



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, August 26, 2009

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 1724 East 44th Street, Tacoma, WA at 4:00 PM on Wednesday, August 26, 2009.

1. CALL TO ORDER

Chairman Miller called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:05 PM.

2. ROLL CALL

Upon roll call, those present and absent were as follows:

PRESENT

ABSENT

Commissioners

Ken Miller, Chairman

Janis Flauding, Commissioner

Greg Mowat, Commissioner

Arthur Banks, Vice Chair

Stanley Rumbaugh, Commissioner

Staff

Michael Mirra, Executive Director

Christine Wilson, Executive Administrator

Janet Rice, Deputy Executive Director

Ken Shalik, Finance and Administration Director

Nancy Vignec, Interim Community Services Director

Barbara Tanbara, Human Resources Director

April Davis, REMHS Director

Chairman Miller declared there was a quorum present @ 4:06 PM and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Miller asked for any corrections to or discussion of minutes for the Meeting of the Board of Commissioners of Wednesday, July 22nd. Commissioner Mowat moved to adopt the minutes, Vice Chair seconded.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved.

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

HOPE VI Community Task Force – Commissioner Banks

Director Rice reported the Task Force will reconvene the end of September, 1st of October. Chair Miller asked about the size of the task force. Director Rice reported that Commissioner Banks is reviewing the list of potential task force members. Chair Miller asked if each HOPE VI project needs their own task force. Director Rice responded that the vetting process for this new application will determine if it is necessary. Commissioner Mowat wanted to better understand the HOPE VI process through HUD. ED Mirra stated there is an advantage having a separate Hillside Terrace Task Force. It may serve as a launching pad for current discussions regarding the proposed MLK Corridor project.

Finance Committee – Commissioner Mowat

Commissioner Mowat stated that the budget was in order for today’s meeting.

6. ADMINISTRATIVE REPORTS

Finance Administration

Director Shalik directed the board to his monthly report and added that the close of year-end 2009 will occur on time. Thank you to the Finance staff for their excellent work. Chair Miller asked Director Shalik to express to the staff the boards appreciation.

Commissioner Mowat moved to ratify the payment of cash disbursements totaling \$6,617,221 for the month of July, 2009.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Real Estate Management and Housing Services

Director Davis directed the board to her monthly report. Discussion ensued regarding the high number of days for turns. Commissioner Mowat suggested Total Quality Management (TQM) as an approach to determine the cause for these numbers. He also questioned the numbers that are coming out of the Visual Homes reports. Are they accurate? ED Mirra stated this may imperil our high performer status if not corrected. Chair Miller wants to better understand how much money is lost due to the delay in turns. Do we have someone in house who can better analyze the numbers? ED Mirra stated that the digital dashboard project and desk manuals will assist us in resolving this problem. Chair Miller stated we need to look at systemic processes and asked about training and who is responsible. Director Tanbara stated this is a training issue that is currently the responsibility of the Directors; however, the responsibility for training will move to the Human Resources Department. Commissioner Mowat discussed how TQM can provide a helpful approach. He noted that the role of management is to “drive fear from the workplace.” Director Davis stated the Property Manager’s Patterson and Erland were brought in to establish these processes and explained that we need to get our policies established. Commissioner Flauding asked if we are surprised when tenants move out by the amount of damage they cause. She suggested we develop more surveys to tenants asking them to provide THA with their maintenance needs. PM Patterson stated that unit inspections will occur on a quarterly basis for that very purpose, as well as ramping up our public outreach to our tenants. Director Davis informed the board that Julie Foss, Rental Assistance Manager and a 20 year employee of THA will be leaving on August 28th for a position with HUD.

Real Estate Development

Chair Miller took the opportunity to present Director Rice with a baseball signed by staff thanking her for taking the helm to three departments since her arrival at THA, RED, Finance and REMHS.

Director Rice referred the board to her monthly report. Chair Miller requested a briefing on our list of potential projects under review within RED. ED Mirra stated there will be a briefing at our September 11 Study Session.

Community Services

Director Vignec referred the board to her report, and directed the board to the Building Changes' letter that congratulates THA on our program improvements. She reported that we had a site visit from Paul G. Allen Foundation and that THA will be applying for a FSS grant providing broadband technology for our computer labs. We should hear something in early 2010. Chair Miller noted that we appear to continue to be behind with some of our goals. He asked why this was happening. Director Vignec stated this is a complex question. She believes we over estimated how well we would do and fewer individuals than we anticipated have signed up for the programs. We need to use this data to make adjustments to our programs. She also noted the effect of some staff turnover.

Human Resources

Director Tanbara referred the board to her monthly report. We have engaged a firm to survey THA staff about workplace issues, including staff turnover. She anticipates rolling out the survey in January. Director Tanbara stated that our turnover rate is trending high at about 18%. She is currently examining factors for leaving. Chair Miller asked if there are benchmarks established for turnover. Director Tanbara stated that government turnover rate trends at 10% while social services trends at 24%. They also discussed the various ways to measure the cost of turnover.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2009-8-26 (1)

AUTHORIZED SIGNERS FOR FINANCIAL INSTITUTION ACCOUNTS

Whereas, The Board selects its chair and vice chair at its annual meeting. When these Board officers change, THA needs a resolution changing the authorized signatures for its accounts at its various financial institution;

Whereas, This resolution does that and replaces Resolution 2008-8-20(3), which had authorized previous offices as signers; and

Whereas, The Board of Commissioners needs to formally authorize the financial institutions and the authorized signers on the accounts:

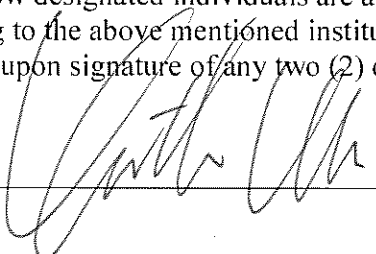
Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that:

The funds of THA are hereby authorized by the laws of the State of Washington and the regulations of the Department of Housing and Urban Development to be utilized, held and invested and that said funds may be deposited with any or all of the following institutions:

BANK OF AMERICA
HERITAGE BANK
KEY BANK
J.P. MORGAN CHASE BANK
U.S. BANK
THE BANK OF NEW YORK TRUST CO.
WASHINGTON STATE INVESTMENT POOL

Or such other institutions as may be found to provide the highest interest rate.

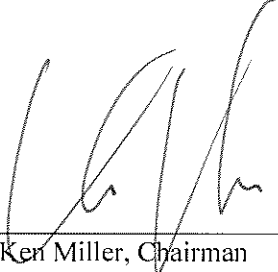
Be it further resolved that any of the below designated individuals are authorized to enter into any and all transactions relating to the above mentioned institutions as they exist now or may be created in the future upon signature of any two (2) of the following designated individuals:

Ken Miller	Chairman 
Janis Flauding	Vice Chair _____
Michael Mirra	Executive Director _____
Janet Rice	Deputy Executive Director _____
Kenneth Shalik	Director of Finance & Admin _____

Be it further resolved that this resolution replaces any and all previous resolutions designating authorized financial institutions and signers.

Be it further resolved that the authorized signers acknowledge and accept Heritage Bank's policy of accepting any check with one authorized signature.

Approved: August 26, 2009



Ken Miller, Chairman

Commissioner Mowat motioned to approve the resolution. Commissioner Flauding seconded the motion.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved

8.3 RESOLUTION 2009-08-26(2)

SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION

Whereas, 24 CFR § 985.101 requires a Public Housing Agency administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year; **Whereas**, SEMAP requires HUD to rate the performance of Public Housing agencies by addressing 14 performance indicators subject to HUD verification by an on-site confirmation review at any time;

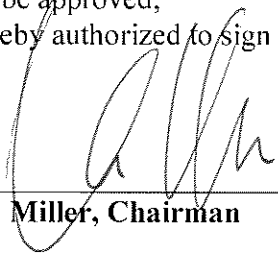
Whereas, The Housing Authority is required to submit certification to HUD for the 14 performance indicators, and;

Whereas, The certification must be approved by the PHA Board and signed by the PHA Executive Director;

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington,

1. That the Section 8 Management Assessment Program Certification for the Fiscal Year ending June 30, 2009 be approved;
2. That the Executive Director is hereby authorized to sign and submit the certification as required.

Approved: August 26, 2009



Ken Miller, Chairman

Commissioner Flauding motioned to approve the resolution. Commissioner Mowat seconded the motion.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved

8.3 RESOLUTION 2009-8-26 (3)

TAX CREDIT INVESTOR SELECTION FOR SALISHAN SEVEN

Whereas, The Housing Authority of the City of Tacoma (THA) issued an RFP on July 14, 2009 soliciting offers for the purchase of the Low Income Housing Tax Credits (LIHTC) to be allocated to Salishan Seven;

Whereas, Sixty-three (63) RFP packages were mailed out to prospective investors and syndicators;

Whereas, Six proposals (6) deemed responsive were evaluated by a review selection committee;

Whereas, Subsequent to the proposals being due to THA, the Washington State Housing Finance Commission (WSHFC) suspended the 2009 Tax Credit Allocation process;

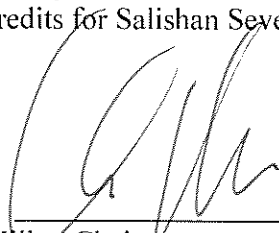
Whereas, The WSHFC has provided THA with a intent letter for \$12,003,050 in Tax Credit Assistance Program (TCAP) funds as authorized by the American Recovery Reinvestment Act (ARRA) of 2009 to replace the tax credit equity in the project;

Whereas, The offer from WSHFC was determined to be the most advantageous to the project and to THA; and

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington, that

The Executive Director has the authority to negotiate and execute the commitment letter and terms from Washington State Housing Finance Commission for \$12,003,050 in TCAP/ARRA funds in lieu of tax credits for Salishan Seven.

Approved: August 26, 2009



Ken Miller, Chairman

Commissioner Mowat motioned to approve the resolution. Commissioner Flauding seconded the motion.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved

8.4 RESOLUTION 2009-8-26 (4)

**INFRASTRUCTURE CONSTRUCTION LENDER SALISHAN PHASE III,
AREA 2 B**

Whereas, The Housing Authority of the City of Tacoma (THA) issued an RFP on July 14, 2009 soliciting offers for an infrastructure construction lender for Salishan Phase III, Area 2B;

Whereas, Eleven (11) RFP packages were mailed out to prospective lenders;

Whereas, One proposal deemed responsive was evaluated by a review selection committee;

Whereas, Staff assessed the proposal using the following criteria;

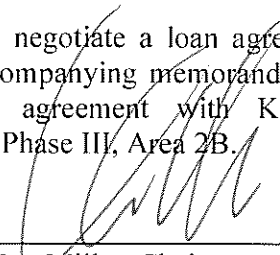
1. Financial terms and structure;
2. Terms of guarantees, if any, required of any entity and amount and terms of operating or other reserves required;
3. Qualifications, experience and capacity of the respondent;
4. Reasonableness of due diligence requirements and conditions to closing.

Whereas, KeyBank's offer appears acceptable and advantages the project and THA;

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington, that

The Executive Director has the authority to negotiate a loan agreement along the general outline of terms set forth in the accompanying memorandum, and if those negotiations are successful, execute the agreement with KeyBank for an Infrastructure Construction Loan for Salishan Phase III, Area 2B.

Approved: August 26, 2009



Ken Miller, Chairman

Commissioner Flauding motioned to approve the resolution. Commissioner Mowat seconded the motion.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2

8.5 RESOLUTION 2009-8-26 (5)

SUBMIT NSP 1 GRANT APPLICATION

Whereas, On July 24, 2009, the City of Tacoma (COT) issued a Request for Application for the City of Tacoma/Tacoma Community Redevelopment Authority Neighborhood Stabilization Program 1 grant.

Whereas, The Application specifies that the Housing Authority is eligible to apply for \$1.1 million for a term of three years;

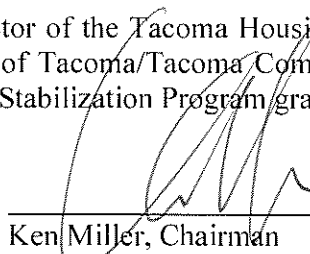
Whereas, The Tacoma Housing Authority (“Authority”) plans to provide affordable homeownership options to Public Housing, Housing Choice Voucher and the general public whose income is 100% of AMI or less;

Whereas, The Authority has developed a preliminary budget of \$1.1 million for the provision of NSP1 program components;

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington,

1. That the Executive Director of the Tacoma Housing Authority submit an Application for the City of Tacoma/Tacoma Community Redevelopment Authority Neighborhood Stabilization Program grant.

Approved: August 26, 2009



Ken Miller, Chairman

Commissioner Mowat motioned to approve the resolution. Commissioner Flauding seconded the motion.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2

8.6 RESOLUTION 2009-8-26 (6)

LOT PURCHASE AND SALE AGREEMENT PARCEL NO'S 2025140140 and 2025140150

WHEREAS, the owner of two (2) 3000 square foot vacant parcels located adjacent to the Housing Authorities 2500 Hillside Terrace property has offered the lots for sale;

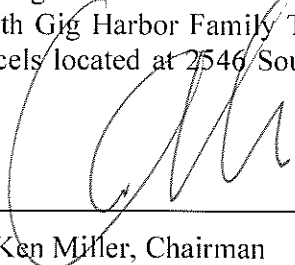
WHEREAS, the Housing Authority has conducted preliminary due-diligence and determined the acquisition of the two parcels would complement the future revitalization of 2500 Hillside Terrace apartments by providing space for additional units.

WHEREAS, the Housing Authority has commissioned an appraisal of the parcels which indicated a current market "As-Is" value of \$62,500 for each parcel.

Resolved by the Board of Commissioners of the Housing Authority of the City Of Tacoma, Washington, that:

The Executive Director has the authority to negotiate and enter into a Purchase and Sale Agreement Not-to-Exceed \$125,000 with Gig Harbor Family Trust and Equity Trust Company for the purchase of two parcels located at 2546 South G Street and 2548 South G Street in Tacoma, WA.

Approved: August, 26 2009



Ken Miller, Chairman

Commissioner Mowat motioned to approve the resolution. Commissioner Flauding seconded the motion.

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	None
Abstain:	None
Absent:	2

9. COMMENTS FROM COMMISSIONERS

Commissioner Flauding asked the commissioners how they liked the electronic version of the board packets. Chair Miller explained that he appreciated the savings in staff time and cost it allowed. He said that he would need to change his habits and will give a go. Commissioner Mowat liked the new method. He said that he prints his copy at home.

10. COMMENTS FROM THE EXECUTIVE DIRECTOR

ED Mirra directed the board to his report. He explained that Director Davis will take the lead on the Moving to Work application due in December. He thanked staff for their good work with the Salsishan Phase II ribbon cutting.

11. EXECUTIVE SESSION

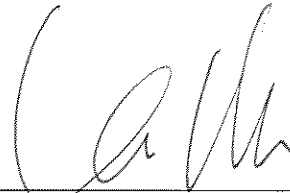
None.

12. ADJOURNMENT

There being no further business to conduct, the Board of Commissioners, Commissioner Mowat moved to adjourn, Commissioner Flauding seconded the motion. Meeting adjourned at 5:28 PM.

APPROVED AS CORRECT

Adopted: September 23, 2009



Ken Miller, Chair