



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR MINUTES WEDNESDAY, July 22, 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, July 22, 2009.

1. CALL TO ORDER

Commissioner Rumbaugh called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:16 PM.

2. ROLL CALL

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

PRESENT

ABSENT

Commissioners

Janis Flauding, Commissioner
Greg Mowat, Commissioner
Stanley Rumbaugh, Commissioner (arrived at 4:07 PM and left at 5:10 PM)

Ken Miller, Chairman (arrived at 4:20 PM)
Arthur Banks, Vice Chair

Staff

Michael Mirra, Executive Director
Christine Wilson, Executive Administrator
Ken Shalik, Finance and Administration Director
Nancy Vignec, Community Services Director
Barbara Tanbara, Human Resources Director
April Davis, REMHS Director

Commissioner Rumbaugh declared a quorum present @ 4:18 and proceeded.

APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Rumbaugh asked for any corrections to or discussion of minutes for the budget meeting of Saturday, June 20, 2009. Commissioner Rumbaugh called for a motion to approve the minutes as presented. Commissioner Flauding moved to adopt the minutes. Commissioner Mowat seconded. Upon roll call, the vote was as follows:

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

Motion approved.

Commissioner Rumbaugh asked for any corrections to or discussion of minutes for the meeting of Wednesday, June 24, 2009. Commissioner Rumbaugh called for a motion to approve the minutes as presented. Commissioner Flauding moved to adopt the minutes. Commissioner Mowat seconded. Upon roll call, the vote was as follows:

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

Motion approved.

Commissioner Rumbaugh asked for any corrections to or discussion of minutes for the budget meeting of Friday, July 10, 2009. Commissioner Rumbaugh 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.

Commissioner Rumbaugh asked for any corrections to or discussion of minutes for the special meeting of Monday, July 14, 2009. Commissioner Rumbaugh called for a motion to approve the minutes as presented. Commissioner Flauding moved to adopt the minutes. Commissioner Mowat seconded. Upon roll call, the vote was as follows:

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

Motion approved.

3. GUEST COMMENTS

No guest comments.

4. COMMITTEE REPORTS

HOPE VI Community Task Force – Commissioner Banks

There was no report. Chairman Miller asked when the board would receive a report and if there was reason to have the taskforce. Commissioner Rumbaugh stated that we will need the taskforce for our new HOPE VI application. Executive Director Mirra stated that the new application will require a new taskforce membership.

Finance Committee – Commissioner Mowat

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

5. ADMINISTRATION REPORTS

Finance and Administration

Director Shalik answered questions regarding the monthly financial statement. Chairman Miller asked if the I.T. conversion was complete. Director Shalik reported that the system is operating more efficiently. Chairman Miller wants to make sure that staff is not continuing to have to deal with problems. Commissioner Mowat stated that complacency with troublesome software programs is common. Commissioners asked whether THA should examine its legal remedies against Visual Homes. Director Shalik reported that he will be attending a Visual Homes Conference in September and will take the opportunity to discuss the software issues with Visual Homes and other housing authorities in attendance. ED Mirra suggested that THA does not need an attorney to understand its legal claims. He said that we will equip Ken with that information when he visits with Visual Homes. Chairman Miller stated to Director Shalik to feel free to share the board's disappointment with the software.

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$7,023,290 for the month of June, 2009. Commissioner Mowat seconded the motion.

Upon roll call, the vote was as follows:

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

Motion carried

Real Estate Management and Housing Services

Rental Assistance Manager Julie Foss presented the report on behalf of Director Davis and asked if there were any questions. Chairman Miller would like to see an explanation of why turn around times are higher for mixed finance than for THA public housing. PH Manager Patterson explained that is was due the imperative of devoting staff at those properties to leasing up the new Salishan units. Chairman Miller suggested adding a note that would help to clarify the difference. RA Manager Foss also reported that her staff appreciates working four 10 hour shifts and recommends other managers within THA offer this program to their groups.

Real Estate Development

RED Development Manager Tina Hansen referred commissioners to the board report. Community Health Care will hold their ribbon-cutting on July 29th. ED Mirra reported that KWA may not be able to honor its letter of commitment to purchase the 3rd floor of the Education, Training and Retail Center. He also reported that the a committee of the City Council voted to ask the Tacoma City Council to direct City Manager Anderson to find a way to allow the library to purchase its space in the Education, Training and Retail Center.

Community Services

Director Vignec directed the board to the additional survey results in her board report. Commissioner Mowat asked for an update on Ludwig security. Property Manager Eric Erland reported that the issues have improved. Director Vignec stated she and staff are working on the Hillside Terrace HOPE VI application that is due on November 17 and stated that HUD requires the community taskforce be in place. Discussion related to the application ensued.

6. OLD BUSINESS

None.

7. NEW BUSINESS

7.1 RESOLUTION 2009-7-22 (1)

**CONSTRUCTION MANAGER/GENERAL CONTRACTOR SERVICES
SALISHAN HOPE VI REDEVELOPMENT PHASE II AND PHASE III
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 negotiate and execute Modification (9) for Phase III, Salishan Area 2B Infrastructure Construction in the amount not to exceed of \$3,000,000.

Approved: July 22, 2009

Ken Miller, Chairman

Commissioner Rumbaugh motioned to table the resolution. Commissioner Mowat seconded the motion. Upon voice vote, motion approved.

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

Upon roll call, the vote was as follows:

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

Motion approved

7.2 RESOLUTION 2009-7-22 (2)

Whereas, The Housing Authority of the City of Tacoma (Authority) intends to incur expenses and other cash outflows for Fiscal Year 2010; and

Whereas, The U.S. Department of Housing and Urban Development (HUD) requires the Authority's Board to approve its annual Site-based budgets;

Whereas, Authority staff has prepared and the Board of Commissioners of the Housing Authority of the City of Tacoma has reviewed and provided input to the proposed Fiscal Year 2010 annual budget,

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

1. The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the attached FY 2010 Agency wide budget. The HUD required site-based budgets are also approved and are a subset of the overall agency wide budget. The Board of Commissioners hereby authorizes the Executive Director to implement and execute said budget. Expenses and other cash outflows are projected as follows:

<u>Expenses</u>	
Executive	560,346
Human Resources	322,105
Finance & Administration	1,520,897
Community Services	1,810,237
Development	961,661
Rental Assistance	32,722,604
Property Management	<u>5,700,800</u>
Subtotal	43,598,650
 <u>Additional Cash Outflows</u>	
Capital Expenditures	67,331,886
Debt Service	<u>160,429</u>
Subtotal	\$67,492,315
 TOTAL APPROVED BUDGET	 <u>\$111,090,965</u>

Approved: July 22, 2009

Ken Miller, Chairman

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

Upon roll call, the vote was as follows:

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

Motion approved

7.3 RESOLUTION 2009-7-22 (3)

ASSUMPTION OF CERTAIN LIABILITIES IN EXCHANGE FOR RECEIPT OF FUNDS FROM THE HOUSING DEVELOPMENT CORPORATION OF WASHINGTON

Whereas, The Housing Development Corporation of Washington (“HDC”) was organized and has been operated to relieve the shortage of decent, safe and sanitary housing for low income persons in Washington state by financing projects pursuant to certain federal programs;

Whereas, HDC is in the process of dissolving, and wishes to disburse certain of its assets, in the form of cash, to the Housing Authority of the City of Tacoma (“THA”), as an entity that has the same mission as HDC;

Whereas, before HDC can dissolve, it must find an entity to undertake responsibility for certain bonds issued by HDC that have been defeased;

Whereas, as a condition to the receipt of funds from HDC upon its dissolution, HDC requires that THA undertake responsibility for the defeased bonds, pursuant to an Assignment and Assumption Agreement (the “Agreement”) between THA and HDC;

Whereas, the Board determines that it is in the best interest of THA to accept the offer of funds from HDC pursuant to the terms of the Agreement if the amount of such funds is sufficient; NOW, THEREFORE,

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

1. The Board approves the Agreement substantially in the form on file with the Executive Director. The Executive Director is authorized to execute and deliver the Agreement on behalf of the Authority if, in his judgment, the amount to be received from HDC justifies the effort and minimal risk associated with the transaction, with such changes as the Executive Director deems necessary or appropriate, and to execute any other government forms, affidavits, certificates, letters, documents, agreements and instruments that he determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein;
2. Any action authorized 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: July 22, 2009

Ken Miller, Chairman
Commissioner Rumbaugh
motioned to approve the resolution. Commissioner
Flauding seconded the motion.

Upon roll call, the vote was as follows:

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

Motion approved

7.4 INTERLOCAL COOPERATION AGREEMENT BETWEEN THA AND PCHA ALLOWING PCHA TO CONDUCT THE CONCIERGE RENTAL ASSISTANCE PROGRAM IN THE CITY OF TACOMA

Whereas, the Pierce County Housing Authority (PCHA) has received funding for a tenant based rental assistance program to serve Pierce County, including the City of Tacoma;

Whereas, PCHA will operate this program in partnership with South Sound Outreach Services, Exodus Housing, Tacoma Community House, and Washington Women's Employment and Education;

Whereas, this program will benefit residents of the City of Tacoma;

Whereas, to operate this program PCHA needs permission to operate within the City of Tacoma from either the City of Tacoma or from THA; and,

Whereas, THA can grant this permission in the form of an Interlocal Cooperation Agreement.

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

1. The Executive Director is authorized to negotiate and execute an Interlocal Cooperation Agreement substantially similar to the attached draft permitting PCHA to operate the Concierge rental assistance program within the City of Tacoma..

Approved: July 22, 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:	4
NAYS:	None
Abstain:	None
Absent:	1

Motion approved

8. COMMENTS FROM THE COMMISSIONERS

Commissioner Flauding requested the BOC packets emailed rather than printed and delivered to save paper and costs. Commissioner Mowat added that similar to Sound Transit's website, a secured site function should be available to add to our website. Director Shalik will follow-up with our I.T. Department.

9. COMMENTS FROM THE EXECUTIVE DIRECTOR

Executive Director Mirra congratulated Director Vignec accepting the regular status as Director of Community Services and he welcomed Director Davis to her first board meeting. Additionally, ED Mirra informed the board of the following events:

SAFE Picnic, July 24th, noon at People's Park
THA Employee Picnic, July 31st, 11:30 AM at Owen's Beach
CHC ribbon-cutting, July 29th, 1:30 PM, at CHC
Salishan Phase II ribbon-cutting, August 12th, 11:30 AM, at Center Park in Salishan

10. EXECUTIVE SESSION

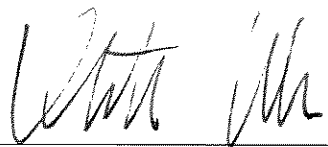
None

11. ADJOURNMENT

There being no further business to conduct, the Board of Commissioners meeting adjourned at 5:37 PM.

APPROVED AS CORRECT

Adopted: July 22, 2009



Ken Miller, Chairman