



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, SEPTEMBER 26, 2018

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at Bergerson Terrace, 5303 S. Orchard Street, Tacoma, WA 98467 at 4:45 PM on Wednesday, September 26, 2018.

1. CALL TO ORDER

Chair Hodge called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:50 PM.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Chair Minh-Anh Hodge (arrived late at 4:49 pm)	
Vice Chair Derek Young	
Commissioner Arthur Banks (arrived late at 4:52 pm)	
	Commissioner Stanley Rumbaugh
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 Hodge declared there was a quorum present @ 4:51 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Hodge asked for any corrections to, or discussion of minutes for the Annual Meeting of the Board of Commissioners on Wednesday, August 22, 2018. Commissioner Young moved to adopt the minutes, Commissioner Smith seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Chair Hodge asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, August 22. Commissioner Young moved to adopt the minutes, Commissioner Smith seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

Jennie Hamby, Bergerson Terrace Tenant

Ms. Hamby has been a resident at Bergerson Terrace since December 2016. It took her seven years to get there, but she feels blessed to have the opportunity for affordable housing. She mentioned some drug activity and acts of violence at Bergerson. A few have been addressed by management, thanks to Denise, but incidents continue to occur. She asked if THA can provide tenant assistance including drug abuse counseling. She suggested that information about resources can be placed in tenant mailboxes. Deputy Executive Director (DED) Black will follow up with Director Johnson.

Mai Lam, Bergerson Terrace Tenant

Ms. Lam did not wish to address the board but provided two letters to Chair Hodge. DED Black read one of the letters that thanked Property Manager Denise Day-Joseph — because of her efforts, parking and smoking problems have been reduced.

5. COMMITTEE REPORTS

Real Estate Development Committee—Commissioner Rumbaugh

Commissioner Rumbaugh was not in attendance.

Finance Committee—Chair Hodge and Vice Chair Young

The Finance Committee had a meeting to discuss preliminary numbers for the 2019 budget.

Education Committee—Chair Hodge

Chair Hodge attended a meeting with the Medina Foundation where a proposal to support Arlington Youth Campus and Children's Savings Account was discussed.

Citizen Oversight Committee—Commissioner Banks

Nothing to report.

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

Executive Director (ED) Michael Mirra was not yet in attendance. DED Black addressed the board on his behalf. The 2019 budget is a bit uncertain. If Congress passes a continuing resolution, it will continue past year's appropriation level into the new year. ED Mirra included in his report a THA and TCC press release information naming THA and TCC's College Housing Assistance Program (CHAP) as one of the nation's top 25 innovative governmental programs for 2018. He also included a draft waitlist management recommendation that staff will present to the board in October.

7. ADMINISTRATIVE REPORTS

Finance

Finance Department (FD) Director Ken Shalik was not in attendance. DED Black addressed the board on his behalf to answer questions from the board.

Commissioner Young moved to ratify the payment of cash disbursements totaling \$4,990,306 for the month of August, 2018. Commissioner Banks seconded.

Upon roll call, the vote was as follows:

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

Motion Approved.

Client Support and Empowerment

Client Support and Empowerment (CSE) Director Cacey Hanauer directed the board to her report. It will be announced tomorrow whether Pierce County has been selected as an Anchor Community. THA played a strong role in the application and interview processes to become an Anchor Community and would participate heavily as a member of the core team moving forward.

Director Hanauer attended the Interagency Workgroup on Youth Homelessness Kick Off meeting yesterday. The event was well attended and the group discussed how to put youth and families at the center of their planning work. The Arlington Drive Request for Proposals (RFPs) is due September 24. CSE received four applications. The finalist will be chosen in November.

Rental Assistance

Rental Assistance (RA) Director Julie LaRocque directed the board to her report. There is a landlord meeting scheduled tomorrow at the Family Investment Center (FIC), and 39 have RSVP'd so far. The event is open to all landlords who work with THA and its clients and will provide an opportunity for THA to communicate numerous items including policies/procedures and motivating factors for landlords to rent to THA clients.

Director LaRocque is excited about a voucher resolution that is being submitted to the board today and also excited about the little uptick in utilization reported at 94.3%. Commissioner Young asked if the recent uptick is due to the softening in the market. Director LaRocque responded that landlords are more open to vouchers and are considering THA clients mostly because of the recent tenant rules passed by the City Council. She added that families also tend to move before school starts.

Property Management

Property Management (PM) Director Frankie Johnson was not in attendance. DED Black presented on her behalf. The recent uptick in unit turn days is due to rollover from the previous month and two were due to multiple turn downs. Unit process and turn downs will be discussed during the waitlist management discussion at the October board meeting.

There have been a number of fires at THA properties and staff are excited to secure a grant to pay for fire suppression devices that staff will install above all stoves. Commissioner Young inquired about their cost. According to DED Black, they cost \$50-\$100 but are worth the investment. Commissioner Smith added that installing them is a good idea; she saw three fires just at Salishan. DED Black mentioned that staff will also educate tenants better on fire prevention.

PM is doing another round of recruitment for the maintenance manager position. In addition, PM received notice from Portfolio Manager Gretchen Sinkula that she will be retiring in December. PM will be looking for a replacement for her position.

Lastly, Director Johnson is still looking for different options and sites in the City for a temporary homeless encampment.

Real Estate Development

Real Estate Development (RED) Director Kathy McCormick directed the board to her report:

- THA finally closed on Bay Terrace II and is expecting to receive developer fee payment in mid October.
- Alberta Canada building is getting work done and has a new superintendent. Sound Outreach moved in last week and the office space looks beautiful.
- The RED team is doing a lot of 311 efforts in the City to help community development, specifically in Hilltop. THA had a pop-up rummage sale and shot videos; the video has been winning awards.
- The Korean Women's Association (KWA) heard that they received \$300K in CDBG funds for McKinley. THA wrote the grant with KWA Executive Director Troy Christensen. Community engagement will start next week.
- Work at Arlington Youth Campus is progressing well. The City finalized the agreement for the additional \$800K to finish the Crisis Residential Center (CRC). RED is talking with Tacoma Public Utilities for solar panels at the CRC. The solar panels will also be installed at the 902 building.

8. OLD BUSINESS

None.

9. NEW BUSINESS

9.1 RESOLUTION 2018-09-26 (1) (Renewal of Project Based Voucher Contract: Pacific Courtyard)

WHEREAS, THA has provided project based voucher assistance to MDC's Pacific Courtyard since 2005; and

WHEREAS, THA provides PBV assistance to 23 units at Pacific Courtyard; and

WHEREAS, MDC has met the requirements set forth by THA to renew the PBV HAP contract; and

WHEREAS, MDC has succeeded in converting the 23 units at Pacific Courtyard to permanent housing as required by THA; now, therefore, be it

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

The Board authorizes the renewal of the PBV HAP Contract between THA and MDC for Pacific Courtyard for a period of ten (10) years.

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

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

Motion Approved: September 26, 2018

Dr. Minh-Anh Hodge, Chair

**9.2 RESOLUTION 2018-09-26 (2)
(THA's Hilltop Parcels A&E Services)**

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

WHEREAS, On July 3, 2018, Tacoma Housing Authority (THA) staff issued a Request for Qualifications (RFQ) from firms interested in providing architectural and engineering services for the redevelopment of THA's Hilltop Parcels; and

WHEREAS, The RFQ was posted on the Washington Electronic Business Solutions and THA's websites; and

WHEREAS, Ten (10) firms submitted proposals by the deadline of August 3, 2018; all were deemed responsive and responsible; and

WHEREAS, An evaluation team, comprised of THA staff reviewed and scored the proposals according to evaluation criteria listed in the RFQ; and

WHEREAS, The evaluation team voted unanimously in favor of awarding a contract to the firm of Mithun Architects; now, therefore, be it

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

The Executive Director is authorized to negotiate, and if those negotiations are successful, to execute a contract with Mithun Architects for the architectural and engineering services for the redevelopment of THA's Hilltop Parcels in an amount not-to-exceed of \$250,000. If those negotiations are not successful he is authorized to negotiate and execute a contract with the second highest ranking firm of Schemata Workshop.

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

Upon roll call, the vote was as follows:

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

Motion Approved: September 26, 2018

Dr. Minh-Anh Hodge, Chair

9.3 RESOLUTION 2018-09-26 (3)

Certifications of Compliance

**Annual Moving to Work
Plan Certifications of
Compliance**

**U.S. Department of Housing and
Urban Development, Office of
Public and Indian Housing**

**Certifications of Compliance with Regulations:
Board Resolution to Accompany the Annual Moving to Work Plan***

Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chairman or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the MTW PHA Plan Year beginning (01/01/2019), hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

(1) The MTW PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public

inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the MTW PHA conducted a public hearing to discuss the Plan and invited public comment.

(2) The MTW PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.

(3) The MTW PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).

(4) The MTW PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.

(5) The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.

(6) The Plan contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the MTW PHA's jurisdiction and a description of the manner in which the Plan is consistent with the applicable Consolidated Plan.

(7) The MTW PHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15(d), which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o)(3). Until such time as the MTW PHA is required to submit an AFH, and that AFH has been accepted by HUD, the MTW PHA will address impediments to fair housing choice identified in the Analysis of Impediments to fair housing choice associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91.

(8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.

- (9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
- (10) The MTW PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- (11) The MTW PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
- (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
- (13) The MTW PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
- (14) The MTW PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
- (15) The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- (16) The MTW PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the MTW PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
- (17) With respect to public housing and applicable local, non-traditional development the MTW PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- (18) The MTW PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

(19) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.

(20) The MTW PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 200.

(21) The MTW PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.

(22) All attachments to the Plan have been, and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the MTW PHA in its Plan and will continue to be made available at least at the primary business office of the MTW PHA.

Housing Authority of the City of Tacoma
PHA Name

WA005
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Dr. Minh-Anh Hodge
Name of Authorized Official

Chair
Title

Signature

Date

*Must be signed by either the Chairman or Secretary of the Board of the PHA's legislative body. This certification cannot be signed by an employee unless authorized by the PHA Board to do so. If this document is not signed by the Chairman or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.

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

Upon roll call, the vote was as follows:

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

Motion Approved: September 26, 2018

Dr. Minh-Anh Hodge, Chair

**9.4 RESOLUTION 2018-09-26 (4)
(Approval of Project Based Voucher Contracts)**

WHEREAS, Tacoma Housing Authority (THA) has held a competitive process for project based vouchers; and

WHEREAS, Pioneer Human Services was the highest scoring respondent and will be awarded thirteen (13) project based vouchers; and

WHEREAS, Korean Women's Association was the second highest scoring respondent and will be awarded forty-nine (49) project based vouchers; and

WHEREAS, The effective date of each contract will be up to the discretion of the Executive Director; and

WHEREAS, Each contract will be negotiated with the property and will be in effect for up to fifteen years (15); 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 execute Project Based Voucher (PBV) Housing Assistance Payment (HAP) contracts with Pioneer Human Services and Korean Women's Association.

Comments

Pioneer Human Services and Korean Women's Association (KWA) were both awarded project based vouchers. According to DED Black, the two proposals would allow affordable housing units to be even more affordable. Commissioner Smith asked if the individuals with criminal backgrounds have felonies. Yes, according to DED Black, but they have no sexual offenses. This is a population that Commissioner Rumbaugh has been encouraging THA to serve. Pioneer is a partner already serving people with criminal backgrounds, and KWA serves people earning below 60% of Area Median Income (AMI).

KWA Executive Director Troy Christensen thanked THA and the board for the opportunity, and for considering the award. It means a great deal to KWA and the

people they serve, particularly for the Olympus tenants. It will allow lower-income people to move out of the shelter system.

Program Supervisor for Housing South Amanda Johnston was present on behalf of Pioneer Human Services. Pioneer provides permanent supportive housing for low-income people. They have been looking forward to working with community partners in Tacoma and 25% (13 vouchers) is what they have been looking for.

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

Upon roll call, the vote was as follows:

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

Motion Approved: September 26, 2018

Dr. Minh-Anh Hodge, Chair

**9.5 RESOLUTION 2018-09-26 (5)
(Approval of Property Based Subsidy Contract)**

WHEREAS, Tacoma Housing Authority (THA) has held a competitive process for property-based subsidies; and

WHEREAS, CWD Investments was the highest scoring respondent and will be awarded subsidies for sixty-two (62) units; and

WHEREAS, the effective date of each contract will be up to the discretion of the Executive Director; and

WHEREAS, each contract will be negotiated with the property and will be in effect for up to seven (7); 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 if those negotiations are successful, to execute a Property Based Subsidy payment contract with CWD Investments for the Highland Flats Apartments (formerly known as the Tiki Apartments).

Comments

According to DED Black, Property Based Subsidy is similar to Project Based Vouchers, but rent will be predictable for both tenants and landlords. The proposal is from an apartment with 62 units. The relationship will only be between tenants and landlords. The commissioners are excited about this, and according to ED Mirra, it can potentially elicit more interest from other landlords.

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

Upon roll call, the vote was as follows:

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

Motion Approved: September 26, 2018

Dr. Minh-Anh Hodge, Chair

**9.6 RESOLUTION 2018-09-26 (6)
(1800 Hillside Terrace GC/CM Contractor)**

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

WHEREAS, The Housing Authority of the City of Tacoma (THA) is committed to developing new affordable housing in the City of Tacoma; and

WHEREAS, THA is seeking to redevelop the site known as the 1800 Hillside Terrace with up to 70 new affordable housing units; and

WHEREAS, On June 21, 2018, THA solicited proposals for a GC/CM contractor to provide pre-construction and construction services; and

WHEREAS, On August 28, 2018, THA received three (3) qualified and responsive Proposals; and

WHEREAS, An evaluation team, comprised of three (3) THA staff, reviewed and scored the proposals according to the evaluation criteria listed in the RFP; and

WHEREAS, The evaluation team recommends Marpac Construction to provide preconstruction and construction services with a negotiated Guaranteed Maximum Price (GMP); now, therefore, be it

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

The Executive Director is authorized to negotiate, and if those negotiations are successful, execute a contract with Marpac Construction not-to-exceed \$100,000 for pre-construction services of the 1800 Hillside Terrace project, and a Guaranteed Maximum Price (GMP) for the construction at the conclusion of the bidding phase in the early summer of 2019

Comments

Staff from Marpac (Pre-construction Services Manager Russ Williams, Project Manager Pat Nakamura, and Principal Sai Chaleunphonh) were in attendance. They provided background about their company, which has been around for 25 years providing work to numerous non-profit companies. They thanked THA for selecting their company to provide preconstruction and construction services.

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

Upon roll call, the vote was as follows:

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

Motion Approved: September 26, 2018

Dr. Minh-Anh Hodge, Chair

9. COMMENTS FROM COMMISSIONERS

ED Mirra reported on some of the topics mentioned on his board report:

- According to Senator Murray's staff, there will be no budget passed by September 30. Congress will pass a "continuing resolution" (CR), which will keep HUD at the same appropriations levels as in 2018. This CR will go until December 7th. Mirra said that we can hope that Congress passes a real 2019 budget because both the House and Senate versions will be better for THA than the CR.
- There will be a ribbon cutting for New Look either in November or December. There will also be a ground breaking ceremony for Arlington Drive in early January.
- There will be a press release naming THA and TCC's College Housing Assistance Program (CHAP) as one of the nation's top 25 innovative

governmental programs for 2018. The City Council approved the Affordability Housing Strategy last night, which will probably show up in that coverage.

- THA, in collaboration with the auditor's office, launched a voter registration drive among tenants and voucher holders. THA is placing information on door knobs and sending emails where available. THA is also hiring residents to go door to door to provide information.
- THA is in good shape financially; the State auditor concluded their audit with no findings.

Commissioner Banks thanked staff for their hard work and thanked DED Black for presenting on behalf of the other departments. ED Mirra thanked the board for its nice mix of caution and willingness to take risks.

10. EXECUTIVE SESSION

None.

11. ADJOURNMENT

There being no further business to conduct, the meeting ended at 5:59 PM.

APPROVED AS CORRECT

Adopted: October 24, 2018



Dr. Minh-Anh Hodge, Chair