



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, JANUARY 27, 2021

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session via Zoom at 4:45 PM on Wednesday, January 27, 2021.

1. CALL TO ORDER

Chair Rumbaugh called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:47 PM.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Chair Stanley Rumbaugh	
Vice Chair Shennetta Smith (arrived late at 4:49 pm)	
Commissioner Derek Young	
Commissioner Dr. Minh-Anh Hodge	
Commissioner Pastor Michael Purter	
Staff	
Michael Mirra, Executive Director	
Sha Peterson, Executive Administrator	
April Black, Deputy Executive Director	
Ken Shalik, Finance Director	
Barbara Tanbara, Interim 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 Rumbaugh declared there was a quorum present @ 4:48 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Rumbaugh asked for any corrections to, or discussion of the minutes for the Study Session of the Board of Commissioners on Wednesday, December 4, 2021.

Commissioner Young moved to adopt the minutes. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

Motion approved.

Chair Rumbaugh asked for any corrections to, or discussion of the minutes for the Regular Session of the Board of Commissioners on Wednesday, December 9, 2021. Vice Chair Smith moved to adopt the minutes. Commissioner Young seconded.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

Motion approved.

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

Real Estate Development Committee—Chair Rumbaugh, Commissioner Young

The committee met and will deal with issues during the executive session today.

Finance Committee—Commissioner Hodge and Commissioner Young

The committee has not met.

Education Committee—Vice Chair Smith, Commissioner Hodge

The committee had a meeting scheduled, but neither commissioner was able to attend. They did have a chance to look at the report that was sent to them last week. The committee will wait for Directors Black and Hanauer to provide their report today.

Citizen Oversight Committee—Vice Chair Smith, Commissioner Purter

Commissioners Purter and Smith had a conversation to come up with a strategy and hope to have a better report at the next board meeting.

Diversity, Equity and Inclusion Committee—Vice Chair Smith, Commissioner Hodge

The committee has not heard of any follow-up from staff. Last month, the Committee indicated that it will only be a sounding board for staff and not plan on meeting on a regular basis. According to Chair Rumbaugh, the Supreme Court released the 2021 state judiciary report today. It focuses heavily on some of the practices the board is trying to modify, implement or disregard with regards to equity and social justice and racial equity issues. Chair Rumbaugh serves on a number of committees focusing on pretrial practice modifications to eliminate injustices based on race and economic status. The State Supreme Court was selected as one of seven in the country to receive funding for data-gathering and research assistance for courts, for a period of five years.

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

Executive Director (ED) Michael Mirra directed the board to his report. He mentioned two things on his report:

1. Review of open and future projects of THA sorted by objectives, to provide the board a sense of what staff are up to.
2. Arlington Drive effort to preserve its state funding. The effort is going well. Senator Darneille and Nobles will be THA's sponsors for this request to the Senate and Representative Leavitt will be THA's House sponsor. A lot of people are speaking up for the request. ED Mirra included a chart in his report that lists the pertinent legislators. He asks that commissioners look at the list to see who they can call to speak for Arlington.

ED Mirra was also pleased to report that THA reached a letter of intent agreement with the Bezos Academy to establish a pre-school at Salishan. We must now negotiate the lease. Vice Chair Smith and Director Hanauer are convening community consultations and surveys with Salishan tenants to help inform those negotiations. ED Mirra is optimistic that they will come to an agreement subject to the Board's approval. ED Mirra reviewed the areas that will need particular attention in the negotiations. Chair Rumbaugh thanked ED Mirra for keeping the board up to date. He asked in particular about having a preference in admissions for Salishan children. ED Mirra stated that is one of the areas for negotiations, as well as a hiring preference for Salishan residents.

Commissioner Young asked about the timeline for the negotiations. ED Mirra stated that THA would like the academy to open in September 2021. Vice Chair Smith added that she spoke with Janette of Salishan Association who sent an email to Scott Edison to see if there is anything to add to the survey, but they have not heard back. There will be a postcard to give to each neighbor or do an online survey. Commissioner Hodge asked who would develop the curriculum of classes. ED Mirra stated that this would be Bezos' responsibility. They are trying to establish a similar school at McCarver. Commissioner

Hodge stated that it would be fabulous and appropriate if it would be a dual language preschool model where students can learn two languages at the same time.

ED Mirra noted that under the lease, THA has landlord responsibility.

Chair Rumbaugh asked how THA would ensure the Bezos Academy's compliance with the lease agreement concerning admissions preferences. ED Mirra responded that there will have to be reporting requirements to allow some oversight. Vice Chair Smith added that Scott Edison of Bezos Academy said he will hire within the community. She said that he explained that the school is not a full Montessori school but only "Montessori inspired." This means that staff will not need a Montessori pedigree to work there.

Director Hanauer is convening with Scott and the dean of Bates to help train Salishan residents for the jobs.

7. ADMINISTRATIVE REPORTS

Finance

Finance Department (FD) Director Ken Shalik directed the board to the finance report. Finance staff are diligently working to close out the financials for tax credit properties to get tax returns and audit done by February. Other staff members are working to close out the financials for the agency as a whole. Information is due to Housing and Urban Development (HUD) by the end of February. Staff are making good progress.

Staff are also doing their work from home.

THA has done well financially this year. Cash Position is a bit behind. Director Shalik is waiting until Duane and his team have completed the December cash position to have a good and solid cash position for the end of the year. THA has adequate cash but one issue to track in 2021 is the Moving to Work (MTW) cash held by HUD. THA ended the year with approximately \$7.8M of MTW held by HUD. This is not reflected on the cash position, but Director Shalik is monitoring it. He will make adjustments to ensure that the balance does not grow. He expects to draw it down to a lower number.

THA has \$8M in unencumbered cash which is about where we want it to be. He reviewed the needs and uses for those funds. Chair Rumbaugh asked if those are available for capital improvements and property purchases. Yes, according to Director Shalik.

Chair Rumbaugh asked if the new budget software performed in a way that made it easier to reconcile the books at the end of the fiscal year. Director Shalik stated that the reconciliation of books are not impacted because it is done through Intact. The budget software, however, helped with the reporting overall for the agency.

Commissioner Young moved to ratify the payment of cash disbursements totaling \$7,322,617 for the month of December 2020. Vice Chair Smith seconded.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

Motion Approved.

Policy, Innovation and Evaluation

Policy, Innovation and Evaluation (PIE) Director April Black directed the board to her report. She met with Wellsprings on January. This is the organization Pierce County chose to provide the supportive services to Tacoma Schools Housing Assistance Program (T-SHAP) families. It reports the challenges to find housing in Tacoma's market. As a result, it is taking longer to house families. Chair Rumbaugh stated that the affordable housing crisis is evident to all, including the courts.

Her board report includes a model for TSHAP, which has been reviewed with Tacoma Public Schools (TPS) and Pierce County. Pierce County is also working with King County to improve their 211 system almost like an Employee Assistance Program (EAP). If they are successful in King County, they will bring it to Pierce County. They are notably new to Pierce County and feeling their way through identifying landlords for Rapid Rehousing (RRH). Chair Rumbaugh reconfirmed THA's \$1.3M commitment to RRH.

Director Black reported on the College Housing Opportunity Program (CHOP). Staff are seeing much lower incomes among CHAP households than when the program began. Staff are seeing vacancies at property based CHAP units that take multiple referrals to fill. Staff are considering program changes to make it more effective. Staff received evaluation reports about CHAP from Temple University's HOPE Center. Staff are reviewing them to consider the recommendations to improve the program.

Chair Rumbaugh noted previous discussions about the court's participation in the Eviction Response Program that tries to divert eviction cases into mediation. He asked if THA has developed any kind of strategy to intervene in a way that may allow THA to provide rental assistance to make those mediations more successful. Director Black responded that THA has not tackled this yet but staff are thinking about it and looking for sources of funds. Staff will try to work with systems already established for rental assistance. Chair Rumbaugh asked ED Mirra if he has connected with anyone in the courts. "No" responded ED Mirra. According to Chair Rumbaugh, the courts will not allow unlawful detainer to be processed until they do mediation. He perceives that there is a trainwreck coming and anything we can do to keep everyone on track will be worthwhile.

Administrative Services

Administrative Services (AS) Director Sandy Burgess directed the board to her report. She has been busy supporting the onboarding for Arlington and The Rise. Staff are involved with compliance and document review. IT and OpenDoor teams are busy supporting the Work from Home (WFH) environment. Karen is bringing in grants. AS is hiring a risk manager, procurement and contract manager, and data analyst. Director Burgess introduced THA's new Asset Manager, Rebecca Spencer, who is involved with new projects including the Tress project.

Chair Rumbaugh asked for an update on lease-up of The Rise. Director Burgess responded that leasing started January 11th and it is 25% full. Arlington lease-up is also making great progress. Compliance staff are involved in reviewing all documents for Arlington and The Rise. Jace is THA's new compliance auditor reviewing reasonable accommodations, currently at 383 requests for 2020 vs. 421 for 2019. Most reasonable accommodation requests seek an extra bedrooms.

THA is renewing its insurance through Eliant. The primary carrier is Philadelphia. THA had an increase in rates but better than other organizations its size. Chair Rumbaugh noted that THA's loss experience was down. Director Burgess responded that the increase responds to the market and generally higher liability awards. THA's higher rates has little to do with THA's loss experience.

She noted that incidents at the properties were down 20% from 2019 for different activities that happened on THA properties. Staff have a plan to replace jacks and doors in old elevators, and will get work done to put a stop on those kinds of incidents.

Resource development raised almost \$3.8M through grants in 2020. Chair Rumbaugh asked if those are for specific purpose grants and if they recur. Director Burgess responded that some do recur and some are multi-year. Vice Chair Smith asked how THA is handling reasonable accommodations during Covid. According to Director Burgess, THA is doing them virtually, inviting applicants to Zoom or Teams and working with Northwest Justice Project. According to Vice Chair Smith, during the reasonable accommodation during Covid, a lot of families were not looking to move a lot. She asked that staff check with tenants to see why they are not taking advantage of reasonable accommodations that offer them an extra bedroom.

Client Support and Empowerment

Client Support and Empowerment (CSE) Director Cacey Hanauer directed the board to her report. Director Hanauer is grateful for a strong CSE team. The Arlington money hunt continues with ED Mirra. Director Hanauer has spent time with community child-care providers to help inform the discussions with Bezos Academy. It has been fruitful work.

Martha Mathias of CSE is the unsung hero in THA's Covid response. She single-handedly ensured 4,400 food deliveries were provided (with a goal of 250). Staff are busy

with end of the year work but all is going well. Director Hanauer apologized for the lack of redesign on her report; she meant to honor families and young people for their continued engagement.

She spoke of the new reporting for the Children Savings Account program. Commissioner Young asked how much easier it is becoming to generate the report. Director Hanauer responded that Amy Van is currently working with Washington State Achievement Council who is developing a dashboard through their IT and providing services in kind for THA. She hopes in the future that it would relieve admin burden significantly. Marty Higgins of CSE has been working with finance to reconcile statements to CSA families. Commissioner Young asked for the timeline. According to Director Hanauer, THA is on Phase 1 and looking at going live in the spring. Phase 2 includes improvement on how participants interact with Guaranteed Education Tuition (GET) account and seeing their savings and money accruing from THA.

Chair Rumbaugh stated that he heard Arlington is full and that the Y has stepped up. It is time to start thinking of exit strategies for those kids, he added. Providing program and shelter at Arlington only to be cast back to the streets at the end of the program would not be good. He asked if THA has plans. Director Hanauer responded that the Y staff starts thinking of exit strategies as soon as a resident moves in. THA will help by providing vouchers to young people exiting successfully.

There is no firm time limit on how long young adults can stay at Arlington Apartments and she is having conversations and making sure plans are strategic, but also thinking about their next steps. Both the Y and CYS have high success rates in exiting young people to stable housing and not to homelessness. Chair Rumbaugh stated that part of the service piece must be to motivate them to independent living. He is hoping they will be encouraged and feel suitably equipped to find employment and eventually thrive.

Rental Assistance

Rental Assistance (RA) Director Julie LaRocque directed the board to her report. Staff are planning for the end of the eviction moratorium. She had her first meeting with Pierce County regarding funding for rental assistance. She noted that it is complicated for THA clients. Staff are catching up with inspections and did initial inspections so people can move and relocate. Staff had discussions with other agencies and Housing and Urban Development (HUD) about options that will work. There have been discussions to use remote inspections but remote inspections come with risks to clients and inspectors. The comments from clients is that they don't know where the inspectors have been and they don't want them to come into their homes. Staff are hoping HUD will waive last year of inspections.

Overall utilization is almost at 101% so things are going well. There have been vacancies at Project Based Vouchers at assisted living properties for medicaid-eligible clients who had an outbreak of Covid. Prior to that, they were very well utilized. There are ongoing concerns with Highland Flats and Crosspointe. The audit is done for Highland Flats and

THA was able to recoup the funds. There were 19 units out of compliance from the Crosspointe audit. Directors Black and LaRocque met with the owners and told them that it cannot continue this way and started discussing options if they should have to exit the agreement and how it will look for residents. They also explained that they have another audit starting at Highland in February and this will determine their future with THA.

Departments worked together and recognized staff that worked so hard on the rent relief program and got it up and running. She is hopeful that this next round of Pierce County funds can go further.

Chair Rumbaugh and Vice-Chair Smith noted the 40% turnback rate is high. Director LaRocque responded that it has been lower than that. ED Mirra asked Director LaRocque to review the periodic consideration of the adequacy of the subsidy level of Housing Opportunity Program (HOP) vouchers. Director LaRocque responded that the level is good for the most part and the last review left everything the same. The next review will start in February or March. She is concerned about the market after the end of the eviction moratorium. Family Unification Program (FUP) and mainstream vouchers are slow to get housed.

Staff are consulting with Housing Connector, which has connections to Zillow. They offer housing search services. THA will have an RFP going out regarding these types of services.

Vice-Chair Smith noted that she had a reasonable accommodation authorization for another unit and stated she did not take it because she did not wish to move in the middle of the middle of the pandemic. She said a lot of families in similar situations come to the same conclusion for the same reason.

Commissioner Young asked how long THA has been 100% utilized. According to Director LaRocque, it has been a year at least. Director Shalik added that THA budgeted at 100% through most of 2022. ED Mirra stated that THA still has an agreement with HUD for a baseline of 95%. Director LaRocque confirmed.

Property Management

Property Management (PM) Director Frankie Johnson directed the board to her report. THA has had a 99% occupant rate even during COVID. THA went into transition around the end of January and PM staff have been able to maintain this. Correction on Arlington—it isn't fully occupied but all units are under lease. Move-ins are staggered because of the pandemic. This particular clientele is challenging because of homelessness and not being able to follow-up with current phone numbers. Staff are finding that they are missing in action or housed elsewhere. It takes a lot of work to do lease up, but the numbers have been amazing. The Y and team have been phenomenal in acclimating young people to this new experience. Some are leasing for the first time. PM staff have been tremendous. The Rise has 64 units and has leased 14.

The challenge this year is how to address routine work orders that have escalated to emergencies during Covid. Staff are developing a plan on how to address these work orders. The turn numbers did creep up. Staff are working on how to normalize this process and when to do it. Director Johnson explained the challenge of having maintenance staff out of office during the holidays.

She acknowledged Martha Matthias in helping PM team with the senior properties and getting vaccines. She also thanked the CSE and PM teams for their efforts. Commissioner Hodge asked if the seniors have special accommodation for the vaccines. According to Director Johnson, she imagines that there is concerted effort to bring the vaccine to seniors. CSE is working with the Tacoma Health Department for an outreach program.

RED

Real Estate Development (RED) Director Kathy McCormick directed the board to her report. For the past six weeks, she has been working with her team finishing Arlington and The Rise projects. They are pretty close to getting it done. They plan on reaching out to Asset Management, Finance, and Property Management to debrief the experience.

She has been busy with talks with the Greater Tacoma Community Foundation and the proposal to create an investment fund for THA's property purchases. RED is also looking at other refinancing options to acquire units.

Hilltop housing is taking staff time. Staff are negotiating with Inland. Chair Rumbaugh asked if THA has tax credits. According to Director McCormick, THA has to apply for the bonds and the 4% Tax Credits.

8. NEW BUSINESS

8.1 RESOLUTION 2020-01-27 (1) (Amendment #1 to Architectural and Engineering Services with Ankrom Moisan at Architects James Center North)

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

WHEREAS, On May 23, 2018, THA Board Resolution 2018-05-23 (8) authorized THA's Executive Director to negotiate and execute a contract for A&E services for James Center North Planning Services in an amount not to exceed \$250,000; and

WHEREAS, On June 26, 2018, THA entered a contract with Ankrom Moisan to provide architectural and engineering services (A&E) for the James Center North master planning in the amount of \$230,000; and

WHEREAS, THA would like to amend the total contract amount for Ankrom Moisan to include fees associated with on-going James Center North redevelopment

activities, including interim activation concepts, research for re-platting of James Center North parcels, binding site plan approval coordination, interim activation design oversight, and miscellaneous design costs for the sale of land associated with redevelopment at James Center North; now, therefore, be it

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

Authorize THA's Executive Director to increase the contract amount with Ankrom Moisan by \$100,000 for a total not-to-exceed amount of \$350,000

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

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion Approved: January 27, 2021

Stanley Rumbaugh, Chair

**8.2 RESOLUTION 2021-01-27 (2)
(Approval of Revision to THA's Administrative Plan)**

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

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

THA's Executive Director is authorized to revise THA's Administrative Plan Chapter 7 – Verification, Part I: General Verification Requirements to permit electronic forms and signatures in all cases except when it is expressly prohibited by regulation or associated guidance.

Vice Chair Smith motioned to approve the resolution. Commissioner Young seconded the motion.

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion Approved: January 27, 2021

Stanley Rumbaugh, Chair

8.3 RESOLUTION 2021-01-27 (3)
(Addendum #4 to Architectural and Engineering Services with
Ferguson Architects 902 1st Floor Tenant Improvement)

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

WHEREAS, On July 10, 2019, THA entered in to a competitively bid Agreement with Ferguson Architects for the renovation of the ground floor of THA's administrative building located at 902 South L Street; and

WHEREAS, In August 2020, THA staff determined changes to the design development are necessary to incorporate safety and health adjustments brought on by Covid-19 considerations; and

WHEREAS, It was determined that Rental Assistance will occupy the entire first floor due to the need for additional staff; and

WHEREAS, Changes to the design development requires further expansion of the scope of services with Ferguson Architects at a total of \$35,930; now therefore be it

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

Authorize THA's Executive Director to increase the contract amount with Ferguson Architects by \$35,930 for a total not to exceed of \$190,362.

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

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None

Absent: None

Motion Approved: January 27, 2021

Stanley Rumbaugh, Chair

9. EXECUTIVE SESSION

The Board went into executive session at 6:47 pm for 18 minutes to discuss real estate transactions. The Board came back into regular session at 7:05 pm.

9. COMMENTS FROM COMMISSIONERS

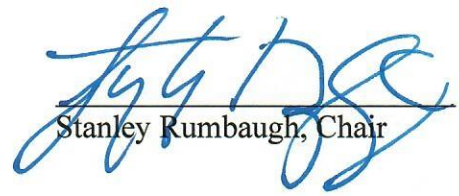
None.

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 7:06 PM.

APPROVED AS CORRECT

Adopted: February 24, 2021



Stanley Rumbaugh, Chair