



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, February 24, 2010

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L Street, Tacoma, WA at 4:00 PM on Wednesday, February 24, 2010.

1. CALL TO ORDER

Chairman Miller called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:02 PM without a quorum and proceed to items on the agenda that did not require a vote of the board.

2. ROLL CALL

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

PRESENT

ABSENT

Commissioners

Ken Miller, Chairman

Arthur Banks, Commissioner (arrived at 4:15 PM)

Stanley Rumbaugh, Commissioner (arrived at 4:40 PM)

Janis Flauding, Vice Chair

Greg Mowat, Commissioner

Staff

Michael Mirra, Executive Director

Christine Wilson, Executive Administrator

Ken Shalik, Finance Director

April Davis, REMHS Director

Nancy Vignec, Community Services Director

Barbara Tanbara, Human Services Director

Tina Hansen, Interim RED Director

Chairman Miller declared there was a quorum present @ 4:40 PM and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Miller asked for any corrections to or discussion of minutes for the regular meeting of the Board of Commissioners of Wednesday, January 27th. Commissioner Banks moved to adopt the minutes, Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Chair Miller asked for any corrections to or discussion of minutes for the Study Session of the Board of Commissioners of Friday, February 5th. Commissioner Rumbaugh moved to adopt the minutes, Commissioner Bank's seconded.

Upon roll call, the vote was as follows:

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

Motion Approved

4. GUEST COMMENTS

Ms. Hope Rein stated that SAFE is doing well and they are currently working on the annual meeting planned for July. She reported that a trip has been planned to Pike Place Market in Seattle and she introduced resident Carl Mastherg, resident from Ludwig who also sits on the SAFE board.

5. COMMITTEE REPORTS

HOPE VI Community Task Force – No report

Finance Committee – No report

6. ADMINISTRATIVE REPORTS

Finance Administration

Commissioner Banks moved to ratify the payment of cash disbursements totaling \$4,062,714 for the month of January, 2010, Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Director Shalik referred the board to his report, discussion ensued. He reported that THA received a 10% increase in HAP payments for 2010. ED Mirra elaborated and Director Shalik confirmed that with this news there will be no need to terminate vouchers and THA will be able to honor its commitment of vouchers to Sal 7. However, THA still cannot issue new vouchers to the waiting list. Director Shalik provided a VisualHomes update stating training issues and software modifications are currently being reviewed. There was some discussion about what the department meant by "critical" issue. Director Shalik clarified that it did not mean a "show stopper" for the agency.

Real Estate Management and Housing Services

Director Davis referred the board to her report. Discussion ensued regarding the Annual Plan going out for public comment an referred to BOC to the Tacoma-Pierce County Health Department Salishan survey.

Real Estate Development

Interim Director Hansen referred the board to her report. She stated that we are still waiting to hear about our HOPE VI application for Hillside Terrace. She introduced representatives from Absher Construction in the audience. She noted that the board will vote on a resolution this evening to authorize awarding the Hillside Terrace Construction Manager/General Contractor Services to Absher Construction.

Community Services

Director Vignec referred the board to her report and introduced FIT staff members Mary Syslo-Seel, Colin Deforrest, and Megan Davis. They discussed the experience of the Fourth Annual THA Adopt a Family Program this last holiday season. In this effort, THA staff "adopted" all the Families in Transition families and insured that all members of each family received Christmas gifts. The Community Service staff then delivered the gifts. Mr.

DeForrest and Ms. Davis noted how appreciative the families were. Ms. Davis underscored the importance of housing provided by THA to the success of these families.

Human Resources

Director Tanbara referred the board to her report. She discussed the Employee Opinion Survey that staff recently completed. She reported that the contractor is currently analyzing the results. She is also working to complete some ongoing union issues. The HR Policy rollout has been completed. Commissioner Rumbaugh asked about increases in health insurance costs over the past two years. Director Tanbara stated it has been 17%. Commissioner Rumbaugh followed up asking to see data for the past three years showing employee cost increases v. employer cost increases.

7. NEW BUSINESS

7.1 RESOLUTION 2010-2-24 (1)

AMP1 RENOVATIONS AT 2 FACILITIES

Whereas, The Housing Authority of the City of Tacoma (the “Authority”) solicited bids for AMP1 Renovations at 2 Facilities;

Whereas, The timely advertisements for bids were placed in the following publications, websites and dates; the Skanner and the Tacoma Small Business Incubator on January 5, 2010; the WEBS government projects website on January 5, 2010; bid documents were provided to 12 plan centers, and the Blue Book website on January 5, 2010.

Whereas, Thirteen (13) companies received the bid package;

Whereas, Bids were received in the following amounts; The bid results from lowest to highest bid are as follows:

<i>Company</i>	<i>Base Bid</i>	<i>Deductive Alt. #1</i>	<i>Deductive Alt. #2</i>	<i>Deductive Alt. #3</i>	<i>Responsive-Responsible Y / N</i>
DOM CONSTRUCTION	\$ 731,350.00	\$9,465.00	\$3,000.00	\$22,000.00	N
TATLEY-GRUND	\$1,063,750.00	\$4,026.00	\$6,191.00	\$19,643.00	Y
CHRISTENSEN	\$1,115,950.00	\$11,000.00	\$6,000.00	\$15,000.00	Y
SHINSTINE	\$1,139,950.00	\$5,400.00	\$3,700.00	\$11,600.00	Y
SYNERGY	\$1,311,795.00	\$3,600.00	\$3,690.00	\$17,086.00	N
CHARTER	\$1,462,176.00	\$6,774.00	\$2,109.00	\$15,248.00	Y

Whereas, Staff determined that the lowest responsive and responsible bidder is Tatley-Grund Inc.; and

Whereas, Total financing for the work is from 2009 ARRA Funds Capital Funds;

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

1. The bid for Contract Number WA: 5-AMP1-ARRA-02-09 Renovations at 2 Facilities for N. G Street AND N. K Street be accepted as a fair and reasonable bid and that the contract be awarded to Tatley-Grund Inc. in compliance with all bid documentation requirements in the amount of \$1,063,750.00 plus a Not to Exceed contingency of \$106,375.00.

Approved: February 24, 2010

Ken Miller, Chairman

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

Upon roll call, the vote was as follows:

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

Motion approved

7.2 RESOLUTION 2010-2-24 (2)

AMP 2 RENOVATIONS AT 3 FACILITIES

Whereas, The Housing Authority of the City of Tacoma (the "Authority") solicited bids for AMP2 Renovations at 3 Facilities;

Whereas, The timely advertisements for bids were placed in the following publications, websites and dates;

The ITB was published in the Skanner and the Tacoma Small Business Incubator on January 12, 2010; The WEBS government projects website on January 12, 2010; Bid documents were provided to 12 plan centers, and the Blue Book website on January 12, 2010.

Whereas, Twelve (12) companies received the bid package;

Whereas, Bids were received in the following amounts;

The bid results from lowest to highest bid are as follows:

<i>Company</i>	<i>Base Bid</i>	<i>6th Avenue Deductives</i>	<i>Fawcett Deductives</i>	<i>Wright Deductives</i>	<i>Responsive- Responsible Y / N</i>
<i>DOM CONSTRUCTION</i>	<i>\$793,500.00</i>	<i>\$70,250.00</i>	<i>\$210,000.00</i>	<i>\$157,000.00</i>	<i>N</i>
<i>CHRISTENSEN INC.</i>	<i>\$919,950.00</i>	<i>\$71,700.00</i>	<i>\$98,450.00</i>	<i>\$191,300.00</i>	<i>Y</i>
<i>CE & C</i>	<i>\$1,232,739.00</i>	<i>\$64,586.00</i>	<i>\$138,555.00</i>	<i>\$346,398.00</i>	<i>Y</i>
<i>TATLEY - GRUND</i>	<i>\$1,543,813.00</i>	<i>\$88,631.00</i>	<i>\$165,422.00</i>	<i>\$616,155.00</i>	<i>N</i>
<i>SHINSTINE</i>	<i>\$1,805,700.00</i>	<i>\$61,700.00</i>	<i>\$133,000.00</i>	<i>\$165,000.00</i>	<i>Y</i>

Whereas, Staff determined that the lowest responsive and responsible bidder is Christensen Inc.; and

Whereas, Total financing for the work is from 2009 ARRA Funds Capital Funds;

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

1. The bid for Contract Number WA: 5-AMP2-ARRA-02-09 Renovations at 3 Facilities for Sixth Avenue, Fawcett and Wright Street be accepted as a fair and reasonable bid and that the contract be awarded to Christensen Inc. in compliance with all bid documentation requirements in the amount of \$919,750.00 plus a Not to Exceed contingency of \$138,050.00.

Approved: February 24, 2010

Ken Miller, Chairman

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

Upon roll call, the vote was as follows:

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

Motion Approved

7.3 RESOLUTION 2010-2-24 (3)

AMP 3 RENOVATIONS AT 3 FACILITIES

Whereas, The Housing Authority of the City of Tacoma (the "Authority") solicited bids for AMP3 Renovations at 3 Facilities;

Whereas, The timely advertisements for bids were placed in the following publications, websites and dates;

The ITB was published in the Skanner and the Tacoma Small Business Incubator on January 12, 2010; The WEBS government projects website on January 12, 2010; Bid documents were provided to 12 plan centers, and the Blue Book website on January 12, 2010.

Whereas, 12 companies received the bid package;

Whereas, Bids were received in the following amounts;

<i>Company</i>	<i>Base Bid</i>	<i>Bergerson Deductives</i>	<i>Ludwig Deductives</i>	<i>Responsive- Responsible Y / N</i>
<i>C E & C, INC.</i>	<i>\$409,560.00</i>	<i>\$28,788.00</i>	<i>\$23,448.00</i>	<i>Y</i>
<i>J.A.M. CONSTRUCTION</i>	<i>\$456,544.00</i>	<i>\$27,000.00</i>	<i>\$16,800.00</i>	<i>Y</i>
<i>CHRISTENSEN INC.</i>	<i>\$474,805.00</i>	<i>\$9,300.00</i>	<i>\$32,600.00</i>	<i>Y</i>
<i>LIBBY BUILDERS</i>	<i>\$486,440.00</i>	<i>\$17,467.00</i>	<i>\$35,820.00</i>	<i>Y</i>
<i>TATLEY - GRUND</i>	<i>\$509,737.00</i>	<i>\$31,525.00</i>	<i>\$27,162.00</i>	<i>Y</i>
<i>SHINSTINE</i>	<i>\$607,500.00</i>	<i>\$22,000.00</i>	<i>\$31,000.00</i>	<i>Y</i>
<i>SYNERGY</i>	<i>\$898,009.00</i>	<i>\$32,797.00</i>	<i>\$18,819.00</i>	<i>Y</i>

Whereas, Staff determined that the lowest responsive and responsible bidder is C E & C, INC.; and

Whereas, Total financing for the work is from 2009 ARRA Funds Capital Funds;

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

1. The bid for Contract Number WA: 5-AMP3-ARRA-02-09 Renovations at 3 Facilities for Bergerson Terrace, Dixon Village and Ludwig Apartments be accepted as a fair and reasonable bid and that the contract be awarded to CE & C Inc. in compliance with all bid documentation requirements in the amount of \$409,560.00 plus a Not to Exceed contingency of \$82,140.00.

Approved: February 24, 2010

Ken Miller, Chairman

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

Upon roll call, the vote was as follows:

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

Motion Approved

7.4 RESOLUTION 2010-2-24 (5)

**ARCHITECTURAL & ENGINEERING (A&E) SERVICES FOR
MULTIFAMILY PUBLIC HOUSING UPGRADES (ARRA CAPITAL FUND
PROJECTS)**

WHEREAS, The American Recovery and Reinvestment Act (ARRA) 2009 was signed into law by on February 17, 2009;

WHEREAS, The Housing and Urban Developments Office of Capital Improvements (OCI) announced that \$2.985 billion in Capital Fund formula grant funds were awarded pursuant to the ARRA;

WHEREAS, Tacoma Housing Authority (THA) received an award of \$4,096,616.00;

WHEREAS, THA received approval of Resolution 2009-05-27(1) for Architectural & Engineering Services;

WHEREAS, May 27, 2009 the Housing Authority Board of Commissioners approved Resolution 2009-05-27(1) authorizing the Executive Director to negotiate and award a Phase I Contract for the ARRA Capital Fund projects to The Casey Group for A&E Services in the amount not-to-exceed \$150,000 and in October 2009 Resolution 2009-10-28(1) increased the Phase I contract amount by \$12,000 and authorized the first project for the Phase II work for G Street Apartments in the amount of \$40,000 and in November 2009 Resolution 2009-11-18(1) increased the Phase II contract amount by \$324,000;

WHEREAS, The staff recommends the approval and appropriation of additional funds to cover completion of the work in Phase II of the contract.

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

1. Approve Resolution 2010-2-24(5) authorizing the Executive Director to increase the Phase II contract by \$48,000.00 for a total amount not-to-exceed \$574,000.00. The funding is to complete Phase II work at AMP1, AMP2 and AMP3 for the ARRA Capital Fund projects by The Casey Group for A&E Services.

Approved: February 24, 2010

Ken Miller, Chairman

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

Upon roll call, the vote was as follows:

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

Motion Approved

7.5 RESOLUTION 2010-2-24 (6)

**1800-2500 AUTHORIZATION TO AWARD HILLSIDE TERRACE
CONSTRUCTION MANAGER/GENERAL CONTRACTOR SERVICES**

Whereas, The Housing Authority of the City of Tacoma (the “Authority”) solicited proposals for CM/GC Services;

Whereas, The timely advertisements for proposals were placed in the following publications and dates;

Various Plan Centers	12/18
William M Factory Small Business Incubator	12/18
Washington Electronic Business Solutions (WEBS)	12/18
The Blue Book	12/18

Whereas, Seven contractors presented proposals;

Whereas, The proposals were evaluated using the criteria outlined in the Request for 1 Proposals;

Whereas, Absher Construction Co. was the highest ranking firm;

Whereas, The Authority has developed a preliminary budget of \$22.5 Million for the project; and

Whereas, The Pre-Construction Services will be funded through Capital Funds;

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

1. The Executive Director has the authority to negotiate and execute the contract for Construction Manager/General Contractor Services for 1800/2500 Hillside Terrace with Absher Construction. The contract will be awarded in phases through amendments to the Pre-Construction Services Agreement.
2. The Executive Director has the authority to negotiate and execute the Pre-Construction Services Agreement in the amount not-to-exceed \$75,000.

Approved: February 24, 2010



Ken Miller, Chairman

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

Upon roll call, the vote was as follows:

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

Motion Approved

8. COMMENTS FROM COMMISSIONERS

None.

9. COMMENTS FROM THE EXECUTIVE DIRECTOR

ED Mirra directed the board to his report. He reviewed the issues pertinent to THA presently before the state legislature.

10. ADJOURNMENT

There being no further business to conduct, Commissioner Banks moved to adjourn, Commissioner Rumbaugh seconded the motion. Meeting adjourned at 5:52 PM.

APPROVED AS CORRECT

Adopted: March 24, 2010



Ken Miller, Chair