



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, December 16, 2009

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 2306 6th Ave, Tacoma, WA at 4:00 PM on Wednesday, December 16, 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 4:14 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

Staff

Michael Mirra, Executive Director

Christine Wilson, Executive Administrator

Janet Rice, Deputy Executive Director

April Davis, REMHS Director

Nancy Vignec, Community Services Director

Barbara Tanbara, Human Services Director

Ken Shalik, Finance Director

Chairman Miller declared there was a quorum present @ 4:15 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, November 18, 2009. Commissioner Rumbaugh 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.

Chair Miller asked for any corrections to or discussion of minutes for the study session of the Board of Commissioners of Friday, December 4, 2009. Commissioner Rumbaugh 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

None

5. COMMITTEE REPORTS

HOPE VI Community Task Force – Deputy Executive Director Rice reported that the task force members met and looked at the HOPE VI by-laws. The Salishan HOPE VI Task Force will phase out and the new HOPE VI Task Force will phase in with no overlap. The City of Tacoma representatives who currently serve on the Salishan task force will transition to the new task force. ED Mirra asked if Commissioner Banks was in attendance. DED Rice stated no and added that she went over the meeting points with him and he indicated that the all looks good.

Finance Committee – No report

6. ADMINISTRATIVE REPORTS

Finance Administration

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$5,697,981 for the month of November, 2009, Commissioner Flauding seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Director Shalik referred the board to his report, discussion ensued regarding cash disbursement, current budget and overages.

Real Estate Management and Housing Services

Director Davis referred the board to her report. The Salishan lease-up is going very well due to the commitment by staff. Opening our public housing waitlist assist THA in filling these units. She reported that the Moving to Work application has been submitted to HUD. Chair Miller has requested an expanded discussion related to segregating our senior and disabled communities. Commissioner Rumbaugh stated that it is important for applicants and tenants to prove their disabilities. ED Mirra stated that PM. Eric Erland has resigned his position effective in February. Director Rice stated a job posting will go out for a site manager for Sal 5 and 6.

Real Estate Development

Director Rice referred the board to her report. She discussed the Salishan lots sold to Habitat for Humanity. We should learn sometime this month if we obtained the NSP2 \$10M to fund Salishan Area 2B and Hillside Heights. Chair Miller asked about the Education, Training and Retail Center and understood that the Tacoma Library does not know if they can pay for the operations to run the proposed library in Salishan. He also stated that we need more tenant commitments.

Director Rice also referred to her decision, previously announced, to leave THA and return home to California to help care for her mother. Director Rice thanked the BOC and staff for their ongoing commitment during the past three years with THA. The BOC also thanked her for her service and also thanked Tina Hansen who will be the interim Director of RED.

Community Services

Director Vignec referred the board to her report.

Human Resources

Director Tanbara referred the board to her report. The HR policies adopted last month need to be discussed and have been deferred to our January meeting. She directed the board to the Benefit Committee she will be assembling to look at our overall benefit package and determine which benefits are the most critical and where we might be able to contain costs. She also directed the BOC to her Recruitment/Turnover Report over the past 12 months that is trending at 14.9%. She also stated the trend is lower but still too high.

7. NEW BUSINESS

7.1 RESOLUTION 2009-12-16 (1)

ADOPTION OF THE AMENDMENT TO THA POLICY PCI-01 PROCUREMENT POLICY

WHEREAS, the American Recovery and Reinvestment Act (ARRA) requires public housing authorities to follow ARRA procurement rules when spending ARRA money. It also directs that state procurement rules do not apply to these expenditures;

WHEREAS, THA should incorporate these requirements and directives into its procurement policy, THA Policy PCI-1, Procurement Policy;

WHEREAS, by Resolution 2008-01-23(3), the Board adopted THA Policy G-10 on Ethics and Conflicts of Interest. That policy makes the ethics section of the procurement policy unnecessary. It should be removed.

WHEREAS, the attached draft of an amended THA Policy PCI-01 on Procurement shows the appropriate changes for these purposes.

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

1. Approve Resolution 2009-12-16(1) adopting the changes set forth in the attached redlined draft of THA Policy PCI-1.

Approved: December 16, 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: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved

7.2 RESOLUTION 2009-12-16 (2)

AUTHORIZATION TO AWARD FULL CONTRACT AMOUNT FOR MODIFICATION (9) TO THE CONSTRUCTION MANAGER/GENERAL CONTRACTOR CONTRACT WITH WALSH CONSTRUCTION FOR SALISHAN HOPE VI REDEVELOPMENT II & III FOR SALISHAN 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 total GMP for this phase of work reflects the total revised estimate for the Walsh construction portion of \$8,804,104.00 from the original estimate of \$10,335,757.00 reflecting a savings of \$1,531,653.00 in construction costs from the original budget, 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 award the total an additional amount of \$3,904,106 to Contract Amendment (9) for a total GMP of \$8,404,106.00. Contract increase(s) to be executed via Change Orders as funding is secured.

Approved: December 16, 2009

Ken Miller, Chairman

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

Upon roll call, the vote was as follows:

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

Motion Approved

7.3 RESOLUTION 2009-12-16 (3)

**CONSTRUCTION MANAGER/GENERAL CONTRACTOR SERVICES
SALISHAN HOPE VI REDEVELOPMENT PHASE II AND PHASE III
MODIFICATION 10 SALISHAN 7 VERTICAL CONSTRUCTION**

Whereas, Resolution 2009-12-16 (3) 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 total GMP for this phase of work reflects the total revised estimate for the Walsh construction portion of \$14,127,904.00 from the original estimate of \$16,267,169.00. This represents a savings of \$ 2,139,265.00 in construction costs.

Whereas, The project will be funded through a mix of financing strategies including, Tax Credit Assistance Program, State 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 (10) for Phase III, Salishan 7 Vertical Construction in the not to exceed amount of \$14,127,904.00.

Approved: December 16, 2009

Ken Miller, Chairman

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

Upon roll call, the vote was as follows:

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

Motion Approved

7.4 RESOLUTION 2009-12-16 (4)

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma.

WHEREAS, the Tacoma Housing Authority is a member of Housing Authorities Risk Retention Pool (“HARRP”), an intergovernmental entity created by agreement, which provides indemnification against risk of loss;

WHEREAS, the Board of Directors of HARRP has proposed that HARRP’s members enter into an Intergovernmental Cooperation Agreement (the “ICA”), which amends and restates the Amended and Restated ICA dated July 15, 1992; and

WHEREAS, the ICA, which sets forth the powers, duties and functions of HARRP, shall become effective upon the approval of at least two-thirds of HARRP’s members.

RESOLVED, that Tacoma Housing Authority shall be authorized to enter into the ICA;

RESOLVED FURTHER, that Michael Mirra is authorized to execute and deliver the ICA on behalf of the Tacoma Housing Authority; and

RESOLVED FURTHER, that Michael Mirra shall be authorized and directed on behalf of Tacoma Housing Authority to do the following:

- (a) Take such action as shall be necessary or appropriate for Tacoma Housing Authority to perform its obligations on a timely basis under the ICA or as otherwise required by HARRP;

- (b) Take from time to time such other action as is necessary or desirable to effect the purposes for which HARRP is organized as provided in the ICA;
- (c) Approve any amendments to the ICA; and
- (d) Execute and deliver any agreements, instruments or documents (or amendments thereto) necessary or desirable to carry out the foregoing resolutions.

Approved: December 16, 2009

Ken Miller, Chairman

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

Upon roll call, the vote was as follows:

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

Motion Approved

8. COMMENTS FROM COMMISSIONERS

Commissioner Flauding thanked DED Rice for her service to THA as well as being a great role model for Commissioner Flauding's daughter. Commissioner Rumbaugh stated that he was sad to see DED Rice leave and understood the needs of her family. Chair Miller echoed the commissioner's remarks to DED Rice and mentioned that he enjoyed the THA Employee Appreciation Luncheon.

9. COMMENTS FROM THE EXECUTIVE DIRECTOR

ED Mirra directed the board to his report. He reported that the Governor's budget has a \$1M line item for THA and thanked Commissioner Rumbaugh for his leadership in working with the Governor's office. The HUD budget is anticipated to have \$200M of HOPE VI and Choice Neighborhood grant dollars. DED Rice stated there will be Choice Neighborhood technical assistance grants to apply for and we will need to work with City of Tacoma who will pull the MLK Corridor project together. Chair Miller asked if a press release will go out regarding the opening of our public housing waitlist. ED Mirra confirmed that a release will go out soon.

10. ADJOURNMENT

There being no further business to conduct, Commissioner Flauding moved to adjourn, Commissioner Rumbaugh seconded the motion. Meeting adjourned at 5:33 PM.

APPROVED AS CORRECT

Adopted: January 27, 2010

Ken Miller, Chair