of this agreement is to authorize the acquisition of goods and services under contracts where a price is extended by bidders to other governmental agencies.
2. Scope. This agreement shall allow the following activities: purchase or acquisition of supplies, materials, equipment, and services by one agency, under contracts made by the other where such contracts provided for other agencies to avail themselves of goods and services offered under the contract when agreed to in advance, in writing.
3. Duration of Agreement-Termination. This agreement shall remain in force until canceled by either party by written notice to the other party.
4. Right to Contract Independent Action Preserved. Neither KCHA or PCHA accept responsibility or liability for the performance of any vendor used by the other as a result of this Agreement. In addition, nothing in this Agreement binds either agency to sole use of contracts established by the other. Each party reserves the right to contract independently for the acquisition of goods and services and shall be independently responsible for the ownership, holding and disposal of property acquired for such party under this agreement.

5. Compliance with Legal Requirements. Each party accepts responsibility for compliance with federal, state, and local laws and regulations including, in particular, bidding requirements applicable to its acquisition of goods and services.
6. Financing. Each party accepts no responsibility for the payment of the acquisition process of any goods or services intended for use by the other party.
7. Filing. Executed copies of this agreement shall be filed as required by Section 39.34.040 of the Revised Code of Washington prior to this agreement becoming effective.
8. Interlocal Cooperation Disclosure. Each party may insert in its solicitation for goods and services any provision disclosing that other authorized governmental agencies may also wish to procure the goods or services being offered to the party and allowing the bidder the opportunity of extending its bid to those other agencies at the same bid price, terms, and conditions.
9. Non-Delegation/Non-Assignment. Neither party may delegate the performance of any contractual obligation, hereunder to a third party, unless mutually agreed on in writing. Neither party may assign this agreement without the written consent of the other party.
10. Hold Harmless. Each party shall be liable and responsible for the consequences of any negligence or wrongful act or failure to act on the part of itself and its employees. Neither party assumes responsibility for the other party for the consequences of any act or admission of the other party of any person, firm, or corporation not a party to this agreement.
11. Severability. Any provision of this agreement, which is prohibited or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provisions or affecting the validity or reinforcement of such provisions.

Executed on the dates set forth below by the undersigned authorized representatives of the parties to be effective as of the Effective Date.

By:
 KCHA
 600 Andover Park West
 Tukwila, WA 98188

By:
 PCHA
 603 Polk Street South
 Tacoma, WA 98444

By: _____

By: _____

Name: Robin Walls

Name: James Stretz

Title: President / CEO

Title: Executive Director

Date: _____

Date: _____

THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5786

**AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN
INTERLOCAL AGREEMENT WITH PIERCE COUNTY HOUSING
AUTHORITY TO UTILIZE ALL AVAILABLE GOODS AND SERVICES
CONTRACTS**

WHEREAS, federal and state procurement regulations (i.e. 2 CFR 200.318(e), RCW 39.26 and RCW 39.34) authorize public agencies, through the form of interlocal agreements, to exercise their joint powers for procurement of goods and services in order to promote greater economy and savings; and

WHEREAS, in accordance with these regulations, KCHA routinely enters into Intergovernmental Cooperative Purchasing Agreements with other public agencies to reduce the cost of contracts and supplies; and

WHEREAS, KCHA seeks to enter into such agreement with the Pierce County Housing Authority (PCHA) - a Public Housing Agency – for the mutual benefit of both parties; and

WHEREAS, review indicates each Housing Authority uses open and competitive procurement policies that are (1) substantially the same and (2) meet the requirements of federal and state regulations under which KCHA operates; and

WHEREAS, both KCHA and PCHA are willing to enter into an Intergovernmental Cooperative Purchasing Agreement allowing each to piggyback on existing contracts of the other; and

WHEREAS, entering such Agreement will benefit KCHA by providing an additional resource through which competitively bid goods and services may be obtained in a stream-lined, cost-effective manner.

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

The Executive Director is hereby authorized to enter into an Intergovernmental Cooperative Purchasing Agreement with the Pierce County Housing Authority in the form attached.

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 18th DAY OF FEBRUARY, 2025.

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

DOUGLAS J. BARNES, Chair
Board of Commissioners

Robin Walls
President/CEO

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To: Board of Commissioners

From: Saeed Hajarizadeh

Date: February 7, 2025

Re: **Resolution 5787:** Appointment of Auditing Officers for the Purpose of Certifying Obligations of the Authority in Accordance with RCW 42.24

A fundamental obligation of the Board of Commissioners is to review and approve the vouchers paid by the Authority as it conducts its operations. Under RCW 42.24, such vouchers are certified by auditing officers elected or appointed pursuant to statute or, in the absence of statute, an appropriate charter provision, ordinance or resolution of the municipal corporation or political subdivision.

Resolution 5787 names as auditing officers for KCHA:

- Saeed Hajarizadeh
- Wendy Teh
- Ai Ly
- Michael Larson
- Mary Osier
- Alfred Dulay
- Tim Walter
- Wen Xu
- Crystal Barrow-Mendez

Providing a current record of those authorized by the Board.
Passage is recommended.

THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5787

APPOINTMENT OF AUDITING OFFICERS FOR THE PURPOSE OF CERTIFYING OBLIGATIONS OF THE AUTHORITY IS IN ACCORDANCE WITH RCW 42.24

WHEREAS, the Board of Commissioners is responsible for ensuring that the system of auditing and certifying vouchers in a manner such as to provide the greatest possible protection for Board members and the Authority, which said responsibility cannot be delegated, and

WHEREAS, RCW Chapter 42.24 requires the appointment of an auditing officer or officers, and

WHEREAS, all claims against the Authority must be certified by the auditing officer to assure that the claim is just, due and is an unpaid claim of the Authority, and

WHEREAS, such claims may be certified individually or by blanket certification by the auditing officer so long as the particular vouchers so certified are clearly indicated.

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

The following persons are hereby designated as Auditing Officers in accordance with the requirements contained in RCW Chapter 42.24:

Saeed Hajarizadeh, Executive VP of Administration/Chief Administration Officer

Wendy Teh, Vice President of Finance

Ai Ly, Assistant Vice President of Finance

Michael Larson, Accounting Manager

Mary Osier, Accounting Manager

Alfred Dulay, Accounting Manager

Tim Walter, Senior Vice President of Development and Asset Management

Wen Xu, Senior Vice President of Asset Management

Crystal Barrow-Mendez, Accounting Manager

**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 FEBRUARY, 2025.**

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

DOUG BARNES, Chair
Board of Commissioners

ROBIN WALLS
CEO / President