



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, October 28, 2009

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 1202 South M Street, Tacoma, WA at 4:00 PM on Wednesday, October 28, 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 4:00 PM.

2. ROLL CALL

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

PRESENT

ABSENT

Commissioners

Ken Miller, Chairman
Janis Flauding, Vice Chair
Arthur Banks, Commissioner
Greg Mowat, Commissioner
Stanley Rumbaugh, Commissioner
(arrived at 4:11 PM)

Staff

Michael Mirra, Executive Director
Janet Rice, Deputy Executive Director
Christine Wilson, Executive Administrator
Ken Shalik, Finance Director
Barbara Tanbara, Human Resource Director
Nancy Vignec, Community Services Director
April Davis, Real Estate Management and Human
Services Director

Chairman Miller declared there was a quorum present @ 4:02 PM and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Miller asked for any corrections to or discussion of minutes for the Regular Meeting of the Board of Commissioners of Wednesday, September 23rd. Commissioner Mowat moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	None
Abstain:	None
Absent:	1

Motion approved.

4. HOPE VI Application Presentation to the Board

The Commissioners were provided an overview of the HOPE VI application by THA staff, residents and architects. Commissioner Mowat thanked staff for their work on a good project for THA. Commissioner Rumbaugh shared his appreciation with staff that we are moving forward with this comprehensive application. Vice Chair Flauding appreciates the resident's involvement in the process. Commissioner Banks stated this was a lot of work to absorb and appreciates staffs good work. Mary McBride from Senator Patty Murray's office attended and expressed Senator Murray's appreciation for the Board of Commissioner's leadership deciding to move forward with this application. She also expressed that Senator Murray often uses THA as an example of commitment and making a difference in people's lives.

5. GUEST COMMENTS

K Street residents Virginia Furbee, Donna Miller, Jerry Forcier, and Hope Rehn provided tenant comment related to a letter that THA sent to several residents regarding freezers in individual tenant apartments. THA lease does not allow for freezers in tenant units. Chair Miller asked Director Davis about the letter. She indicated there appears to have been a communication breakdown and will follow-up on this issue with staff and the residents. Ms Rehn, SAFE President, also provided the board with a report from their last meeting. The issue related to whether tenants should be allowed to paint their individual units received a resounding approval from tenants who attended the SAFE meeting. Director Davis will bring back to the board a proposal on this issue. Ms. Rehn also inquired about the ARRA Stimulus funding and understood that the funding was only going to the senior building. Development Manager Hansen stated that a small portion of the funding will go to other buildings as well to address urgently needed repairs. Director Rice offered to attend the next SAFE to discuss further with tenants. Ms. Rehn also reported that a petition was circulated at the EB Wilson building to keep the public restroom open during the day. Chair Miller thanked the tenants for coming and mentioned that he is looking forward to staff coming back to the board for an update on the items discussed this evening.

6. **COMMITTEE REPORTS**

HOPE VI Community Task Force – Commissioner Banks stated that he continues to work with Director Rice on the list of potential members and stated that it will be determined whether to merge or separate the Salishan and Hillside Terrace HOPE VI taskforces.

Finance Committee – Commissioner Mowat reported that he met with Director Shalik and is satisfied with the reporting and systems that are taking shape in the Finance Department.

7. **ADMINISTRATIVE REPORTS**

Finance Administration

Commissioner Mowat moved to ratify the payment of cash disbursements totaling \$6,555,122 for the month of September, 2009, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES: 4
NAYS: None
Abstain: None
Absent: 1

Motion approved.

Director Shalik referred the board to his report and provided an update on his trip back east to the VisualHomes conference. Shared that he had multiple discussions with the VisualHomes CEO and believes that the concerns he raised were well received. Director Shalik shared that VisualHomes will be implementing a Customer Service Experience Manager who will track various issues brought forward. The commissioner’s expressed concerns about VisualHomes abilities to resolve our issues with the software and have asked for a list of issues addressing the software challenges. Director Shalik will have that list ready for the board in January.

Real Estate Management and Housing Services

Director Davis referred the board to her report and introduced Ms. Julie LaRocque, THA’s new Rental Assistance Manager. She also reported that Secure Trans has been selected as THA’s new security contractor. Commissioner Mowat requested a copy of the RFP for review; Director Davis indicated she would get that to him. She also reported that she has been busy with our Moving to Work application and will provide the board with a presentation at the next monthly board meeting. Vice Chair Flauding expressed concerns with work orders that have not been taken care of, units sitting empty for over a year and the general up keep of Salishan. PM Patterson addressed Vice Chair Flauding’s concerns stating there are many work orders for one staff member. He also asked for the address of the unit

to follow-up. Chair Miller suggested moving staff around to get the attention of Salishan taken care of. ED Mirra has requested that Director Davis add the outstanding work orders to the table for the next report. Discussed ensued regarding the public housing waitlist opening up and the need to fill the new Salishan Six lease-ups.

Real Estate Development

Director Rice referred the board to her report, there were no questions.

Community Services

Director Vignec referred the board to her report. She stated that staff is working hard on the Hillside Terrace assessments for the HOPE VI application.

Human Resources

Director Tanbara referred the board to her report. Discussed that planning for the upcoming Winter Event and invited the board to attend. The employee survey will be conducted in January and the leadership development is moving forward. H1N1 information continues to be distributed to the employees.

8. OLD BUSINESS

None.

9. NEW BUSINESS

9.1 RESOLUTION 2009-10-28 (1)

Architectural & Engineering (A&E) Services for Multifamily Public Housing Upgrades (ARRA Capital Fund Projects)

WHEREAS, The American Recovery and Reinvestment Act (ARRA) 2009 was signed into law by on February 17, 2009;

WHEREAS, The Housing and Urban Developments Office of Capital Improvements (OCI) announced that \$2.985 billion in Capital Fund formula grant funds were awarded pursuant to the ARRA;

WHEREAS, Tacoma Housing Authority (THA) received an award of \$4,096,616.00;

WHEREAS, May 27, 2009 the Housing Authority Board of Commissioners approved Resolution 2009-05-27 (1) authorizing the Executive Director to negotiate and award a Phase I Contract for the ARRA Capital Fund projects to The Casey Group for A&E Services in the amount not-to-exceed \$150,000;

WHEREAS, The staff identified additional specific work; and recommends the approval and appropriation of additional funds to cover additional A&E investigation and design in Phase I of the contract and initial priority work in Phase II of the contract.

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

1. The Executive Director is authorized (1) to increase Phase I contract by \$12,000.00 for a total amount not-to-exceed for Phase I of \$162,000 and (2) to negotiate and award the initial Phase II priority work at 401 North G Street Apartments in an amount not-to-exceed of \$40,000 for the ARRA Capital Fund projects to The Casey Group for A&E Services.

Approved: October 28, 2009

Ken Miller, Chairman

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

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion approved.

9.2 RESOLUTION 2009-10-28 (2)

**Construction Manager/General Contractor Services Salishan HOPE VI
Redevelopment Phase II and Phase III change order 1 to Modification 9
Salishan Phase III Area 2B Infrastructure Construction**

Whereas, Resolution 2006-08-23 (1) authorized the Executive Director the authority to negotiate and execute the contract for the Construction Manager/General Contractor for Salishan HOPE VI Redevelopment Phase II & III with Walsh Construction;

Whereas, The resolution authorized the Executive Director to award the contract in phases through modifications to the Predevelopment Services Agreement;

Whereas, The Authority has developed a preliminary budget of \$27 Million for Phase III of the project, and;

Whereas, The project will be funded through a mix of financing strategies including, Program Income, COT funds, Federal, State and local grants, and Construction Loans;

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

1. The Executive Director has the authority to execute Change Order#1 to Modification (9) for Phase III, Salishan Area 2B Infrastructure Construction in the amount not to exceed of \$1,500,000. This would increase the total not to exceed authorized amount to \$4,500,000.

Approved: October 28, 2009



Ken Miller, Chairman

Commissioner Rumbaugh motioned to approve the resolution. Commissioner Banks seconded the motion.

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion approved.

9.3 RESOLUTION 2009-10-28 (3)

Revitalization of Hillside Terrace 1800 and 2500 Blocks

WHEREAS, The Housing and Urban Developments Office of Public and Indian Housing (PHI) announced that \$113 Million in HOPE VI Revitalization Grant Funds are available to Public Housing Authorities with severely distressed housing stock;

WHEREAS, Tacoma Housing Authority (THA) has deteriorated and distressed housing stock in the Hillside Terrace Community and is an eligible applicant for HOPE VI Revitalization funds;

WHEREAS, the current Hillside Terrace revitalization plan is consistent with THA's Mission and Strategic Objectives; and

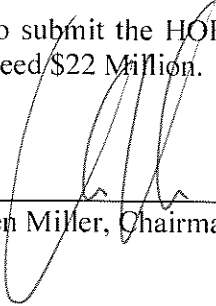
WHEREAS, Staff has completed conceptual planning and feasibility in partnership with residents and community stakeholders, and recommends the submission of the HOPE VI Revitalization application.

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

1. The Board Chairman is authorized to sign the attached HUD certification conveying the Board's approval of, among other items, the submission and agreement to the HOPE VI Revitalization application for the revitalization of Hillside Terrace 1800 and 2500-2700 bocks;

2. The Executive Director is authorized to submit the HOPE VI Revitalization application to HUD in an amount not to exceed \$22 Million.

Approved: October 28, 2009



Ken Miller, Chairman

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

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion approved.

9.4 RESOLUTION 2009-11-18 (4)

SALISHAN INFRASTRUCTURE AREA 2B: EXECUTION OF DOCUMENTS

Whereas, the Housing Authority of the City of Tacoma (the "Authority") seeks to encourage the provision of long term housing for low income persons residing within the City of Tacoma, Washington (the "City");

Whereas, RCW 35.82.070(2) provides that a housing authority may "prepare, carry out, acquire, lease and operate housing projects" and "provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof . . .";

Whereas, RCW 35.82.020 defines "housing project" 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”;

Whereas, RCW 35.82.020(11) and 35.82.130 together provide that a housing authority may issue notes or other obligations for any of its corporate purposes and to mortgage housing authority property as security for such notes and other obligations;

Whereas, RCW 35.82.070(5) provides that a housing authority may pledge any interest in real property;

Whereas, 42 USC 1437z-2 permits the Secretary of the United States Department of Housing and Urban Development (“HUD”) to authorize a public housing agency to mortgage or otherwise grant a security interest in a public housing project or other property of the public housing agency;

Whereas, the Authority is in need of financial assistance in the principal amount of up to \$4,000,000 for the purpose of providing part of the funds with which to construct infrastructure improvements on property owned by the Authority, as part of the Salishan redevelopment project, to provide housing for low-income persons within the City of Tacoma, Washington (the “Project”);

Whereas, it is in the best interest of the Authority to issue a promissory note to KeyBank National Association (“KeyBank”), the proceeds of which will be used to finance the Project for the purposes described herein; and

Whereas, RCW 35.82.040 authorizes the Authority to “delegate to one or more of its agents or employees such powers or duties as it may deem proper”;

NOW, THEREFORE,

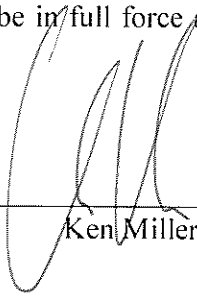
Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that:

1. Approval of KeyBank Loan Documents. The Authority is authorized to borrow money and issue a promissory note to KeyBank (the “Note”) in a principal amount not exceeding \$4,000,000 to finance the construction of Salishan Area 2B. The Executive Director is authorized and directed to execute and deliver on behalf of the Authority (i) the following documents:
 - a. the Note,
 - b. Construction Loan Agreement,
 - c. Multifamily Deed of Trust, Assignment of Rents and Security Agreement (Fixture Filing) (the “Deed of Trust”),
 - d. Security Agreement,
 - e. Assignment of Construction Documents, and
 - f. Environmental and Hazardous Substances Indemnity Agreement

(collectively, the "Loan Documents") substantially in the forms on file with the Authority, with such changes, including any material changes, as the Executive Director deems necessary or advisable, and (ii) any other documents reasonably required to be executed by the Authority to carry out the transactions contemplated by the Loan Documents;

2. Changes to Loan Documents. Without limiting the authority conferred by the foregoing sections of this resolution, the Executive Director may (i) approve with respect to each and every of the Loan Documents changes to the parties to or title of any such Loan Document, and (ii) determine that any Loan Document is, at the time it otherwise would be executed, no longer necessary or desirable and, based on such determination, cause the Authority not to execute or deliver such document;
3. HUD Approvals. The Authority shall submit documents and materials to HUD as necessary to obtain approval for the execution and recordation of the Deed of Trust as security for the Loan Documents and for any pledge of the proceeds from the sale of lots in Area 2B of the Salishan redevelopment as security for the Note, and shall take all other actions as necessary to obtain any required HUD approvals of the security for the Project;
4. Governmental Filings; Other Documents. The Executive Director is further authorized to execute and deliver on behalf of the Authority and, if applicable, file (or cause to be executed, delivered and, if applicable, filed) on behalf of the Authority, any government forms, affidavits, certificates, letters, documents, agreements and instruments that either such officer determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein;
5. Acting Officers Authorized. Any action required by this resolution to be taken by the Executive Director of the Authority may in his absence be taken by either the Chairman of the Board or the duly authorized acting Executive Director of the Authority;
6. Ratification and Confirmation. Any actions of the Authority or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed; and
7. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

Approved: October 28, 2009



Ken Miller, Chairman

Commissioner Rumbaugh motioned to approve the resolution. Commissioner Banks seconded the motion.

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion approved.

10. COMMENTS FROM COMMISSIONERS

None.

11. COMMENTS FROM THE EXECUTIVE DIRECTOR

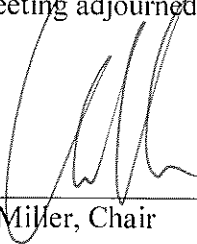
ED Mirra directed the board to his report. He also noted that congress will not make its October 31st deadline for the 2010 budget and will need another continuing resolutino. We should learn the outcome in December.

12. ADJOURNMENT

There being no further business to conduct, Commissioner Mowat moved to adjourn, Commissioner Flauding seconded the motion. Meeting adjourned at 7:20 PM.

APPROVED AS CORRECT

Adopted: November 18, 2009



Ken Miller, Chair