



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, September 22, 2010

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 401 North G Street, Tacoma, WA at 4:00 PM on Wednesday, September 22, 2010.

### 1. CALL TO ORDER

Chair Banks called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:17 PM.

### 2. ROLL CALL

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

<b>Present</b>	<b>Absent</b>
Dr. Arthur C. Banks, Chair	
Greg Mowat, Commissioner	Janis Flauding, Vice Chair
Stanley Rumbaugh, Commissioner (arrived at 4:19 PM)	Ken Miller, 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

Chair Banks declared there was a quorum present @ 4:18 PM and proceeded.

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

Chair Banks asked for any corrections to or discussion of minutes for the Annual Meeting of the Board of Commissioners of Wednesday, August 25th. Commissioner Mowat 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 Banks asked for any corrections to or discussion of minutes for the Regular Meeting of the Board of Commissioners of Wednesday, August 25th. Commissioner Rumbaugh moved to adopt the minutes, Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

**4. GUEST COMMENTS**

Eleven G Street residents attended the board meeting, Ms. Sally Dugan addressed the board asking about the rebuilt deck on the property and asked if the flower pots that were removed from the deck could be brought back for the residents to enjoy. The contractors removed the pots during construction. Ms. Shelby Cole also addressed the board and restated the comments made by Ms. Dugan and explained that THA staff told her that only shrubs and flowers in pots are allowed on the property. She noted that the contractors removed grass to lessen the amount of grounds keeping necessary. Ms. Karen Scott also addressed the board and does not agree with the previous statements that were made. She does not want the dirty flower pots to return. She believes the contractors working on the G Street construction project have treated the residents well and she is very appreciative of the construction upgrades. She does question why seven colors were added to the front of the building. She would like the linoleum in the community laundry room replaced, and is concerned that residents of G Street are not picking up their messes. She also mentioned that 50% of the parking spaces do not need to be dedicated to handicapped spaces. The last item Ms. Scott presented was a petition dated August 23, 2010 and sent to Mr. Pat Patterson, Portfolio Manager for THA. She was concerned that to date her has not received a response from Mr. Patterson. The petition requests that G Street Apartments be equipped with ceiling fans to assist with the very warm summer days. Chair Banks requested Ms. April Davis to look into the issues presented this evening to the board and to report back at the October board meeting.

5. **COMMITTEE REPORTS**

Finance Committee – Commissioner Mowatt explained that he had a chance to confer with Ken Shalik briefly. He was satisfied with the budget reports. Since we are still early in the budget year, there are few evident trends that required detailed discussion.

6. **ADMINISTRATIVE REPORTS**

**Finance Administration**

Director Shalik referred the board to his monthly report and added that for the first month of the agencywide budget year there is nothing he sees that is troubling. Commissioner Rumbaugh inquired about the capital fund showing a 0 balance. Director Shalik explained that once the ARRA projects are completed and the funds are expended the dollars will be added to that line item. Mr. Shalik has been busy with MTW. He also mentioned that Yardi software company has purchased VisualHomes. He will be attending a Yardi conference in November and looks forward to meeting the partners and establishing a relationship with them.

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$6,575,609 for the month of August, 2010, Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

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

**Real Estate Management and Housing Services**

Director Davis referred the board to her monthly report. She reported that the flag at the FIC has been replaced and thanked Salishan Jesus Delgado for bringing it to the staff's attention. Additionally, regarding Mr. Delgado's concerns about items being stored on porches, Ms. Davis reported that lease violations have been sent to those units. She explained the unit turn table in her monthly. She stated that a new column has been added to the table that shows the number of days to turn a unit. Director Davis also reported there will be discussion about MTW activities at the upcoming Study Session on October 15<sup>th</sup>. Commissioner Rumbaugh asked why our Salishan REAC scores were so low. Director Davis went over the list of reasons for the point deductions and discussed why the REAC criteria does not always indicate the health or condition of a community in a meaningful way. That said, we do need to master the REAC system. Chair Banks asked if the inspectors scoring sheets were inconsistent. Director Davis was unable to say. ED Mirra added that these REAC scores will not affect our MTW high performer

status. Under our MTW contract, HUD will score us under a new PHAS system created under MTW. He could not say when that will be.

### **Real Estate Development**

Interim Director Hansen referred the board to her monthly report. Discussion ensued that we are on track for the September 30<sup>th</sup> Citibank approval from HUD. Director Hansen stated that THA will not apply for the HOPE VI and Choice Neighborhoods NOFA's stating the criteria for each NOFA applied to larger housing authorities. Director Hansen stated RED staff will continue to look at the option of a phased in approach for development for Hillside Terrace. She added that the ARRA projects are coming to a completion.

### **Community Services**

Director Vignec referred the board to her report and stated her concerns about the progress that needs to be made in Asset Building and the IDA accounts. Additional applicants are needed to match their goal. She will be looking at making requirement mandatory for tenants and believes the classes need to be offered off-site. Chair Banks asked if these are day or evening classes. Director Vignec stated they are primarily evening classes. She also stated that the program offers flexible hours.

### **Human Resources**

Director Tanbara referred the board to her report mentioning that she held her first benefits committee to review THA benefits currently offered to employees. The search for the RED director continues with over 1,400 website hits, 74 applicants, and four strong candidates have been initially interviewed. The new NEOGOV website used by HR for employment recruitment has been an effective tool and asset. She briefly touched on the employee turnover rate report and anticipates the annual percentage rate remaining below 10%. Commissioner Mowat inquired about the employee survey. Director Tanbara touched on the All Staff Retreat created around the survey and explained that each department has created SMART Goals to work on in their individual departments/divisions.

## **7. OLD BUSINESS**

None.

## **8. NEW BUSINESS**

### **8.1 RESOLUTION 2010-9-22 (1), APPROVAL OF TENANT ACCOUNT RECEIVABLE WRITE OFFS**

**WHEREAS**, Tacoma Housing Authority (THA) provided housing services to Housing Choice Voucher and Public Housing participants who discontinued housing assistance with debt owing to THA.

**WHEREAS**, each individual included in this tenant account write off has been notified of their debt and given the opportunity to pay prior to this resolution.

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

1. Approve Resolution 2010-9-22 (1) authorizing THA staff to “write off” the following accounts and send these debts to an external collection agency to pursue collection action:

<b>Client Number</b>	<b>Client Program</b>	<b>Total Debt</b>
XX000708	Stewart Court	1,783.91
XX000256	Stewart Court	3,112.25
XX000432	Stewart Court	1,228.71
XX000187	Stewart Court	973.32
XX000191	Stewart Court	839.35
XX000710	Stewart Court	1,320.23
XX000258	Stewart Court	4,975.34
XX000276	Stewart Court	2,588.05
XX000678	Stewart Court	2,518.60
XX000264	Stewart Court	2,669.00
XX000241	Stewart Court	2,728.52

XX000228	Stewart Court	4,039.15
XX000272	Stewart Court	2,750.31
XX000194	Stewart Court	1,933.32
XX000729	Stewart Court	1,484.48
<b>Total:</b>		<b>34,944.54</b>

**Approved:** September 22, 2010

Dr. Arthur C. Banks, Chairman

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

Upon roll call, the vote was as follows:

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

**Motion approved**

**8.2 RESOLUTION 2010-9-22(2), SUBMISSION OF FUNDING APPLICATIONS AND SECURE FINANCING FOR HILLSIDE TERRACE.**

**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;

**WHEREAS**, RCW 35.82.070(2) provides that a housing authority may "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...;"

**WHEREAS**, Tacoma Housing Authority (THA) applied for and were unsuccessful receiving award for a 2009 HOPEVI Grant for the 1800 and 2500

block of Hillside Terrace Apartments under a previously approved mix-financed HOPE VI Grant application;

**WHEREAS**, THA other sources of financing either to become more competitive for next year's HOPE VI application or to do the project in phases without HOPE VI funding;

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

1. The Executive Director or his designee is authorized to apply for various funding from various sources to secure capital for the demolition and redevelopment of new housing units at the old Hillside Terrace Apartments, including without limitation low-income tax credits, private sector financing, grants or loans from the Tacoma Community Redevelopment Authority, Pierce County, Washington State Housing Finance Commission, Washington State Housing Trust Fund Grant(s) and other federal, state and local funds.

**Approved:** September 22, 2010

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Dr. Arthur C. Banks, Chairman

Commissioner Mowat 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**

**8.3 RESOLUTION 2010-9-22 (3), PUBLIC RECORDS ACT EXEMPTION FROM CREATING INDEX**

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

WHEREAS, Washington State's Public Records Act, RCW 42.56.070(3), requires every local government agency to maintain and make available for public inspection and copying a current index which provides identifying information

concerning the following records, including electronic records, issued, adopted or promulgated after January 1, 1973:

- a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;
- (b) Those statements of policy and interpretations of policy, statute, and the Constitution which have been adopted by the agency;
- (c) Administrative staff manuals and instructions to staff that affect a member of the public;
- (d) Planning policies and goals, and interim and final planning decisions;
- (e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports, or surveys, whether conducted by public employees or others; and
- (f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

WHEREAS, RCW 42.56.070(4) relieves local government agencies of the obligation to maintain such an index if to do so would be unduly burdensome, and if the local government agency issues and publishes a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with agency operations; and

WHEREAS, since January 1, 1973, the Tacoma Housing Authority has issued, adopted and promulgated thousands of documents including, but not limited to: correspondence between staff and correspondence between staff and the public; statements of policy, interpretations of policy, and policy revisions; administrative staff manuals and instructions; planning policies and goals; and factual reports and studies; and

WHEREAS, compiling and indexing this information, and maintaining an index, would require hundreds of hours of staff time, and would require the Housing Authority to postpone or eliminate existing planned activities, create new positions or pay existing employees to do the work outside their normal work hours; and



WHEREAS, the Housing Authority's funding, which comes primarily from rents and a subsidy from the US Department of Housing and Urban Development (HUD), are currently insufficient to cover existing operating and maintenance costs; and

WHEREAS, the HUD would not increase the Housing Authority's funding to cover the cost of compiling, indexing, and maintaining the required index, which will cause further strains on the Housing Authority's already severely strained budget; and

WHEREAS, The Housing Authority will provide any document it is obligated to provide by the Act, including such indices it already maintains for its own use;

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

1. For the reasons set forth above, the Board of Commissioners finds that maintaining an index of information and documents, as required by RCW 42.56.070(3), would be unduly burdensome and would interfere with Housing Authority operations.

**Approved: September 22, 2010**

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Dr. Arthur C. Banks, Chairman

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

Upon roll call, the vote was as follows:

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

**Motion approved**

**9. COMMENTS FROM COMMISSIONERS**

None

**10. COMMENTS FROM THE EXECUTIVE DIRECTOR**

ED Mirra directed the board to his report and proceeded to read a very nice letter to the editor in the TNT this past week complimenting the great work improving the Salishan neighborhood.

**11. EXECUTIVE SESSION**

None.

**12. ADJOURNMENT**

There being no further business to conduct, the Board of Commissioners, Commissioner Mowat moved to adjourn, and Commissioner Rumbaugh seconded the motion. Meeting adjourned at 5:45 PM.

**APPROVED AS CORRECT**

Adopted: October 27, 2010

  
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Dr. Arthur C. Banks, Chair