



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, AUGUST 24, 2011

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 1724 E. 44th Street, Tacoma, WA at 4:00 PM on Wednesday, August 24, 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 4:04 PM.

2. ROLL CALL

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

Present	Absent
Janis Flauding, Chair	
Greg Mowat, Vice Chair	
Arthur C. Banks	
Stanley Rumbaugh, Commissioner	Ken Miller, Commissioner
Staff	
Michael Mirra, Executive Director	
Christine Wilson, Executive Administrator	
Ken Shalik, Finance Director	
April Black, REMHS Director	Barbara Tanbara, Human Resources Director
	Nancy Vignec, Community Services Director
Walter Zisette, RED Director	
Todd Craven, Administration Director	

Chair Flauding declared there was a quorum present @ 4:19 PM.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Flauding asked for any corrections to or discussion of minutes for the Meeting of the Board of Commissioners of Wednesday, July 27th. Commissioner Rumbaugh moved to adopt the minutes, Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

Ms. Emily Pierce-North, EB Wilson tenant, commented on her written request for a meeting with the BOC and to exclude Commissioner Flauding from the meeting. ED Mirra reiterated his August 1, 2011 letter responding to Ms. Pierce-North stating that state law would not permit a public board to meet in private as requested or to exclude one of its members.

Next, Marion Bass, Salishan tenant, shared that she needs assistance and direction to pay for work orders generated from her unit. Chair Flauding directed Director Black to assign staff to assist Ms. Bass.

Next, Lisa Miller, Salishan tenant, shared her appreciation for Salishan staff assistance over the past few years; however, Lisa has concerns about the recent lack of a clear explanation of the new processes implemented and would appreciate staff willingness to assist and better communicate with tenants. Some of these communications with staff have left the residents feeling their tenancy is in jeopardy. ED Mirra agreed with Lisa that there needs to be better communication from THA staff about those expectations.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Rumbaugh talked about THA’s work on strategic planning related to environmental quality. He would like to see a cost benefit analysis for THA properties related to our surface water management fee and any potential reduction from Tacoma Public Utilities.

Finance Committee – Commissioner Mowat stated he met with Michael and Ken and that the financial reports show that THA continue to be on track for a modest surplus.

6. ADMINISTRATIVE REPORTS

Executive Director

ED Michael Mirra directed the board to his report. He mentioned the strategic planning that is underway. The proposals from those meetings will come to the board by the end of the year. THA will continue the discussions with SHA and KCHA as it relates to the congressional budget and MTW agencies.

Finance

Director Ken Shalik directed the board to his report. His work on the 2012 budget continues and further adjustments will need to be reviewed.

Commissioner Mowat moved to ratify the payment of cash disbursements totaling \$4,487,885 for the month of July, 2011. Commissioner Banks seconded.

Upon roll call, the vote was as follows:

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

Motion Approved

Administration

Director Todd Craven noted that this is his first report to the Board as director of the new department. He said that he will report to the board as needed or when they request information.

Real Estate Management and Housing Services

Director April Black directed the board to her report. Unit turns are stabilizing. She reported that REAC scores have improved from the 2010 REAC inspections. Discussion ensued about the former practice to begin preparing for REAC inspections in July, Director Black added that staff will prepare for REAC throughout the year so it does not have to catch up at the end. Property Manager Tehani Bowman added that teams have been formulated to conduct pro-active inspections. Director Black added that during tonight's discussion of the ACOP and Admin Plan resolutions, the waitlist chapter has been removed temporarily to provide an additional comment period. This chapter is scheduled to come before the board at their October board meeting.

Real Estate Development

Director Walter Zisette directed the board to his report. Discussion ensued regarding tonight's resolution, Architectural & Engineering (A&E) Services for THA Administrative Offices Space Study and Design – Contract Amendment. The discussion determined that this resolution needs further discussion with the board's development committee to help it address Commissioner Miller's remaining questions. Staff will convene those discussions and bring the matter back to the board in October. Director Zisette added that THA will learn the 1st week of December funding awarded for Hillside Terrace.

Community Services

Education Manager Michael Power reported for Director Vignec and directed the board to her report. He announced the new McCarver Elementary caseworkers hired for the program. He stated that families are currently applying to participate in this program and utilizing THA vouchers to locate housing for their families within the McCarver Elementary service area. EM Powers also reported the mural at Bergerson Terrace has been completed adding that the Bergerson children contributed to the design of the mural.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2011-08-24 (1), CERTIFICATIONS OF COMPLIANCE WITH REGULATIONS: BOARD RESOLUTION TO ACCOMPANY THE ANNUAL MOVING TO WORK PLAN AMENDMENT

**Annual Moving to Work Plan
Certifications of Compliance**

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

**Certifications of Compliance with Regulations:
Board Resolution to Accompany the Annual Moving to Work Plan Amendment**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan Amendment for the PHA fiscal year beginning 1/1/2011, hereinafter referred to as "the Plan", of which this

document is a part and make the following certifications and agreements with the Department of Housing and Urban

Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA and conducted a public hearing to discuss the Plan and invited public comment.
2. The Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan Amendment;
3. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
4. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
5. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
6. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
7. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part
8. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
9. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
10. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
11. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
12. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out it review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
13. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
14. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
15. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
16. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost

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

1. Approve Resolution 2011-8-24 (2) authorizing THA to adopt the Administrative plan as amended with the exception of Chapter 4 - APPLICATIONS, WAITING LIST AND TENANT SELECTION

ADOPTED by the Board of Commissions of the Housing Authority of the City of Tacoma at an open public meeting this 24th day of August, 2011.

Commissioner Rumbaugh motioned to amend table 1 in the resolution, Criminal background screening for households members language from "THA will screen all household members over the age of 16" to read "THA will screen all household members age 16 and older". Commissioner Banks seconded the motion.

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

Upon roll call, the vote was as follows:

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

Approved: August 24, 2011

Janis Flauding, Chair

8.3 RESOLUTION 2011-08-24 (3), ADOPTION OF THA ADMISSIONS AND CONTINUED OCCUPANCY POLICY

Whereas, The Admissions and Continued Occupancy Plan (ACOP) relates to the administration of the Public Housing program and is required by HUD

Whereas, The ACOP is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the THA's Moving to Work Plan

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

1. Approve Resolution 2011-8-24 (3) authorizing THA to adopt the amended ACOP excluding Chapter 4 APPLICATIONS, WAITING LIST AND TENANT SELECTION

ADOPTED by the Board of Commissions of the Housing Authority of the City of Tacoma at an open public meeting this 24th day of August, 2011.

Commissioner Rumbaugh motioned to amend table 1 in the resolution, Criminal background screening for households members language from "THA will screen all household members over the age of 16" to read "THA will screen all household members age 16 and older". Commissioner Banks seconded the motion.

Commissioner Banks motioned to approve the resolution as amended. Commissioner Mowat seconded the motion.

Upon roll call, the vote was as follows:

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

Approved: August 24, 2011

Janis Flauding, Chair

8.4 RESOLUTION 2011-8-24 (4), 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 2010-8-25(2), 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 MELLON 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:

Janis Flauding	Chair _____
Greg Mowat	Vice Chair _____
Michael Mirra	Executive Director _____
Kenneth Shalik	Director of Finance _____
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.

ADOPTED by the Board of Commissions of the Housing Authority of the City of Tacoma at an open public meeting this 24th day of August, 2011.

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

Upon roll call, the vote was as follows:

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

Approved: August 24, 2011

Janis Flauding, Chair

8.5 RESOLUTION 2011-08-24 (5), ARCHITECTURAL & ENGINEERING (A&E) SERVICES FOR THA ADMINISTRATIVE OFFICES SPACE STUDY AND DESIGN – CONTRACT AMENDMENT

Whereas, On March 23, 2011, The Board of Commissions (BOC) of Tacoma Housing Authority (THA) authorized the Executive Director to award a contract with Buffalo Design for Architectural and Engineering Services for THA's Administrative spaces;

Whereas, The first focus of work is the 902 S L Street building;

Whereas, The BOC authorized a Not to Exceed amount of \$95,000 for work that included a complete study of the building, a conceptual design master plan and for design development through construction administration for the Housing Choice Voucher area;

Whereas, Based on the final conceptual plans the total amount for the design and engineering is \$144,903;

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

Approve Resolution 2011-8-24 (5) authorizing the Executive Director to increase the contract amount by \$53,260 for a total amount not to exceed of \$144,903 to cover the additional A&E work

ADOPTED by the Board of Commissions of the Housing Authority of the City of Tacoma at an open public meeting this 24th day of August, 2011.

Commissioner Rumbaugh moved to remove this resolution for consideration. Commissioner Banks seconded the motion. Resolution will be brought back to the board in October.

Upon roll call, the vote was as follows:

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

Approved:

Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

None

10. EXECUTIVE SESSION

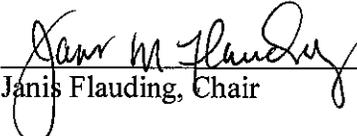
None

11. ADJOURNMENT

There being no further business to conduct, Commissioner Mowat moved to adjourn, and Commissioner Rumbaugh seconded the motion. All voted in favor. The meeting adjourned at 5:45 PM.

APPROVED AS CORRECT

Adopted: October 12, 2011



Janis Flauding, Chair