



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, JUNE 22, 2011

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 1202 South M Street, Tacoma, WA at 4:00 PM on Wednesday, June 22, 2011.

### 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 4:07 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 4:20 PM)  
Stanley Rumbaugh, Commissioner  
(arrived at 4:08 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 @ 4:01 PM.

### 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, May 25<sup>th</sup>. Commissioner Mowat moved to adopt the minutes, Commissioner Flauding 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 Meeting of the Board of Commissioners Study Session of Friday, June 3<sup>rd</sup>. Commissioner Mowat moved to adopt the minutes, Commissioner Flauding seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

**4. GUEST COMMENTS**

Ms. Pamela Kebre, resident of the EB Wilson building commented on safety issues in the building and the surrounding neighborhood. She asked if THA is looking at implementing additional safety measures for each building. Ms. Kebre is not confident that persons who are not authorized to be in the building are being kept out and added that she has witnessed those unauthorized individuals getting through the locked front door by following authorized residents into the building. She would like to see security cameras installed around the building. Mr. Robert Sager, also a resident of the EB Wilson building agreed with Ms. Kebre's concerns about safety issues in the building. Ms. Hope Rehn, President of SAFE stated that EB Wilson has a building representative who monitors these issues and reports back to the SAFE board. Commissioner Miller requested that a report be provided to the board related to these safety issues that have been brought to the board this evening by the residents. Ms. Emily Pierce-North, resident of the EB Wilson building commented that she would also like to see the same cameras installed at Wright Street Apartments installed here at EB Wilson. Commissioner Miller stated that the individual issues and concerns need to be resolved by staff. He thanked the residents for bringing these issues to the board and looks forward to reviewing the safety report that will be brought forward by staff. Chair Banks asked Director Black to provide this report to the board. He added that the residents can also assist in the safety of the building by working with one another to make sure that exterior doors are closed and added that if deemed necessary, the board will entertain any policy recommendations from staff to increase the safety of our residents and THA buildings. Commissioner Miller added that THA has discussed in the past to look at separating our elderly and

disabled populations and inquired with ED Mirra when a more thorough conversation will occur. ED Mirra reported that such separation is the subject of a pending project that staff have not yet undertaken. Commissioner Flauding suggested that the residents invite a Safe Streets representative to a meeting and engage in safety assistance. Ms. Kebre added that she is concerned about the screening of applicants allowed into THA programs and stated that she does not believe THA staff is enforcing the lease, especially the no-smoking rule. ED Mirra noted that tenants are served notice of violations and evicted for non-compliance of the lease. Ms. Rehn ended the guest comment period by responding to concerns she heard that the SAFE board by-laws governing SAFE are not legal. Ms. Rehn clarified that the SAFE by-laws are legal and copies are provided to the Washington Secretary of State's office annually as required by law. Regarding the safety of EB Wilson, she does not believe these issues are unique to this building, other buildings also have challenges.

## 5. COMMITTEE REPORTS

Real Estate Development Committee – No report

Finance Committee – Commissioner Mowat stated he met with the finance staff and the financial reports are in order.

## 6. ADMINISTRATIVE REPORTS

### Finance Administration

Director Shalik directed the board to his monthly report.

Commissioner Mowat moved to ratify the payment of cash disbursements totaling \$3,517,392 for the month of May 2011. Commissioner Flauding seconded.

Upon roll call, the vote was as follows:

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

### **Motion Approved**

### Real Estate Management and Housing Services

Director Black directed the board to her monthly report. She announced that THA has been awarded 25 additional VASH Project Based Vouchers from HUD. Staff is preparing for REAC inspections in August and expects our pre-inspections of the units to generate more work orders that will increase the monthly work order numbers significantly for next months report. Director Black added that she will work with Director Tanbara on Commissioner Rumbaugh's request for a cost-benefit analysis

between labor costs and lost revenue with slow unit turns and will provide this information at the next board meeting.

### **Real Estate Development**

Director Walter Zisette referred the board to his monthly report. He discussed the Salishan Core Campus survey results. Staff are compiling them. These results will help staff program the Core. Commissioner Flauding announced and invited THA staff to attend Salishan's National Night Out event on Tuesday, August 2<sup>nd</sup>. She added that this would be a great opportunity to continue surveying residents and other community members from the eastside of Tacoma. Director Zisette added that 28 Salishan lots in Area 3 have been sold to Quadrant Homes. He corrected his report and stated that there will be a Hillside Terrace community meeting scheduled for July 6<sup>th</sup> not June 29<sup>th</sup>.

### **Community Services**

Director Vignec referred the board to her report and described the summer activities that will be available to THA children. Starting on June 20<sup>th</sup>, St. Leo's Food Connection will provide free brown bag lunches for school aged children. The sites this year will be Salishan, Hillside Terrace, and Bergerson Terrace. Additionally, activities have been organized at Courtyard Park providing lunch and snacks. Commissioner Rumbaugh asked if THA is able to provide transportation. Director Vignec stated we will need approved drivers and is willing to look at the possibility of approving THA resident drivers.

## **7. OLD BUSINESS**

None.

## **8. NEW BUSINESS**

### **8.1 RESOLUTION 2011-6-22 (1), FISCAL YEAR 2011 BUDGET REVISION**

**Whereas**, The Board of Commissioners of the Housing Authority of the City of Tacoma ("Authority") approved the FY 2011 Budget on June 23, 2010

**Whereas**, The THA 2011 Fiscal Year was changed to a Calendar Year in 2011, including a six month extension from June 30 to December 31.

**Whereas**, Authority staff determined that the FY 2011 Budget should be revised based on updated information on funding and expenditure needs.

**Whereas**, Authority staff has prepared, and the Board of Commissioners of the Housing Authority of the City Tacoma have reviewed and provided input to the proposed Revised

FY 2011 budget:

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

1. The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the Revised FY 2011 Budget and hereby authorizes the Executive Director to implement and execute said document. Revised expenses and other cash outflows are projected as follows:

<u>Expenses</u>	
Executive	\$641,691
Human Resources	529,083
Finance & Administration	2,525,468
Community Services	2,088,260
Development	2,454,662
Rental Assistance	51,539,700
Property Management	<u>9,540,913</u>
Subtotal	\$69,319,777
 <u>Additional Cash Outflows</u>	
Capital Expenditures	15,671,523
Debt Service	<u>279,110</u>
Subtotal	15,950,633
 <b>TOTAL APPROVED BUDGET</b>	 <u><b>\$ 85,270,410</b></u>

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

**Approved: June 22, 2011**

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Dr. Arthur C. Banks, Chairman

**8.2 RESOLUTION 2011-6-22(2), AUTHORIZATION TO SUBMIT ROSS SERVICE COORDINATOR GRANT APPLICATION**

**Whereas,** On April 21, 2011, the Department of Housing and Urban Development (HUD) issued a Notice of Funding Availability (NOFA) for the Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinator grant;

**Whereas,** The NOFA specifies that Tacoma Housing Authority ("Authority") is eligible to apply for \$240,000 for a term of three years;

**Whereas,** The Authority plans to continue its Service Coordinator program at its family housing developments;

**Whereas,** The Authority plans to provide services to help public housing residents attain economic and housing self-sufficiency through the Service Coordinator program;

**Whereas,** The Authority has developed a preliminary budget of \$240,000 for the provision of Service Coordinator program components;

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

1. That the Executive Director of the Tacoma Housing Authority submit a HUD ROSS Service Coordinator grant application with a proposed budget of \$240,000 for a three-year term to provide services to help public housing residents attain economic and housing self-sufficiency.

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

Upon roll call, the vote was as follows:

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

**Approved: June 22, 2011**

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Dr. Arthur C. Banks, Chairman

**8.3 RESOLUTION 2011-06-22 (3) REVISION TO SEASHOLTZ CONSULTING INC. CONTRACT FOR MOVING TO WORK CONSULTING SERVICES**

**WHEREAS,** Tacoma Housing Authority (THA) has engaged the services of Seasholtz Consulting Inc. for assistance in analyzing activities related to THA's Moving-to-Work designation;

**WHEREAS,** the scope of work must be expanded;

**WHEREAS**, the length of the contract must be extended;

**WHEREAS**, the amount of the contract must be increased.

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

1. Approve Resolution 2011-06-22 (3), Authorizing the Executive Director to sign a contract amendment for the Seasholtz Consulting Inc. Contracts in the amount not-to-exceed \$160,000.

Commissioner Rumbaugh 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

**Approved: June 22, 2011**

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Dr. Arthur C. Banks, Chairman

**8.4 RESOLUTION 2011-6-22(4), AUTHORIZATION TO EXECUTE THE PUGEST SOUND REGIONAL COUNCIL'S MEMORANDUM OF UNDERSTANDING FOR ITS GROWING TRANSIT COMMUNITIES CONSORTIUM**

*Whereas*, the US Department of Housing and Urban Development's Office of Sustainable Housing and Communities has awarded the central Puget Sound region with a federal Partnership for Sustainable Communities grant to implement its six livability principles;

*Whereas*, the Federal Partnership for Sustainable Communities grant in the central Puget Sound region is the *Growing Transit Communities* program;

*Whereas*, the central Puget Sound region has established a strong foundation for regional collaboration and planning with the adoption of VISION 2040, Transportation 2040, and a coordinated Regional Economic Strategy, which, combined together, provide a regional sustainable development vision and policy framework;

*Whereas*, the purpose of the Growing Transit Communities program is to address some of the greatest barriers to implementation of the regional plans;

*Whereas*, it is in the interest of elected officials; public agencies; leaders of and for affordable housing, communities and neighborhoods, business, education, the environment, philanthropy, finance, real estate, and transportation to cooperatively engage in the work related to the Growing Transit Communities program for its successful completion;

*Whereas*, the Growing Transit Communities program will be managed by the Puget Sound Regional Council in cooperation with its partners;

*Whereas*. In order to facilitate collaboration and engagement among the partners of the Growing Transit Communities Program, the Puget Sound Regional Council has create a Consortium;

*Whereas*, a Memorandum of Understanding that describes how Consortium Partners will collaboratively achieve the Growing Transit Communities Program's goals; roles and responsibilities; decision-making; governance; accountability; and joinability has been prepared;

*Whereas*, the Tacoma Housing Authority has been invited by the City of Tacoma and the Puget Sound Regional Council to be a partner in the Growing Transit Communities Program

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

1. That the Executive Director of the Tacoma Housing Authority is authorized to execute the Growing Transit Communities Memorandum of Understanding; and,
2. That the Executive Director of the Tacoma Housing Authority, or his representative, is authorized to represent the Tacoma Housing Authority in meetings and deliberations he deems appropriate and in the best interests of THA.

Commissioner Flauding 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

**Approved: June 22, 2011**

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Dr. Arthur C. Banks, Chairman



**8.5 RESOLUTION 2011-06-22 (5), PAYMENT STANDARDS FOR HOUSING CHOICE VOUCHER PROGRAM**

**WHEREAS**, HUD updates its Fair Market Rents annually;

**WHEREAS**, housing authorities may adopt payment standards between 90-110% of the effective Fair Market Rents;

**WHEREAS**, THA will adopt payment standards that are appropriate based on available rental market data.

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

1. Approve Resolution 2011-06-22 (5) authorizing THA to adopt payment standards at 96% of the current fair market rent.

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

Upon roll call, the vote was as follows:

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

**Approved: June 22, 2011**

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Dr. Arthur C. Banks, Chairman

**8.6 RESOLUTION 2011-6-22(6), SUBMISSION OF FUNDING APPLICATION FOR STEWART COURT APARTMENTS**

**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,** The Authority has submitted a Stage 1 application for funding for rehabilitation and improvements to the Stewart Court Apartments to the Housing Trust Fund for the 2011 Funding Round;

**Whereas,** The Authority's Stage 1 application was successful and the Authority received an invitation to submit a Stage 2 application;

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

The Executive Director or his designee is authorized to apply for the Housing Trust Funds Stage 2 2011 Funding Round and other funding sources, as needed to support priority rehabilitation work and property improvements.

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

Upon roll call, the vote was as follows:

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

**Adopted: June 22, 2011**

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Dr. Arthur C. Banks, Chairman

**9. COMMENTS FROM COMMISSIONERS**

None

**10. COMMENTS FROM THE EXECUTIVE DIRECTOR**

ED Mirra directed the board to his report. He noted that there will be two upcoming visits to THA, one from Senator Patty Murray and the other from Gates Foundation CEO Jeff Rakes to review our education project. He will keep the Board informed as we get the details of those visits.

**11. EXECUTIVE SESSION**

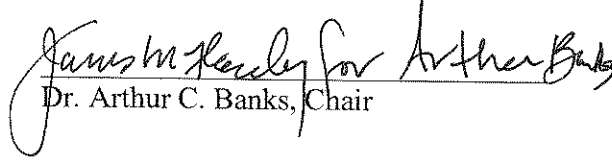
None.

**12. ADJOURNMENT**

There being no further business to conduct, Commissioner Miller moved to adjourn, and Commissioner Flauding seconded the motion. All voted in favor. The meeting adjourned at 5:55 PM.

**APPROVED AS CORRECT**

**Adopted:** July 27, 2011

  
Dr. Arthur C. Banks, Chair