



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

July 22, 2020



Michael Mirra
Executive Director

TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Derek Young, Chair
Stanley Rumbaugh, Vice Chair
Dr. Minh-Anh Hodge
Dr. Arthur C. Banks
Shennetta Smith

REGULAR MEETING Board of Commissioners

WEDNESDAY, July 22, 2020

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold its Regular Meeting on **Wednesday, July 22, 2020, at 4:45 pm.**

Join Zoom Meeting

<https://us02web.zoom.us/j/6267029359> / Meeting ID: 626 702 9359 / Dial (253) 215-8782

The site is accessible to people with disabilities. Persons who require special accommodations should contact Sha Peterson (253) 207-4450, before 4:00 pm the day before the scheduled meeting.

I, Sha Peterson, certify that on or before July 17, 2020, I FAXED/EMAILED, the preceding PUBLIC MEETING NOTICE before:

City of Tacoma	747 Market Street Tacoma, WA 98402	fax: 253-591-5300 email: CityClerk@cityoftacoma.com
Northwest Justice Project	715 Tacoma Avenue South Tacoma, WA 98402	fax: 253-272-8226
KCPQ-TV/Channel 13	1813 Westlake Avenue North Seattle, WA 98109	email: tips@q13fox.com
KSTW-TV/CW 11	2211 Elliott Avenue, Suite 200 Seattle, WA 98121	
Tacoma News Tribune	1950 South State Tacoma, WA 98405	
The Tacoma Weekly	PO Box 7185 Tacoma, WA 98406	

and other individuals and organizations with residents reporting applications on file.

Sha Peterson
Executive Administrator



TACOMA HOUSING AUTHORITY

AGENDA

REGULAR BOARD OF COMMISSIONERS MEETING

July 22, 2020, 4:45 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/6267029359> / Mtg ID: 626 702 9359 / Dial 253 215 8782

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - 3.1 Minutes of June 24, 2020—Regular Meeting
 - 3.2 Minutes of July 7, 2020—Special Session
4. **GUEST COMMENTS**
5. **COMMITTEE REPORTS**
6. **COMMENTS FROM THE EXECUTIVE DIRECTOR**
7. **ADMINISTRATION REPORTS**
 - 7.1 Finance
 - 7.2 Client Support and Empowerment
 - 7.3 Rental Assistance
 - 7.4 Property Management
 - 7.5 Real Estate Development
 - 7.6 Human Resources
8. **NEW BUSINESS**
 - 8.1 2020-07-22 (1) Acquisition of Conifer South Tacoma Apartments, LLC; Pine Tree Harbor Tacoma Apartments, LLC; and Redwood Juniper Tacoma Apartments, LLC
9. **COMMENTS FROM THE COMMISSIONERS**
10. **EXECUTIVE SESSION**
11. **ADJOURNMENT**



TACOMA HOUSING AUTHORITY

MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, JUNE 24, 2020

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session via Zoom at 4:45 PM on Wednesday, June 24, 2020.

Join Zoom Meeting

<https://us02web.zoom.us/j/6267029359> / Mtg ID: 626 702 9359 / Dial 253 215 8782

1. CALL TO ORDER

Chair Young called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:49 PM.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Chair Derek Young	
Vice Chair Stanley Rumbaugh	
Commissioner Dr. Minh-Anh Hodge	
Commissioner Dr. Arthur C. Banks	
	Commissioner Shennetta Smith
Staff	
Michael Mirra, Executive Director	
Sha Peterson, Executive Administrator	
	April Black, Deputy Executive Director
Ken Shalik, Finance Director	
Toby Kaheiki, Human Resources Director	
Frankie Johnson, Property Management Director	
Kathy McCormick, Real Estate Development Director	
Sandy Burgess, Administrative Services Director	
Julie LaRocque, Rental Assistance Director	
Cacey Hanauer, Client Support & Empowerment Director	

Chair Young declared there was a quorum present @ 4:50 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Young asked for any corrections to, or discussion of minutes for the Regular Session of the Board of Commissioners on Wednesday, May 27, 2020. Commissioner Banks moved to adopt the minutes. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

There were no guest comments.

5. COMMITTEE REPORTS

Real Estate Development Committee—Vice Chair Rumbaugh
Nothing to report.

Finance Committee—Commissioner Hodge and Chair Young
Nothing to report.

Education Committee—Commissioner Hodge
The Education Committee was going to meet on June 12, but staff were released early due to protests. Karen Bunce will provide an update during the Policy, Innovation and Evaluation department report portion.

Citizen Oversight Committee—Commissioner Banks
Nothing to report.

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

Executive Director (ED) Michael Mirra directed the board to his report. He noted that staff were beginning the process to present a proposed 2021 budget to the Board by December. Congress was also beginning its work on a 2021 federal budget. It has until October 1st to do that. He noted that in most years recently Congress has not adopted a federal budget by the deadline or even soon enough for the THA Board to account for it when adopting a THA budget. He reminded the Board of one of the budget drafting principles that has served us well amid such uncertainty: we will draft to the worst of the plausible budget proposals making its way through Congress.

To make that judgment, we consult with our Congressional delegation, CLPHA, and our liaisons in Washington, D.C.. They all presently expect that the worst of the plausible budgets for Housing and Urban Development (HUD) would mean flat funding. They think that Congress this year will again fail to adopt a budget on time. They do not expect that the government will shut down. Instead, we should expect a continuing resolution continuing expenditures at this year's levels. The harder question to answer is how long the continuing resolution will go. Our sources expect that, once Congress does pass a real budget, serious cuts in social programs are not likely.

Executive Director Mirra reviewed the efforts with the state legislature to preserve its funding for the operation of Arlington Drive Campus for Homeless Youth and Young Adults.

THA is underway with its Equity, Diversity and Inclusion (EDI) plan. Directors Johnson and Hanauer will be the Cabinet sponsors for the EDI Committee. The discussions are hard but staff's willingness and ability to engage are good signs. Director Hanauer added that she and Director Johnson are receiving awesome interest from staff; a really diverse group from different departments. Commissioner Hodge noted that this is a complex issue and discussions can get emotional; it takes a lot of thought and planning. Director Johnson added that she and Director Hanauer will direct the path for the committee but not assign what they should do. The committee will let the cabinet sponsors know what they need from them and are open to the idea of an outside facilitator. Commissioner Hodge recommended viewing Tacoma Public School's virtual seminar. Vice Chair Rumbaugh added that it has been hard, but useful work. The Courthouse has a 15-20 minute long equity video that is used for jurors and is quite good. Director Johnson will take a look at both the TPS's and Courthouse's training videos.

7. ADMINISTRATIVE REPORTS

Finance

Finance Department (FD) Director Ken Shalik directed the board to the Cash Position and Expense reports. The next finance report will be submitted in August. THA is in good shape financially, according to Director Shalik. THA received \$750K from the Cares Act. We have already spent \$500K, mostly for security, maintenance staff and sanitation. There are more funds coming for the Cares Act for Housing Assistance Program (HAP) expenditures but Director Shalik does not know how much.

THA is normally in the middle of an audit by this time, but because of the pandemic, audit submission is now due March 31, 2021, instead of September 30, 2020. We still do not know when the audit will begin.

Finance started the budget process for 2021, which will be presented to the board in December this year. The budget is in good shape, and the Cash Position for May is also in good shape. He reviewed the various balances. He also reviewed the additional balances we expect to receive later this year in RAD developer fees. Vice Chair

Rumbaugh noted that the Cares funds have to be expensed by the end of the year. Director Shalik confirmed and stated that we are on course to do that. Finance has identified all COVID-19 expenses and are looking at IT needs for teleworking and document management system. Commissioner Hodge noted that in the policy report, there is an item that correlates with COVID-19 for education and asked if some of the Cares funds may be spent on that. She added that some families do not have internet and devices. Director Shalik responded that these would be eligible expenses for Cares Act funds and he will bring this to the discussion.

Vice Chair Rumbaugh moved to ratify the payment of cash disbursements totaling \$5,769,633 for the month of May 2020. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

Motion Approved.

Policy, Innovation and Evaluation

Policy, Innovation and Evaluation (PIE) Director April Black was not in attendance. PIE Department Manager Karen Bunce addressed the board on her behalf. She reviewed the work of the Emergency Operations Committee (EOC) and its Re-Opening team subcommittee. She thanked the sub-committee and added that THA has been thoughtful in reopening.

Amy Van is leading the redesign of the Tacoma Schools Housing Assistance Program (TSHAP). Pierce County Human Services announced in late May that they awarded the TSHAP service contract to Wellspring Family Services. THA received a proposal from TCC for the use of the 25 housing vouchers for students coming from the Department of Corrections (DOC). The PIE team is reviewing the proposal. PIE will keep the board informed on these discussions.

The PIE team is working with Client Support and Empowerment on how to implement the Ballmer grant. Administrative Services has been discussing potentially bringing internet to THA properties; families can certainly use it. PIE is also reviewing a proposal to rebuild THA's website. Brandon Wirth is leading this work. There are two interns that Brandon will be supervising.

Karen introduced Policy and Planning Analyst Ava Pittman. Ava discussed THA's proposed changes to THA's policy governing how it uses criminal history when screening applications to its housing. Ava stated that the proposals are based on research and literature review that shows the limits on the value of criminal history as a predictor

of whether someone will be a good tenant. The data also shows how unwarranted use of criminal history as a screening criteria excludes people of color in disproportionate extends. Changes PIE is considering include:

- Reduce criminal history lookback period. Reduce the 5-year lookback to 1 year from the date of the application review. Vice Chair Rumbaugh noted that a person who has been convicted of a felony will likely have served more than a year in prison. This means that a one year lookback will not be too relevant. According to Vice Chair Rumbaugh the most telling predictor of recidivism is stable and secure housing.
- Reduce the scope of criminal history review.
- Applicant to meet with THA staff for an individualized review before deciding if an applicant has a disqualifying criminal history.
- Automatic case management referral for applicants admitted with criminal histories through the individualized review process. Vice Chair Rumbaugh asked that the case worker communicate with the parole community officer.

Vice Chair Rumbaugh inquired how long the public comment period will be. Ava responded that public comments are always thirty days or longer if necessary but PIE would like to start with an online approach. The recommendations will be posted on the THA website. PIE will also reach out to community members, stakeholders and service providers. Vice Chair Rumbaugh stated that thirty days may be too optimistic but looks forward to hearing back. Commissioners and ED Mirra thanked Ava for her work. The board unanimously approved PIE going out to the public and thinks it is well overdue.

Administrative Services

Administrative Services (AS) Director Sandy Burgess directed the board to her report. The property expense report includes 2019 and the first quarter of 2020. While 2019 was not a great year for operational budget, there was a lot of time spent in 2019 trying to find ways to reduce and control expenses. The result is THA operating within budget for the first quarter of 2020. The first quarter did not include many COVID-19 expenses but these expenses are tracked separately and will be reported on the Per Unit Per Year (PUPY) operating expense going forward to see the impact. THA also improved attention to problems in portfolio which impacted unit turns. Chart 2 shows the rest of the portfolio and Renew Tacoma housing is combined into one bar graph. Vice Chair Rumbaugh asked what the main ways THA has been saving money. According to Director Burgess, the new software is easier for staff to use and there is a lot more attention and commitment to reducing costs. Director Johnson added that the budget software has really helped. Staff were able to identify some charges that were not going to repeat. Director Burgess stated, for example, that if staff see that landscaping is expensive THA can look at internal training to do the work. Paying attention in real time and using that attention to make decisions have helped a lot. According to Director Shalik, 2019 had

public housing units with a lot of maintenance expenses related to REAC and later in the year, THA transitioned to Rental Assistance Demonstration (RAD) at Salishan and Hillside and needed to have inspections done quickly, which increased work orders and expenses.

Client Support and Empowerment

Client Support and Empowerment (CSE) Director Cacey Hanauer directed the board to her report. CSE staff have had hard conversations about race. They are showing courage during the conversations and doing hard work and managing the issues. It has been an honor to work alongside CSE and Cabinet. There have been some staff changes at CSE. Nicole Meshesha left early June and Kye Hillig has been hired as her replacement. He has been unbelievably good in his past position. It is a big deal to put Kye in a supervisory position. CSE also hired DaVonya Johnson who has worked with domestic violence victims; CSE is excited that she's joining the crew. The Arlington contract continues to chug along. CSE staff are managing ten times more referrals than this time last year, and the team has been meeting each morning. Staff morale has been really good and they are making plans to hire more staff with the upcoming Ballmer funds.

Rental Assistance

Rental Assistance (RA) Director Julie LaRocque directed the board to her report. Utilization is at 101%. RA staff are working on lease up for The Rise @ 19th and staff are reaching out to folks on the transfer list to discuss the potential of moving and what to expect. People have a lot of questions and they are excited about the building. There are quite a lot of people interested. Many staff are involved with the EOC and Re-opening committee which is taking a bit of staff time. ED Mirra asked if there are signs that landlords are appreciating THA more because THA is paying its share of the rent on time and in full when so many other tenants are defaulting because of the economic shutdown. According to Director LaRocque, yes there has been quite a bump of landlords reaching out. RA has a new landlord engagement specialist who is doing a lot of outreach to landlords. THA has become more attractive to landlords, which will help with voucher issuance. Vice Chair Rumbaugh asked if THA tracks regular and property based utilization rates. Director LaRocque responded that her report shows that data. RA is close to finishing the Tiki audit. Staff received the information from the property and a call from the owner. Director LaRocque wanted to prepare him for the news that there will be a large recoup as expected. The longer it goes, the larger the recoup will be. Vice Chair Rumbaugh asked if this is a unique circumstance or if it is a program-wide trouble that can be fixed. Director LaRocque stated it was peculiar to this property.

Property Management

Property Management (PM) Director Frankie Johnson directed the board to her report. PM staff completed the installation of the safety guards at 902, Bay Terrace and at the Family Investment Center, as well as floor directives for social distancing. Staff are discussing how to properly utilize face coverings and Personal Protective Equipment

(PPE). Routine work orders have been on hold for a couple of months. Once staff return to regular work, routine work orders will increase and inspections will need to start taking place.

PM has had some staffing changes. The recruitment for The Rise and Arlington have been positive, and two internal candidates have been hired. Cindy Bergee, who has been with Salishan for 10 years has been hired for The Rise, and Trina Atkins, who has been with THA for four years has been hired for Arlington. Lester Pogue, who has been with THA for almost two years, has been hired as the maintenance tech for both The Rise and Arlington. Chair Young inquired about the high number of work orders last month (23). Director Johnson responded that emergency work orders escalated from routine work orders. Children have not been able to get out of their homes and PM believes there is an impact in work orders due to that. ED Mirra announced three notable achievements by Director Johnson: (1) three quarters of the portfolio are coming in under budget, (2) unit turn time is now down to 13 days this month and (3) the portfolio is 99% occupied. All of these are notable victories, according to ED Mirra who thanked Director Johnson for her hard work. The board thanked her as well, especially in this environment. Vice Chair Rumbaugh agreed and added that when normal routine work orders come in, that will have an impact on cash flow. Director Johnson stated that routine work orders will definitely ramp up. There have been four months in a row with less than 20 days. It is going to be difficult when leasing The Rise and preparing for rush work orders. It may be a challenge to meet 20 days during that period especially going in to the year end. She wants the board to be prepared for this possibility.

Real Estate Development

Real Estate Development (RED) Director Kathy McCormick directed the board to her report. The RED team is looking forward to doing more in the community, as well as development work. They are in the brainstorming session right now. The team is continuing to be ahead of schedule for Arlington's construction, and under budget. The Crisis Residential Center (CRC) is open and they have kids 12-17 years old that are moving in and living there. The RED team is really glad to see it is up and running. The team is getting estimates and work done to decide how to move forward with Gault. They just received roof and window replacement estimates and what it would take to demo the out buildings. RED is in conversation with the City regarding funding sources for the work. SMR did a building study analysis on Gault to see how many units can be put on the property.

RED is starting to show James Center North property again and people are interested. Vice Chair Rumbaugh asked about resident conversation timetable. According to Director McCormick the team would like to sell the property first. TCC Foundation indicated that they want to do development for student housing but they want an agreement for the units and another year to pay the funds. RED is reaching out to folks who are interested in developing at James Center, specifically Koz and Spectrum. The earliest to break ground is mid to late 2022.

Chair Young asked about the virtual public enagement with Gault. Director McCormick responded that things are going reasonably well and received 150 responses. According to Chair Young the feedback he has been receiving is that things are going well but a few voices were dominating. He will ask for further feedback. BDS is facilitating the conversations and partnered with Safe Streets. Chair Young added that it sounds like they are sympathetic to THA's goals. ED Mirra stated that he and Representative Jake Fey toured Arlington yesterday and it is looking very snappy; Commissioner Smith also toured the property at an earlier date. Now that the property is getting finishing touches, he thinks the other Commissoners might want to have a look. Director McCormick added that RED is setting up Friday afternoon for tours and will include the Commissioners in the communicaton.

8. NEW BUSINESS

8.1 RESOLUTION 2020-06-24 (1) (Sell Right of Way Land in Salishan and Arlington to the City of Tacoma)

WHEREAS, Tacoma Housing Authority (THA) has received an offer under threat of condemnation from the City of Tacoma for the purchase of land in Salishan and Arlington; and

WHEREAS, The City of Tacoma intends to make pedestrian improvements in the Right of Way (ROW); and

WHEREAS, the improvements will benefit THA properties as well as the Eastside Community by providing better pedestrian access; and

WHEREAS, THA would complete this transaction in its role as landowner and General Managing Member of the LLLP's that own the respective rental housing projects. The limited partners and others who are party to the transaction are amenable to these sales and the proposed improvements; and

WHEREAS, The sale will be negotiated with the City of Tacoma; now, therefore, be it

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

THA's Executive Director is authorized to negotiate and execute documents necessary to complete this transaction.

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

AYES: 4
NAYS: None

Abstain: None
Absent: 1

Motion Approved: June 24, 2020

Derek Young, Chair

8.2 RESOLUTION 2020-06-24 (2)
(Approval to Amend THA's 2020 MTW Plan)

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

WHEREAS, The MTW Plan is required by HUD; and

WHEREAS, The purpose of the MTW Plan is to establish local goals and objectives for the fiscal year; and

WHEREAS, THA seeks to remove unnecessary barriers for students applying for assistance within THA's portfolio; and

WHEREAS, Amendments to the MTW Plan must be approved by the THA Board of Commissioners; now, therefore, be it

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

THA's Executive Director is authorized to submit this amendment to THA's 2020 MTW Plan.

Commissioner Hodge motioned to approve the resolution. Vice Chair Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

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

Motion Approved: June 24, 2020

Derek Young, Chair

8.3 RESOLUTION 2020-06-24 (3)
(Authorization to acquire limited partner interests of the Hillside Terrace 1500 Block Limited Partnership)

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma to acquire the investor interests in Hillside Terrace 1500 Block Limited Partnership, authorizing the execution and delivery of certain agreements and other documents with respect to the acquisition of such interests, and providing for other matters properly related thereto.

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**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”); and

**WHEREAS**, RCW 35.82.070 authorizes the Authority, among other things, to “prepare, carry out, acquire, lease and operate housing projects,” to “provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof,” to “lease or rent any dwellings... buildings, structures, or facilities embraced in any housing project,” and to “make and execute contracts and other instruments, including but not limited to partnership agreements”; and

**WHEREAS**, Pursuant to the authority provided by RCW 35.82.070, the Authority participated in the formation of, and is the general partner of Hillside Terrace 1500 Block Limited Partnership (“LIHTC Entity”); and

**WHEREAS**, Alliant Capital (“Alliant”) owns all the limited partner interests in the LIHTC entity; and

**WHEREAS**, Alliant is willing to exit the partnership and to transfer its investor interests in the LIHTC Entity to the Authority (and/or an affiliate of the Authority), so long as the Authority agrees to pay Alliant \$65,000 for the purchase of such investor interests; and

**WHEREAS**, the Board finds and determines that the Authority can obtain greater control of the LIHTC Entity if it acquires such investor interests from Alliant, and that such greater control is in the best interests of the Authority and the persons it serves; now therefore, be it

***Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:***

1. The Authority’s Executive Director and Deputy Executive Director (each, an “Authorized Officer” and, collectively, the “Authorized Officers”), and each of them acting alone, are authorized on behalf of the Authority to negotiate with Alliant regarding the Authority’s acquisition of Alliant’s interests in the LIHTC Entity.
2. The Authority is authorized to acquire all of Alliant’s interests in the LIHTC Entity and the Authority is authorized to pay Alliant up to \$65,000 of

available Authority funds in connection with the acquisition of Alliant's interests in the LIHTC Entity.

3. Each Authorized Officer is authorized on behalf of the Authority (in its individual capacity and/or in its capacity as the LIHTC Entity's general partner) with respect to any acquisition to be made pursuant to this resolution to: (i) execute, deliver and file (or cause to be executed, delivered and filed), to the extent required by law, such agreements, certificates, documents and instruments as are necessary or appropriate in each Authorized Officer's discretion to give effect to this resolution and to consummate such acquisition; and (ii) take any other action that each Authorized Officer deems necessary and advisable to give effect to this resolution and consummate the transactions contemplated herein.
4. Each Authorized Officer is authorized on behalf of the Authority (in its individual capacity and/or in its capacity as the LIHTC Entity's general partner ) to cause Alliant to transfer all of its interests in the LIHTC Entity to the Authority and/or an affiliate of the Authority, including but not limited to Tacoma Housing Development Group.
5. 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.
6. This resolution shall be in full force and effect from and after its adoption and approval.

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

Upon roll call, the vote was as follows:

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

**Motion Approved:** June 24, 2020

\_\_\_\_\_  
Derek Young, Chair

**8.4 RESOLUTION 2020-06-24 (4)**  
**(Updating THA's Administrative Plan: Transfer Waitlist Changes)**

**WHEREAS**, The Administrative Plan relates to the administration of THA's Transfer Waitlist and is required by Housing and Urban Development (HUD); and

**WHEREAS**, The purpose of the Administrative Plan is to establish policies for carrying out programs in a manner consistent with HUD requirements and local goals and objectives contained in THA's Moving to Work plan; and

**WHEREAS**, THA's transfer waitlist is long; and

**WHEREAS**, THA seeks to "right-size" families in order to serve more people; and

**WHEREAS**, Offering an HCV vouchers may incentivize households to move out using the voucher rather than waiting for a right-sized unit. That will free up the unit to house a household that needs it. It will also reduce the size of the transfer waitlist; and

**WHEREAS**, Changes to the Administrative Plan must be approved by THA Board of Commissioners; now, therefore, be it

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

THA's Executive Director is authorized to revise THA's Administrative Plan Chapter 4 and 10, related to the Transfer Waitlist in the following ways:



| Policy Proposal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Administrative Plan Section Requiring Revision |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <p><i>THA will allow those on the transfer waitlist to be served ahead of those on the regular waitlist in accordance with Chapter 12 of THA's ACOP.</i></p> <p><b>As of July 1, 2020m THA may offer a Housing Choice Voucher subsidy to households on the transfer waitlist for the following reasons:</b></p> <ul style="list-style-type: none"> <li>• <b>Emergency Transfer</b></li> <li>• <b>Reasonable Accommodation</b></li> <li>• <b>Over-housed</b></li> <li>• <b>Under-housed</b></li> </ul> <p><b>Until a comprehensive transfer waitlist policy revision is completed, households that refuse a Housing Choice Voucher offer will remain on THA's transfer list.</b></p>                                                                                                                                                                                                                                                                                          | <p>4-III.C.<br/>SELECTION<br/>METHOD</p>       |
| <p><i>THA seeks an enhanced transfer policy that allows families to access the program that best fits their individual circumstances by combining the public housing transfer list and the list of HCV movers who are having difficulties finding a unit that meets their needs on the private rental market. This combined transfer list will be managed as outlined in Chapter 12 of THA's Admissions and Continued Occupancy Policy (ACOP).</i></p> <p><b>As of July 1, 2020, THA may offer a Housing Choice Voucher subsidy to household on the transfer waitlist for the following reasons:</b></p> <ul style="list-style-type: none"> <li>• <b>Emergency Transfer</b></li> <li>• <b>Reasonable Accommodation</b></li> <li>• <b>Over-housed</b></li> <li>• <b>Under-housed</b></li> </ul> <p><b>Until a comprehensive transfer waitlist policy revision is completed, households that refuse a Housing Choice Voucher offer will remain on THA's transfer list.</b></p> | <p>10-I.C.<br/>MOVING<br/>PROCESS</p>          |

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

Upon roll call, the vote was as follows:

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

**Motion Approved:** June 24, 2020

\_\_\_\_\_  
Derek Young, Chair

## **9. COMMENTS FROM COMMISSIONERS**

Commissioner Hodge thanked ED Mirra and staff for running THA operations and keeping everything intact. THA responded appropriately to the current racial issue and protests within the community. She admires THA's work and being a contributing part of the community and making sure that our community is safe, just, and a peaceful place for all of us. Vice Chair Rumbaugh endorsed every word. Commissioner Banks commended ED Mirra for keeping staff safe. ED Mirra thanked the Board on behalf of THA staff. Their words are meaningful.

## **10. EXECUTIVE SESSION**

The board went into executive session at 6:43 pm for fourteen minutes to discuss real estate acquisitions and came back into regular session at 6:57 pm.

## **11. ADJOURNMENT**

There being no further business to conduct, the meeting ended at 6:58 PM.

**APPROVED AS CORRECT**

**Adopted:** July 22, 2020

\_\_\_\_\_  
Derek Young, Chair



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES SPECIAL SESSION TUESDAY, JULY 7, 2020

The Commissioners of the Housing Authority of the City of Tacoma met in Special Session via Zoom <https://us02web.zoom.us/j/6267029359> / Meeting ID: 626 702 9359 / Dial (253) 215-8782 at 12:00 PM on Tuesday, July 7, 2020.

### 1. CALL TO ORDER

Chair Young called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 12:01 PM.

### 2. ROLL CALL

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

| PRESENT                                           | ABSENT                                                 |
|---------------------------------------------------|--------------------------------------------------------|
| <b>Commissioners</b>                              |                                                        |
| Chair Derek Young                                 |                                                        |
| Vice Chair Stanley Rumbaugh                       |                                                        |
| Commissioner Dr. Minh-Anh Hodge                   |                                                        |
| Commissioner Dr. Arthur C. Banks                  |                                                        |
| Commissioner Shennetta Smith                      |                                                        |
| <b>Staff</b>                                      |                                                        |
| Michael Mirra, Executive Director                 |                                                        |
| Sha Peterson, Executive Administrator             |                                                        |
| April Black, Deputy Executive Director            |                                                        |
| Ken Shalik, Finance Director                      |                                                        |
|                                                   | Toby Kaheiki, Human Resources Director                 |
| Frankie Johnson, Property Management Director     |                                                        |
| Kathy McCormick, Real Estate Development Director |                                                        |
| Sandy Burgess, Administrative Services Director   |                                                        |
|                                                   | Julie LaRocque, Rental Assistance Director             |
|                                                   | Cacey Hanauer, Client Support and Empowerment Director |

Chair Young declared there was a quorum present @ 12:02 pm and proceeded.

### 3. REAL ESTATE DEVELOPMENT ACQUISITION

Executive Director Mirra opened the discussion. He explained that the Board's special session has been called to discuss the possible purchase of the three properties known as The Trees, their price, and related legal considerations. The board has discussed these properties previously. He reviewed the three reasons why THA would consider purchasing property:

To preserve their affordability and extend THA's services to the client population;

- to preserve a property's affordability;
- to help a neighborhood by buying a property that needs investment or better management;
- to make money on the investment value or income stream that would allow THA to serve more people in other ways.

The Board of Commissioners went into Executive Session at 12:05 pm for 32 minutes to discuss the trees properties purchase. The Commissioners came back into regular session at 12:37 pm.

Vice Chair Rumbaugh moved that THA be authorized to exercise the rights of first refusal provided in Section 8.7 of the operating agreements for Conifer South Tacoma Apartments, LLC, Pine Tree Harbor Tacoma Apartments, LLC, and Redwood Juniper Tacoma Apartments, LLC, and that THA's Executive Director be authorized on behalf of THA to do all things necessary or desirable to exercise such rights of first refusal. Commissioner Hodge seconded.

Director Burgess proposed that the motion be amended to describe first refusal in the full operating agreement.

Vice Chair Rumbaugh moved to adopt the amendment and Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

|          |      |
|----------|------|
| AYES:    | 5    |
| NAYS:    | None |
| Abstain: | None |
| Absent:  | None |

**Motion Approved:** July 7, 2020

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Derek Young, Chair

#### **4. COMMENTS FROM COMMISSIONERS**

None.

#### **10. ADJOURNMENT**

There being no further business to conduct, the meeting ended at 12:45 pm.

**APPROVED AS CORRECT**

**Adopted:** July 22, 2020

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Derek Young, Chair



## **TACOMA HOUSING AUTHORITY**

### **Real Estate Development Committee**

Chair Derek Young  
Vice Chair Stanley Rumbaugh

### **Finance Committee**

Chair Derek Young  
Commissioner Minh-Anh Hodge

### **Citizen Oversight Committee**

Commissioner Arthur C. Banks  
Commissioner Shennetta Smith

### **Education Committee**

Commissioner Minh-Anh Hodge  
Commissioner Shennetta Smith



**TACOMA HOUSING AUTHORITY**

**COMMENTS FROM THE  
EXECUTIVE DIRECTOR**



# TACOMA HOUSING AUTHORITY

**To:** THA Board of Commissioners  
**From:** Michael Mirra, Executive Director  
**Date:** July 18, 2020  
**Re:** Executive Director's Monthly Report

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This is my monthly report for July 2020. It supplements the departments' reports.

## 1. **THA's EMERGENCY AUTHORIZATIONS DURING THE PANDEMIC**

THA Board Resolution 2020-03-18(1) allows the Executive Director (or his designee) to take emergency actions during the COVID-19 pandemic that he deems necessary to ensure continued operations of Tacoma Housing Authority (THA) while protecting its employees, clients, vendors, partners and the community as a whole. I would like the Board to take a moment at the Board meeting to consider whether it wants to continue or to withdraw that authority. I and the Emergency Operations Committee (EOC) recommend that the Board continue this authority.

The Board gave me this authority to allow us to respond to the quickly changing urgencies and emergencies we have encountered during the pandemic. I have used that authority twelve (12) times, each in the form of an "executive action". As the Board's resolution directs, I have each time sent the Board chair a copy of each action. Here are the twelve executive actions:

- *Executive Action #1:* Identifying THA's "core functions", asking staff performing other functions to work from home; keeping all staff on full paid status.
- *Executive Action #2:* Extending Executive #2 to April 3rd.
- *Executive Action #3:* For all THA tenancies, both residential and commercial, suspending all terminations for nonpayment of rent and waiving all late fees through the end of June. Unpaid rent remains owing.
- *Executive Action #4:* Extends parts of Executive Action #1 through April 17th, with modifications. In general, it establishes a pattern of work that should keep all staff working and THA functioning.
- *Executive Action #5:* Easing process for tenants and vouchers holders to request and get rent reductions and easing program documentation requirements.
- *Executive Action #6:* Waiving CHAP Program Requirements.
- *Executive Action #7:* Vacation Cash-Out Policy Exception



- *Executive Action # 8: Required Absences form Work & Emergency Leave Program*
- *Executive Action #9: Moratorium of Time-Limits on Assistance Programs*
- *Executive Action #10: Staff Stress Management*
- *Executive Action #11: Commercial Tenant Rents Flexibility*
- *Executive Action #12: Evictions, Rents, and Time Limits*

[You can see the full documents by clicking here.](#)

Staff ask the Board to continue my emergency authority for several reasons:

- The authority has been very useful. We have never before had to manage something as complicated as a housing authority in the middle of a pandemic. We are still learning what it requires and how to do it. The situation is fluid. Directives from the state's public health authorities and from HUD have issued on an irregular schedule, sometimes with short notice. We have continually refined our processes as we learn. Of all the attributes the situation has required, nimbleness is among the more important. The Board authorization allows for that.
- The trajectory of the pandemic in Pierce County and in the nation is not encouraging. We are likely to be on this full alert for a while yet.
- I will continue to be mindful not to use this authority for important matters in circumstances that allow time for the Board's review. I will continue to keep the Board Chair and the Board informed of the executive actions I take.

In summary, I ask the Board to confirm that my emergency authority will continue until the Board directs otherwise. I hope the Board's confidence in staff and the Emergency Operations Committee allows for this.

## **2. ARLINGTON DRIVE APPROPRIATION**

Over the past few months, I have remarked how the state's budget deficit may imperil money the state legislature already appropriated for our operation of the Arlington Drive Campus for Homeless Youth and Young Adults. I have recounted our efforts to prevail on the legislature to preserve our money from cuts. At the Board meeting, I will update the Board on those efforts, and the results to date.

## **3. THA's DIVERSITY, EQUITY AND INCLUSION PROJECT: NEW BOARD SUBCOMITTEE REQUESTED**

The Board knows from my emails to Commissioners and staff about the planning and discussions underway at THA to examine how equity, especially racial equity, shows in our workplace, our work for clients, and our advocacy. Frankie's and Cacey's department

reports recount how they are convening a staff committee to propose what THA can and should do. Those proposals will be coming to the Cabinet. Some of them will be coming to the Board.

Commissioners Smith and Hodge have experience and insights, both and professional, that would be valuable to the effort. They have generously offered to participate. For that purpose, I ask the Board to create a new standing committee of the Board on Diversity, Equity, and Inclusion. Commissioners Smith and Hodge have graciously agreed to serve on the committee. Frankie and Cacey will have confer with these two Commissioners directly, keep them up to date on the discussions, and seek their advice.

This Board's committee will serve two main purposes:

- It will give the staff committee, through Frankie and Cacey, the benefit of the advice and experience of Commissioners Smith and Hodge. Mediated in this way through Frankie and Cacey, the Commissioners' participation will also not be inhibiting or intimidating to staff.
- The committee can keep the full Board informed of the discussions. This will help polish proposals even before they get to the full board.

#### **4. THE WORK, THE STRAIN, AND THE FOCUS**

I close by noting what the Commissioners already know because they are feeling it too, in their professional and personal lives. The past few months have been hard. The pandemic is hard enough. None of us were taught how to manage something as complicated as a public housing authority in the middle of a world-wide contagion. So, we had to learn. The racial ferment of the nation is its own preoccupation, for the anguish it inflicts and the hope for change it elicits. All of this affect what it means to work at THA. The resulting strain complicates the effort to focus on work that was already hard and challenging. The complication is particularly pronounced for those staff who are also parents, often single parents, or caretakers of parents or other relatives, or whose partners have lost their income because of the economic shutdown.

I mention this to the Board to supplement what the directors mention in their reports. As you can read, their staff are performing wonderfully. One way to fully appreciate this achievement is to read those department reports and the impressive work they describe. And while you read them consider the challenges of the pandemic and the racial ferment that staff are facing, and managing. They are still getting the work done. And they are doing it with a grace, focus, flexibility, and good humor that are their own achievement.

THA is indeed lucky to have such a staff!



**TACOMA HOUSING AUTHORITY**

**ADMINISTRATION  
REPORTS**



**TACOMA HOUSING AUTHORITY**

**FINANCE**



# TACOMA HOUSING AUTHORITY

## **Motion**

Adopt a consent motion ratifying the payment of cash disbursements totaling \$5,149,044 for the month of June, 2020.

**Approved: July 22, 2020**

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Derek Young, Chair

**TACOMA HOUSING AUTHORITY**  
**Cash Disbursements for the month of June 2020**

|                                                           |           | Check Numbers |    | Amount  | Totals                             |
|-----------------------------------------------------------|-----------|---------------|----|---------|------------------------------------|
|                                                           |           | From          | To |         |                                    |
| A/P Checking Accounts                                     |           |               |    |         |                                    |
| Accounts Payable Checks                                   | Check #'s | 94,284        | -  | 94,337  |                                    |
| Arlington CRC Checks                                      | Check #'s | 10,018        | -  | 10,018  |                                    |
| Accounts Payable EFTs                                     | EFTs      | 720           | -  | 747     |                                    |
| Business Support Center                                   |           |               |    | 439,198 | Program Support                    |
| Moving To Work Support Center                             |           |               |    | 44,408  |                                    |
| Moving To Work Buildings (used by Support Center)         |           |               |    | 10,916  |                                    |
| Tax Credit Program Support Center                         |           |               |    | 11,022  |                                    |
| Section 8 Programs                                        |           |               |    | 13,205  | Section 8 Operations               |
| Hillsdale Heights                                         |           |               |    | 1,551   | Properties                         |
| Salishan 7                                                |           |               |    | 13,951  |                                    |
| Arlington Crisis Residential Center                       |           |               |    | 237,783 | Development                        |
| James Center                                              |           |               |    | 1,540   |                                    |
| Alberta J Canada-Development                              |           |               |    | 255     |                                    |
| Arlington Youth Campus-THA Costs                          |           |               |    | 2,993   |                                    |
| Court F (HT 1800 Block)                                   |           |               |    | 255     |                                    |
| HT 1500 Block                                             |           |               |    | 125     |                                    |
| Developer Fee - General Development Activity              |           |               |    | 35,232  |                                    |
| Hilltop Redevelopment                                     |           |               |    | 1,463   |                                    |
| Hillsdale Heights                                         |           |               |    | 6,515   |                                    |
| Bus Development Activity                                  |           |               |    | 13,816  |                                    |
| Community Services MTW Fund                               |           |               |    | 10,135  | Client Support                     |
| Education Private Grants (Gates, etc.)                    |           |               |    | 2,500   |                                    |
| THA SUBTOTAL                                              |           |               |    | 846,863 |                                    |
| Hillside Terrace 2 & 1500                                 |           |               |    | 3,203   | Tax Credit Projects - Reimbursable |
| Bay Terrace I & II & Community Facility                   |           |               |    | 5,272   |                                    |
| Renew Tacoma Housing                                      |           |               |    | 15,778  |                                    |
| Salishan 1 - Salishan 6                                   |           |               |    | 9,365   |                                    |
| TAX CREDIT SUBTOTAL (Operations & Development - billable) |           |               |    | 33,618  | 880,481                            |
| Section 8 Checking Account (HAP Payments)                 |           |               |    |         |                                    |
| SRO/HCV/VASH/FUP/NED                                      | Check #'s | 483,444       | -  | 483,496 | 54,810                             |
|                                                           | EFTs      | 706           | -  | 741     | 3,482,618                          |
| Payroll & Payroll Fees - ADP                              |           |               |    |         | \$ 731,135                         |
| TOTAL DISBURSEMENTS                                       |           |               |    |         | \$ 5,149,044                       |

| TACOMA HOUSING AUTHORITY                                   |  |                      |          |
|------------------------------------------------------------|--|----------------------|----------|
| CASH POSITION - June 2020                                  |  |                      |          |
| Account Name                                               |  | Current Balance      | Interest |
| HERITAGE BANK                                              |  |                      |          |
| Accounts Payable                                           |  | 5,542,334            | 0.30%    |
| Section 8 Checking                                         |  | 4,892,461            | 0.30%    |
| THA Affordable Housing Proceeds-Salishan                   |  | 1,427,653            | 0.30%    |
| THA Scattered Sites Proceeds                               |  | 5,867,285            | 0.30%    |
| FSS Escrows                                                |  | 217,031              | 0.30%    |
| CSA Escrows                                                |  | 81,315               | 0.30%    |
| Note Fund Account                                          |  | 102                  | 0.30%    |
| Credit Card Receipts                                       |  | 15,372               | 0.30%    |
| Key Bank Security Deposits                                 |  | 3,642                | 0.30%    |
| Relocation Account                                         |  | 2,012                | 0.30%    |
| THA Investment Pool                                        |  | 336                  | 0.30%    |
| THDG - Tacoma Housing Development Group                    |  | 910,963              | 0.30%    |
| Salishan 7 Operations                                      |  | 1,673,135            | 0.30%    |
| Salishan 7 Security Deposit                                |  | 29,397               | 0.30%    |
| Salishan 7 Replacement Reserve                             |  | 386,545              | 0.30%    |
| Salishan 7 Operating Reserve                               |  | 202,991              | 0.30%    |
| Highland Crest Operations                                  |  | 945,791              | 0.30%    |
| Highland Crest Replacement Reserve                         |  | 260,813              | 0.30%    |
| Highland Crest Security Deposit                            |  | 45,351               | 0.30%    |
| Outrigger Operations                                       |  | 409,956              | 0.30%    |
| Outrigger Replacement Reserve                              |  | 184,849              | 0.30%    |
| Outrigger Security Deposit                                 |  | 25,241               | 0.30%    |
| Prairie Oaks Operations                                    |  | 144,034              | 0.30%    |
| Prairie Oaks Replacement Reserve                           |  | 29,717               | 0.30%    |
| Prairie Oaks Security Deposit                              |  | 5,996                | 0.30%    |
| Payroll Account                                            |  | 4,672                | 0.30%    |
| HOME STREET BANK                                           |  |                      |          |
| James Center North Operations                              |  | 669,893              | 0.00%    |
| James Center North Security Deposit                        |  | 56,801               | 0.00%    |
| WASHINGTON STATE                                           |  |                      |          |
| Investment Pool                                            |  | \$ 1,523,088         | 0.37%    |
| <b>1. TOTAL THA CASH BALANCE</b>                           |  | <b>\$ 25,558,778</b> |          |
| Less:                                                      |  |                      |          |
| <b>2. Total MTW Cash Balance</b>                           |  | <b>\$ 2,065,462</b>  |          |
| <i>Less Minimum Operating Reserves</i>                     |  |                      |          |
| 2.01 Public Housing AMP Reserves (4 months Operating Exp.) |  |                      |          |
| 2.02 S8 Admin Reserves (3 months Operating Exp.)           |  | 726,000              |          |
| 2.09 Less Total Minimum Operating Reserves                 |  | \$ 726,000           |          |
| <b>2.1. MTW Cash Available (Lines 2-2.09)</b>              |  | <b>\$ 1,339,462</b>  |          |
| <b>3. MTW Cash Held By HUD</b>                             |  | <b>\$ 3,830,683</b>  |          |

# TACOMA HOUSING AUTHORITY

## CASH POSITION - June 2020

|                                                                           |  |           |  |           |                   |
|---------------------------------------------------------------------------|--|-----------|--|-----------|-------------------|
| <b>4. Non MTW Cash Restrictions/Obligations</b>                           |  |           |  |           |                   |
| <i>4.1 Non MTW Operational Restrictions</i>                               |  |           |  |           |                   |
| 4.10 HUD Restricted - Lot and Property Sales                              |  |           |  | \$        | 7,294,938         |
| 4.101 Area 2B Sales Proceeds (Afford Hsg)                                 |  | 1,427,653 |  |           |                   |
| 4.102 Scattered Sites Proceeds (Afford Hsg)                               |  | 5,867,285 |  |           |                   |
| 4.20 THA Property Accounts Reserved                                       |  |           |  | \$        | 2,474,233         |
| 4.201 Security Deposit Accounts                                           |  | 166,428   |  |           |                   |
| 4.202 Highland Crest Operations Reserves                                  |  | 320,000   |  |           |                   |
| 4.203 Highland Crest Replacement Reserves                                 |  | 260,813   |  |           |                   |
| 4.204 James Center North Operations Reserves                              |  | 230,000   |  |           |                   |
| 4.205 James Center North Capital                                          |  | 274,880   |  |           |                   |
| 4.206 Outrigger Operations Reserve                                        |  | 150,000   |  |           |                   |
| 4.207 Outrigger Replacement Reserves                                      |  | 184,849   |  |           |                   |
| 4.208 Prairie Oaks Operations Reserves                                    |  | 77,000    |  |           |                   |
| 4.209 Prairie Oaks Replacement Reserves                                   |  | 69,717    |  |           |                   |
| 4.210 Salishan 7 Operations Reserves                                      |  | 354,000   |  |           |                   |
| 4.211 Salishan 7 Replacement Reserves                                     |  | 386,545   |  |           |                   |
| 4.30 Rental Assistance Reserves                                           |  |           |  | \$        | 975,022           |
| 4.301 Mod Rehab Operating Reserves                                        |  | 97,547    |  |           |                   |
| 4.302 VASH, FUP, MAIN & NED HAP Reserves                                  |  | 669,279   |  |           |                   |
| 4.303 FSS Escrows                                                         |  | 208,196   |  |           |                   |
| 4.40 Prepaid Grants                                                       |  |           |  | \$        | 1,587,849         |
| 4.401 Gates Foundation                                                    |  | 438,684   |  |           |                   |
| 4.402 Foundation for Tacoma Students                                      |  | 62,363    |  |           |                   |
| 4.403 Kresge Foundation - CHAP Program                                    |  | 175,838   |  |           |                   |
| 4.404 THDG                                                                |  | 910,963   |  |           |                   |
| 4.50 BFIM Buyout LOC Collateral-Potential Tax Credit Loss                 |  |           |  | \$        | 2,500,000         |
| <b>4.60 Total - Non MTW Cash Restrictions (4.10+4.20+4.30+4.40+4.50)</b>  |  |           |  | <b>\$</b> | <b>14,832,042</b> |
| <b>4.70 Agency Contracted or Budgeted Commitments Remaining</b>           |  |           |  | <b>\$</b> | <b>-</b>          |
|                                                                           |  | -         |  |           |                   |
|                                                                           |  | -         |  |           |                   |
| <b>4.99 Total Non MTW Cash Restrictions/Obligations (Lines 4.60+4.70)</b> |  |           |  | <b>\$</b> | <b>14,832,042</b> |
| <b>5. THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-4.99)</b>                |  |           |  | <b>\$</b> | <b>8,661,274</b>  |
| <b>6. Development Advances - Project Reimbursement upon closing/draw</b>  |  |           |  | <b>\$</b> | <b>64,967</b>     |
| 6.01 Arlington Crisis Residential Center                                  |  | -         |  |           |                   |
| 6.02 Arlington Youth Housing                                              |  | 64,967    |  |           |                   |
| 6.03 Court F LLLP (1800 Block)                                            |  | -         |  |           |                   |
|                                                                           |  |           |  |           |                   |
|                                                                           |  |           |  |           |                   |
|                                                                           |  |           |  |           |                   |





**TACOMA HOUSING AUTHORITY**

**CLIENT SUPPORT  
& EMPOWERMENT**



# TACOMA HOUSING AUTHORITY

**DATE:** July 22, 2020

**TO:** THA Board of Commissioners

**FROM:** Cacey Hanauer  
Director of Client Support & Empowerment

**RE:** Client Support & Empowerment Department Monthly Board Report

## 1. STRATEGIC OBJECTIVE: HOUSING AND SUPPORTIVE SERVICES

Tacoma Housing Authority (THA) will provide high quality housing, rental assistance and supportive services. Its supportive services will help people succeed as tenants, parents, students, wage earners and builders of assets who can live without assistance. It will focus this assistance to meet the greatest need.

## 2. DIRECTOR'S COMMENT

June was yet another challenging and busy month for the Client Support and Empowerment (CSE) department, and staff continue to step up to meet client needs. Despite several staff transitions, two concurrent pandemics, and the personal challenges staff are facing, clients needs continue to take center stage.

Work on Arlington Drive operations continued in June, as well. With all contracts and amendments in place, the YMCA and CYS have invoiced for nearly two-thirds of their allotted year one dollars. Both agencies expect to fully spend down by the end of June and begin year two of the state fiscal year in good shape. The YMCA hired their Program Director for the apartments and THA was involved in the hiring process. Robert Taylor is beginning to onboard with the Y and will be a great addition to the Arlington team, bringing years of experience in social services and housing to the table.

THA is also beginning to engage in intentional equity work, encouraging staff to participate in a newly developing workgroup aimed at helping the housing authority dismantle internal and external systemic oppression, and racism specifically. As of the end of the month, close to 30 staff have volunteered to participate in this important work. That group will begin meeting as soon as possible and the board can expect regular updates as to how that work progresses. Directors Johnson and Hanauer will help bring the group together initially and will then act as cabinet sponsors to the work and recommendations the group makes.

### **3. PROGRAM UPDATES:**

#### **3.1 Metro Parks Summer Camp:**

As a result of the pandemic summer camps have been nearly eliminated. Lack of summer activities can add more stress to families whose children have been home since March with limited opportunities for activities outside of the house. The good news is that Metro Parks is offering limited Summer Camp opportunities this summer. THA has partnered with Metro Parks to provide scholarships for resident's children to attend summer camp this summer. Cabinet has approved the use of the money from Silver Foundation to support these scholarships. These scholarships can potentially support 81 children to participate in summer camps. CSE is prioritizing outreach right now to families in the Children's Savings Account (CSA) and our Whole Family Services Program. For the first week of camp which starts on July 6th, 24 children have enrolled in the camp at First Creek Middle School and 8 have enrolled in the camp at Gray Middle School.

#### **3.2 Caseworker recruitment:**

In last month's report CSE shared that the caseworker assigned to the Senior and Disabled Properties, Kye Hillig, was promoted to Program Supervisor. CSE Leadership is in the process of recruiting two caseworkers to replace this one vacancy, to better support some of THA's most vulnerable households. Interviews will be held in July. CSE hopes to be able to bring on the new staff quickly so Kye can fully transition to his new role as Program Supervisor.

#### **3.3 Funding update:**

THA's Education Project received an \$800,000 grant from the Ballmer Group. Included in that grant is funding to support CSE's hiring a full-time Expanded Learning Opportunities position to further solidify and expand on educational partnerships, as well as two full-time Case Workers to provide services to improve educational outcomes and economic mobility opportunities for families with students enrolled in Tacoma Public Schools, to get in front of high school completion, and post-secondary enrollment and persistence. Also included in this grant is funding to support the administrative costs and outreach efforts of the Children's Saving Account program as THA transitions to using the Washington Student Achievement Council's Greater Education Tuition (GET) platform, as well as costs to support enhancing CSE's data collection system.

### 3.4 Family Self-Sufficiency

Sound Outreach received a grant from an individual who wishes to remain anonymous. The intent behind the grant was to help people due to impacts of COVID-19, whether it was helping cover rent, food, a bill, etc. The money was given to the clients to spend on whatever they needed help with for that month. Fourteen of our Family Self-Sufficiency (FSS) participants received the \$200 grant. These participants all have an active relationship with their financial coach, Kenan Hadzic.

### 3.5 CSA Outreach:

In June the Program Specialist, Marty Higgins, reached out to all CSA families to share information for Tacoma Public Schools “Effective Budgets, Successful Student’s Survey and Webinars” which center on home budget making decisions. He also outreached to both the CSA and Whole Families Services families regarding the new lunch sites for the summer and the “Age of Learning” free online resources that were provided by Housing and Urban Development (HUD).

### 3.6 Resource Connections: Food

June was another busy month for KBTC Lunch Program. THA is still awaiting final numbers for the month of June but KBTC shared that they distributed approximately 400 lunches again between Salishan, Bergerson Terrace and Hillside Terrace.

The Tacoma Farmers Market has a wonderful new program for emergency food relief for folks in need due to COVID-19. The Farmers Market received a large grant to meet the need for low-income residents to access fresh produce during this pandemic. Tacoma Farmers Market will make boxes of fresh produce and protein available for free to low income residents throughout the community. They will also have capacity to make deliveries to seniors and individuals who are immunocompromised. The Farmers Market will set up several mobile sites and has been in talks with CSE staff Martha Mathias to determine accessible locations for THA residents. Some of the areas they mentioned include the Eastside Community Center, Star Center, and the Asia Pacific Cultural Center. They will be bringing add on items to these mobile farmers market that won’t be covered by the box grant, but can be paid for with an EBT card.

St. Leo’s continue to deliver food to THA’s Senior and Disabled Buildings. This resource was able to meet resident needs when Northwest Harvest could no longer deliver food to THA. This resource is highly utilized by THA residents.

Bikers Against Statewide Hunger has resumed delivery to the buildings in coordination with Property Management, Maintenance and the Key Holders.

Revive Washington continues to deliver food to families who apply to receive their boxed food delivery. Revive Washington is serving low-income households who are immunocompromised, seniors or at high-risk for contracting COVID-19.

June Food Resource Connections:

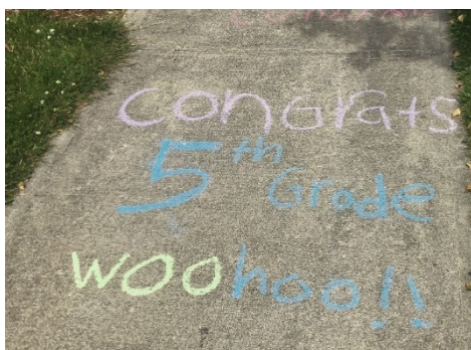
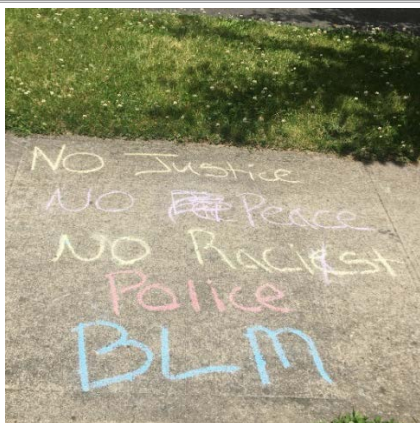
| Resource                          | Number of Times Utilized |
|-----------------------------------|--------------------------|
| BASH                              | 123                      |
| Farmers Market                    | 51                       |
| Revive Washington                 | 11                       |
| St. Leo's Non-Perishable Drop off | 819                      |

June General Referral Connections:

| Resources                                                 | Number of Referrals |
|-----------------------------------------------------------|---------------------|
| Senior and Disabled Support Services (Aging in Place)     | 3                   |
| Employment Resources                                      | 14                  |
| Financial Coaching                                        | 4                   |
| Homeownership Classes                                     | 1                   |
| Legal Resources                                           | 2                   |
| Mental Health Supports                                    | 3                   |
| Resident Assistance Programs (Rent or Deposit Assistance) | 22                  |
| Transportation                                            | 4                   |

3.7 Sidewalk Chalk:

THA received a grant from the Greater Tacoma Community Foundation to provide chalk to residents in our family properties to help brighten up the neighborhood and increase community engagement. CSE Caseworkers distributed bags of chalk to 308 households in the West Portfolio, and the Salishan Association delivered chalk to residents of Salishan. Below are some pictures from the project.









**TACOMA HOUSING AUTHORITY**

**RENTAL ASSISTANCE**





# TACOMA HOUSING AUTHORITY

**DATE:** July 22, 2020

**TO:** THA Board of Commissioners

**FROM:** Julie LaRocque  
Director of Rental Assistance

**RE:** Department Monthly Board Report

## 1. STRATEGIC OBJECTIVE: HOUSING AND SUPPORTIVE SERVICES

Tacoma Housing Authority (THA) will provide high-quality housing, rental assistance, and supportive services. Its supportive services will help people succeed as tenants, parents, students, wage earners and builders of assets who can live without assistance. It will focus this assistance to meet the greatest need.

## 2. ASSOCIATE DIRECTOR'S COMMENT

The theme of the month in Rental Assistance (RA) is “back to business as usual.” We are working hard to resume as much of our normal operations as possible despite the pandemic. Face to face interactions with clients and unit inspections continue to be the most interrupted aspects of our work. We are meeting the needs of our customers using technology and Housing and Urban Development (HUD) has extended the waiver period for conducting overdue inspections. We are preparing to tackle those when it is safe to do so.

Our Special Programs team has been busy maintaining strong relationships with our partners and processing referrals for Mainstream and Family Unification Program (FUP). Initial unit inspections seem to be increasing and the department continues to issue vouchers and house clients. We’ve kept our landlord partners informed as our processes have adjusted in response to Governor Inslee’s Proclamations.

The Leasing Team has conducted nearly 100 interviews with households on our transfer waitlist in preparation to move families to The Rise at 19<sup>th</sup> or explore the option of using a voucher. Reducing the number of households on our transfer waitlist will help us serve more families.

Rental Assistance’s leadership team is playing an active role in the agency’s re-opening planning. The plans guide the agency’s steps toward resuming normal operations while putting the safety of our staff, clients and community first.

We continue to embrace and adopt new technologies. The section below details the technology projects currently underway. These projects aim to make working remotely as seamless as possible for staff, streamline operations and processes to reduce waste and provide better customer service to our clients and landlords.

### **3. RENTAL ASSISTANCE DEPARTMENT REPORTS**

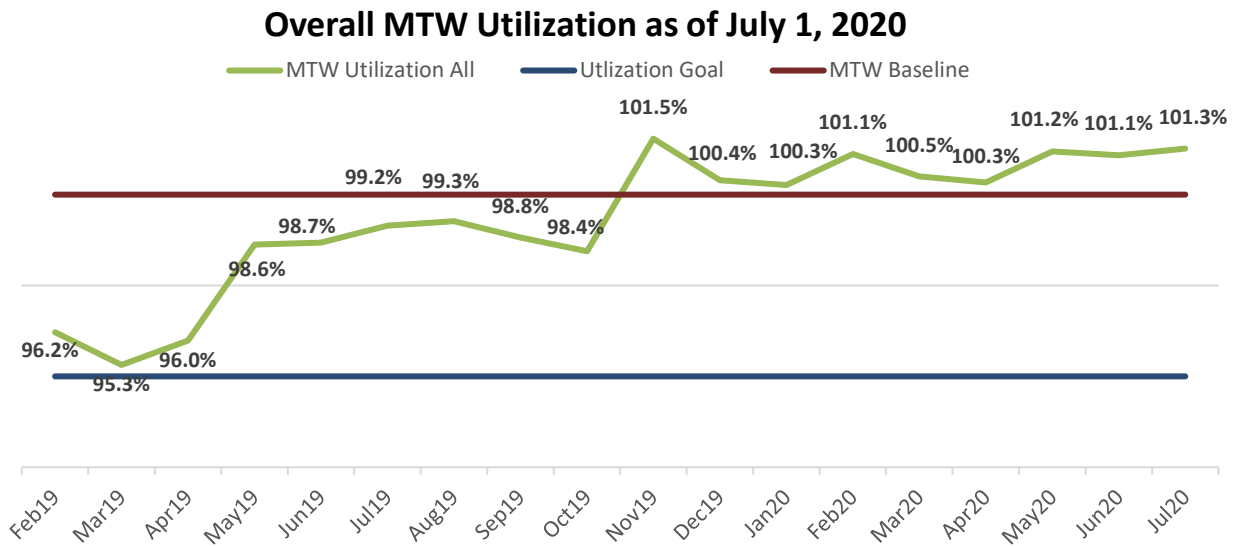
#### **3.1 Covid-19 Operations: New Technology Project Updates**

While working from home, staff have reacted nimbly to an onslaught of policy and operational changes due to the Coronavirus. The changes we are implementing respond to the needs of our clients, landlords, and operations and ensure our compliance with new rules enacted by the State of Washington and HUD. Over the next few months, we will report the status of the following projects:

- **Online Client Reviews:** Our Housing Opportunity Program (HOP) subsidy is the only voucher program where participants can complete their review process entirely online. We have started to transition the Housing Choice Voucher (HCV) review process online.
- **Online Briefings:** During the early days of the pandemic, staff conducted briefings via ZOOM and conference call. The management team developed an online briefing tool to allow customers to complete briefings on their own schedule. This will save a huge amount of staff time. Currently we have completed the briefing for the HCV program. We hope to have online briefings available for HOP, College Housing Assistance Program (CHAP) & Children's Housing Opportunity Program (CHOP) by the end of August. We've heard from Policy, Innovation and Evaluation (PIE) department that our postsecondary partners would benefit from this.
- **Paperless Conversion:** Paper processes that require signatures throughout the department will convert to DocuSign. For example, Leasing is beginning to convert the waitlist pull packets to DocuSign. Additional options are under evaluation as the department takes initial steps to operate fully digital.
- **OpenDoor / Outlook Integration:** Integrating OpenDoor with Outlook will improve email communications with our customers and eliminate the need to add detailed notes to the household's account. This will improve customer service allowing us to document all email correspondence in OpenDoor. This will also help one staff member pick up where another one left off with the ability to see the communication log.

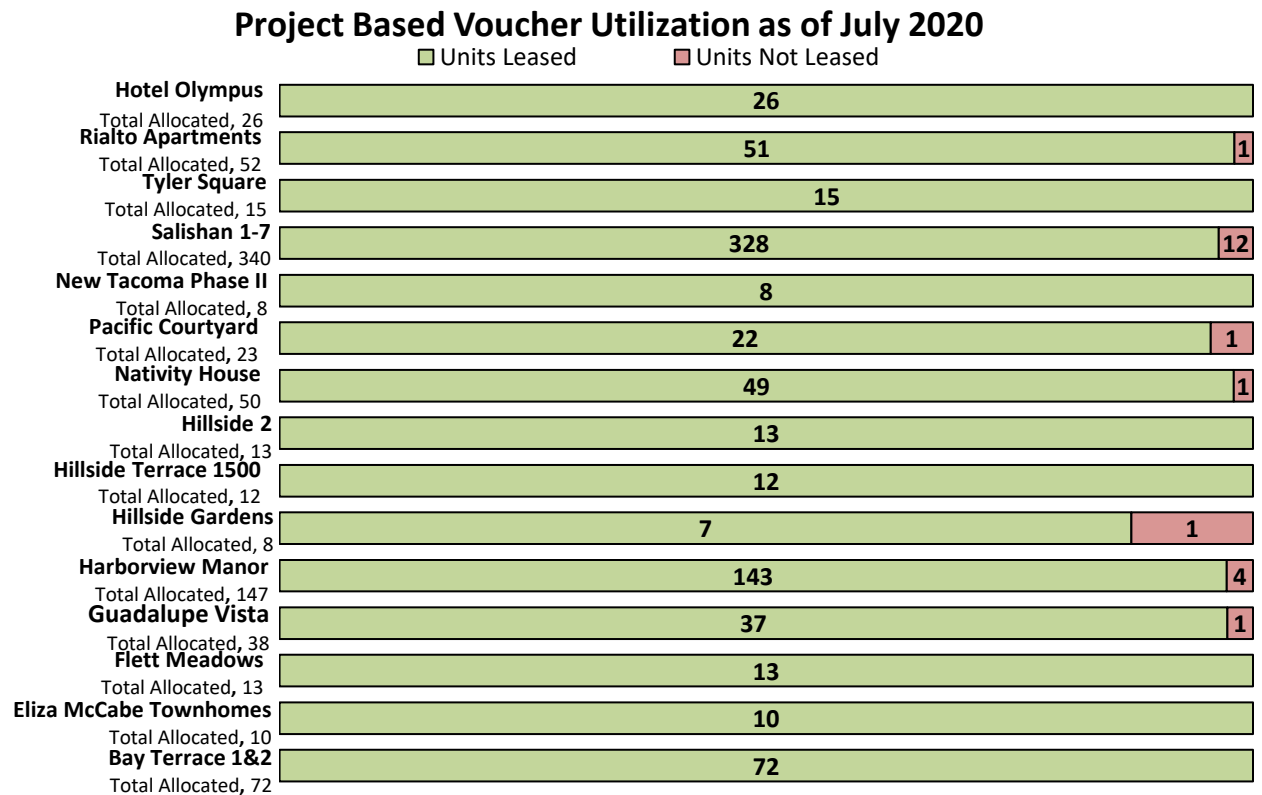
#### **3.2 Overall Utilization**

The overall Housing Choice Voucher utilization is reported at 101.3% as of July 1, 2020. THA receives a report on utilization quarterly for Rapid Rehousing (RRH) and Property Based Subsidies (PBS). Therefore, averages are used to forecast utilization to the current date for these specific programs. As new information is reported for both RRH and PBS, this utilization report is updated accordingly.



### 3.3 Project Based Vouchers

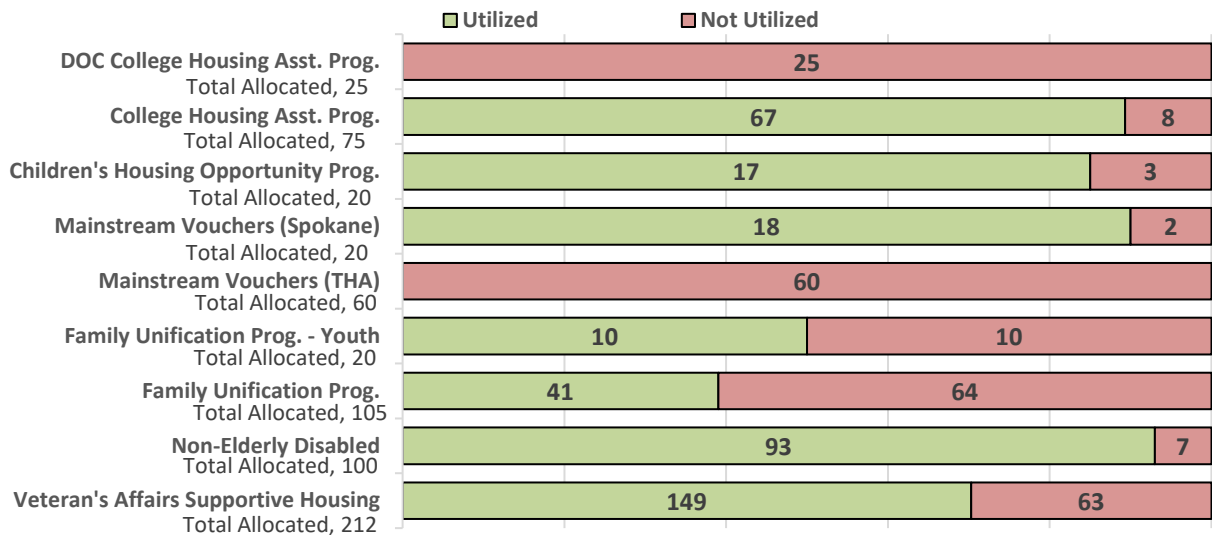
THA continues to have strong utilization with project-based vouchers. There are four (4) vacancies at Harborview Manor, in this month's utilization report. As of the Board meeting, there are only three (3) vacancies with one referral pending. Rental Assistance staff are in regular communication with staff at this property and do not have any concerns at this time.



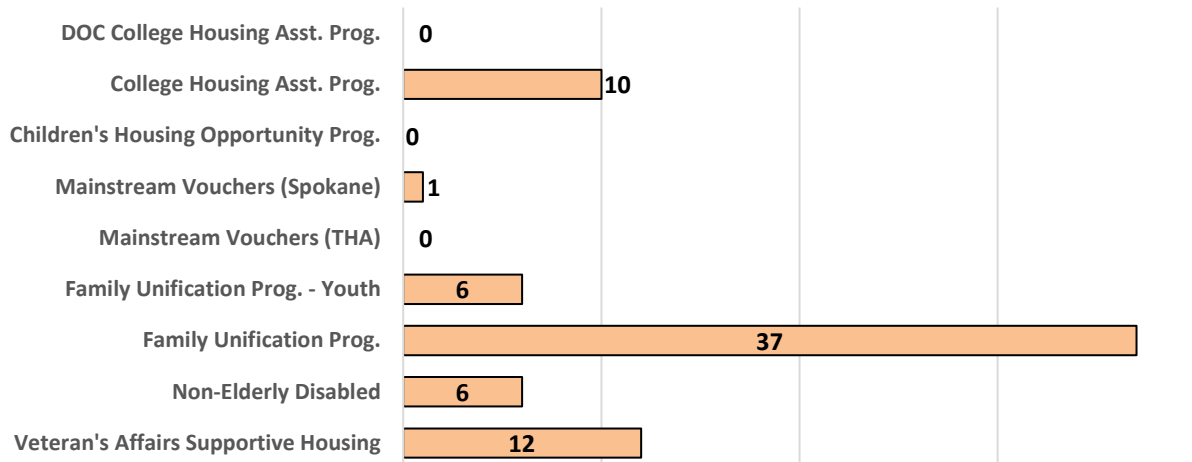
### 3.4 Special Programs & Property Based Subsidies

Below is a breakdown of the utilization of THA's special programs. The chart below has been updated to include shoppers for each program. The Department of Corrections program with Tacoma Community College (TCC) continues to hold 25 vouchers for use. This program is still in the early stages and vouchers have not been utilized. Please refer to periodic updates from PIE for the status of this program's development.

**Special Program Utilization as of July 2020**



**Special Program Shoppers as of July 2020**



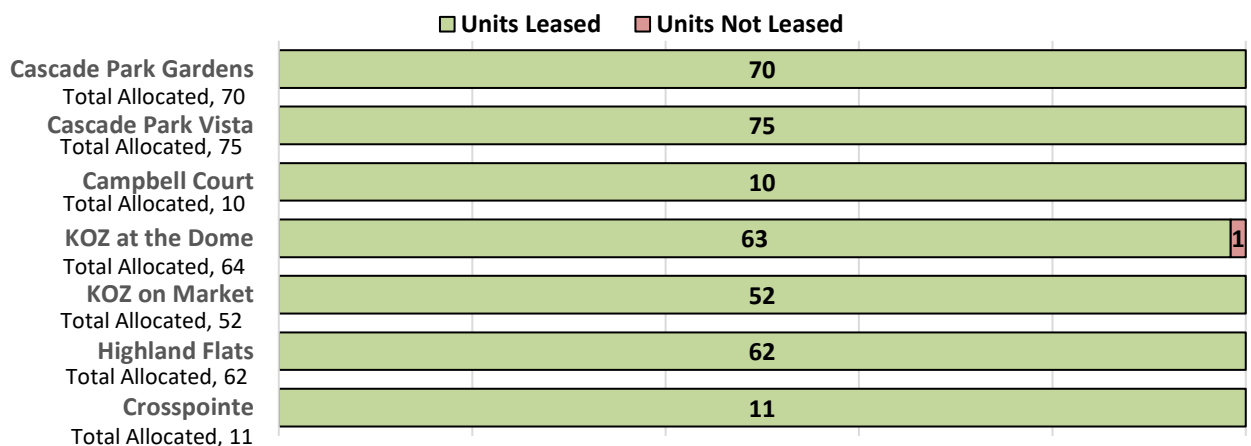
It continues to be busy for Rental Assistance's Special Programs team. THA and the Veteran's Affairs (VA) are in the final stages of a draft MOU related to the conversion of the vouchers at the Rise at 19<sup>th</sup>, services offered on-site at the property, and specific unit designation. We anticipate this will be routed for signature by the next Board meeting.

The CHAP program has increased its issuance and utilization over the past month, due in large part to the work in Rental Assistance. There were over ten (10) vouchers issued in a short amount of time, with two families locating units and signing leases. This program is close to full utilization.

Rental Assistance staff have issued 35 FUP vouchers, 29 are from the new award. In addition, there are six (6) vouchers issued to FUP Youth under the new award, with another five (5) in progress. The Special Programs Team has done an outstanding job processing the referrals from the Department of Children Youth and Families (DCYF) and Pierce County Alliance (PCA) and issuing vouchers to participants quickly. Communication with DCYF and PCA remain strong, with a quarterly meeting scheduled for August. The 75 recently awarded FUP vouchers (10 for Youth) must be initially utilized by the end of October.

THA started to accept referrals for the award of 60 Mainstream Non-Elderly Disabled (NED) vouchers in early June. We have received and are processing five (5) referrals from DSHS. We are in contact with Pierce County to obtain referrals as quickly as possible and anticipate up to ten (10) from them in July. We still anticipate fully utilizing these vouchers within six (6) months.

### Property Based Subsidy Utilization as of June 2020



THA has partnerships with four Property Based Subsidy owners representing more than 350 units across seven properties.

We continue to work with Highland Flats and Crosspointe Apartments regarding their compliance issues. We sent our Final Audit Findings letter to Highland Flats. We anticipate proceeding with corrective action by August. This will include but will not be limited to recouping subsidies paid for ineligible households. As of the date of this report, we are finishing a complete file audit of Crosspointe and Koz on Market. We will follow the same process as Highland Flats, allowing the owner to cure any findings, conducting a final review, and taking corrective action if necessary.

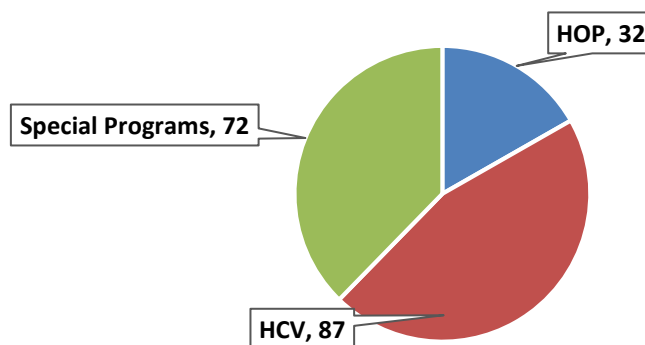
Cascade Park Gardens and Vista staff have been HQS certified and will conduct their own inspections at turnover. Our inspectors will conduct audits to ensure compliance.

### 3.5 Shoppers Report

The chart provided below shows a breakdown of the number of current shoppers by program. A shopper is a client who has a voucher and is looking for a unit. Clients may or may not be housed during this process. The shoppers in the chart below include clients new to the program from the waiting list and clients moving from one unit to another.

As of July 2020, there are 191 total clients shopping, the same as the previous month. These numbers should increase with the addition of the new Mainstream, FUP, and Veteran's Affairs Supportive Housing (VASH) vouchers.

**Current Number of Shoppers as of July 2020**



### 3.6 Leasing & Waitlist Management

There are 1,900 households on THA's Consolidated Waitlist. THA is not currently offering HOP vouchers to households on the waitlist (see section 3.2). Leasing continues to pull households to fill vacancies within THA's portfolio, but turnover has slowed during the pandemic. In response to the crisis, Leasing and Property Management send waitlist packets in advance of our need to pull people from the waitlist. This gives families more time to complete the packet and secure the information they need for the eligibility process. Over the next couple of months, Leasing will be supporting PM's efforts to streamline the eligibility process to reduce the need to re-verify eligible applicant information every 120 days.

THA's transfer waitlist is populated with clients that are currently occupying an unsuitable unit either because of their needs or due to occupancy standard differences. This month, Leasing continued the process of interviewing nearly 100 households on the transfer waitlist to find suitable candidates for the lease-up at The Rise.

The next few months will be very busy for our Leasing team. Next month we'll start reporting on the number of transfer waitlist households referred for eligibility for The Rise at 19<sup>th</sup> and the number of households issued vouchers.

### **3.7 Landlord Engagement & Renter's Readiness**

We have received good feedback from landlords, about our communication efforts during the moratorium. The Landlord Engagement Specialist is working on collecting "Good News Stories", from our landlords. We are looking for ways to expose the good work they are doing in our community. Many of the landlords on our advisory group have gone above and beyond to support healthy housing for their residents during COVID-19. We are hearing stories of owners collectively reducing thousands of dollars in rent, making reasonable payment plans, helping people apply for unemployment, some have even paid a resident's portion of the utility bill, and helping residents access community resources.

Renters Readiness Certification is going strong, more households are attending the class now that it is held online. Tacoma Public Utilities is finalizing an agreement with Sound Outreach, to offer low income attendees that qualify a credit on their TPU bill upon completion of all 3 classes.



**TACOMA HOUSING AUTHORITY**

**PROPERTY MANAGEMENT**





# TACOMA HOUSING AUTHORITY

**Date:** July 22,2020

**To:** THA Board of Commissioners

**From:** Frankie Johnson  
Director of Property Management

**Re:** Property Management Monthly Board Report

## 1. STRATEGIC OBJECTIVE

Tacoma Housing Authority (THA) will manage its properties so they are safe, efficient to operate, good neighbors, attractive assets to their neighborhoods and places where people are happy to live.

## 2. DIRECTOR'S COMMENTS

Planning, training and implementation have been key components to settling in to the new normal for the month of June.

There is still much about COVID-19 that is uncertain for everyone. But, the one thing that we are all sure of is that it has changed our lives in ways that we will not move away from easily. And, with those changes, we need to prepare to function within them.

During June, the Facilities Manager set up training for working within COVID-19 all employees through a medium called Target Solutions. Each employee reviewed and tested on the following areas:

- Coronavirus 101 – What You Need to Know
- Coronavirus 104 – Transitioning to a Remote Workplace
- Coronavirus 105 – Cleaning and Disinfecting Your Workplace

I have included a detailed assessment of each course in this report and I am proud to announce that 133 of THA staff completed this training. The training is one of the essential parts of how we move toward reentry, while functioning remotely.

We continue to hold all routine work orders in suspension. We have seen an uptick in emergency work as a result of routine work orders escalating to emergency levels. One example of this is a unit with a clogged toilet in one of the two bathrooms. This work order would be considered routine with a response time of up to 10 days, because there is another bathroom available. But, if the second toilet becomes unusable, the work is now considered emergent.

Turn work remains at or below the goal of 20 days for the 5<sup>th</sup> month in a row! Despite numerous challenges with social distancing and additional safety precautions, the team remains diligent at keeping the numbers down for turns and leasing. We expect there to be an uptick in turn and leasing time to come down the road, when we begin to right-size the portfolio as we lease up the Rise at 19<sup>th</sup> and prepared the Board last month for the possibility of a buffer in turn time as we move toward lease up.

Many of our over-housed households have been on the waitlist, waiting for unit offers appropriate for the household composition. Families whose children have aged out of the larger units, find parents who do not yet qualify for Senior housing, waiting for smaller units. The Rise will accommodate those households and hopefully relieve some of the tension of the 73 unit lease up, scheduled to begin possibly as early as September, if not October.

Admin work continued this month as we adjust our repayment agreement to alleviate some of the anxiety around rent and other charges owed as a result of COVID-19. Eligible households will find relief to spread these charges out over time, as some move through unemployment and layoffs.

Security patrols added to the Senior buildings discontinued at the end of May. There was uncertainty regarding the timing, but we report quiet properties during the month of June with very little lease violations.

We have a few new employees added to the roster as we prepare for the openings of Arlington and the Rise. Lester Pogue is the new Maintenance Tech for both properties. Lester, a carpenter by trade, has been working with THA at the Salishan property prior to accepting this position. His background and experience of working with youth prior to THA, made him an easy choice to step into this role. Congratulations to Lester!

In the May report, I announced that two of our current Property Specialist, Cindy Bergee and Trina Atkins, would be moving to the Rise and Arlington, respectively. Recruitment was completed this month to backfill their vacancies. Offers have been extended and we will officially announce the successful candidates in the July Board report.

Subgroups of the Emergency Operations Committee (EOC) have been developing strategies for reentry, should we move to the next phase, while simultaneously preparing for a possible resurgence. Main hubs, such as 902, Bergerson, Bay Terrace and Salishan are being equipped with sanitation stations, directional signage and limited seating. Our offices remain closed for now. We continue to conduct business by phone or online as much as possible, using tools like DocuSign to help promote safe workplaces. But we are cognizant of the fact that offices may open again and the work to prepare for that possibility must take place now.

PM staff continues to connect via Teams and Zoom. The morale of the team is of the utmost importance during these challenging times. Support and resources are offered daily as we provide the essential work needed to keep the agency moving. We want staff to know how important they are and that we here for them.

In the May report, I mentioned the climate around the unrest with racial equity following the George Floyd and Manuel Ellis deaths. The added weight of the heightened racial tension in the country now was concerning for THA and its staff.

In June, THA took a bold step to begin to solicit volunteers to create a Diversity, Equity and Inclusion (DEI) committee to examine THA's practices and find ways that we could be proactive in promoting change as an agency and a socially responsible member of Tacoma. Twenty-seven people from all over the agency stepped up to take part in social change! Cacey and I have been asked to help facilitate the process, while staff lead us through their revelations of where we are as it relates to where we should be. This will become standing topic to report out each month as we progress through the process.

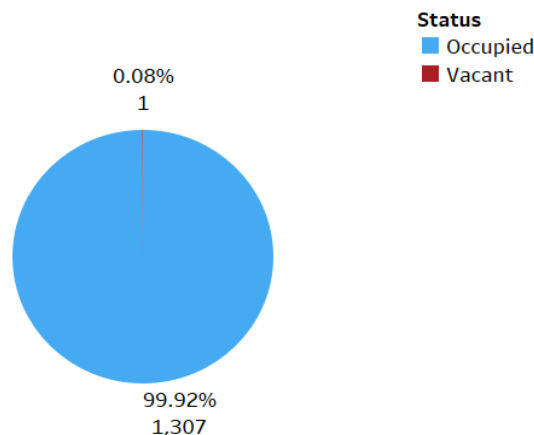
We have made some changes to the department that will provide emphasis on policy, compliance and workflow. I will provide more detail in the July report, along with an updated organizational chart to share the changes.

I want to thank my team for the hard work they do every day. This work has always been hard, but the added layers of the last few months, really deserves a debt of gratitude for their positive attitudes and willingness to dig down and find new depth to keep the agency moving. I thank our partners throughout the agency for their continued support and assistance. The EOC work and business as usual would not be possible without the synergy that our partnerships create. Thank you for your service.

### 3. OCCUPANCY OVERVIEW

#### 3.1 Occupancy

**For the month of June**

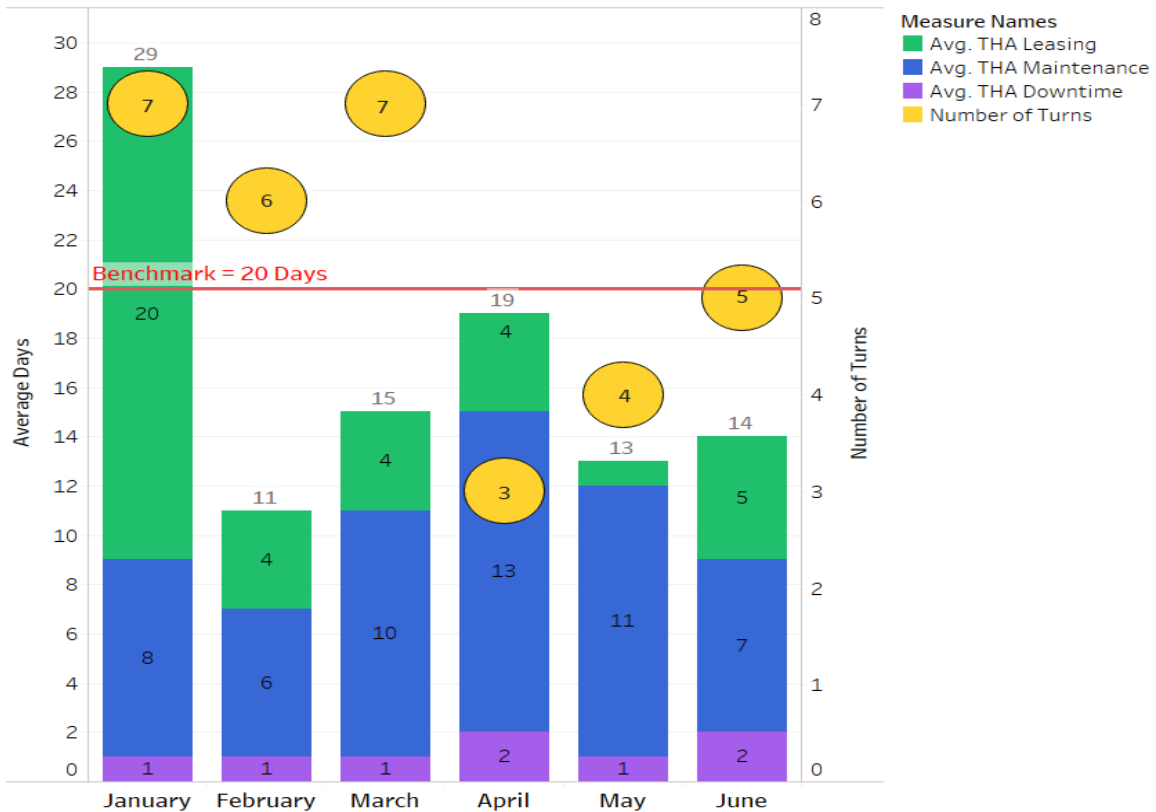


Unit Occupancy is reported as of the first day of the month. The chart above reflects THA's current portfolio for the month of June with an occupancy percentage of 99 %, an average maintained consistently for last 18 months.

### 3.2 Vacant Unit Turn Status

As of month ending, June 30, 2020

#### 3.2 Vacant Unit Turn Status

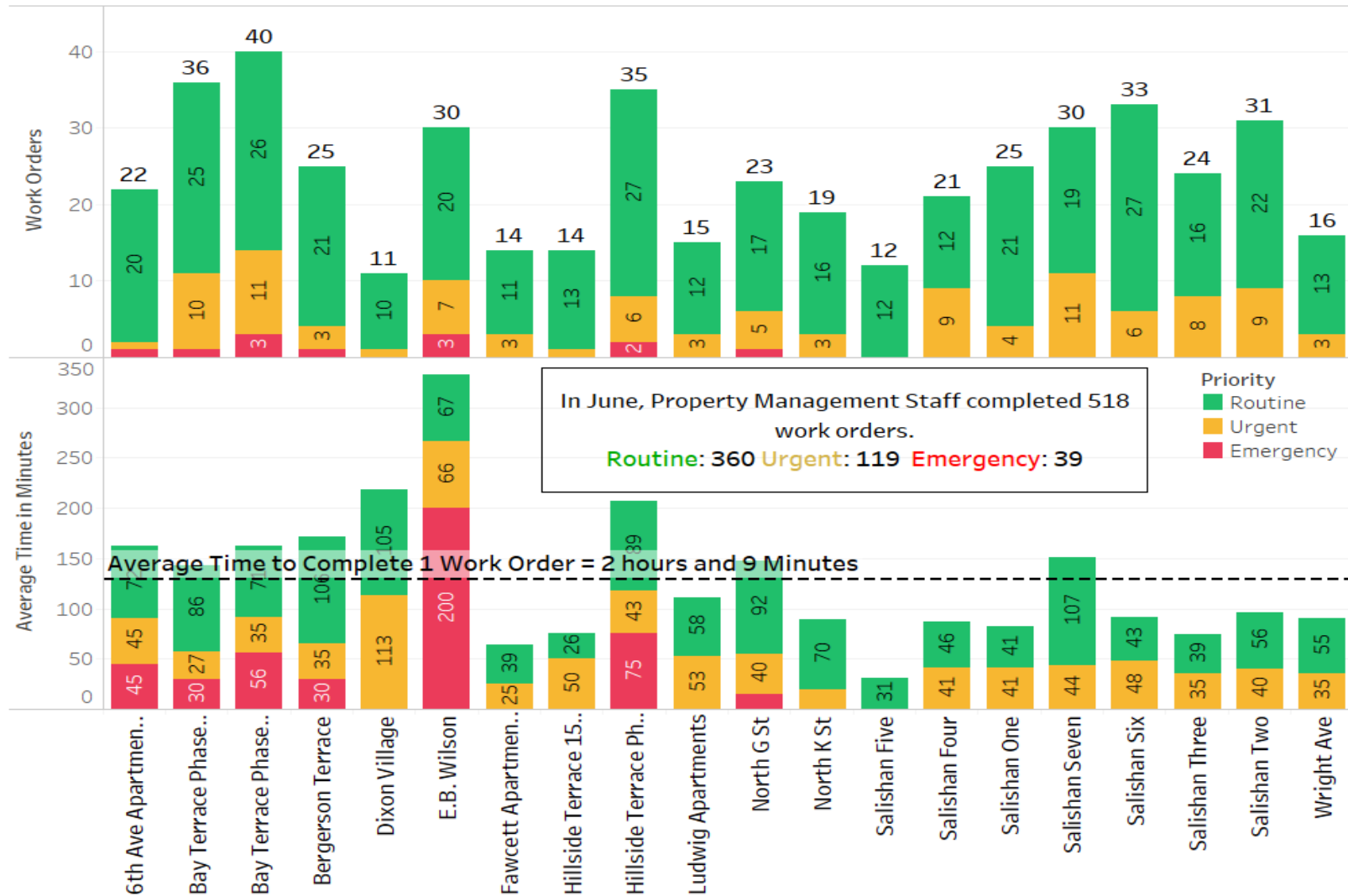


This data reflects the continued collective effort of the Turn and Leasing teams to maintain the total turn day target of 20 days or less. The Turn numbers for the repair and make ready portion of unit turns for June exceeded the goal of 17 days with an average of 7 days.

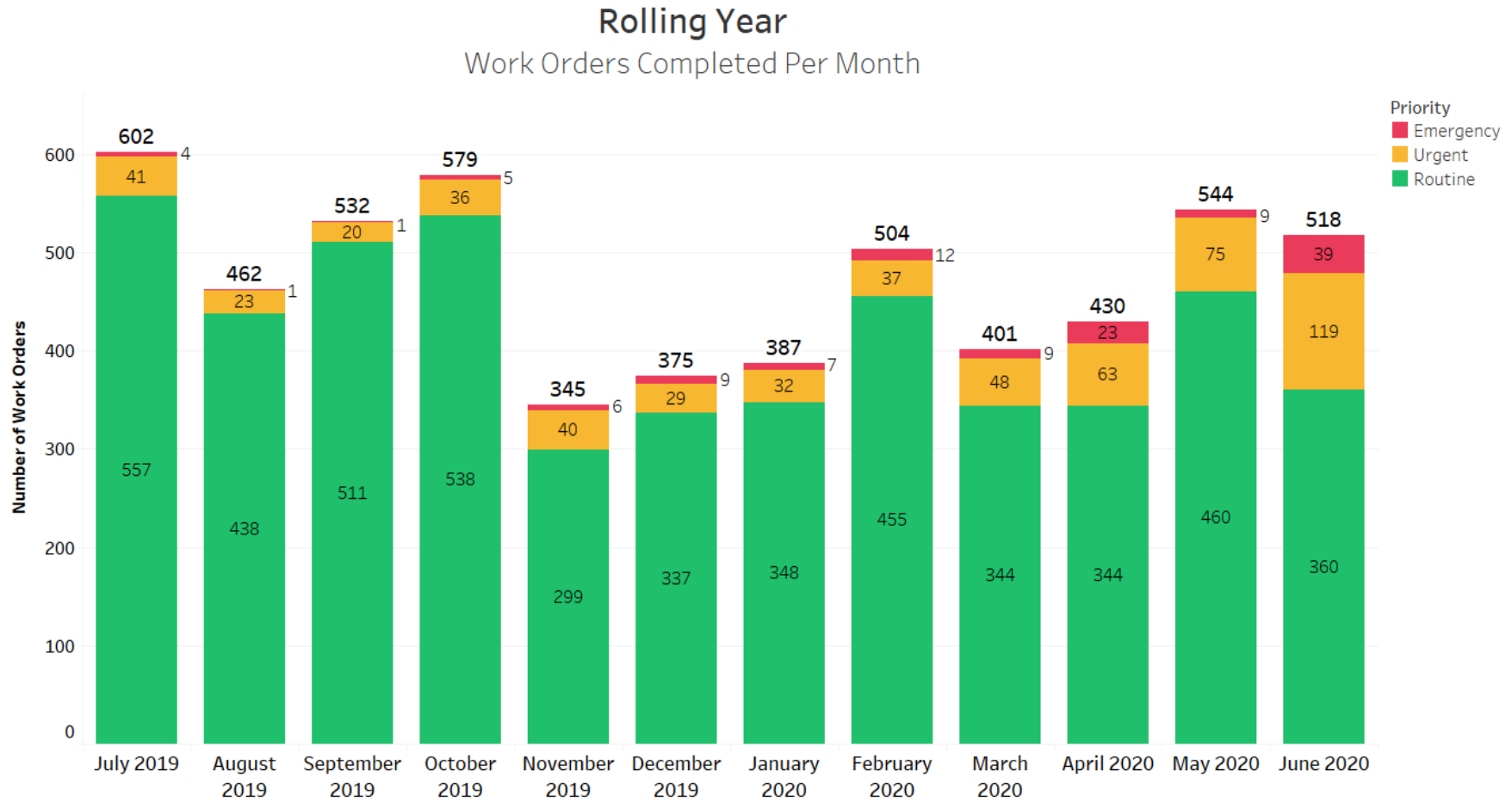
Leasing increased slightly this month with a 5-day leasing average. Despite the challenges of closed offices, teleworking and social distancing, the team worked hard to quickly house families as soon as possible.

For the sixth month in a row, the key-to-key numbers have met the projected goal of 20 days or less, with an average of 17 days over the 6-month period.

### 3.3 Work Orders

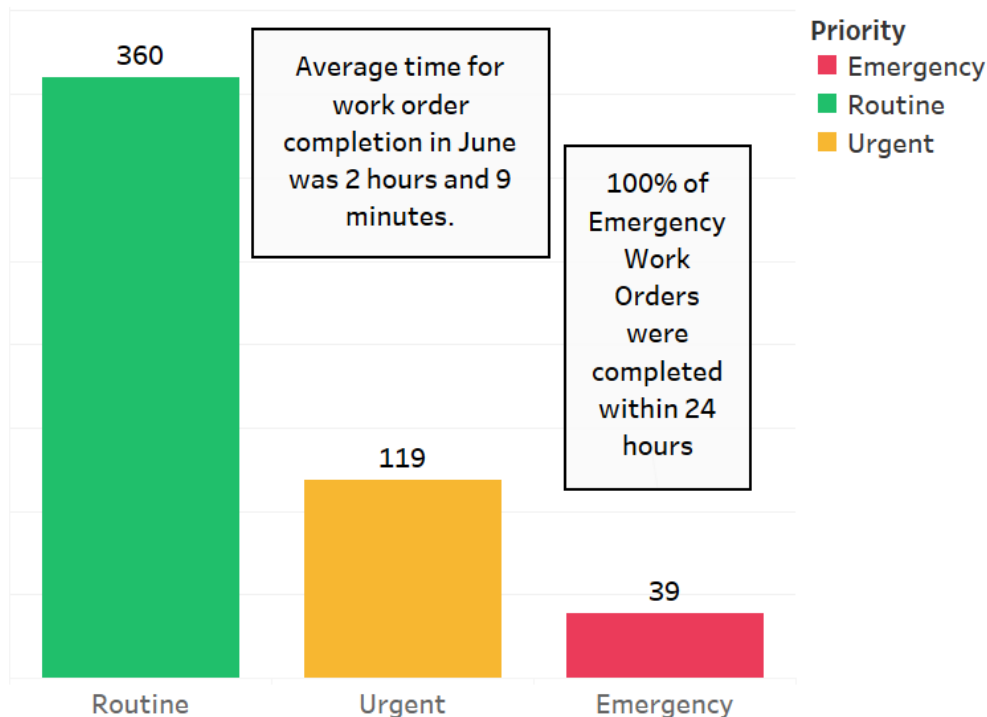


### 3.4 Total Work Orders



## Total Work Orders

June 2020



In the month of June, 100% of the 39 emergency work orders were completed within 24 hours and 119 urgent work orders completed within 72 hours. The average work order completion time across the portfolio decreased slightly this month from 2 hours and 18 minutes to 2 hours and 9 minutes. Although we experienced an increase in the number of emergency work orders this month, from 9 to 39, we see work order time decreasing. We believe this is a good indicator that we are becoming more efficient as we grow in knowledge. During the Coronavirus pandemic, PM continues to hold all routine work orders except for units needing emergent and urgent work.

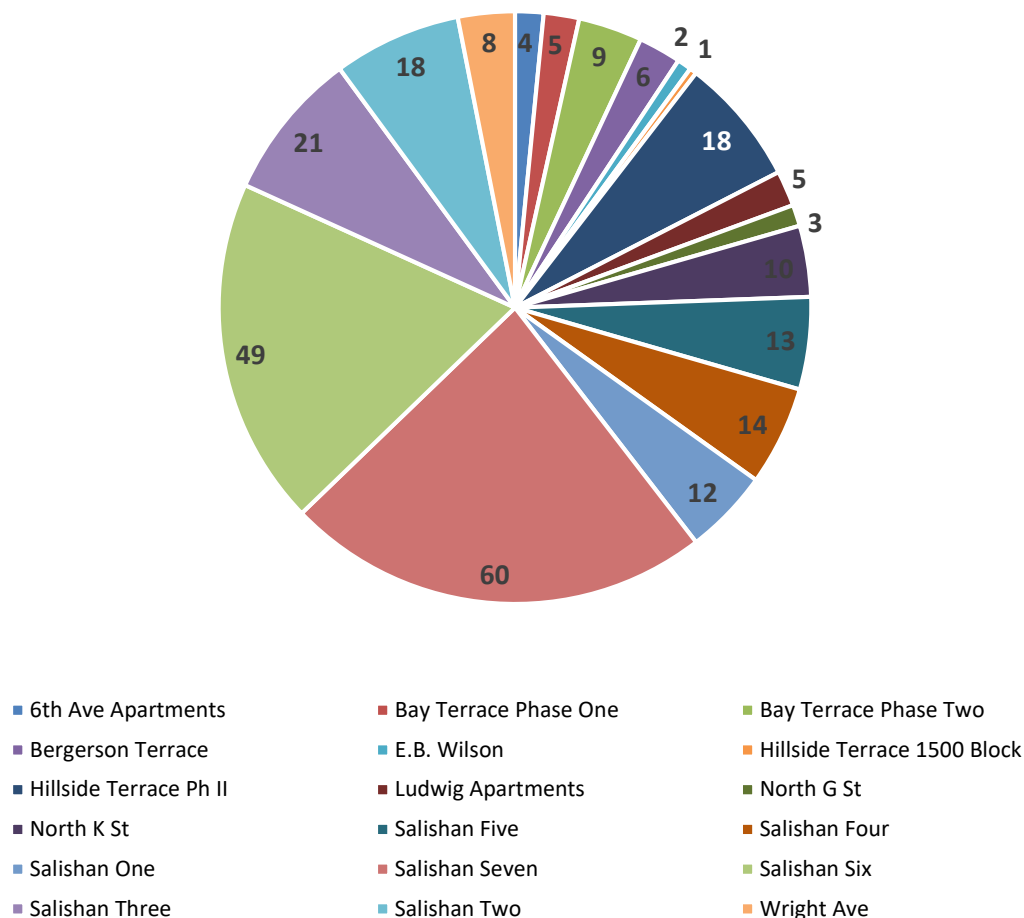
### **Processes that PM has implemented in effort to improve customer service and safety during Coronavirus pandemic are:**

- Prioritize emergency and urgent work orders during the Coronavirus pandemic until the State's Safe Start Plan and THA's Re-opening Stages permit us to continue with other unit routine work orders. Maintenance will assess all routine work order requests to confirm or re-determine priority status;
- Prior to entering any unit staff will ask appropriate general health questions of the occupant to allow for an assessment of risk and wear appropriate PPE to further limit risk to self and others;

- Communicate any potential delays with procurement due to limits on availability of stock;
- Close work orders within 48 hours of completion; and
- Temporary HOLD on routine work orders until further notice.

The chart below outlines the pending work orders that have been submitted to date. We anticipate this number growing exponentially when the hold is lifted.

258 Pending Routine Unit Work Orders by Residential Property



### THA Staff Coronavirus Training

Each employee was directed to review and test for the Coronavirus training through Target Solutions. Our Facilities Manager, David Dailey, proctored the test. One hundred thirty-three (133) staff completed and passed each of the three the Covid-19 Courses.



**Coronavirus 101- What you need to Know**

**Learning Objectives:**

- Identify how COVID-19 Spreads
- Recognize its symptoms
- Explain how to prevent and treat the virus
- Determine what to do if you become sick with COVID-19

**Description**

Protecting your health against the Coronavirus (COVID-19) starts with getting the right information. This interactive online course features critical information about how COVID-19 spreads, how to recognize its symptoms, how to prevent and treat the virus, and what to do if you become sick with the virus. (0.25 hours)

**Coronavirus 104- Transitioning to a Remote Workforce**

**Learning Objectives:**

- List best practices for leadership when transitioning to a remote work force
- List best practices for working remotely
- Identify pitfalls to avoid during the transition

**Description**

Advancements in technology and 24/7 internet access have dramatically changed strategies for workforce management, providing flexible, remote working opportunities for some workplaces in times of crisis like the COVID-19 outbreak. This interactive online course describes the factors that contribute to the need for a remote workforce, discusses the advantages and challenges of transitioning to a remote workforce environment, and lists best practices for successful remote workforce management. (0.25 hours)

**Coronavirus 105- Cleaning and Disinfecting your Workplace**

**Learning Objective:**

Provide Practical guidance from the CDC for cleaning and disinfecting rooms or areas where those with confirmed COVID-19 have visited

**Description**

Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings. This interactive online course will provide you with practical guidance from the Centers for Disease Control and Prevention (CDC) for cleaning and disinfecting rooms or areas where those with confirmed COVID-19 have visited. (0.25 hours)



**TACOMA HOUSING AUTHORITY**

**REAL ESTATE DEVELOPMENT**



# TACOMA HOUSING AUTHORITY

**DATE:** July 22, 2020

**TO:** THA Board of Commissioners

**FROM:** Kathy McCormick  
Director of Real Estate Development

**RE:** Real Estate Development Department Monthly Board Report

## 1. SALISHAN/HOPE VI

### 1.1 Phase II Construction

#### **Area 2A, Community Core Development**

Staff continue to explore options and partnerships to complete the Salishan Core. While Bates is interested in an Eastside presence, they are undertaking several large capital projects at this time. Because their funding is linked to the State, Bates doesn't believe it would be able to raise the capital dollars needed to pay for a building.

### 1.2 Sale of Salishan Lots

Tacoma Housing Authority (THA) received an offer from TAC Build LLC to purchase the 7 lots designated for market rate rental units. TAC Build LLC is owned by Michael Hopkins, local Master of Built Environment (MBE) firm. THA and TAC Build LLC have signed a Purchase and Sale Agreement. THA received HUD approval at the end of February. We are working toward closing which is expected to occur in Q2 2020. TAC Build revised their site plan in order to expedite closing. Their design is under review by THA and the Salishan Association and the deal is expected to close by the end of July.

## 2. NEW DEVELOPMENT

### 2.1 The Rise on 19th Redevelopment

#### **Scope**

The redevelopment of 1800 Hillside Terrace will incorporate a single building with 4-stories of affordable housing. The housing units are programmed as follows:

| The Rise on 19th |           |           |           |
|------------------|-----------|-----------|-----------|
|                  | 1-BR      | 2-BR      | TOTAL     |
| Low Income       | 24        | 12        | 36        |
| Homeless         | 8         | 6         | 14        |
| Disabled         | 8         | 6         | 14        |
| <b>TOTAL</b>     | <b>40</b> | <b>24</b> | <b>64</b> |

A set-a-side of 20% of the units will serve individuals with disabilities and an additional 20% set-a-side will serve individuals and small families experiencing homelessness.

### **Financing**

The total development cost is currently budgeted at \$22,285,582.

On June 26, 2019, the closing for financing for The Rise was completed.

The agreement with TCRA to use a CDBG grant to fund off-site right-of-way work has been executed. This grant will be with THA and loaned to the Partnership per the THA Master Loan Agreement executed at closing.


### **Construction**

Marpac mobilized beginning July 1, 2019. Overall the project is 66% complete and tracking slightly early for completion schedule. MEP&F rough-in and inspections have been approved and drywall activities are approximately 50% complete. Exterior siding and painting have begun and both are approximately 50% complete. The roof is installed.

Marpac and all sub-contractors are following the Governor's COVID-19 directive indicating affordable housing construction as an essential business activity. There are approximately 50 workers on site.

### **Social Equity Goals**

Marpac has exceeded their goals for Minority and Women Owned Businesses; however, they have been unable to achieve the Section 3 project goals. Section 3 goals focus on creating jobs for and filling new jobs with extremely low income and underserved persons. Staff is working with Marpac to change this trend, although it is more challenging in this climate as most sub-contractors have teams from prior jobs and construction is slowing down a bit, which means the demand for new employees is not as strong as it was a few years ago.

|                                                                                   |              |             |
|-----------------------------------------------------------------------------------|--------------|-------------|
|  |              |             |
| Social Equity Criteria                                                            | Project Goal | Bid Results |
| Section 3 Business Utilization                                                    | 10%          | 0%          |
| MWBE Contracting                                                                  | 18%          | 29.54%      |
| * MWBE percentages includes Marpac as MBE                                         |              |             |

### 3. OTHER PROJECTS

#### 3.1 James Center North

##### 3.1.1 Background

THA purchased James Center North (JCN) because it offers a unique opportunity to acquire a property that is attractive to public and private developers. It is positioned to be redeveloped to provide both market rate and affordable rental housing in a mixed-use setting that is adjacent to a transit center and within walking distance of grocery stores, parks and Tacoma Community College (TCC).

##### 3.1.2 Capital Improvements

Minor capital repairs will be completed on an as needed basis to keep the property functioning. The goal to limit the capital investment into the buildings prior to redevelopment is being re-evaluated in light of THA's agreement to keep some of the buildings leased for another five to ten years. Electrical access is being installed to allow food trucks to operate on a semi-permanent basis.

##### 3.1.3 Leasing

Although CB Danforth continues to market the available property, COVID has affected leasing prospects. CB Danforth is surveying current tenants at the property to determine if they will have challenges paying rent, plan to seek a loan or funding through CARES and if not, why not. six (6) tenants are currently delinquent on rent for various amounts. Of those six, four have indicated they have applied for and expect to receive, Covid related rent assistance from state or federal funds. Most businesses at James Center are small retailers, services and restaurants who are adversely impacted by the pandemic. Property management and leasing staff continue to stay in close contact with all tenants and are prepared to work with them for repayment of rent options

Shoebox NW (Jimmy John's) has stated they will cease to attempt sub leasing the property since vacating it prior to Covid closures. They will also cease to pay rent. This is a lease violation and the tenant is still responsible for rent. Legal action is being initiated.

#### **3.1.4 Predevelopment**

Community outreach associated with the master plan has officially been completed. Ongoing communication with neighbors and businesses in the area is continuing as opportunities arise.

THA is coordinating with TCC to explore master lease options for student housing at JCN. THA expects this exploration to extend through the fall. A formal decision from TCC regarding their participation in the redevelopment of JCN is expected to be made by the end of May 2020. Their consultant, SCION has completed a market analysis to understand the demand for student housing. As part of this analysis, SCION offered some alternative development structures. For example, the TCC Foundation would purchase the land and enter into a turnkey development. The Foundation would own the property and this would become an income producing asset for the Foundation. This is a new approach and THA staff are reviewing the partnership documents from other Community Colleges who have used this route. Most of these Colleges have been in California or Oregon. TCC expects to issue an RFP for development partners in July/August 2020.

THA has completed the design guidelines for this project. Ankrom Moisan(AMA) has drafted façade and site improvement concepts that could be installed on the buildings THA plans to hold for the next five to ten years. These improvements would activate the site and bring more modern touches to the exterior of the building. Staff believe this will help with leasing the remaining vacant spaces. THA is working with AMA to estimate the cost of these improvements.

Enterprise Community Partner staff have been updated with the financial impacts of the Covid pandemic and how it relates to the performance of James Center North. Currently, JCN has adequate revenue to continue paying interest due on the acquisition loan. Enterprise is aware the first principal payment may be affected by current loss of revenue. If THA expects to be unable to sell land and receive adequate revenue prior to the date due in fall of 2021 Enterprise will be notified to explore repayment alternatives.

#### **3.1.5 Operating Performance**

Property cash flow is steady and work orders are minimal. Previously identified capital improvement repair items are being addressed regularly. Repair costs are consistent with feasibility estimates.

### **3.2 New Look (aka Alberta J. Canada) Capital Planning and Resyndication**

Staff has begun the process of decoupling the parking lot from the AJC partnership. This action is to provide land for a new housing development in the future. AJC has approximately 15 residents that require parking and they will be allocated spaces at the parking lot behind Key Bank.

### **3.3 Arlington Drive Youth Campus**

#### **3.3.1 Crisis Residential Center**

The Crisis Residential Center is complete. Community Youth Services (CYS) took over the building mid-June. THA staff is working with CYS to address their requests for modifications, mostly with the location of trash. This item has taken a lot of staff time; however, a resolution has been found that will accommodate the CYS request.

Staff are finalizing all the payments and reconciling the budget. There are a few punch items to be completed. CYS has been a stellar partner during the construction of the CRC.

#### **3.3.2 Arlington Apartments**

Work is progressing and Korsmo projects substantial completion by November 3<sup>rd</sup>, which is six weeks ahead of the original completion schedule. The construction schedule will be updated by the end of July; the project may be completed earlier than the November projection.

Korsmo tracks the amount of contracts let to local, minority, women and small businesses. Altogether, 54% of the construction contract is being completed by companies meeting these definitions. Small, women and minority owned businesses received 18% of the construction contract. These targets are below the goals established for this project.

In an effort to increase contracting to SMWBE goals, Korsmo hosted several sub-contractor forums.

| <b>KORSMO</b> | <b>Contract<br/>Amounts</b> | <b>Results</b> | <b>Goals</b> |
|---------------|-----------------------------|----------------|--------------|
| Local         | \$10,581,399                | 36%            | 30%          |
| Minority      | \$2,299,038                 | 8%             | 14%          |
| Women         | \$255,686                   | 1%             | 8%           |
| Small         | \$2,749,519                 | 9%             | 5%           |
| Total         | \$13,416,626                |                |              |



### **3.4 Hillsdale Heights Micro Shelter Village**

THA has contracted with the City of Tacoma to allow approximately one acre of the 6.5 acres available at THA's Hillsdale Heights property located at East 60<sup>th</sup> and McKinley Avenue for a temporary Micro Shelter Village. The temporary land use agreement will provide much needed space at a time when the state and nation face a homelessness crisis that is compounded with the COVID-19 pandemic. The Village will consist of 53 tiny houses for the purpose of housing individuals experiencing homelessness. The City will be responsible for management of the Village site including security, hygiene, neighborhood outreach and case management for its residents for a period of thirty-six months. The City has contracted with the Low-Income Housing Institute (LIHI) to ensure that the Village is well-run and effective. LIHI is a reputable organization experienced in the establishment and management of tiny house villages. Work is currently underway with site preparation including placement of tiny house structures, fencing, emergency access and temporary utility installation. The Micro Shelter Village is expected to be fully operational by August 2020.

## **4. DEVELOPMENT PIPELINE PROJECTS**

### **4.1 Hilltop Lofts and THA Owned Properties' Master Development Plan**

There were two layers of community engagement for this project. THA hosted four (4) homework groups and three (3) design labs. The homework groups reviewed the findings from the 2016 Housing Hilltop process and looked at macro level issues. Invitees included some neighborhood residents and those representing businesses, community organizations, and institutions in the Hilltop. The Design Labs were larger community events where specific design elements were addressed (i.e., the resident experience; exterior; community space). In addition, the community engagement specialists conducted outreach to traditionally under-represented communities to gather their input. Based on the feedback from these sessions, as well as input from staff and the THA internal design working group, a concept plan has been identified for the four buildings as well as activating the alley. The final plan calls for 237 units of housing in a mix of studio, 1-, 2- and 3-bedroom units. Each building has at least one floor of commercial uses; two of the buildings could have two floors of commercial use if sufficient interest is generated to support the commercial square footage. Three of the buildings are 6-stories and one is 4-stories tall. Approximately 84 on-site parking spots have been identified as well. The final draft of the Hilltop Community Framework plan will be distributed to commissioners at the February meeting.

THA staff continue to negotiate with Inland Development about options to develop three parcels in the Hilltop. Inland Development is a Spokane based, for profit, affordable housing developer. They have an excellent reputation for developing high quality multifamily housing and ensuring it is well manage.

Funding for a permanent supportive housing project on the Mr Mac site has been secured. The last source to be awarded was the 9% tax credits. Funds had already been awarded by the City of Tacoma, Pierce County and Housing Trust Fund. The City, County and HTF application were a joint submission of THA and Horizon Housing Alliance. Horizon was the sole applicant for the tax credits and were the second highest scorer for the 2020 9% tax credit round.

Staff is negotiating with Horizon Housing Alliance for the groundland lease and special limited partner role. These documents will be brought to the board for approval in the fall of 2020. We are working toward an early fall 2020 closing on Hilltop Lofts.

In keeping with the commitments made during the #DesignTheHill community engagement process, Horizon issued a Call for Artists to help elicit community input on the exterior façade and public art piece. All interviewees were Hilltop residents. THA staff was on the interview panel and will be stay involved with this aspect of the design.

THA and HHA have commenced informal conversations with TMA regarding relocation during construction. Ideally, they would like to move after the back to school rush and before the holiday season. We will do our best to accommodate those wishes.

#### **4.1.1 City of Tacoma 311 Mobilization**

RED has a contract with the City of Tacoma to conduct outreach with community partners to adopt the City's 311 code enforcement hotline. We held a number of events in late 2019 however, there has not been much engagement in 2020 due to loss of staff and the COVID-19 crisis. We hired a new person for this position, Alyssa Torrez who started the last week of May. We met with the City to discuss our revised plan to meet the goals of the grant based on the new COVID realities. We will be doing several marketing campaigns this summer and fall. We will also be coordinating with Hilltop Action Coalition for a Hilltop Crawl in late August/early September. Details coming soon!

#### **4.2 Hilltop Eco District**

Staff has been working with a small group of community leaders for the past eight months to set the foundation for creating an Eco District in the Hilltop. The Eco District framework is based on three Imperatives—Equity, Resilience and Climate Protection. The working group has added three additional imperatives—Economic Development & Jobs, Affordable Housing and Culture. THA is working with an expanded group of residents to set an equity intention prior to holding a Lunch & Learn event for other organizational partners. The goal of the working group is for the Eco District to create a set of standards and metrics for future development in the Hilltop. This is an outgrowth of the community engagement work done for THA's four parcels.

To help build community on the Hilltop, THA and HAC are co-sponsoring bi-monthly events (Hilltop Happenings). The first was held on September 14 in People's Park. It was both a celebration of students' return to school and a Reclamation of the Park after recent troubling events. In November we invited a member of the Puyallup Tribe to talk about the Native American culture. On January 11, 2020 we had a story teller, Zelda Foxall, come share the story of Claudette Colvin, a young civil rights activist in the 1950s. This was held at 950 Gallery where attendees also had the opportunity to see Dionne Bonner's exhibit "A Pioneering Spirit: The Fight for Liberty and Freedom". In March we held a Census 2020 focus event at the WA State Historical Museum where attendees were able to see the Men of Change exhibit. The Eco District work has been on "pause" due to the COVID-19 crisis. Now that things are starting to re-open, we will start planning events/community discussions to continue this work. Given the conversations around equity, there is a renewed sense of urgency to empower Hilltop residents to shape the neighborhood's development. THA staff and HAC president met with the EcoDistricts staff to discuss participation in an EcoDistrict Incubator for the Hilltop. They offered to do a workshop (virtual) for local leaders.

#### **4.3 Shiloh Baptist Church**

RED staff have been meeting with Pastor Christopher since early 2019 to discuss the possibility of helping Shiloh redevelop their non-church land. They have 5 single family homes. Two of the homes have been subdivided to assist 12 individuals with housing. In September 2019, staff made a presentation to the church's senior leadership to discuss what was possible on the site, explain the development process and present the terms of a Memorandum of Understanding. Shiloh signed the MOU in October. THA will be acting as a development consultant in this transaction. It is anticipated that they will be able to increase the number of households served to approximately thirty households based on a massing study. This does not maximize what is possible on the sites as we want to make sure the housing developed will not be a financial burden to the church and within their capacity to own and manage with as little compliance as possible needed (i.e. no tax credits). We applied for \$85,000 of predevelopment funds to Impact Capital on behalf of Shiloh to pay for the feasibility studies and early design work in March. We issued an RFP for A&E work in February. Applications were due March 18; Five proposals were received. The proposal submitted by Schemata Workshop was selected. The funds from Impact Capital should be ready to access in July which will enable us begin design work. Project kick off is scheduled for late July/early August.

#### **4.4 Gault School Site**

On January 7, 2020, THA entered into a Letter of Interest with Tacoma Public Schools for the acquisition of the Gault School site. Due to complications with doing business and conducting community engagement during the CoVid-19 pandemic, on March 30, 2020, the Letter of Interest was amended to extend the date by which the first phase of community engagement must be complete to June 15<sup>th</sup> and defined a date by which THA must enter into a PSA to July 15<sup>th</sup>, should THA choose to enter

into a PSA. A second amendment to the LOI was executed June 9, 2020, to allow further time for legal counsel to work on the details of an existing lease and the Gault Pool Interlocal Agreements. The second amendment extended the date by which THA must enter into a PSA to on or before August 31, 2020.

THA is still in the initial due diligence phase. THA is working with BDS Planning & Urban Design to coordinate the first-phase community engagement work. THA, TPS and BDS conducted the community engagement “kick-off” meeting on March 24, 2020. BDS engaged the community through multiple methods such as social media, stakeholder interviews, flyers to solicit engagement and web surveys. Virtual focus groups were held on June 16<sup>th</sup> and June 23<sup>rd</sup>. THA is participating in recurring meetings with the representatives of the entities that are parties to the Interlocal Agreements related to the Gault School pool. The parties are on the same page and share the goal to work together to dissolve and/or request release of covenants that impede forward progression of the Gault School acquisition by THA. TPS’s legal counsel is engaged to work on resolution in accordance with the parties’ recommendations.

## **5. Renew Tacoma Housing LLLP**

The Department of Ecology’s *No Further Action-Likely* letters for K and Wright Streets require the installation of vapor mitigation systems at each of the sites, the filing of Environmental Restrictive Covenants and long-term monitoring.

Wright Street’s Environmental Restrictive Covenant will encumber a portion of the adjacent property. THA executed a settlement agreement with the owner and compensated them \$75,000 for the loss in value resulting from encumbering a portion of their property with the filing of the Environmental Restrictive Covenant.

Cascade Radon, Inc. completed the installation of the vapor mitigation systems at both sites. The consultant completed the DOE-required reporting. The Environmental Restrictive Covenants need to be filed and then the investor will release the \$548,000 in escrow and \$3,452,000 in developer fee. Given the lack of significant progress by the end of June, THA is preparing a summary/timeframe to assist in presenting information to seek political intervention.

## **6. Tenant Improvement**

### **6.1 902 First Floor TI**

The 902 1<sup>st</sup> Floor TI will proceed as staff determines the parameters of a safe and healthy workspace. Considerations include opportunities for telework in the near term as well as an analysis of possible long term solutions encompassing staff growth, remote workspace needs, and optimal scheduling. Staff will convene within the next 30 days to refresh the project.



**TACOMA HOUSING AUTHORITY**

**HUMAN RESOURCES**



# TACOMA HOUSING AUTHORITY

**DATE:** July 22, 2020

**TO:** THA Board of Commissioners

**FROM:** Toby Kaheiki  
Director of Human Resources

**RE:** Human Resources Monthly Board Report

## 1. HUMAN RESOURCES, JANUARY – JUNE 2020 REVIEW

Due to the emergence of the COVID-19 pandemic, the first half of 2020 required Human Resources (HR) to adjust its focus amid this unprecedented challenge. As a result, much of HR's goals heading into 2020 were put on hold so the department could dedicate its resources to the COVID-19 work. HR supported the efforts of the Emergency Operations Committee (EOC) and sub-committees by providing expertise and guidance on the employment-related matters impacting THA. This included, but was not limited to:

- Compliance with emergent federal, state and local laws rules & regulations
  - Governmental proclamations
  - Families First Coronavirus Response Act (FFCRA)
  - CARES Act
  - Employment Security Department (ESD) benefit options
- THA policies & procedures
  - Communicable Disease and Pandemic Virus
  - Temporary staffing structures
  - Emergency and Routine telework programs and guidelines
  - Alternative work schedule agreements
- Recruitment and onboarding
- Benefits and benefit-related matters
  - Medical coverage related to COVID-19 health assessments and screenings
  - Employee Assistance Program (coping & counseling)
  - Emergency Vacation Cash-out
  - Use of accrued leave to supplement benefits offered through FFCRA and ESD
- Compliance with Collective Bargaining Agreements

It is important to note that this work requires significant collaboration throughout the agency in order to be successful. I also want to mention that our partnerships with OPEIU and Trades Council/Laborers, Local 242 continue to play an important role in support of their respective members and THA as we all adjust together.

As the HR department moves into the second half of 2020, one of our primary objectives continue to be recruitment. This is especially meaningful as I report that Barbara Tanbara, HR Manager, longtime employee and fierce champion of THA and its mission, announced her planned retirement from THA, effective March 1, 2021. The HR department will miss Barbara's tribal knowledge, and her contributions to THA over the past 15+ years makes it a challenge to backfill her role. Albeit, I am currently in the recruitment process to find her replacement, with the goal of having someone onboard by late-August/early-September.

These unprecedented times have proven disruptive to HR's 2020 productivity plans and we do not anticipate that changing much during the second half of 2020. However, we are a resilient department dedicated to providing a high level of customer service to all areas of the agency, especially as THA journeys toward 2021. I am truly grateful for the HR department's spirit, tenacity and dedication.

## **2. GRIEVANCES / EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) COMPLAINTS**

There were no grievances or EEOC complaints filed between January-June 2020 and there are no open or unresolved claims pending.

## **3. COMPLIANCE**

The HR department's compliance efforts during the first half of 2020 have been primarily around COVID-19 and race & social justice. We believe this will continue for the remainder of 2020 and beyond. We recognize that the work needed in THA's race & social justice endeavors will be hard, and HR will do its part to ensure THA's diversity and inclusion efforts result in our employees having equal opportunities and support to be successful and grow. This may include specific attention to succession planning and mentorship.

Additional compliance work includes; reviewing THA's employment policies, job descriptions in unison with comprehensive training on diversity & inclusion, sexual harassment awareness and in-house supervisory training specific to THA.

## **4. RECRUITMENT AND STAFFING**

I will provide a more comprehensive breakdown of THA's staffing demographics in a future departmental report. The breakdown as of February 27, 2020 shows in a chart on THA's web site. [Click here to view the chart.](#)

Regarding THA's recruitment and staffing work, during the first half of 2020 there were a total of 20 hire, promotion or transfer & reclassification actions made, and an additional six have been made in July alone. As such, THA is on pace to have another significant recruiting year. Below is an illustration breakdown of how each:

| New Hires | Promotions | Transfers & Reclassifications |
|-----------|------------|-------------------------------|
| 5         | 6          | 9                             |

## **5. HR FOCUS FOR THE REMAINDER OF 2020**

The anticipated staffing changes within HR is a great opportunity to pause and re-evaluate our structure and priorities, including a review of the duties and responsibilities of each role within HR. Such as the reclassification of our HR Coordinator, Sharrall Madden. Year after year, Sharrall demonstrates a work ethic, desire and drive to learn and grow in the HR body of knowledge. I am confident that she is prepared to advance in her HR career, and THA is fortunate to experience her growth first-hand.

WA State continues to encourage telework and I am committed to enhancing HR's partnership with all departments to ensure alignment is maintained in the work we all do. This is particularly important as we begin to re-evaluate the HR department's structure and priorities. With most of the agency working remotely, it is vital to maintain clear and consistent communication.

An additional benefit resulting from this work will help to identify and prioritize HR projects. Moving forward, the HR team will strive to be proactive in planning, while maintaining flexibility to adapt to the emergent needs of the agency.





**TACOMA HOUSING AUTHORITY**

**NEW BUSINESS**

# **Resolution 1**



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2020-07-22 (1)

**Date:** July 22, 2019

**To:** THA Board of Commissioners

**From:** Michael Mirra  
Executive Director

**Re:** Acquisition of Conifer South Tacoma Apartments, LLC, Pine Tree Harbor Tacoma Apartments, LLC, and Redwood Juniper Tacoma Apartments, LLC

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*This resolution would authorize THA to acquire the Conifer South, Pine Tree Harbor and Redwood Juniper properties.*

### Background

The Tacoma Housing Authority (THA) is the Administrative Managing Member in three LLCs – Conifer South Tacoma Apartments, LLC (32 units), Pine Tree Harbor Tacoma Apartments, LLC (60 units), and Redwood Juniper Tacoma Apartments, LLC (215 units). THA exercised its rights of first refusal to purchase the properties on July 7, 2020. This resolution authorizes THA to acquire the property and transfers the responsibilities of the LLCs associated with the federal low income housing tax credits to THA.

### Recommendation

Approve Resolution No. 2020-07-22 (1).



# TACOMA HOUSING AUTHORITY

## RESOLUTION NO. 2020-07-22 (1)

### (Acquisition of Conifer South Tacoma Apartments, LLC, Pine Tree Harbor Tacoma Apartments, LLC, and Redwood Juniper Tacoma Apartments, LLC)

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma authorizing the Authority to acquire Conifer South Tacoma Apartments, LLC, Pine Tree Harbor Tacoma Apartments, LLC, and Redwood Juniper Tacoma Apartments, LLC; and determining related matters.

**Whereas**, RCW 35.82.070 authorizes the Housing Authority of the City of Tacoma (the “Authority”), among other things, to acquire and operate housing projects; 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”; and

**Whereas**, The Authority is the Administrative Managing Member of Conifer South Tacoma Apartments, LLC (the “Conifer LLC”), pursuant to that certain Second Amended and Restated Operating Agreement dated as of March 16, 2005 (the “Conifer Agreement”), among Conifer South Management, LLC, the Authority, and Key Community Development (the “Investor Member”); and

**Whereas**, The Conifer LLC owns the Conifer South Apartments (the “Conifer Project”) located at 5235 South Warner Street, Tacoma, Washington; and

**Whereas**, Section 8.7 of the Conifer Agreement grants the Authority the right of first refusal to acquire the Conifer Project; and

**Whereas**, The Authority is the Administrative Managing Member of Pine Tree Harbor Tacoma Apartments, LLC (the “Pine Tree LLC”), pursuant to that certain Second Amended and Restated Operating Agreement dated as of March 16, 2005 (the “Pine Tree Agreement”), among Pine Tree Harbor Management, LLC, the Authority, and the Investor Member; and

**Whereas**, The Pine Tree LLC owns the Pine Tree South Apartments (the “Pine Tree Project”) located at 2501 South G Street, Tacoma, Washington; and

**Whereas**, Section 8.7 of the Pine Tree Agreement grants the Authority the right of first refusal to acquire the Pine Tree Project; and

**Whereas**, The Authority is the Administrative Managing Member of Redwood Juniper Tacoma Apartments, LLC (the “Redwood LLC”), pursuant to that certain Second Amended and Restated Operating Agreement dated as of March 16, 2005 (the “Redwood Agreement”), among Redwood Harbor Management, LLC, the Authority, and the Investor Member; and

**Whereas**, The Redwood LLC owns the Redwood Juniper Apartments (the “Redwood Project”) located at 3015 North Pearl Street, Tacoma, Washington; and

**Whereas**, Section 8.7 of the Redwood Agreement grants the Authority the right of first refusal to acquire the Redwood Project;

**Whereas**, At a special meeting held on July 7, 2020, the Authority's Board of Commissioners (the "Board") approved a motion authorizing the Authority to exercise the rights of first refusal to acquire the Conifer Project, the Pine Tree Project and the Redwood Project, and authorized the Authority's Executive Director to do all things necessary or desirable on the Authority's behalf to exercise such rights of first refusal; and

**Whereas**, Pursuant to such authority, the Executive Director sent letters to each of the Conifer LLC, the Pine Tree LLC and the Redwood LLC exercising said rights of first refusal on the Authority's behalf; and

**Whereas**, Federal low-income housing tax credits were allocated for each of the Conifer Project, the Pine Tree Project and the Redwood Project (collectively, the "Projects"), and transfers of the Projects are subject to approval of the Washington State Housing Finance Commission (the "Commission"); and

**Whereas**, The Commission requires that the Board adopt a resolution authorizing the Authority to obtain each of the Projects and to assume the responsibilities of the Conifer LLC, the Pine Tree LLC and the Redwood LLC, respectively, as they pertain to the federal low-income housing tax credits, and also providing signature authority on behalf of the Authority; now, therefore be it

***Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:***

1. Transfer Authority. The Authority is authorized to (i) obtain each of the Projects pursuant to the rights of first refusal granted to the Authority, (ii) assume the responsibilities of the Conifer LLC, the Pine Tree LLC and the Redwood LLC, respectively, as they pertain to the Commission's tax credit program and the federal low-income housing tax credits that were available to each of the Projects, and (iii) enter into such agreements as are necessary or desirable (as determined by the Authority's Executive Director) to evidence the same (including one or more transfer agreements with the Commission). The Authority's Executive Director and the Authority's Deputy Executive Director, and each of them acting alone, are authorized to (i) negotiate, execute, deliver and, if applicable, file (or cause to be executed and delivered and, if applicable, filed) on behalf of the Authority any government forms, affidavits, certificates, letters, documents, agreements and instruments that such officer determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein; and (ii) cause the Authority to expend such funds as are necessary to acquire the Projects pursuant to the rights of first refusal and to pay for all filing fees, application fees, registration fees and other costs relating to the actions authorized by this resolution.
2. Acting Officers Authorized. Any action required by this resolution to be taken by the Executive Director or Deputy Executive Director may, in such person's absence, be taken

by any employee of the Authority that has been designated by the Executive Director to act in the absence of the Executive Director or Deputy Executive Director.

3. Ratification and Confirmation. All actions of the Authority and its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed. Nothing herein is intended to diminish the authority granted to the Authority and the Executive Director pursuant to the motion of the Board adopted at its July 7, 2020, special meeting.
4. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

**Approved: July 22, 2020**

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Derek Young, Chair

## CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Secretary and 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 copy of Resolution No. 2020-7-22(1) (the “Resolution”) is a full, true and correct copy of the resolution of the Board of Commissioners of the Authority, as adopted at a meeting of the Authority held on July 22, 2020, and duly recorded in the minute books of the Authority; and

2. That such meeting was duly convened and held in all respects in accordance with law; that a quorum was in attendance 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 on July 22, 2020.

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Michael Mirra, Secretary and Executive Director of  
the Authority