



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR MINUTES WEDNESDAY, May 27, 2009

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L Street, Tacoma, WA at 4:00 PM on Wednesday, May 27, 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 4:03 PM.

2. ROLL CALL

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

PRESENT **ABSENT**

Commissioners

Ken Miller, Chairman

Arthur Banks, excused

Janis Flauding, Commissioner

Greg Mowat, Commissioner

Stanley Rumbaugh, excused

Staff

Michael Mirra, Executive Director

Christine Wilson, Executive Administrator

Janet Rice, RED and REM&HS Director

Ken Shalik, Finance and Administration Director

Nancy Vignec, Interim Community Services

Lisa Zahn, Salishan Association Mgr.

Eric Erland, Property Mgr.

Pat Patterson, Property Mgr.

Julie Foss, Rental Assistant Mgr.

Chairman Miller declared there was a quorum present @ 4:04 and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chairman Miller asked for any corrections to or discussion of minutes for the meeting of Wednesday, April 22, 2008. Chairman Miller called for a motion to approve the minutes as presented. Commissioner Mowat moved to adopt the minutes. Commissioner Flauding seconded. Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

Ms. Lisa Miller, resident of Salishan and Salishan representative on ENACT, spoke about the Neighborhoods, USA Conference she attended in Spokane. The most important issue she learned during the conference was to have a lot of hope for our Salishan and to be reminded how wonderful it is. She also had the opportunity to network with neighbors from Hilltop. She also reported that she has recently met with Commissioner Flauding and Ms. Lisa Zahn, Community Association Manager for Salishan and discussed the need to implement programs in Salishan such as community gardens, community kitchens and various programs for our children. Commissioner Flauding stated that she appreciates Ms. Miller's work and Ms. Miller stated that she appreciates the ability to raise her children in Salishan. Ms. Miller thanked THA for making her attendance at the conference possible.

5. COMMITTEE REPORTS

HOPE VI Community Task Force – Commissioner Banks

None.

Finance Committee – Commissioner Mowat

Commissioner Mowat reported that the Finance Committee met and reviewed THA financials and found them in order. The THA Budget Retreat is scheduled for June 20. Commissioner Mowat mentioned that our new budget process is in development. ED Mirra reported that he and Deputy ED Rice will be out of town at our next BOC meeting at which the 2010 was to be presented and adopted and asked if we can postpone the budget meeting until the July 22nd BOC meeting. Chair Miller asked if it is necessary to postpone the Budget Retreat on June 20th. After some further discussion, the Board determined to keep the retreat date for June 20th and to postpone the review and adoption of the 2010 budget until the July 22nd BOC meeting. Staff will contact all the commissioners to see if there is a conflict with the July 22nd date.

6. ADMINISTRATION REPORTS

Finance and Administration

Commissioner Flauding moved to ratify the payment of cash disbursements totaling \$7,423,108 for the month of April, 2009. Commissioner Mowat seconded the motion.

Upon roll call, the vote was as follows:

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

Motion carried

Director Shalik discussed the Sal 4 revenues included in the Monthly Income Statement highlighting overages in the budget; discussion ensued. Commissioner Flauding asked where unit damages show in the budget. She is concerned about tenants abusing the units. Director Shalik directed her to the maintenance numbers contained within the income statement. Director Shalik also commented on tracking these maintenance numbers that will show the ratio of standard maintenance costs v. extraordinary wear on those units. Chair Miller commented that he would like to see HUD address this issue to create ground rules for reimbursement of dollars spent due to extraordinary repair on units. Commissioner Mowat congratulated Director Shalik on his diligent work here at THA as the Finance Director.

Real Estate Management and Housing Services

Director Rice referred to her report. Commissioner Mowat inquired whether THA tracks the number of inquiries it receives from people seeking housing. ED Mirra reported that he keeps track of those emails that comes in and every so often forwards a compilation of them to our congressional delegation and others.

Real Estate Development

Director Rice referred to her report. Commissioner Mowat asked about the renewed conversation with the Small Business Incubator and asked that he be kept in the loop with those various discussions. ED Mirra requested clarification from Director Rice about the criteria HUD will use for the competition for further public housing capital stimulus money. Director Rice shared that there is not a know science to the order in which the applications are reviewed, just that they are due by June 15th. Chair Miller asked about all of those opportunities available with the ARRA Stimulus funding; Director Rice offered to go over that list. Chair Miller suggested we discuss the list at our Budget Retreat in June.

Community Services

Interim Director Vignec referred to her report. Chair Miller inquired about our management of the AmeriCorp projects and asked why THA did not apply again to administer an AmeriCorp grant. Interim Director Vignec stated that we did not meet the requirements for doing so. She also said such responsibilities are demanding. Commissioner Mowat inquired about volunteering opportunities and mentoring programs within THA. Interim Director Vignec agreed with the value of such programs. She also noted that this would be a large undertaking. She and Commissioner Mowat will confer about the possibilities.

7. OLD BUSINESS

None

8. NEW BUSINESS

8.1 RESOLUTION 2009-5-27 (1)

ARCHITECTURAL & ENGINEERING (A&E) SERVICES FOR MULTI-FAMILY 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, THA received twenty-two (22) proposals from a Request for Qualifications (RFQ) for Architectural & Engineering Services;

WHEREAS, The staff procurement review committee rated each proposal and recommends The Casey Group as the most qualified firm; and

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

1. The Executive Director be authorized and directed to negotiate and enter into a contract with The Casey Group for A&E Services in an amount not-to-exceed \$150,000 for the Phase I services for the ARRA Capital Fund projects.

Approved

May 27, 2009



Ken Miller, Chairman

Director Rice fielded questions from commissioners regarding the scope of the work which includes Public Housing and shared that the response from the A&E's was overwhelming.

Upon roll call, the vote was as follows:

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

Motion Approved.

8.2 RESOLUTION 2009-5-27 (2)

REDUCTION OF THE CURRENT PAYMENT STANDARD FROM 110% OF THE FAIR MARKET RENT TO 100% OF THE FAIR MARKET RENT

Whereas, the Housing Authority of the City of Tacoma administers a Housing Choice Voucher Program;

Whereas, the Housing Authority has determined that in order to effectively manage its HCV program it must reduce the Payment Standard to 100% of the Fair Market Rent; NOW, THEREFORE,

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

1. The Executive Director is authorized and directed to take all actions required to lower the Payment Standards from 110% to 100% of HUD's FMR;
2. 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;
3. 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
4. This resolution shall be in full force and effect from and after its adoption and approval.

Approved: May 27, 2009

Ken Miller, Chairman

Director Shalik provided background on the decreasing HUD allocation of Housing Assistance Payment money which came out in May and on increasing rent payments THA is making. As a result, THA's reserves of HAP money is on a trend to dip below safe levels. For this reason, the resolution would lower THA's payment standard from 110% to 100% of HUD's FMR. He explained that HUD is seeking to reduce the HAP reserves that PHAs keep. He also detailed the increases in rent payments and why they may be occurring. The Board and staff engaged in a detailed discussion of the advantages and disadvantages of the lowering the payment standard. Director Shalik discussed the importance of keeping an adequate reserve. Chair Miller noted that this in essence is an allocation of the sacrifice among THA, tenants and landlords. Commissioner Mowat stated that we are a solvent partner in the community and we need to stay strong. ED Mirra shared that the annual rent increases are accelerating in Pierce County generating. There are safe guards in place so we don't overpay and inspectors must make a judgment to ensure these safeguards. ED Mirra also reminded the BOC about our Moving to Work application. Chair Miller stated that he would yield to staff, but would have preferred that staff had presented the information more clearly. Commissioner Mowat also expressed that a postponement of the decision would allow for more information and reflection. Staff noted, however, that a delay means a continued loss of reserves of approximately \$17-20,000 per month. Rental Assistant Manager Foss stated that she has spoken to the landlords on the Landlord Advisory Committee and they have agreed with the proposed standard decrease. Commissioner Flauding asked if our freeze on the issuance of new vouchers will affect filling our properties or will they be protected. Director Shalik stated that the freeze does not affect our properties. ED Mirra noted that protecting our reserves is important to our ability to resume issuing vouchers and ensuring against the need to terminate vouchers. Chair Miller stated that he is looking to the commissioner's pleasure to take a vote. Commissioner Flauding stated that she wants to protect our current tenants and to hopefully get back to serving those additional families in need.

Upon roll call, the vote was as follows:

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

Motion Approved.

9. COMMENTS FROM THE COMMISSIONERS

None

10. COMMENTS FROM THE EXECUTIVE DIRECTOR

Executive Director Mirra directed the commissioners to his report. ED Mirra recounted his recent meetings with School District officials. He stated that they warmly welcomed THA's Education Project district. ED Mirra noted that staff will be including in the next budget proposal money for a position to push this project along. Chair Miller asked if part of this project depended on the Moving to Work status THA hopes to attain. ED Mirra stated that this was true for the some parts of the Project, including the McCarver Elementary School project. E.D. Mirra also mentioned another budget item for the 2010 budget - money for the performance measures and executive dashboard project.

EXECUTIVE SESSION

In: 5:59 PM
Out: 6:55 PM

11. ACTION SUBSEQUENT TO EXECUTIVE SESSION

None.

12. ADJOURNMENT

There being no further business to conduct, the Board of Commissioners meeting adjourned at 6:56 PM.

APPROVED AS CORRECT

Adopted: June 24, 2009



Ken Miller, Chairman