



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, August 25, 2010

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 1724 East 44<sup>th</sup> Street, Tacoma, WA at 4:00 PM on Wednesday, August 25, 2010.

### 1. CALL TO ORDER

Vice Chair Flauding called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:06 PM.

### 2. ROLL CALL

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

#### Present

Janis Flauding, Vice Chair  
Greg Mowat, Commissioner  
Ken Miller, Commissioner

#### Absent

Dr. Arthur C. Banks, Chair  
(arrived at 4:12 PM)

Stanley Rumbaugh, Commissioner

#### Staff

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

Vice Chair Flauding declared there was a quorum present @ 4:06 PM and proceeded.

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

Vice Chair Flauding asked for any corrections to or discussion of minutes for the Meeting of the Board of Commissioners of Wednesday, July 28<sup>th</sup>. Commissioner Mowat moved to adopt the minutes, Commissioner Miller seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

#### **4. GUEST COMMENTS**

Mr. Jesus Delgado, Salishan resident, provided comment to the BOC thru an interpreter. Mr. Delgado is recommending that the Salishan managers walk thru Salishan so they can see when people are violating their leases by storing items on their porches and behind their units. Additionally, Mr. Delgado would like to see a new American Flag replaced on the flag pole located near the Family Investment Center (FIC). He said that the present one is. Commissioner Miller asked what the process is for residents who have this type of concern. ED Mirra stated that the first step a resident can consider is to address his or her concerns to the neighbor who is causing the concern. If that does not work or if the resident does not wish to speak to the neighbor, then the resident can alert the Site Managers. The resident can also alert the Manager of the Salishan Association. Mr. Delgado stated he has done these things and the problems have not been resolved. ED Mirra asked that he please stay in contact with property management staff and to consider taking photographs of his concerns and presenting to staff. Commissioner Miller asked where on the priority list are cluttered porches to be addressed. Director Davis stated they will be increased site walks weekly which will begin in September. If necessary, violation notices will be issued and followed up on. Chair Banks requested a follow-up to the BOC on the action taken regarding Mr. Delgado's concerns.

#### **5. COMMITTEE REPORTS**

Finance Committee – ED Mirra reported that Commissioner Mowat and Director Shalik did not have the opportunity to meet, however, an email exchange indicated that all was in order.

#### **6. ADMINISTRATIVE REPORTS**

##### **Finance Administration**

Director Shalik directed the board to his monthly report and added that the close of year-end 2009 will occur on time. Thank you to the Finance staff for their excellent work. Chair Miller asked Director Shalik to express to the staff the boards appreciation.

Commissioner Mowat moved to ratify the payment of cash disbursements totaling \$7,402,763 for the month of July, 2010.

Upon roll call, the vote was as follows:

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

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

Director Davis directed the board to her monthly report. She was very pleased to report that THa and HUD have signed THA's MTW contract. THA is now officially an MTW public housing authority. Director Davis discussed the disappointing REAC scores and told the board that THA will appeal some of them. Commissioner Miller asked what the low scores mean for MTW. Director Davis indicated that HUD will not use these scores to affect THA. Our MTW contract states that we retain our High Performer status pending HUD design of a special assessment system for MTW agencies. She does not know when that system will become available. Commissioner Miller asked if we anticipate problems with the Tax Credit investors who may be concerned because some of the low REAC scores pertained to tax credit units. Director Davis indicated that she does not believe we will have any problems. The investors rely on separate set of inspections for tax credit compliance purposes. However, we will be alerting the investors to the REAC scores. Discussion also ensued on unit turn numbers and these numbers are not satisfactory to staff. Chair Banks asked if the condition of the property impacts the unit turn days. Director Davis indicated that this is the case. Another problem arises because tenants often turn down a unit that we offer, delaying our ability to fill the unit. Tenants are able to turn down two units before we put them back at the bottom of the waitlist. Commissioner Mowat indicated he was not aware that tenants can turn down units. Director Davis stated that she is looking into contracting out unit turns so maintenance staff can focus on work orders. She added that the system continues to improve daily and thanked staff for stepping up to the challenge. Director Davis discussed the struggle with the current structure of property management out at Salsishan and explained her plan to reorganization the staff with no additional FTE's and stated she will keep the BOC updated on the progress of the reorganization. On behalf of the staff who wished to thank Commissioner Flauding for her tireless work for Salishan and tenants generally,, ED Mirra presented her with a certificate acknowledging her entry into the Registry of the Great, Grand and Good.

### **Real Estate Development**

Interim Director Hansen referred the board to her monthly report. Discussion ensued about the HOPE VI and Choice Neighborhood NOFA's that were just released by HUD. THA can only apply for one NOFA. ED Mirra stated that Director Hansen will lead the effort to decide whether TAH should apply and if so which one. ED Mirra added that he encourages the BOC to drive by our senior/disabled buildings undergoing building improvements with ARRA funding.

## Community Services

Director Vignec referred the board to her report and stated that the percentages in her tables will show that we are halfway thru the year. She asked the commissioners if they had any questions and there were none.

### 7. OLD BUSINESS

None.

### 8. NEW BUSINESS

#### 8.1 RESOLUTION 2010-8-25 (1), 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 a larger allocation of 2010 Capital funds;

**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 and in February 2010 Resolution 2010-2-24(5) increased the Phase II contract amount by \$48,000;

**WHEREAS**, The staff recommends the approval and appropriation of additional funds to cover added A&E Services for the Phase II work.

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

1. Approve Resolution 2010-8-25(1) authorizing the Executive Director to increase the Phase II contract by \$138,000.00 for a total amount not-to-exceed \$712,890.00. The funding is to complete Phase II work at AMP1, AMP2 and AMP3 for the ARRA

Capital Fund projects and 2010 Capital Fund projects by The Casey Group for A&E Services.

**Approved:** August 25, 2010

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Dr. Arthur C. Banks, Chair

Commissioner Mowat motioned to approve the resolution. Commissioner Flauding seconded the motion.

Upon roll call, the vote was as follows:

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

**Motion approved**

**8.2 RESOLUTION 2010-08-2(2), AUTHORIZED SIGNERS FOR FINANCIAL INSTITUTION ACCOUNTS**

**Whereas,** The Board selects its chair and vice chair at its annual meeting. When these Board officers change, THA needs a resolution changing the authorized signatures for its accounts at its various financial institution;

**Whereas,** This resolution does that and replaces Resolution 2009-8-26(1), which had authorized previous offices as signers; and

**Whereas,** The Board of Commissioners needs to formally authorize the financial institutions and the authorized signers on the accounts:

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

The funds of THA are hereby authorized by the laws of the State of Washington and the regulations of the Department of Housing and Urban Development to be utilized, held and invested and that said funds may be deposited with any or all of the following institutions:

BANK OF AMERICA  
HERITAGE BANK  
KEY BANK  
J.P. MORGAN CHASE BANK  
U.S. BANK  
THE BANK OF NEW YORK TRUST CO.  
WASHINGTON STATE INVESTMENT POOL

Or such other institutions as may be found to provide the highest interest rate.

***Be it further resolved*** that any of the below designated individuals are authorized to enter into any and all transactions relating to the above mentioned institutions as they exist now or may be created in the future upon signature of any two (2) of the following designated individuals:

Dr. Arthur C. Banks, Chair \_\_\_\_\_

Janis Flauding, Vice Chair \_\_\_\_\_

Michael Mirra, Executive Director \_\_\_\_\_

Kenneth Shalik, Director of Finance & Admin \_\_\_\_\_

Duane Strom, Finance Manager \_\_\_\_\_

***Be it further resolved*** that this resolution replaces any and all previous resolutions designating authorized financial institutions and signers.

***Be it further resolved*** that the authorized signers acknowledge and accept Heritage Bank's policy of accepting any check with one authorized signature.

Approved: August 25, 2010

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Dr. Arthur C. Banks, Chair

Commissioner Miller motioned to approve the resolution. Commissioner Mowat seconded the motion.

Upon roll call, the vote was as follows:

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

**Motion Approved**

**8.3 RESOLUTION 2010-8-25 (3), SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION**

**Whereas**, 24 CFR § 985.101 requires a Public Housing Agency administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year;

**Whereas**, SEMAP requires HUD to rate the performance of Public Housing agencies by addressing 14 performance indicators subject to HUD verification by an on-site confirmation review at any time;

**Whereas**, The Housing Authority is required to submit certification to HUD for the 14 performance indicators, and;

**Whereas**, The certification must be approved by the PHA Board and signed by the PHA Executive Director;

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

1. That the Section 8 Management Assessment Program Certification for the Fiscal Year ending June 30, 2010 be approved;
2. That the Executive Director is hereby authorized to sign and submit the certification as required.

Approved: August 25, 2010

\_\_\_\_\_  
Dr. Arthur C. Banks, Chair

Commissioner Flauding motioned to approve the resolution. Commissioner Mowat seconded the motion.

Upon roll call, the vote was as follows:

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

**Motion approved**

**8.4 RESOLUTION 2010-8-25 (4), APPROVAL OF 1.5% SALARY INCREASE AGREEMENT WITH PIERCE COUNTY TRADES COUNCIL**

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

**Whereas**, The collective bargaining agreement between the Tacoma Housing Authority (THA) and the Pierce County, Washington Building and Trades Council called for a salary and insurance benefit opener in 2010;

**Whereas**, THA and the Trades Council have reached an agreement on a new salary range, a copy of which staff have presented to the Board of Commissioners;

**Whereas**, On August 3, 2010, the THA staff in the bargaining unit that the employees represented by the Trades Council have voted to ratify the salary increase agreement; and

**Whereas**, The Board of Commissioners finds that the salary increase for maintenance staff is fair and reasonable and that it would serve THA's interests;

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

1. The Board authorizes the Executive Director to execute the 1.5% salary increase agreement with the Pierce County, Washington Building and Trades Council.

**Approved: August 25, 2010**

\_\_\_\_\_  
Dr. Arthur C. Banks, Chair

Commissioner Miller motioned to approve the resolution. Commissioner Flauding seconded the motion.

Upon roll call, the vote was as follows:

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

**Motion Approved**

**9. COMMENTS FROM COMMISSIONERS**

None

**10. COMMENTS FROM THE EXECUTIVE DIRECTOR**

ED Mirra directed the board to his report. He reminded the Board that staff are preparing proposals for the Board's review that would make important changes to our housing programs. They include the changes to the voucher occupancy standards and how THA calculates rent in both the voucher and public housing programs. These changes serve two main purposes. They are necessary to help THA cover the \$750,000 operational deficit THA faces next year. Once fully implemented over two to three years, the savings should also allow THA to serve more voucher households. They will also fulfill THA's obligations as a MTW agency to explore ways (i) to encourage our clients to increase their earned income, (ii) to give them more options in their housing; (iii) to make THA more efficient. Commissioner Miller asked if it would be useful to talk about these changes prior to sending them out to the public. Chair Banks asked if there was a time line associated with these changes; he is concerned about the economy and the lack of jobs available. Director Davis reviewed the time line. Commissioner Miller stated it appears that may be tension between THA saving money and serving more families vs. transforming client's lives. Director Davis acknowledged that no change can serve all purposes. Chair Banks asked if our current tenants will be grandfathered in with their current situation. ED Mirra noted that the changes will be phased in. He recounted the prior discussions on these topics. The public meetings will inform the Board's further discussions in advance of its decision.

**11. EXECUTIVE SESSION**

None.

**12. ADJOURNMENT**

There being no further business to conduct, the Board of Commissioners, Commissioner Mowat moved to adjourn, and Commissioner Flauding seconded the motion. Meeting adjourned at 5:15 PM.

**APPROVED AS CORRECT**

Adopted: September 22, 2010

  
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Dr. Arthur C. Banks, Chair