



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, May 26, 2010

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 S L Street, Tacoma, WA at 4:00 PM on Wednesday, May 26, 2010.

### 1. CALL TO ORDER

Commissioner Rumbaugh (acting chair) called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:07 PM.

### 2. ROLL CALL

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

PRESENT	ABSENT
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#### Commissioners

Arthur Banks, Commissioner  
Greg Mowat, Commissioner  
Stanley Rumbaugh, Commissioner

Ken Miller, Chairman  
Janis Flauding, Vice Chair

#### Staff

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

Commissioner Rumbaugh declared there was a quorum present @ 4:08 PM and proceeded.

**3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

Commissioner Rumbaugh asked for any corrections to or discussion of minutes for the regular meeting of the Board of Commissioners of Wednesday, April 28, 2010. Commissioner Mowat moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

**4. GUEST COMMENTS**

Mr. Ronald Evans from E.B. Wilson attended the meeting and addressed the board requesting a copy of his rental agreement. Mr. Evan has concerns related to other tenants in the building and staff follow-up with these issues. ED Mirra told the board that he will ask Director Davis to look into the situation and get back to Mr. Evans.

**5. COMMITTEE REPORTS**

HOPE VI Community Task Force – None

Finance Committee – Commissioner Mowat stated that his meeting with staff went well and we are ready for our June 5<sup>th</sup> budget retreat.

**6. ADMINISTRATIVE REPORTS**

**Finance Administration**

Commissioner Banks moved to ratify the payment of cash disbursements totaling \$5,190,930 for the month of April, 2010, Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

Director Shalik directed the board to his report. Director Shalik introduced Jeri Seamands, THA Technical Writer who is the lead for the THA Desk Manual project. Ms. Seamands reviewed her Desk Manual presentation with the board stating that she has approached this project by providing a baseline for positions within THA. There is a certain level of expectation for these manuals and anticipates that innovation will come later. She added that staff can address the expectations outside of process mapping. Commissioner Rumbaugh agreed that standardization is good for interdepartmental communication as long as it leaves room for people to think creatively. He noted that individual subjectivity and innovation is often a necessary part of the creative process. Ms. Seamands agreed but said you have to know what the rules are in order to break them.

### **Real Estate Management and Housing Services**

Director Davis directed the board to her monthly report. She stated that HUD will inspect all of our properties in June; thus, staff is very busy getting ready. Leasing and maintenance are continuing to improve their unit turn numbers. She has added a new section to her board report to cover MTW topics. She hopes to have the MTW contract ready for the BOC at the June board meeting.

### **Real Estate Development**

Interim Director Hansen referred the board to her report. She conveyed thanks and compliments from the contractor on site to the AMP 3 staff for their hardwork getting ready for the ARRA remodeling projects. Commissioner Rumbaugh asked that staff be commended for their good work from the board. She stated that staff is still preparing its recommendation on the scattered site properites. Staff will likely recommend that we not sell them. It is a different and more nuanced question whether to dispense with their public housing status.

### **Community Services**

Director Vignec referred the board to her report. She stated that staff is working with our community partners on the Promise Neighborhoods NOFA. Commissioner Mowat stated that our employment specialist attended the quarterly Construction Partnership meetings and with that position not being filled he is recommending that someone else attend on THA's behalf, Director Vignec stated that she will address this with her staff.

### **Human Resources**

Director Tanbara referred the board to the Human Resources Policies summary and provided copies of 13 of the 27 policies adopted by the board in November, 2009. Commissioner Rumbaugh stated that it is good to have clear HR policies for our employees and prospective employees.

## **7. NEW BUSINESS**

**8.1 RESOLUTION 2010-5-26 (1)  
2010 Capital Fund Program and Replacement Housing Program Grants**

**Whereas,** The US Department of Housing and Urban Development (HUD) annually awards housing authorities operating more than 250 housing units funds for modernization and replacement housing under the Capital Fund Program (CFP) and Replacement Housing Factor (RHF) Fund programs.

**Whereas,** Each housing authority receiving CFP and RHF funds must sign and return to the local HUD office, an Annual Contributions Contract no later than 30 days after receipt of notification of grant awards. The ACC is accompanied by a Capital Fund Annual Statement form 50075.1 for each grant, describing the specific activities that they will undertake utilizing the grant monies.

**Whereas,** A Board Resolution from the HA accepting the CFP and RHF funds is required.

***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 sign and submit to HUD, for the 2010 Capital Fund Program and Replacement Housing Factor funds, the 2010 Annual Contributions Contracts and the Capital Fund Annual Statement Forms 50075.1 therefore accepting the grants.

**Approved: May 26, 2010**

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Ken Miller, Chairman

**8.2 RESOLUTION 2010-5-26(2)**

**SALISHAN SIX: REVISION OF AUTHORITY LOAN DOCUMENTS**

**Whereas,** the Housing Authority of the City of Tacoma (the “Authority”) is the managing member of Salishan Six LLC, a Washington limited liability company that has constructed 90 rental dwelling units as part of the Salishan Six component of the Authority’s Salishan redevelopment project (the “Project”);

**Whereas,** pursuant to Resolution 2008-9-24(1) of the Authority’s Board of Commissioners (the “Board”), the Authority and Salishan Six LLC entered into loan documents on October 15, 2008, evidencing a \$5,624,975 program income loan and a \$764,440 master loan from the Authority’s capital funds, HOME program funds and United Way funds;

**Whereas**, because of costs savings experienced by Salishan Six LLC during the construction of its project, the Authority's receipt of a State of Washington Housing Trust Fund loan in March 2009, the amount drawn by Salishan Six LLC under the Authority's program income loan was \$2,901,216 less than the maximum authorized amount and, based in part on the authority granted by Resolution No. 2009-11-18(6) of the Board, the master loan was increased by \$288,473, such that the aggregate amount drawn by Salishan Six LLC under the loans was \$3,776,672;

**Whereas**, as consideration for the amendments to the various loan documents requested, and the Authority's continued willingness to provide subordinated loans to finance the Salishan Six project, Salishan Six LLC has agreed to certain changes to the rates at which interest accrues under the loans; and

**Whereas**, the Board finds it is necessary and desirable to amend the final terms of the Authority's loans to Salishan Six LLC; 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 to execute and deliver, on behalf of the Authority in its own behalf or as managing member of Salishan Six LLC and, if applicable, file (or cause to be executed, delivered and, if applicable, filed), on behalf of the Authority, in its own behalf or as managing member of Salishan Six LLC, each of the following documents in the forms presented to the Board at this meeting:
  - First Amendment to Loan Agreement (Salishan Six Program Income Loan);
  - First Amendment to Master Loan Agreement (Salishan Six);
  - Amended and Restated Promissory Note (Salishan Six – Program Income Loan – Program Income Note);
  - Amended and Restated Promissory Note (Salishan Six – Omnibus Loan – THA Capital Fund);
  - Amended and Restated Promissory Note (Salishan Six – Re-Loan of HTF Funds); and
  - First Amendment to Third Leasehold Deed of Trust, Assignment of Rents and Leases, Security Agreement and Fixture Filing (Salishan Six – Master Loan);
2. Pursuant to certain of the agreements listed in Section 1, the Authority is authorized to increase the amount of the Authority's capital funds that can be loaned pursuant to the master loan documents to \$542,913;

3. 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;
4. 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
5. This resolution shall be in full force and effect from and after its adoption and approval.

**Approved: May 26, 2010**

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Ken Miller, Chairman

**CERTIFICATE**

I, the undersigned, the duly chosen, qualified and acting Executive Director of the Housing Authority of the City of Tacoma (the "Authority") and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution 2010-5-26(\_\_\_\_) (the "Resolution") is a true and correct copy of the resolution of the Board of Commissioners of the Authority (the "Board"), as adopted at a regular meeting of the Authority held on May 25, 2010, and duly recorded in the minute books of the Authority.
2. That such meeting was duly convened and held in all respects in accordance with law, and, to the extent required by law, due and proper notice of such meeting was given; that a quorum was present throughout the meeting and a majority of the members of the Board of Commissioners of the Authority present at the meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of May, 2010.

HOUSING AUTHORITY OF THE  
CITY OF TACOMA

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Michael Mirra, Executive Director

**8. COMMENTS FROM COMMISSIONERS**

None.

**9. COMMENTS FROM THE EXECUTIVE DIRECTOR**

ED Mirra referred the board to his report.

**10. EXECUTIVE SESSION**

The board moved into executive session at 5:15 PM to discuss a potential restructuring of Salishan Area 3 Citibank real estate loan for 20 minutes. At 5:35 PM the executive session was extended for an additional 5 minutes. Executive Session ended at 5:40 PM.

**11. ADJOURNMENT**

There being no further business to conduct, Commissioner Banks moved to adjourn, Commissioner Mowat seconded the motion. Meeting adjourned at 5:41 PM.

**APPROVED AS CORRECT**

**Adopted:** May 26, 2010

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Ken Miller, Chair