



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, MARCH 23, 2011

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, March 23, 2011.

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 4:02 PM.

2. ROLL CALL

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

Present

Arthur C. Banks, Chair
Janis Flauding, Vice Chair
Greg Mowat, Commissioner
Ken Miller, Commissioner
(arrived at 4:25 PM)
Stanley Rumbaugh, Commissioner
(arrived at 4:10 PM)

Absent

Staff

Michael Mirra, Executive Director
Christine Wilson, Executive Administrator
Ken Shalik, Finance and Administration Director
April Black, REMHS Director
Barbara Tanbara, Human Resources Director
Nancy Vignec, Community Services Director
Walter Zisette, RED Director

Chair Banks declared there was a quorum present @ 4:03 PM and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Banks asked for any corrections to or discussion of minutes for the Meeting of the Board of Commissioners of Wednesday, January 26th. Commissioner Mowat moved to adopt the minutes, Vice Chair Flauding seconded.

He noted that THA's relationship with Yardi is going very well. We have transitioned to the 18 month budget today, which required important coordination with Yardi. He also reported that Yardi has been receptive to our I.T. changes for MTW. ED Mirra proposed that Director Shalik dispense with his monthly reports to the board on Yardi. The BOC was in agreement with the request. Director Shalik indicated that he would continue giving the board a general I.T. update each month.

Commissioner Mowat moved to ratify the payment of cash disbursements totaling \$4,519,587 for the month of January, 2011, Commissioner Rumbaugh seconded. Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: 0

MOTION APPROVED

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$3,899,752 for the month of February, 2011, Commissioner Mowat seconded. Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: 0

MOTION APPROVED

Real Estate Management and Housing Services

Director Black referred the board to her monthly report. Salishan 7 lease-up is completed. She directed the Board's attention to a new detailed report to be included each month that shows a breakdown of unit turns. She stated that staff will complete all pending unit turns by the end of April. Thereafter, the initial goal is to turn units within 10 days. Commissioner Rumbaugh asked Director Black to describe unit turn challenges. She replied that it could be difficult to have staff focus on unit turns without being called away on more urgent work. She has identified efficiencies to assist with the move out inspections. ED Mirra requested an update on appliance repair work orders. Director Black stated the department is looking at utilizing a new contractor. In addition, a more global discussion needs to occur related to whether or not THA needs to or should provide washers and dryers. ED Mirra asked if we are now caught up on work orders for appliances. Portfolio Manager Pat Patterson stated they are not yet caught up. He explained that oldest order is from December, 2010. PM Patterson stated we may need to look at a new vendor and suggested that repeat work orders from the same tenants may require THA to look at pulling the appliances from the units.

Chair Banks asked if it was the tenants or the appliances that causing the problem. PM Patterson stated it is both. Staff needs to continue to provide education on the equipment. He would like to contract with a vendor who can address all appliance issues. Commissioner Rumbaugh asked if we have a method of accountability with appliance abuse. PM Patterson stated we charge the tenants for the repairs. He added that we could look at adding language to our lease requirements as it relates to appliance abuse. Commissioner Rumbaugh would prefer THA hold tenants accountable for abusing appliances rather than depriving all residents of appliances. Director Tanbara offered that many of our tenants may come from using commercial grade equipment at private laundry facilities.

Chair Banks called on Rental Assistance Manager Julie LaRocque to come up and presented her with a token of appreciation for her leadership as Interim Director of Real Estate Management and Housing Services while Director Black was out on leave. He also thanked Director Shalik and Asset & Compliance Manager Todd Craven for their work on MTW during Director Black's absence.

Real Estate Development

Director Zisette referred the board to his monthly report. He opened the discussion with the walk-on resolution 2011-3-23 (1), THA Resolution 2011-3-23 (1), Architectural & Engineering (A&E) Services for THA Administrative Offices Space Study and Design. Director Zisette reviewed the purposes for this review including improving efficiency, making client visits more private for clients and safer for them and staff, and making our waiting areas more hospitable for children and others. Commissioner Miller asked if we have decided to remain in the current building. ED Mirra stated we have looked over the past few years at other buildings. Additionally, the Hilltop community would consider our move to be a loss. Commissioner Miller asked if we have considered the Salishan Campus Core as a viable option for our administrative building. Director Zisette stated that programs considered useful by the community to be included in the Salishan Campus Core were identified as supportive services, retail, child care, and education. Passive office space has not been a community request. We will learn more about what the community desires through the up coming monkey survey to be conducted this Spring. Commissioner Rumbaugh stated that adding 100 employees to Salishan would create a retail opportunity, Chair Banks added that Salishan needs retail services that are within walking distance for our residents. Director Zisette provided the board with a legislative update on various bills being considered during this current legislative session.

Community Services

Director Vignec referred the board to her report. Commissioner Mowat has requested that Director Vignec appoint a staff member to resume THA's participation in the Pierce County Construction Partnership. Director Vignec agreed to accommodate the request. Director Vignec also discussed working with Tacoma 360 to align social services with the Tacoma School District. They are looking at a possible after school program at First Creek for children residing in Salishan. Vice Chair Flauding asked if the Northwest Leadership Foundation will continue funding the summer program for Salishan. Director Vignec stated

she is not aware they will provide this program again. ED Mirra asked if they could do it if THA found the funding necessary for the program. Director Vignec will look into the status of the funding and will report back to board. Vice Chair Flauding stated she is concerned that not providing a summer program for the children in Salishan will be problematic.

Human Resources

Director Tanbara referred the board to her report. She said that THA will be reviewing employee compensations and classifications. We will also renew the employee survey in September as a follow-up to our January 2010 survey. She is happy to report that we are trending lower in our employee turn-over report. She thanked both Director Shalik and I.T. Division Manager Gjerstad for moving quickly by adding an employee shoutout section to the THA intranet site. This function allows all THA staff to recognize those in the agency. This provides a wonderful opportunity and morale boost for employees to pass along kudos to their colleagues.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 THA RESOLUTION 2011-3-23 (1), ARCHITECTURAL & ENGINEERING (A&E) SERVICES FOR THA ADMINISTRATIVE OFFICES SPACE STUDY AND DESIGN

WHEREAS, On February 10, 2011, Tacoma Housing Authority (THA) Staff issued a Request for Qualifications (RFQ) from firms interested in providing architectural and engineering services for THA Administrative Offices Space Study and Design;
WHEREAS, The RFQ was posted in the Blue Book on February 11, 2011, on Washington Electronic Business Solutions on February 10, 2011 and on THA's website;
WHEREAS, Twelve firms (12) submitted proposals by the deadline of March 8, 2011;
WHEREAS, an evaluation team, composed of three (3) THA staff reviewed and scored the proposals according to evaluation criteria listed in the RFQ;
WHEREAS, the evaluation team voted unanimously in favor of proceeding with contract negotiations with Buffalodesign.

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

Approve Resolution 2011-3-23 (1) authorizing the Executive Director to negotiate and award a Contract for the Architectural and Engineering Services for the THA Administrative Offices Space Study and Design project in an amount not-to-exceed of \$95,000 with Buffalodesign. If staff is unable to negotiate a contract with the highest ranking firm, authorize the Executive director to negotiate and award a contract with the second highest ranking firm

of The Casey Group Architects

Approved: April 27, 2011

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: 5
NAYS: None
Abstain: None
Absent: 0

Motion approved

9. COMMENTS FROM COMMISSIONERS

None

10. COMMENTS FROM THE EXECUTIVE DIRECTOR

ED Mirra directed the board to his report. He reported on the cabinet project related to our strategic plan and its schedule. Staff will provide the board in the fall a draft of proposed changes and strategies for their consideration. ED Mirra also discussed the proposed 2011 and 2012 federal budgets.

11. EXECUTIVE SESSION

Board moved into Executive Session at 5:10 PM for 15 minutes to consider minimum sale prices for Salishan lots. Board moved out of executive session at 5:25 PM with no action taken.

12. ADJOURNMENT

There being no further business to conduct, Vice Chair Flauding moved to adjourn, and Commissioner Mowat seconded the motion. All voted in favor. The meeting adjourned at 5:50 PM.

APPROVED AS CORRECT

Adopted: April 27, 2011



Dr. Arthur C. Banks, Chair