



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

August 28, 2013



TACOMA HOUSING AUTHORITY

Michael Mirra
Executive Director

BOARD OF COMMISSIONERS

Janis Flauding, Chair
Greg Mowat, Vice Chair
Dr. Arthur C. Banks
Stanley Rumbaugh
Rose Lincoln Hamilton

ANNUAL MEETING BOARD OF COMMISSIONERS

WEDNESDAY, August 28, 2013

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Board Annual Meeting on **Wednesday, August 28, 2013 at 4:45 PM**

The meeting will be held at:

**1724 East 44th Street
Tacoma, WA**

The site is accessible to persons with disabilities. Persons requiring special accommodations should contact Christine Wilson at (253) 207-4421, before 4:00 p.m. the day before the scheduled meeting.

I, Christine Wilson, certify that on or before August 23, 2013, I FAXED/EMAILED, the preceding PUBLIC MEETING NOTICE to:

City of Tacoma	747 Market Street Tacoma, WA 98402	fax: 253-591-5123
Northwest Justice Project	715 Tacoma Avenue South Tacoma, WA 98402	fax: 253-272-8226
KCPQ-TV/Channel 13	1813 Westlake Avenue North Seattle, WA 98109	emailed to tips@q13fox.com
KSTW-TV/Channel 11	1000 Dexter Avenue N #205 Seattle, WA 98109	fax: 206-861-8865
Tacoma News Tribune	1950 South State Tacoma, WA 98405	fax: 253-597-8274
The Tacoma Weekly	PO Box 7185 Tacoma, WA 98406	fax: 253-759-5780

and other individuals and resident organizations with notification requests on file

Christine Wilson
Executive Administrator



TACOMA HOUSING AUTHORITY

**AGENDA
ANNUAL MEETING
BOARD OF COMMISSIONERS
August 28, 2013, 4:45 PM
1724 East 44th Street**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ELECTION OF BOARD OFFICERS**
- 4. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**
 - 4.1 Minutes of July 24, 2013 – Regular Session
- 5. GUEST COMMENTS**
- 6. COMMITTEE REPORTS**
- 7. COMMENTS FROM THE EXECUTIVE DIRECTOR**
- 8. ADMINISTRATION REPORTS**
 - 8.1 Finance
 - 8.2 Real Estate Management and Housing Services
 - 8.3 Real Estate Development
 - 8.4 Community Services
- 9. NEW BUSINESS**
 - 9.1 Resolution 2013-8-28 (1), Amendment to Contract for Carpet and Vinyl Replacement
 - 9.2 Resolution 2013-8-28 (2), Authorize Investment Institutions and Authorized Signers
 - 9.3 Resolution 2013-8-28 (3), Policy on Reporting Loss of Funds or Property
 - 9.4 Resolution 2013-8-28 (4), Amending THA By-Laws
- 10. COMMENTS FROM THE COMMISSIONERS**
- 11. EXECUTIVE SESSION**
- 12. ADJOURNMENT**

ANNUAL MEETING



TACOMA HOUSING AUTHORITY

**AGENDA
ANNUAL MEETING
BOARD OF COMMISSIONERS
August 28, 2013, 4:45 PM
1724 East 44th Street**

- 1. Election of Officers**
- 2. Review of By-Laws**
- 3. Annual Certification**

ELECTION OF OFFICERS

REVIEW OF BY-LAWS



BY-LAWS

of the

HOUSING AUTHORITY OF THE CITY OF TACOMA

902 South L Street
Tacoma, WA 98405
(253) 207-4400

January 23, 2013

Adopted and amended by Resolution 2013-1-23(2) on January 23, 2013
Adopted and amended by Resolution 2009-7-22 (1) on July 22, 2009
Adopted and amended by Resolution 2008-01-23 (3) on January 23, 2008
Adopted and amended by Resolution 1003-1 on October 22, 2003
Adopted and amended by Resolution 0201-2 on March 28, 2001

These by-laws supersede and replace all previously approved by-laws

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1. NAME, PURPOSE, SEAL, OFFICE

1.1 Authority Name

The official name of the Authority is “Housing Authority of the City of Tacoma,” (hereinafter “Authority”). It may also use the name “Tacoma Housing Authority”.

1.2 Purpose of the Authority

The Authority is a public body corporate and politic, exercising public and essential governmental functions and having all the powers necessary or convenient to carry out and effectuate the purposes and provisions of Chapter 35.82 RCW, as those laws may be amended by time to time, including but not limited to the following:

- 1.2.1* To sue and be sued; to have a seal and to alter the same at pleasure; to have perpetual succession; to make and execute contracts and other instruments, including but not limited to partnership agreements and joint venture agreements, necessary or convenient to the exercise of the powers of the Authority; to participate in the organization or the operation of a nonprofit corporation which has as one of its purposes to provide or assist in the provision of housing for persons of low income; and to make and from time to time amend and repeal by-laws, rules and regulations, not inconsistent with this chapter, to carry into effect the powers and purposes of the Authority.
- 1.2.2* Within its area of operation: To prepare, carry out, acquire, lease and operate housing projects within the City of Tacoma, Pierce County and the State of Washington as required and permitted by the United States Department of Housing and Urban Development; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof; to agree to rent or sell dwellings forming part of the projects to or for persons of low income. Where an agreement or option is made to sell a dwelling to a person of low income, the Authority may convey the dwelling to the person upon fulfillment of the agreement irrespective of whether the person is at the time of the conveyance a person of low income. Leases, options, agreements, or conveyances may include such covenants as the Authority deems appropriate to assure the achievement of the objectives of this chapter.
- 1.2.3* To acquire, lease, rent, sell, or otherwise dispose of any commercial space located in buildings or structures containing a housing project or projects.

- 1.2.4 To arrange or contract for the furnishing by any person or agency, public or private, of services, privileges, works, or facilities for, or in connection with, a housing project or the occupants thereof; and (notwithstanding anything to the contrary contained in Chapter 35.82 RCW or in any other provision of law) to include in any contract let in connection with a project, stipulations requiring that the contractor and any subcontractors comply with requirements as to minimum wages and maximum hours of labor, and comply with any conditions which the federal government may have attached to its financial aid of the project.
- 1.2.5 To lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project and (subject to the limitations contained in Chapter 35.82 RCW) to establish and revise the rents or charges therefor; to own or manage buildings containing a housing project or projects as well as commercial space or other dwelling units that do not constitute a housing project as that term is defined in this chapter: PROVIDED, that notwithstanding the provisions under subsection (1) of this section, dwelling units made available or sold to persons of low income, together with functionally related and subordinate facilities, must occupy at least fifty percent of the interior space in the total development owned by the Authority or at least fifty percent of the total number of units in the development owned by the Authority, whichever produces the greater number of units for persons of low income, and for mobile home parks, the mobile home lots made available to persons of low income must be at least fifty percent of the total number of mobile home lots in the park owned by the Authority; to own, hold, and improve real or personal property; to purchase, lease, obtain options upon, acquire by gift, grant, bequest, devise, or otherwise including financial assistance and other aid from the state or any public body, person or corporation, any real or personal property or any interest therein; to acquire by the exercise of the power of eminent domain any real property; to sell, lease, exchange, transfer, assign, pledge, or dispose of any real or personal property or any interest therein; to sell, lease, exchange, transfer, or dispose of any real or personal property or interest therein at less than fair market value to a governmental entity for any purpose when such action assists the Authority in carrying out its powers and purposes under this chapter, to a low-income person or family for the purpose of providing housing for that person or family, or to a nonprofit corporation provided the nonprofit corporation agrees to sell the property to a low-income person or family or to use the property for the provision of housing for persons of low income for at least twenty years; to insure or provide for the insurance of any real or personal property or operations of the Authority against any risks or hazards; to procure or agree to the procurement of insurance or guarantees from the federal government of the payment of any bonds or parts thereof issued by the Authority, including the power to pay premiums on any such insurance.

- 1.2.6 To invest any funds held in reserves or sinking funds, or any funds not required for immediate disbursement, in property or securities in which savings banks may legally invest funds subject to their control; to purchase its bonds at a price not more than the principal amount thereof and accrued interest, all bonds so purchased to be canceled.
- 1.2.7 Within its area of operation: To investigate into living, dwelling and housing conditions and into the means and methods of improving such conditions; to determine where slum areas exist or where there is a shortage of decent, safe and sanitary dwelling accommodations for persons of low income; to make studies and recommendations relating to the problem of clearing, replanning and reconstructing of slum areas, and the problem of providing dwelling accommodations for persons of low income, and to cooperate with the city, the county, the state or any political subdivision thereof in action taken in connection with such problems; and to engage in research, studies and experimentation on the subject of housing.
- 1.2.8 Acting through one or more Commissioners or other person or persons designated by the Authority: To conduct examinations and investigations and to hear testimony and take proof under oath at public or private hearings on any matter material for its information; to administer oaths, issue subpoenas requiring the attendance of witnesses or the production of books and papers and to issue commissions for the examination of witnesses who are outside of the state or unable to attend before the Authority, or excused from attendance; to make available to appropriate agencies (including those charged with the duty of abating or requiring the correction of nuisances or like conditions, or of demolishing unsafe or unsanitary structures within its area of operation) its findings and recommendations with regard to any building or property where conditions exist which are dangerous to the public health, morals, safety or welfare.
- 1.2.9 To initiate eviction proceedings against any tenant as provided by law. Activity occurring in any housing authority unit that constitutes a violation of Chapter 69.41, 69.50 or 69.52 RCW constitutes a nuisance for the purpose of RCW 59.12.030(5).
- 1.2.10 To exercise all or any part or combination of powers granted by Chapter 35.82 RCW.
- 1.2.11 No provisions of law with respect to the acquisition, operation or disposition of property by other public bodies are applicable to the Authority unless the legislature specifically so states.

- 1.2.12 To agree (notwithstanding the limitation contained in RCW 35.82.210) to make such payments in lieu of taxes as the Authority finds consistent with the achievement of the purposes of Chapter 35.82 RCW.
- 1.2.13 Upon the request of a county or city, to exercise any powers of an urban renewal agency under Chapter 35.81 RCW or a public corporation, commission, or authority under Chapter 35.21 RCW.
- 1.2.14 To exercise the powers granted in this chapter within the boundaries of any city, town, or county not included in the area in which the Authority is originally authorized to function: PROVIDED, HOWEVER, the governing or legislative body of such city, town, or county, adopts a resolution declaring that there is a need for the Authority to function in such territory or the Authority executes an Interlocal Cooperation Agreement or equivalent agreement with the local public housing authority.
- 1.2.15 To administer contracts for assistance payments to persons of low income in accordance with section 8 of the United States Housing Act of 1937, as amended by Title II, section 201 of the Housing and Community Development Act of 1974, P.L. 93-383.
- 1.2.16 To sell at public or private sale, with or without public bidding, for fair market value, any mortgage or other obligation held by the Authority.
- 1.2.17 To the extent permitted under its contract with the holders of bonds, notes, and other obligations of the Authority, to consent to any modification with respect to rate of interest, time and payment of any installment of principal or interest security, or any other term of any contract, mortgage, mortgage loan, mortgage loan commitment, contract or agreement of any kind to which the Authority is a party.
- 1.2.18 To make, purchase, participate in, invest in, take assignments of, or otherwise acquire loans to persons of low income to enable them to acquire, construct, reconstruct, rehabilitate, improve, lease, or refinance their dwellings, and to take such security therefore as is deemed necessary and prudent by the Authority.
- 1.2.19 To make, purchase, participate in, invest in, take assignments of, or otherwise acquire loans for the acquisition, construction, reconstruction, rehabilitation, improvement, leasing, or refinancing of land, buildings, or developments for housing for persons of low income. For purposes of this subsection, development includes land, buildings or both.

Any development financed under this subsection is subject to an agreement that for at least twenty years the dwelling units made available to persons of low income together with functionally related and subordinate facilities must occupy at least fifty percent of the

interior space in the total development or at least fifty percent of the total number of units in the development, whichever produces the greater number of units for persons of low income. For mobile home parks, the mobile home lots made available to persons of low income must be at least fifty percent of the total number of mobile home lots in the park. During the term of the agreement, the owner must use its best efforts in good faith to maintain the dwelling units or mobile home lots required to be made available to persons of low income at rents affordable to persons of low income. The twenty-year requirement under this subsection does not apply when the Authority finances the development by nonprofit corporations or governmental units of dwellings or mobile home lots intended for sale to persons of low and moderate income, and does not apply to construction or other short-term financing provided to nonprofit corporations or governmental units when the financing has a repayment term of one year or less.

In addition, if the development is owned by a for-profit entity, the dwelling units or mobile home lots required to be made available to persons of low income must be rented to persons whose incomes do not exceed fifty percent of the area median income, adjusted for household size, and must have unit or lot rents that do not exceed fifteen percent of area median income, adjusted for household size, unless rent subsidies are provided to make them affordable to persons of low income.

For purposes of this subsection, if the development is owned directly or through a partnership by a governmental entity or a nonprofit organization, which nonprofit organization is itself not controlled by a for-profit entity or affiliated with any for-profit entity that a nonprofit organization itself does not control, it is not to be treated as being owned by a for-profit entity when the governmental entity or nonprofit organization exercises legal control of the ownership entity and in addition, (i) the dwelling units or mobile home lots required to be made available to persons of low income are rented to persons whose incomes do not exceed sixty percent of the area median income, adjusted for household size, and (ii) the development is subject to an agreement that transfers ownership to the governmental entity or nonprofit organization or extends an irrevocable right of first refusal to purchase the development under a formula for setting the acquisition price that is specified in the agreement.

Commercial space in any building financed under this subsection that exceeds four stories in height will not constitute more than twenty percent of the interior area of the building. Before financing any development under this subsection the Authority will make a written finding that financing is important for project feasibility or necessary to enable the Authority to carry out its powers and purposes under this chapter.

- 1.2.20 To contract with a public authority or corporation, created by a county, city, or town under RCW 35.21.730 through 35.21.755, to act as the developer for new housing projects or improvement of existing housing projects.
- 1.2.21 To participate in Federal, State, County, and City of Tacoma housing programs by receipt of loans, grants and annual or other contributions.
- 1.2.22 To receive loans, grants and annual or other contributions from any other source, public or private; providing that nothing will jeopardize any current or future programs from HUD.
- 1.2.23 To promote, engage in, prepare and publish without limitation, alone or in conjunction with any public or private entity or organization, or any charitable or non-profit entity or organization, or any governmental agency, research studies, surveys and any and all data-gathering devices and analysis pertaining to the provision of safe, sanitary and suitable living accommodations of any and every type and kind to all persons of low income.
- 1.2.24 To advise, consult, coordinate and perform all functions, for or with any public or private corporation or organization, any charitable or nonprofit corporation or organization, or governmental agency, for the purpose of providing safe, sanitary and suitable living accommodations of any and every type and kind.
- 1.2.25 To sell bonds as may be convenient to or required to accomplish the stated purpose of the Authority.
- 1.2.26 To call upon Tacoma's chief law officer or employ its own legal counsel and staff to perform legal services.
- 1.2.27 To delegate to one or more of its agents or employees any powers or duties it considers proper.
- 1.2.28 To do any and all lawful things reasonable, necessary or convenient to accomplish the purposes stated above.

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- 1.2.29 The Authority may also exercise powers contained in other chapters of the Revised Code of Washington, including without limitation the power to enter into intergovernmental agreements with other local public housing authorities pursuant to Chapter 39.34 RCW and to operate within the jurisdictions of such other housing authorities pursuant to such agreement, or to contract with other governmental entities pursuant to Chapter 39.34 RCW for other purposes permitted by law.
- 1.2.30 As set forth in Resolution 37456 of the City of Tacoma, including any further amendments to it, the Authority may exercise the powers of a Public Development Authority, including those powers set forth in RCW 35.21.730 through .759 (as may be amended from time to time) in the City of Tacoma and in other jurisdictions throughout the state, subject to required local approval. These powers include expanding THA's primary mission to include serving or providing investment capital for low income communities or low-income persons in accordance with IRC §45D and the New Market Tax Credit Program Regulations.

1.3 Seal of the Authority

The seal of the Authority bears the name of the Authority and the year of its organization. A logo or other artwork which reflects the current values or vision of the Authority may be incorporated into this seal at any time by a resolution of the Board of Commissioners (the "Board").

1.4 Office

The principal administrative office of the Authority is located within the City of Tacoma, Pierce County, State of Washington at a location determined by resolution of the Board. The current address is 902 South L Street in the City of Tacoma, Washington.

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2. BOARD OF COMMISSIONERS

2.1 General Powers

The powers of the Authority are vested in its Board of Commissioners.

2.2 Number, Qualifications and Tenure

2.2.1 The Board consists of five (5) Commissioners.

2.2.2 Commissioners are appointed by the Mayor of the City of Tacoma. Commissioners serve for a term of five (5) years. These terms are staggered with one term expiring on August 16th of each calendar year PROVIDED that a Commissioner's appointment extends into a following term until the Mayor appoints or reappoints a person to serve the balance of that following term. Vacancies are filled in the same manner as the original appointments were made, but for the unexpired term.

2.2.3 Directly Assisted Commissioner

Federal law requires that the membership of the Board contain one (1) member who is directly assisted by the Authority's federal housing program. "Directly assisted" means either (i) being a public housing resident and appearing on the lease; or (ii) being a recipient of assistance from the Authority's Housing Choice Voucher Program or other federally funded rental assistance programs.

The Commissioner's seat that expires in the year 2003, 2008, 2013, and so forth, is reserved for the directly assisted Commissioner and shall not be filled by a person who is not directly assisted as defined in section 2.2.3(a).

If the person appointed as the directly assisted Commissioner no longer qualifies as a directly assisted person, as defined in section 2.2.3(a), he or she shall be removed from the Board, creating a vacancy to be filled by a directly assisted person. This removal shall occur only upon a vote of the Board.

The directly assisted Commissioner shall be a full member of the Board with the same powers and responsibilities held by other Commissioners.

2.2.4 Any Commissioner may resign at any time by giving written notice to the Chairperson of the Board. Such resignation takes effect at the time specified in the resignation, or if the time is not specified, upon receipt thereof. Unless otherwise specified in the resignation, the acceptance of a resignation is not necessary to make it effective.

- 2.2.5 No Commissioner of the Board of Commissioners may be an officer or employee of the City of Tacoma.
- 2.2.6 It is expected that Commissioners will make every effort to attend scheduled meetings. If a Commissioner fails to attend two (2) consecutive meetings without the Board's excusal, the Board Chair may send a letter to the Mayor of the City of Tacoma alerting him or her of the circumstances.
- 2.2.7 No Commissioner may be compensated for serving in any capacity; except that he or she is entitled to reimbursement for necessary expenses, including traveling expenses, incurred in the discharge of his or her duties.
- 2.2.8 A Commissioner may be removed by the Mayor of the City of Tacoma for inefficiency or neglect of duty or misconduct in office, but a Commissioner may be removed only after he is given a copy of the charges at least ten (10) days prior to the hearing thereon and had an opportunity to be heard in person or by counsel. When a Commissioner is removed, a record of the proceedings and the charges and findings will be filed in the office of the clerk of the City of Tacoma.

3. OFFICERS

3.1 Number, Election and Vacancies

The Board selects from among its Commissioners a Chairperson and a Vice Chairperson, and employs a Secretary, who is also the Executive Director. The Chairperson and Vice Chairperson are elected at the annual meeting in August of each year from among the Commissioners that constitute the Board and hold office for one (1) year or until their respective successors are elected and qualified. No member may serve in the capacity of Chairperson for more than three (3) consecutive one (1) year terms. After a period of one year following three such consecutive terms, Commissioners are again eligible to serve as Chairperson. If the office of the Chairperson or Vice Chairperson becomes vacant, the Board elects a successor from the remaining Commissioners at the next meeting. Such an election is for the unexpired term of the office.

3.2 Chairperson

The Chairperson presides at all meetings of the Authority. At each meeting the Chairperson submits such recommendations and information as he/she may consider proper concerning the business affairs and the policies of the Authority. The Chairperson is also responsible for the preparation of all regular and special meeting agendas.

3.3 Vice Chairperson

The Vice Chairperson performs the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of a vacancy in the office of the Chairperson, the Vice Chairperson performs such duties as are imposed on the Chairperson until such time as the Board selects a new Chairperson in accordance with these by-laws.

3.4 Executive Director

3.4.1 Duties

The Executive Director, in the absence of a written contract for a definite time, serves at the pleasure of the Board and may be relieved of his/her duties no sooner than one hundred twenty (120) days after delivery of written notice. The Executive Director:

Has care and custody of all funds of the Authority and deposits the same in the name of the Authority in such bank(s) as the Authority may select.

Signs all orders and checks for the payment of money and pays out and disburses these moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Board, all such orders and checks are countersigned by the Chairperson.

Keeps or causes to be kept regular books of accounts showing receipts and expenditures and renders to the Board, at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority.

Signs all binding contracts, deeds and other instruments made by the Authority as authorized by advanced resolution of the Board.

Carries out all policies established by the Board and advises on formation of those policies.

Develops and submits to the Board for approval a plan of organization for the conduct of the activities of the Authority and recommends changes when necessary.

Has general supervision over the administration of the Authority's business and affairs subject to the direction of the Board.

Is charged with the management of the housing projects of the Authority.

Prepares an annual budget.

Supervises financial affairs.

Presents to the Board periodic reports reflecting the activities of the

Authority and such other special reports as may be required by the Board.

Assigns and supervises employees in the performance of their duties.

Performs such other duties as may from time to time be assigned by the Board.

Gives such bond as the Authority may determine for the faithful performance of his duties.

3.4.2 Compensation

The compensation paid to the Executive Director is determined by the Board, but a member of the Board serving as Executive Director in a temporary capacity serves without compensation other than the payment of necessary expenses, including traveling expenses incurred in the performance of such duties.

3.4.3 Custody and Use of Seal

The Executive Director keeps in safe custody the seal of the Authority and has the power to affix the seal to all contracts and instruments authorized to be executed by the Authority.

3.5 Secretary

The Executive Director of the Authority serves as ex-officio Secretary of the Authority. In that capacity, he/she or his or her designee: (i) keeps or causes to be kept, correct and permanent records of the Authority; (ii) acts as Secretary of the meetings of the Authority and records all votes; (iii) keeps a record of the proceedings of the Authority in a minute book to be kept for such purposes; and (iv) performs all other duties incident to his/her office.

3.6 Additional Duties

The officers of the Authority perform such other duties and functions as may from time to time be required by the Board, the by-laws, rules and regulations of the Authority, or applicable law.

3.7 Additional Personnel

The Authority may from time to time employ personnel it considers necessary to exercise its powers, duties and functions in accordance with the purpose of the Authority. The selection and compensation of such personnel is determined by the Executive Director, subject to all applicable Federal, State and local laws and regulations including without limitation HUD regulations.

4. MEETINGS

4.1 Meeting

Unless the Board designates a different time or place for its meetings, the schedule and location for the Board's meetings shall be as follows:

4.1.1 Annual meetings

Annual meetings of the Authority are held at the office of the Authority or such other place as designated by the Board for the purpose of electing officers, receiving the annual report of the Executive Director and the conduct of such other business as may come before the meeting. The annual meeting of the Authority will be on the fourth Wednesday in August immediately preceding the regular meeting. If this date falls on a legal holiday, the annual meeting is held on the next succeeding business day unless otherwise posted in accordance with State requirements.

4.1.2 Regular meetings

Regular meetings of the Authority are held on a schedule and at locations that the Board shall determine in advance.

4.1.3 Special meetings

The Chairperson of the Authority may, when he/she deems it expedient, and must, upon the written request of two (2) Commissioners of the Board, call a special meeting of the Board for the purpose of transacting any business designated in the call. The notice for a special meeting may be personally delivered to each member of the Board or may be e-mailed or sent by regular U. S. mail to his/her business or home. This notice is timely so long as it is received no less than twenty-four (24) hours prior to the time of the special meeting. At such a special meeting, no business is considered other than as designated by the notice. Final disposition is not taken on any other matter at special meetings.

4.2 Executive Session

Before convening in executive session, the presiding officer will publicly announce the purpose for excluding the public from the meeting place and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer.

4.3 Quorum

Three (3) Commissioners constitute a quorum for the purpose of conducting its business and exercising the Board's powers and for all other purposes, except as provided in Section 4.6.

4.4 Adjournment

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Secretary may declare the meeting adjourned to a stated time and place. The Secretary will cause a written notice of the adjournment to be given in the same manner as provided by resolution of the Board for special meetings. Whenever any meeting is adjourned, a copy of the order or notice of adjournment will be conspicuously posted immediately after the time of the adjournment on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held. When a regular or adjourned regular meeting is adjourned as provided in this subsection, the resulting resumed adjourned regular meeting is a regular meeting for all purposes. When any order of adjournment of any meeting fails to state the hour at which the resumed adjourned meeting is to be held, it is held at the hour specified for regular meetings by resolution of the Board.

4.5 Order of Business

At the regular meetings of the Board, the following is the customary order of business. The Board may curtail, enlarge, or modify this order:

- Call to Order
- Roll Call
- Approval of Minutes of the previous meeting
- Guest Comments
- Board Committee Reports
- Comments from the Executive Director
- Staff Administration Reports
- New Business
- Comments from the Commissioners
- Executive Session
- Action Subsequent to Executive Session
- Adjournment

4.6 Resolutions

All resolutions are in writing and are maintained in a journal of proceedings of the Authority.

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4.7 Rules of Order

The presiding officer shall conduct Board meetings generally to allow for a full, fair and efficient conduct of Board business.

Any Commissioner may move a proposal. At least one other Commissioner must second the motion in order to have a discussion or vote on it. If no other Commissioner seconds the motion, there shall be no discussion or vote on the proposal.

If a Commissioner seconds a proposal, the discussion shall continue until the presiding Commissioner calls for a vote, subject to a vote of a majority of a quorum directing a continuation of discussion.

The Chairman or a majority of a quorum may direct that Robert Rules of Order govern the proceedings during a Board meeting.

4.8 Manner of Voting

All questions coming before the Board, other than matters of procedure and the election or appointment of officers, are presented in the form of uniquely numbered resolutions. The vote on all resolutions is by roll call, and each resolution is entered in full upon the minutes of the meeting, together with the ayes, nays, absent and abstentions. The election of officers, however, may be conducted by ballot.

4.9 Motions

Motions from the floor, when properly seconded, may be voted on by voice, a show of hands or roll call at the direction of the Chairperson.

4.10 Attendance by Telephone.

Any Commissioner may attend any meeting of the Board of Commissioners by telephone, as long as all other persons present at the meeting can hear all comments made and questions asked by the Commissioner and the Commissioner can hear all comments made and questions asked by all other persons speaking at the meeting.

5. AMENDMENTS

The Board may amend these by-laws only by resolution adopted by the affirmative vote of at least three (3) Commissioners of the Board at a regular or special meeting. The approved by-laws will supersede all previous by-laws.

ANNUAL CERTIFICATION



TACOMA HOUSING AUTHORITY

ANNUAL COMMISSIONER CERTIFICATION

In accordance with section 5.4 of the By-Laws of the Housing Authority of the City of Tacoma, the Board Secretary shall receive from all Commissioners certification of whether any conflict of interest occurred during the prior calendar year.

The certification will be passed out to you at the meeting.

MEETING MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, July 24, 2013

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 401 North G Street, Tacoma, WA at 4:45 PM on Wednesday, July 24, 2013.

1. CALL TO ORDER

Chair Flauding called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:45 PM.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners Janis Flauding, Chair Greg Mowat, Vice Chair Stanley Rumbaugh, Commissioner (arrived at 5:15 PM) Rose Lincoln Hamilton, Commissioner	Arthur C. Banks, 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 Todd Craven, Administration Director	

Chair Flauding declared there was a quorum present @ 4:46 and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Flauding asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, June 26, 2013. Commissioner Lincoln Hamilton 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.

Chair Flauding asked for any corrections to or discussion of minutes for the Special Session of the Board of Commissioners for Friday, July 12, 2013. Commissioner Mowat moved to adopt the minutes, Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: 1 (Commissioner Lincoln Hamilton)
Absent: 1

Motion approved.

4. GUEST COMMENT

Sheila Bass addressed the board. She announced that she is moving out of G Street Apartments for safety reasons.

Karen Scott addressed the board. She reminded the board that she provided additional information at the last board meeting and added that five residents have been in the hospital due to the bedbugs. Ms. Scott stated she respects the maintenance staff. She praised their efforts and offered her view that THA was responding to the bed bugs in a responsible way. She thanked the board for convening its meeting at G Street. She noted that she will continue to monitor the situation. She requested that last month's minutes be corrected, she did not refer to units being "infested". She stated they needed to be treated.

Sally Dugan addressed the board introducing herself as the G Street building representative and the building keyholder. She stated a local group Bikers Against Statewide Hunger comes the first of every month to G Street and reports on its activities. Ms. Dugan stated this group does great work.

Hope Rehn addressed the board and invited everyone to the SAFE picnic scheduled on July 26 from noon-3 PM in People's Park.

Chair Flauding thanked residents for coming to the meeting and let the residents know the Board of Commissioners take the issues they bring forward seriously. She also

thanked the residents for their kind words this evening about THA staff. She added that staff works hard to address the concerns of our tenants.

5. COMMITTEE REPORTS

Real Estate Development Committee – ED Mirra reported that the committee met. It reviewed the Hillside Terrace Phase One and Two projects, the Brown Star Grill proposal with the city, and other properties. The committee is recommending THA not purchase the Colonial Apartments.

Finance Committee – Commissioner Mowat reported attending the entrance conference with THA finance staff, ED Mirra, and the Washington State Auditor’s Office. The auditors indicated that its submissions to HUD will take place on time. The June financials were reviewed and all looks good.

Citizen Oversight Committee – No report

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report and welcomed questions. He mentioned two topics. The House and Senate budget committees have passed their respective proposals for HUD’s budget. The Senate proposal is preferable for what we do and hope to do. He also announced that this is Nancy Vignec’s last board meeting. She is retiring after 22 years of service. He said that THA is grateful for her dedicated service. ED Mirra stated we are looking for an interim Community Services Director to lead the department. He hopes to have an announcement of the selection of the interim director at the August BOC meeting.

Finance

Director Shalik directed the board to the finance report. He referred the board to the agency financials stating that the proposed mid-year budget revision should reduce the anomalies between the budgeted and actual numbers. He added that, considering all of the budgetary challenges, we continue to be in good financial shape. He announced that HUD and THA have signed the settlement resolving the “benchmarking” dispute. He anticipates the \$1.2M arriving soon. The funds will be put into the MTW account. ED Mirra stated the mid-year budget revision does not include the \$1.2 M funds. Director Shalik discussed the RAD project. MTW flexibility will be used with conversion and tenants rents will be adjusted. Commissioner Mowat requested staff to provide some material to explain RAD. ED Mirra stated a RAD Study Session will be scheduled along with the MTW discussion in September.

Commissioner Mowat moved to ratify the payment of cash disbursements totaling \$4,645,597 for the month of June, 2013. Commissioner Lincoln Hamilton 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 report. She reviewed units turned and units identified as meth units. There has been a reduction in the number of identified meth units. There are currently 70 contaminated units and 30 clean units. Chair Flauding asked about the meth inspection process. She asked if Rainbow take care of cleaning and remediating? Director Black stated yes. Chair Flauding asked why it is taking so long to turn a clean unit. Director Black explained that the clean units may have been delayed due to schedule of testing that determined they were clean. April also addressed concerns from residents at G Street related to the cleanliness of the building and the bedbug issues. She noted that representatives from Sprague are in attendance tonight to address any questions the board would like to pose. She reviewed the efforts and the encouraging progress. Chair Flauding said that she continues to read materials on the treatment of bedbugs. She stated she has learned from her research that bedbugs are going to be difficult to eradicate. She appreciates THA's approach and appreciates the residents bringing forward their concerns. Commissioner Rumbaugh asked if there is a proactive approach to lessen the level of contamination. Director Black stated there is. Scheduling inspections to include the use of dogs and reinspecting units 30 days after treatment will reduce the level of contamination. THA will also begin an annual inspection of units. Chair Flauding thanked April for her leadership.

Real Estate Development

Interim Director Hansen directed the board to her report. She provided an update on several RED projects. The LASA project is on track for construction to begin November, 2013. DR Horton began building their model homes in Salishan. The model homes should be ready in September or October, 2013. Hillside Terrace Phase 1 construction is moving right along on schedule. Commissioner Mowat asked staff to arrange a visit to the board from DR Horton and request them to provide their plan and update for the Salishan lots.

Community Services

Director Vignec directed the board to her report. She noted that this is her last board report prior to her retirement. She directed the board to her report highlights. To date, 36 clients have been placed into jobs. CS and PM staff held the construction academy at the

sites. Director Vignec recently met with Workforce Central. She reports it was a very good meeting, and she was able to describe client needs for the special McCarver family employment needs. She reviewed the HOP Program and the supportive services THA is providing. Director Vignec thanked everyone for their kind words on the occasion of her retirement. She has enjoyed her service to THA. The work is so important for our clients.

Human Resources

Director Barbara Tanbara directed the board to her report. She discussed the very good employee survey results. Although the results are positive, she sees this as an opportunity and a challenge, and wants to improve. THA staff provided good ideas during the employee focus groups. Career development was high on this list. THA received a large public records disclosure request related to a former employee. Barbara will coordinate with the Public Records Officer to respond to the request. She reported that THA hired Waldron and Company for the RED Director search. She is happy to report the employee turnover is trending at 8.4%. There is room for improvement but is pleased to be trending under 10%. Director Tanbara announced the August 9th retirement party for Nancy.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2013-7-24 (1), FOSTER PEPPER PLLC - LEGAL SERVICES

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

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 procured and entered into a contract with Foster Pepper, PLLC for legal services on January 30, 2012. The contract stipulates that each engagement will require a Letter of Engagement (LOE) and the contract shall not exceed \$100,000 unless approved by THA’s board of commissioners;

Whereas, on February 22, 2012 the Board of Commissioners authorized the increase of

the LOE with Foster Pepper, PLLC to provide legal counsel for Hillside Terrace Phase I in the amount not to exceed \$250,000,

Whereas, due to delays in closing due to the Value Engineering effort, the extensive HUD legal review due to THA's MTW designation, the community center grant and the related complexities in the deal structure the legal fees exceeded the LOE amount by \$75,000;

Whereas, The Foster Pepper, PLLC, January 30, 2012 contract requires amendment and shall not exceed \$325,000 for Hillside Terrace Phase I;

Whereas, THA will need legal services for several additional projects in the amount not to exceed of \$237,000;

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

1. The Executive Director or his designee is authorized to amend the January 30, 2012 contact with Foster Pepper, PLLC, to increase its not to exceed amount from \$250,000 to \$562,000.

Commissioner Rumbaugh motioned to approve the resolution. Commissioner Lincoln Hamilton seconded the motion.

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

Motion Approved: July 24, 2013 _____
Janis Flauding, Chair

8.2 RESOLUTION 2013-7-24 (2), FISCAL YEAR 2013 ANNUAL BUDGET REVISION

Whereas, The Board of Commissioners of the Housing Authority of the City of Tacoma ("Authority) approved the FY 2013 Budget on December 19, 2012.

Whereas, Authority staff determined that the FY 2013 Budget should be revised 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 of Tacoma as reviewed and provided input to the proposed Revised Fiscal Year 2013 annual budget:

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

1. The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the Revised FY 2013 Budget and authorizes the Executive Director to implement and execute said document. Revised operating expenses and other cash outflows are projected as follows:

<u>Expenses</u>	
Executive	\$ 551,934
Human Resources	402,247
Finance	995,517
Administration	1,318,583
Development	2,116,067
Community Services	2,045,891
Real Estate Management Overhead	1,816,350
Rental Assistance	33,200,877
Property Management	<u>6,194,049</u>
Subtotal	\$ 48,641,515

<u>Additional Cash Outflows</u>	
Capital Expenditures	\$ 12,472,064
Debt Service	<u>558,753</u>
Subtotal	5,273,491

TOTAL APPROVED BUDGET \$ 61,672,332

2. The Board of Commissioners authorizes the payoff of the Salishan 7 WCRA loan of approximately \$2.8 million in principal payments with MTW funds.

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

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

Motion Approved: July 24, 2013 _____
Janis Flauding, Chair

8.3 RESOLUTION 2013-7-24 (3), SECOND INCREASE IN CONTRACT AMOUNT FOR EMERGENCY MITIGATION SERVICES

Whereas, Tacoma Housing Authority (THA) signed a contract with Rainbow International for Emergency Mitigation Services to provide Emergency Mitigation services that included Hazardous Materials (lead based paint, mold and asbestos), Bio-Hazardous Materials cleanup (unattended death and trauma), Drugs (meth) and Smoke Water and Fire cleanup (from fire, damage, water leaks and breaks).

Whereas, the contract amount needs to be increased from \$1,200,000 to \$2,500,000 to account for the additional work of this sort THA requires;

Whereas, the contract amount exceeds the \$100,000 spending limit for the Executive Director.

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

The executive director is authorized and directed to execute a contract with Rainbow International in the amount of \$2,500,000 for the purpose of providing emergency mitigation services to all of THA properties.

Commissioner Rumbaugh motioned to approve the resolution. Commissioner Lincoln Hamilton seconded the motion.

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

Motion Approved: July 24, 2013 _____
Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

Vice Chair Mowat stated his unwavering faith in our staff. He thanked them for their dedication. He especially expressed thanks to Nancy Vignec for her forward thinking attitude and her service to THA.

10. EXECUTIVE SESSION

None

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 5:58 PM.

APPROVED AS CORRECT

Adopted: August 28, 2013

Greg Mowat, Chair

Finance Committee
Commissioner Mowat

Real Estate and Development Committee
Commissioner Rumbaugh

Citizen Oversight Committee
Commissioner Banks

ADMINISTRATION REPORTS

EXECUTIVE DIRECTOR REPORT



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners

From: Michael Mirra
Executive Director

Date: August 20, 2013

Re: Executive Director's Report

This is my monthly report for August 2013. The departments' reports supplement it.

1. **RECRUITMENT, RETOOLING AND HIRING**

THA staff is changing in some notable and promising ways. We face the challenge of finding successors to staff who have retired or otherwise left us. We are looking for people with some important and specialized skills to fill important sunset positions. Our recruitment and hiring efforts always provide reflective moments for THA. Choosing the right people for the right positions may be the most important choices we make. Hiring is a good chance to consider our work, how we can improve, and the values we want to show in our work. It is a time to give current staff a chance to advance or change their position. We take these moments to consider our staff's racial, gender and ethnic diversity. Hiring is also an occasion to hear from applicants why they want to join us and in that way get a glimpse into how the community regards us.

Here are some of the positions we are seeking to fill or have filled:

- **THA's New Interim Community Service Director: Greg Claycamp**
I am very pleased to announce that Greg Claycamp has agreed to join THA as our interim community services director. We are very fortunate in the skills and gifts Greg brings to THA. He comes to us most directly from Associated Ministries (AM) where he was Chief Program Officer. Before that he was AM's Director of Housing and Shelter Programs. In those capacities, Greg helped to design the county's innovative and ambitious centralized intake system for serving homeless families. He then led its redesign to handle the overwhelming number of requests for assistance that it elicited. Before his service at AM, Greg worked for over ten years with Greater Lakes Mental Healthcare. He served first as its Clinical Team Leader and then its Clinical Manager. Throughout his career, Greg has held varied positions serving youth, adults, seniors, persons with disabilities and families. He brings skills and experience in program design, program evaluation, and, most importantly, the use of data for these purposes. He also has notable supervisory and management experience that will help him lead and inspire a talented community service staff at THA. Greg has devoted his working life to service. We are fortunate that he will now bring that commitment to THA.

- **THA's Next Real Estate Development Director**
Our search for our next real estate development director remains on track. Barbara's report recounts the details. We are encouraged by the quality of the applicants. We still hope to have our next director identified by Halloween.
- **Senior Property Manager: Frankie Johnson.**
I am pleased to report that Frankie Johnson has agreed to join THA as its Senior Property Manager in charge of New Salishan's management. She replaces Tehani, who left us to move to Florida. Frankie comes to us from the Seattle Housing Authority with over 14 years of experience managing communities similar in size and complexity to New Salishan.
- **Sunset Positions**
We will fill three temporary positions that give us some critical specialized skills. First, we will have a **Rental Assistance Demonstration (RAD) Conversion Manager**. This person will lead our effort to submit a competitive application to HUD to convert our public housing units to a section 8 funding. This will be a complex effort combining close financial analysis with the equally challenging task of understanding and accommodating HUD's needs. Second, we are hiring two **Business Process Analysts and Technical Writers**. These two persons will finish our long pending project to review, redesign and document how we do our work. Third, we have a **Warehouse Analyst** who will bring order and systems to our warehouses and work vans. He will also bring modern techniques to our effort to track and control our inventory.

Each of these people will bring skills and gifts that will make THA stronger.

2. **NEW TAX REVENUES ATTRIBUTABLE TO NEW SALISHAN**

I attach a one-page analysis of the new local and state tax revenues attributable to New Salishan. New Salishan has cost about \$300 million to build, including infrastructure. Most of that money came from private sources, primarily tax credit investors and bank loans. Important amounts came from public sources, federal, state and local. The federal government provided about \$44 million. The State of Washington provided about \$15 million. The City of Tacoma provided about \$2 million. (The City also provided \$10.3 million to build its underground utilities serving the neighborhood. The City remains the owner of this infrastructure.)

New Salishan's newly taxable properties will repay this public investment with additional tax revenues. Over the past 6 years, the first 134 homes contributed over \$1.5 million in property taxes. Once all 396 homes are built and sold, their owners will pay an estimated **\$746,767** in local and state property taxes each year. The attachment shows the approximate distribution of the \$746,767 in annual property taxes among the various taxing jurisdictions, according to 2013 distribution formulae.

3. **CONSULTATIONS WITH PUBLIC OFFICIALS**

The summer is a good time to confer with our local, state and federal elected officials or their staff. Congress is in recess. The state legislature is between sessions. City and county councilmembers remain as accessible as ever. These meetings are very useful. They are a good chance to inform our representatives about THA's work and in that way equip them to make policy and budget judgments that may affect us. These meetings also help us understand how we can be helpful to policy makers. Part of our job is to be a source of expert advice and data to them on housing and community development issues.

Here is a list of some of the topics I will be discussing:

- **Local**
 - ~ City and County consideration of housing policy recommendations
 - ~ City's Brown Star Grill property
 - ~ Winthrop
 - ~ THA's Education Project
 - ~ THA's HOP Program
- **State**
 - ~ Housing Trust Fund
 - ~ Hillside Terrace Phase 2 and 3
 - ~ Winthrop
 - ~ THA's Education Project
 - ~ THA's HOP Program
- **Federal**
 - ~ Hillside Terrace Phases 2 and 3
 - ~ Salishan Neighborhood Core
 - ~ MTW extension
 - ~ VASH underfunding
 - ~ 2014 federal budget
 - ~ THA's Education Project
 - ~ THA's HOP Program

I am pleased to report that our relationship with these offices seems positive and constructive.

4. **MISCELLANEOUS**

April and I visited last week with the Board of Commissioners of the Seattle Housing Authority (SHA). The SHA Board convened in an all-day retreat. Among other topics, it discussed possible changes to its assistance programs. It invited April and me to visit with them to discuss THA's policies and programs. We described our Education Project, our investment in rapid rehousing and, of most interest to SHA, our HOP program. It was a good discussion with interested people whose astute questions further sharpened

our own understanding of the issues.

The SHA Board may wish to confer with some of THA's commissioners on these important questions. I took the liberty of telling the SHA board that I thought THA's commissioners likely would be pleased to participate in such a discussion.



TACOMA HOUSING AUTHORITY

NEW TAX REVENUES ATTRIBUTABLE TO NEW SALISHAN

August 20, 2013

New Salishan is a planned community the Tacoma Housing Authority (THA) has built in Tacoma's Eastside. THA started with 855 old and worn out public housing units on 188 acres. This property was exempt from taxation. Once fully built, New Salishan will have about 900 apartments for rent and 396 single families homes sold to home-owners. The 396 lots and homes will be taxable. 315 lots are already in private ownership; 150 homes are built and occupied.

New Salishan has cost about \$300 million to build, including infrastructure. Most of that money came from private sources, primarily tax credit investors and bank loans. Important amounts came from public sources, federal, state and local. The federal government provided about \$44 million. The State of Washington provided about \$15 million. The City of Tacoma provided about \$2 million. (The City also provided \$10.3 million to build its underground utilities serving the neighborhood. The City remains the owner of this infrastructure.)

New Salishan's newly taxable properties will repay this public investment with additional tax revenues. Over the past 6 years, the first 134 homes contributed over \$1.5 million in property taxes. Once all 396 homes are built and sold, their owners will pay an estimated **\$746,767** in local and state property taxes each year.¹ The chart below shows the approximate distribution of the \$746,767 in annual property taxes among the various taxing jurisdictions, according to 2013 distribution formulae.

Taxing Jurisdiction	Fractional Share	Annual Share of Total
School District #10 M&O	0.278989	\$ 215,338
Tacoma	0.186313	\$ 143,806
State	0.150172	\$ 115,911
County	0.087173	\$ 67,285
School District #10 Cap Projects	0.070035	\$ 54,057
School District #10 Bond	0.063700	\$ 49,167
Metro Park	0.042835	\$ 33,062
City/Town of Tacoma EMS	0.028557	\$ 22,042
Metro Park-bonds	0.022922	\$ 17,692
Port of Tacoma	0.010467	\$ 8,079
Tacoma-bonds	0.010059	\$ 7,764
Flood Control Zone	0.005698	\$ 4,398
Conservation Futures	0.003261	\$ 2,517

NOTE: These calculations do **not** include any increased tax revenues resulting from any rise in property values the New Salishan development spurred in the surrounding neighborhood.

¹ This estimate derives from the 2013 taxes assessed on the 134 homes in Area 1 of New Salishan. Those homes have been built and occupied for about 6 years. In 2013, they each generated about \$1,900 in property taxes or about \$252,700 in total. The annual estimate for all 396 of the New Salishan homes assumes that the newer homes in Areas 2 and 3 will have the same taxable value as those in Area 1. This estimate may be a conservative for future years for two reasons. The Area 2 and 3 homes, which include the view homes of New Salishan, may be more expensive than the Area 1 homes. Also, all home values may rise as the real estate market recovers from the recession.

FINANCE



TACOMA HOUSING AUTHORITY

Motion

Adopt a consent motion ratifying the payment of cash disbursements totaling \$3,706,305 for the month of July, 2013.

Approved: August 28, 2013

Greg Mowat, Chairman

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of July, 2013

		Check Numbers		Amount	Totals
		From	To		
A/P Checking Account					
Low Rent Module Checks	Check #'s	2,745	- 2,759	2,133	
Accounts Payable Checks	Check #'s	79,937	- 80,175		
Business Support Center				234,129	Program Support
Moving To Work Support Center				41,408	
Section 8 Programs				34,727	Section 8 Operations
SF Non-Assisted Housing - N. Shirley				566	Local Funds
SF Non-Assist Housing - 9SF Homes				31,161	
Stewart Court				27,076	
Wedgewood				8,538	
Salishan 7				34,595	
Hillsdale Heights				13	Development
Salishan Developer Fee				2,050	
Salishan Area 3				3,525	
NSP Grant				145	
Development Activity				21,043	
Salishan Area 2B-Dev				3,153	
Hillside Terrace Development				3,838	
Weyerh. Homeless Grant				1,100	Community Service
Community Services MTW Fund				10,446	
Paul G. Allen Foundation Grant				1	
Gates Scholar Incentive Grant				13	
Gates Ed Grant				388	
ROSS Svc Coord				3	
WA Families Fund				4,941	
WA Families Fund - Systems Innovation				990	
AMP 1 - No K, So M, No G				33,089	Public Housing
AMP 2 - Fawcett, Wright, 6th Ave				32,870	
AMP 3 - Lawrence, Orchard, Stevens				28,168	
AMP 4 - Hillside Terr - 1800/2500				12,219	
AMP 5 - Salishan Common Areas				2,500	
AMP 6 - Scattered Sites				65,700	
AMP 7 - HT 1 - Subsidy				22,302	
AMP 8 - HT 2 - Subsidy				946	
AMP 9 - HT 1500 - Subsidy				1,571	
AMP 10 - SAL 1 - Subsidy				9,671	
AMP 11 - SAL 2 - Subsidy				8,692	
AMP 12 - SAL 3 - Subsidy				6,718	
AMP 13 - SAL 4 - Subsidy				9,159	
AMP 14 - SAL 5 - Subsidy				11,632	
AMP 15 - SAL 6 - Subsidy				10,416	
Allocation Fund				67,510	Allocations-All Programs
THA SUBTOTAL				789,144	
Hillside Terrace 1 through 1500				2,211	Tax Credit Projects - billable
Salishan I - through Salishan 6				1,155	
Salishan Association - Operations				11,793	
TAX CREDIT SUBTOTAL (Operations - billable)				15,158	804,303
Section 8 Checking Account (HAP Payments)					
SRO/HCV/TBRA/VASH/FUP/NED	Check #'s	479,367	- 479,656	446,244	
	ACH	46,818	- 47,989	1,988,198	\$ 2,434,442
Payroll & Payroll Fees - ADP					\$ 448,452
Other Wire Transfers					
Local Funds Semi-Annual Bond Payment - Heritage				-	
Salishan Seven Debt Service - WCRA				19,108	
					\$ 19,108
TOTAL DISBURSEMENTS					\$ 3,706,305



TACOMA HOUSING AUTHORITY

Date: August 28, 2013
To: THA Board of Commissioners
From: Ken Shalik
Director of Finance
Re: Finance Department Monthly Board Report

1. FINANCIAL STATEMENT COMMENTS

I present the July, 2013 disbursement report for your approval.

The Finance Department is submitting the financial statement for the month of June, 2013.

The Board of Commissioners passed a mid-year budget resolution during the July board meeting. Even though this is the report for the month of June, the revised budget amounts are reflected in the financial statements.

THA continues to remain in good financial shape considering the funding we are receiving from HUD, along with Meth coverage ending under our insurance policy. At the end of June's reporting period, THA has an YTD surplus of \$275,611 on Line 68 before Capital Expenditures. On Line 71, there is a projected surplus for the year based on current information of approximately \$28,305, as compared to a budgeted \$3,795 surplus.

Even with a mid-year revision, there are a number of areas that still have significant variances from budget. Some of these are timing issues, such as in the community services area, where we are just starting our asset building program. Some are not significant budget amounts, which would cause a fairly large % variance with minimal dollar variances. Some expense areas are ones that we anticipated expenditures at a certain level, but will not reach. Very few of the expenses are above budget, and none of those are significant. In the cases of certain grants, the income is based on a dollar for dollar match. In those areas where we have not utilized the grant at budgeted levels, the income side will also be affected. Below, I will address a few areas I would like to expound upon:

The following are major anomalies between budgeted and actual numbers.

- *Line 2 – Tenant Revenue* – This area is hard to judge. The majority of the income consists of charges passed on to the tenant for both legal proceedings heading towards eviction, as well as significant damages (including Meth damage) at move out. The challenge with this increase is due to the type of charge, we will most likely not be able to collect these funds, and they will be written off.

FINANCE DEPARTMENT MONTHLY REPORT

August 2013

Page 2

- *Line 9 – Other Government Grants* – Included in this line item is approximately \$60K that we would be receiving for administering a type of Neighborhood Stabilization program with the city. As we believe there would be challenges in administering the program based on our Meth testing strategy, we will most likely not be moving forward with the program.
- *Line 11 – Fraud Recovery* – This is an estimate based on previous year activity. This is based on unreported income we collect. As we have moved to bi-annual recertifications, this amount has slowed down. We had reduced the budgeted amount at mid-year, but remain below our targeted amount.
- *Line 28 – Legal* – This category was adjusted at mid-year to reflect expenditures to date and anticipated needs. During the second half of the year, we will be incurring expenses for our Rental Assistance Demonstration (RAD) conversion, as well as costs for some of our pending development activities.
- *Line 32 – Administrative Contracts* - Even though we are under budget at this point, it is anticipated this will be fully expended by the end of the year. We have not utilized our MTW contract with John Seasholz yet, and we had \$25K budgeted for Leadership training which we have yet to access. We are engaging a search firm for the hiring of our Real Estate Development director, and we will be hiring a financial consultant to assist with our RAD conversion.
- *Lines 36-39 – Tenant Services* – Much of the variance has to do with timing. We are just getting our youth asset building function off the ground. There was funding for both the administration of the program and then funding of accounts that will either not be realized until later this year, or deferred until next year.
- *Lines 46 – 50 – Maintenance* – These costs will increase as the year goes on as we turn units that had been on hold due to Meth testing.
- *Line 59 – Extraordinary Maintenance* – As this point, there are minimal expenditures in this category. This will change during the second part of the year, as we will charge our unit repair costs due to Meth contamination that are not covered by insurance to this category.
- *Line 60 – Casualty Loss* - The Year to date amount is higher than the Projected actual amount. This is due to payments that have been made that have not been reimbursed by the insurance carrier. It is anticipated the final amount will be closer to the projected actual amount.
- *Lines 69 – 71 – Capital Items* - The amounts in these categories only reflect active projects that we have contracts on. In the budget, we have the purchase of New Look Apts., and the LASA development included. As we have not closed on LASA, and are still in the predevelopment phase of New Look, these amounts are not included in the projected actual category.

The payoff of the Salishan 7 loan of approximately \$2.8 million was approved in the mid-year budget revision. We have set September 3rd as the payoff date for the loan. This will reduce our MTW reserves, and save the agency approximately \$200K in annual interest and debt service payments for the property. This transaction will be reflected in our September cash position.

2. INVESTMENTS

Surplus funds are invested in Heritage checking and the Washington State Investment Pool. Rates with Heritage Bank currently remain at .40%. The Washington State Local Government Investment Pool currently provides a return rate of .17%.

3. AUDIT

The auditors have completed the field work for both the Single Audit and financial portions of the audit without any findings. They are in the process of finalizing what needs to be completed by them in advance of THA's September 30th financial submission deadline with REAC. The auditors will be returning later on in the year (approximately October to complete the Accountability portion of the audit.

4. BUDGETS

The mid-year budget review and revision was completed in July. We are now in the process of preparing the paperwork to start the 2014 budget process. Spreadsheets will be handed out to the department areas within the next couple of weeks. As usual, we will be taking our cues from both the Board and Michael on what to focus on for 2014. As budget discussions have stalled in Congress, it is not known what funding we will be receiving in 2014. We will continue to budget conservatively in anticipation of a Continuing resolution which would keep funding levels no higher than 2013.

5. YEAR END CLOSING UPDATE

There is no update at this time.

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

	June, 2013				Thru 12/31/2013		
	CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
OPERATING RECEIPTS							
1 Tenant Revenue - Dwelling rent	293,842	1,763,664	1,779,429	-0.89%	3,527,328	3,558,857	-0.89%
2 Tenant Revenue - Other	6,990	45,187	29,434	53.52%	80,374	58,867	36.53%
3 HUD grant - Section 8 HAP reimburseme	2,535,731	15,862,869	16,864,311	-5.94%	33,685,738	33,728,621	-0.13%
4 HUD grant - Section 8 Admin fee earned	230,802	1,272,009	1,226,936	3.67%	2,424,018	2,453,872	-1.22%
5 HUD grant - Public Housing subsidy	182,653	1,157,743	1,070,246	8.18%	2,095,486	2,140,491	-2.10%
6 HUD grant - Community Services	9,122	52,959	70,492	-24.87%	105,918	140,984	-24.87%
7 HUD grant - Capital Fund Operating Reve	60,235	81,402	647,413	-87.43%	1,138,227	1,294,826	-12.09%
8 Management Fee Income	278,949	1,624,472	1,750,564	-7.20%	3,348,944	3,501,128	-4.35%
9 Other Government grants	0	90,722	120,716	-24.85%	155,666	241,432	-35.52%
10 Investment income	7,470	358,129	188,975	89.51%	389,177	377,950	2.97%
11 Fraud Recovery Income - Sec 8	1,191	8,416	15,000	-43.89%	16,832	30,000	-43.89%
12 Other Revenue- Developer Fee Income	0	379,743	218,100	74.11%	379,743	436,200	-12.94%
13 Other Revenue	77,469	278,610	403,297	-30.92%	557,220	806,594	-30.92%
14 TOTAL OPERATING RECEIPTS	3,684,454	22,975,925	24,384,911	-5.78%	47,904,671	48,769,822	-1.77%
OPERATING EXPENDITURES							
<i>Administrative Expenses</i>							
15 Administrative Salaries	325,942	1,998,950	2,229,118	-10.33%	4,457,816	4,458,235	-0.01%
16 Administrative Personnel - Benefits	122,838	779,979	897,584	-13.10%	1,659,958	1,795,167	-7.53%
17 Audit Fees	335	23,208	35,471	-34.57%	70,942	70,942	0.00%
18 Management Fees	228,762	1,324,126	1,343,361	-1.43%	2,648,252	2,686,722	-1.43%
19 Rent	23,526	141,156	141,150	0.00%	282,312	282,299	0.00%
20 Advertising	1,100	4,181	9,325	-55.16%	8,362	18,650	-55.16%
21 Information Technology Expenses	18,764	94,061	138,114	-31.90%	248,122	276,227	-10.17%
22 Office Supplies	1,463	21,794	46,519	-53.15%	73,588	93,037	-20.90%
23 Publications & Memberships	473	32,294	27,133	19.02%	54,588	54,265	0.60%
24 Telephone	9,082	50,249	58,795	-14.53%	100,498	117,589	-14.53%
25 Postage	2,251	15,654	19,968	-21.60%	31,308	39,935	-21.60%
26 Leased Equipment & Repairs	6,596	35,453	32,168	10.21%	70,906	64,335	10.21%
27 Office Equipment Expensed	6,685	26,328	42,842	-38.55%	52,656	85,684	-38.55%
28 Legal	15,904	84,994	117,123	-27.43%	229,988	234,245	-1.82%
29 Local Milage	696	3,152	7,692	-59.02%	6,304	15,383	-59.02%
30 Staff Training/Out of Town travel	8,314	59,745	100,808	-40.73%	179,235	201,616	-11.10%
31 Administrative Contracts	11,112	93,719	297,955	-68.55%	487,438	595,910	-18.20%
32 Other administrative expenses	14,807	44,378	47,135	-5.85%	98,756	94,270	4.76%
33 Due diligence - Perspective Development	877	155,550	182,500	-14.77%	311,100	365,000	-14.77%
34 Contingency	0	0	49,975	-100.00%	0	99,950	-100.00%
35 Total Administrative Expenses	799,527	4,988,971	5,824,731	-14.35%	11,072,129	11,649,461	-4.96%

		June, 2013				Thru 12/31/2013		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
	Tenant Service							
36	Tenant Service - Salaries	63,939	374,590	464,320	-19.32%	854,147	928,639	-8.02%
37	Tenant Service Personnel - Benefits	26,155	151,537	190,774	-20.57%	328,074	381,547	-14.01%
38	Relocation Costs	2,278	30,911	29,705	4.06%	61,822	59,410	4.06%
39	Tenant Service - Other	8,829	32,178	106,613	-69.82%	164,356	213,225	-22.92%
40	Total Tenant Services	101,201	589,216	791,411	-25.55%	1,408,399	1,582,821	-11.02%
	Project Utilities							
41	Water	13,695	60,088	60,655	-0.93%	120,176	121,310	-0.93%
42	Electricity	9,667	108,874	108,025	0.79%	217,748	216,050	0.79%
43	Gas	1,719	27,959	32,735	-14.59%	55,918	65,470	-14.59%
44	Sewer	43,181	194,534	180,063	8.04%	389,068	360,125	8.04%
45	Total Project Utilities	68,262	391,455	381,478	2.62%	782,910	762,955	2.62%
	Ordinary Maintenance & Operations							
46	Maintenance Salaries	40,448	243,847	312,224	-21.90%	607,202	624,448	-2.76%
47	Maintenance Personnel - Benefits	13,298	78,671	95,503	-17.62%	187,341	191,005	-1.92%
48	Maintenance Materials	26,576	101,968	132,100	-22.81%	203,936	264,200	-22.81%
49	Contract Maintenance	67,461	447,107	519,776	-13.98%	944,214	1,039,552	-9.17%
50	Total Routine Maintenance	147,783	871,593	1,059,603	-17.74%	1,942,693	2,119,205	-8.33%
	General Expenses							
51	Protective Services	15,064	79,440	74,450	6.70%	158,880	148,900	6.70%
52	Insurance	13,567	83,158	91,887	-9.50%	166,316	183,773	-9.50%
53	Other General Expense	85,315	531,924	561,870	-5.33%	1,063,848	1,123,740	-5.33%
54	Payment in Lieu of Taxes	1,198	7,192	7,231	-0.53%	14,384	14,461	-0.53%
55	Collection Loss	2,223	50,564	40,586	24.59%	75,000	81,171	-7.60%
56	Interest Expense	98,046	363,875	320,377	13.58%	640,753	640,753	0.00%
57	Total General Expenses	215,413	1,116,153	1,096,399	1.80%	2,119,181	2,192,798	-3.36%
58	TOTAL OPERATING EXPENSES	\$ 1,332,186	\$ 7,957,388	\$ 9,153,620		\$ 17,325,312	\$ 18,307,240	
	Nonroutine Expenditures							
59	Ext. Maint/Fac Imp/Gain/Loss Prop Sale	5,782	5,782	180,665	-96.80%	350,000	361,329	-3.14%
60	Casualty Losses	55,154	174,914	30,591	471.78%	60,000	61,182	-1.93%
61	Sec 8 HAP Payments	2,459,130	14,667,983	14,955,882	-1.92%	29,835,966	29,911,764	-0.25%
62	Total Nonroutine Expenditures	2,520,066	14,848,679	15,167,138	-2.10%	30,245,966	30,334,275	-0.29%
63	TOTAL EXPENDITURES	3,852,252	22,806,067	24,320,758	-6.23%	47,571,278	48,641,515	-2.20%
64	OPERATING SURPLUS/(DEFICIT)	(167,798)	169,859	64,154	164.77%	333,393	128,307	159.84%
65	Debt Service Principal Payments	(2,660)	(108,164)	(279,377)	-61.28%	(539,844)	(558,753)	-3.38%
66	Surplus/Deficit Before Reserve Appropriations	(170,458)	61,695	(215,223)	-128.67%	(206,451)	(430,446)	
67	Reserve Appropriations - Operations	102,419	213,916	217,121	-1.48%	234,756	434,241	-45.94%
68	Surplus/Deficit Before Capital Expenditures	(68,039)	275,611	1,898		28,305	3,795	
69	Revenue - Capital Grants	1,063,861	1,777,078	(6,236,032)	-128.50%	4,817,116	(12,472,064)	-138.62%
70	Capitalized Items/Development Projects	(1,240,905)	(2,149,617)	5,318,532	-140.42%	(5,503,956)	10,637,064	-151.74%
71	Reserve Appropriations - Capital	250,032	372,539	917,500	-59.40%	686,840	1,835,000	-62.57%
71	THA SURPLUS/(DEFICIT)	4,949	275,611	1,898		28,305	3,795	

TACOMA HOUSING AUTHORITY				
CASH POSITION - July 2013				
Account Name		Current Balance		Interest
HERITAGE BANK				
Accounts Payable		\$	674,169	0.40%
Section 8 Checking			8,376,645	0.40%
THA Investment Pool			287	0.40%
THA LIPH Security Deposits			89,416	0.40%
THDG - Tacoma Housing Development Group			59,346	0.40%
LF - Stewart Court			56,563	0.40%
LF - Stewart Ct Security Deposit Account			9,728	0.40%
LF - SF 9Homes Alaska			158,007	0.40%
LF - SF 9Homes Alaska Sec Dep Acct			4,552	0.40%
LF - SFH No. Shirley			8,539	0.40%
LF - SFH N Shirley Security Deposit Acct			1,000	0.40%
LF - Wedgewood Homes			4,252	0.40%
Salishan 7			1,176,589	0.40%
Salishan 7 Security Deposit			25,759	0.40%
Payroll Account			5,591	0.40%
General Fund Money Market			1,082,091	0.40%
IDA Account			18,658	0.40%
WASHINGTON STATE				
Investment Pool		\$	1,624,440	0.15%
1. TOTAL THA CASH BALANCE		\$	13,375,633	
Less:				
2. Total MTW Cash Balance		\$	6,977,670	
Less MTW Cash Set-Aside Restrictions				
2.1 Hillside Terrace Redevelopment RHF fund guarantee to Chase Bank			1,232,000	
3. MTW Cash Available		\$	5,745,670	
4. Non MTW Cash				
Other Restrictions:				
4.01 FSS Escrows			139,325	
4.02 VASH, FUP & NED HAP Reserves			156,901	
4.03 Mod Rehab Operating Reserves			142,390	
4.04 Security Deposit Accounts			129,385	
4.05 Salishan Sound Families - 608			158,748	
4.06 IDA Accounts - 604			18,658	
4.07 Paul Allen Foundation - 609			10,935	
4.08 Gates Foundation - 612, 622 & 623			227,927	
4.09 WA Families Fund - 673, 712			42,156	
4.10 Wedgewood Replacement Reserve			803,513	
4.11 Bond Financed Single Family Homes Reserve			90,000	
4.12 Salishan 7 Reserves			425,000	
4.13 THDG - 048			59,346	
4.20 Total - Other Restrictions		\$	2,404,283	
Agency Liabilities:				
4.30 Windstar Loan - 042			315,393	
4.40 Total - Agency Liabilities		\$	315,393	
4.50 Development Advances/Due Diligence Commitments ¹		\$	29,290	
5. Total Non MTW Cash Restrictions (Lines 4.20+4.40+4.50)		\$	2,748,966	
6. THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-5)		\$	3,648,997	
Agency Current Commitments:		Board Approval	Expended	Obligation Balance
LASA Development advance		\$ 375,000	\$ 401,543	\$ (26,543)
Salishan Campus (2012 exp plus 2013 budget)		\$ 167,840	\$ 112,007	\$ 55,833
¹ Total Current Commitments outstanding				\$ 29,290
Agency Advances that resulted in reduced the amount of Unencumbered Cash (line 6)				
LASA Development advance			\$ 401,543	
Hillside Terrace Redevelpmnt - HTF, HOME, CDBG and COT Funds			\$ 20,000	
Total Agency Advances			\$ 421,543	

REAL ESTATE MANAGEMENT
AND
HOUSING SERVICES



TACOMA HOUSING AUTHORITY

Date: August 28, 2013

To: THA Board of Commissioners

From: April Black
Director of Real Estate Management and Housing Services

Re: Department of Real Estate Management and Housing Services Monthly Board Report

1. PROPERTY MANAGEMENT DIVISION

1.1 Occupancy:

Unit occupancy is reported for the first day of the month. This data is for the month of July 2013. The high vacancy rate is attributable to THA's meth strategy. I have outlined our plans for improving the occupancy on the following page.

OCCUPANCY SUMMARY REPORT					
PROGRAM	UNITS AVAILABLE	UNITS VACANT	UNITS OFFLINE	UNITS OCCUPIED	% MTH OCCUPIED
All Hillside	61	5	105	57	93.4%
Family Properties	201	17	5	184	91.5%
Salishan	628	74	5	554	88.9%
Senior/Disabled	349	22	4	331	93.8%
All Total	1,239	123	119	1,126	91.4%

1.2 Vacant Unit Turn:

The following page includes a table with all of the units turned in fiscal year 2013. Fifteen (15) units were turned and rented in the month of July. The average unit turn for the month of July was 190.73 days and 184.09 days FYTD. Ten of the units that were turned in July had tested positive for meth and needed to be remediated.

As of August 15, 2013, 101 of the 228 units that have been tested for contamination have tested positive for methamphetamine. This is a 46% positive rate for the units that have been tested. THA implemented the home testing kits that are testing for contamination at the health-based contamination level. Of the 42 home tests that have been conducted, 12 have tested positive for contamination. This is an encouraging downward trend in the percentage of units testing positive.

The Asset Management Committee (AMC) has recommended a change in THA's methamphetamine testing practice as we move forward. This revised practice is outlined

in the attached memo. The new practice will be used for the remaining untested vacant units within THA's portfolio.

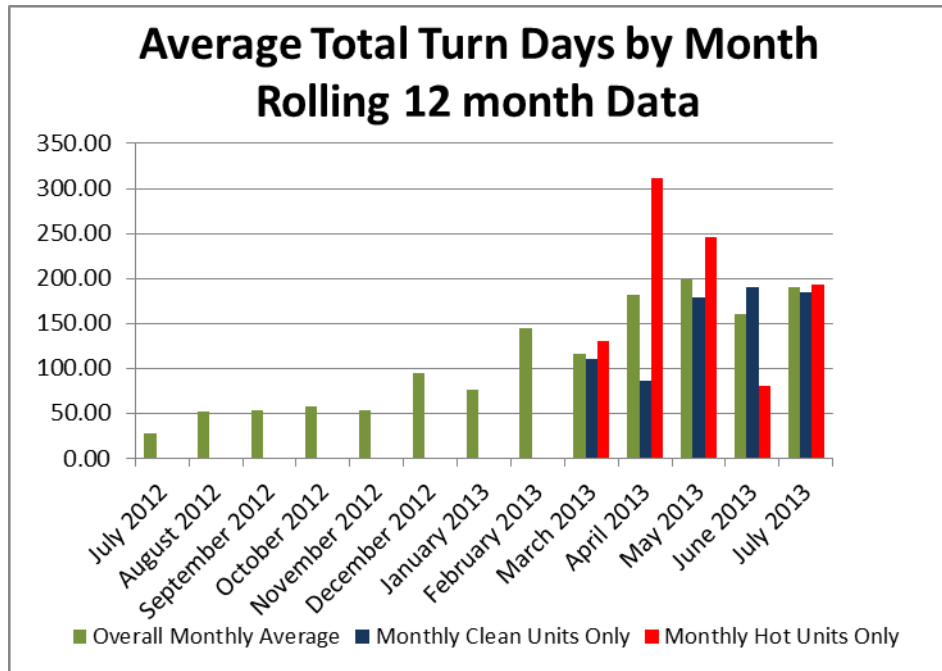
As of July 15, 2013, there were 122 vacant units in THA's portfolio. 5 of those units are offline due to modernization work and are not included in the table below. The following table outlines the units by the month they became vacant and whether they are contaminated, clean or awaiting testing.

MONTH UNIT VACANT	CONTAMINATED	CLEAN	AWAITING TESTING/ RESULTS
Prior to October 2012	7	0	0
OCTOBER 2012	5	1	0
NOVEMBER 2012	5	0	0
DECEMBER 2012	11	0	0
JANUARY 2013	10	3	0
FEBRUARY 2013	11	6	0
MARCH 2013	6	5	0
APRIL 2013	8	4	0
MAY 2013	7	5	0
JUNE 2013	3	6	0
JULY 2013	1	11	6
AUGUST 2013	0	2	3

Due to the volume of units that are coming up clean by our new testing thresholds we have done the following:

- THA will continue to contract painting and janitorial services in our Tax Credit properties (Salishan and Hillside Terrace).
- THA has added 2 additional contractors to assist in the painting and put back process in all tax credit units (Salishan and Hillside Terrace) to free up THA staff time to work in more units across the portfolio.
- Property management and leasing will start screening applicants to improve our applicant ready times so that we may have the appropriate number of tenants ready once these units come back on line.
- THA will hire 2 additional temporary maintenance staff to give us more staff to work on work orders and unit turns.

The table below shows the calendar year trend in average unit turn days each month:



- 1.3 *Work Orders*: In the month of July all emergency work orders were completed within 24 hours. This month, maintenance staff completed 330 non-emergency work orders and a total of 2,403 for the calendar year. The annual average number of days to complete a non-emergency work order is 12.34. All vacant units are currently being reported as open work orders. In next month's report we will break out the vacant units in attempt to show what work orders are reflected as not completed <25 and >25days.

Work Order Summary by Portfolio For the Month of July, 2013

Completed Work Orders								
Portfolio	Emergency				Non-Emergency			
	Month		YTD		Month		YTD	
	# Completed	% Completed in 24 Hrs	# Completed	% Completed in 24 hrs (99% HUD Std)	# Completed	Avg Completion Days	# Completed	Avg Completion Days (25 days HUD Std)
All Hillside								
HILLSIDE TERRACE 1500 Block	0	0.0%	1	100.0%	11	0.45	74	1.46
HILLSIDE TERRACE PH 1	0	0.0%	3	100.0%	16	1.63	107	1.46
HILLSIDE TERRACE PH II	0	0.0%	4	100.0%	11	0.09	136	1.41
	0	0.0%	8	100.0%	38	0.84	317	1.44
Family Properties								
ALL SCATTERED SITES	0	0.0%	2	100.0%	11	2.64	95	54.41
BERGERSON TERRACE	0	0.0%	4	100.0%	14	10.07	116	33.10
DIXON VILLAGE	1	100.0%	1	100.0%	8	11.00	58	25.74
STEWART COURT APARTMENTS	1	100.0%	4	100.0%	22	3.18	92	14.61
	2	100.0%	11	100.0%	55	5.96	361	32.81
Salishan								
SALISHAN I	0	0.0%	4	75.0%	29	9.79	196	11.84
SALISHAN II	1	100.0%	4	100.0%	32	5.81	269	12.46
SALISHAN III	4	100.0%	11	100.0%	37	7.49	179	11.42
SALISHAN IV	0	0.0%	8	100.0%	18	10.78	165	14.64
SALISHAN V	0	0.0%	3	100.0%	23	3.57	193	7.48
SALISHAN VI	0	0.0%	4	100.0%	36	6.08	184	9.11
SALISHAN VII	3	100.0%	8	100.0%	24	6.71	165	11.81
	8	100.0%	42	97.6%	199	7.05	1,351	11.25
Senior / Disabled Properties								
6TH AVE	1	100.0%	3	100.0%	5	7.80	71	4.80
E.B. WILSON	1	100.0%	19	100.0%	10	3.50	82	3.78
FAWCETT APARTMENTS	0	0.0%	0	0.0%	6	46.00	36	10.53
LUDWIG APARTMENTS	0	0.0%	1	100.0%	4	4.75	44	3.95
NORTH G ST	1	100.0%	5	100.0%	5	39.60	48	10.15
NORTH K ST	0	0.0%	4	100.0%	3	6.67	35	7.80
WRIGHT AVE	2	100.0%	9	88.9%	5	4.40	58	3.16
	5	100.0%	41	97.6%	38	16.03	374	5.74
Agency Totals:	15	100.0%	102	98.0%	330	7.19	2,403	12.34

Open Work Order Summary by Portfolio For the Month of July, 2013

		Emergency		Non Emergency		
Portfolio		Opened Emergency WO	Days Open	Open Non- Emergency WO	< 25 Days	>25 Days
All Hillside						
HT1	HILLSIDE TERRACE PH 1	0	0	1	1	0
HT1500	HILLSIDE TERRACE 1500 Block	0	0	2	1	1
HT2	HILLSIDE TERRACE PH II	0	0	2	0	2
		0	0	5	2	3
Family Properties						
020	BERGERSON TERRACE	0	0	3	3	0
022	SCATTERED SITES W/SUB REHAB	0	0	1	1	0
023	DIXON VILLAGE	1	0	10	9	1
043	NORTH SHIRLEY	0	0	0	0	0
044	ALASKA 9 HOMES	0	0	2	2	0
045	STEWART COURT APARTMENTS	1	0	3	2	1
		2	0	19	17	2
Salishan						
SAL1	SALISHAN ONE LLC (PH)	0	0	7	6	1
SAL2	SALISHAN TWO LLC (PH)	1	0	11	7	4
SAL3	SALISHAN THREE LLC (PH)	4	0	12	8	4
SAL4	SALISHAN FOUR LLC (PH)	0	0	13	7	6
SAL5	SALISHAN V LLC (S8)	0	0	17	12	5
SAL6	SALISHAN SIX LLC (S8)	0	0	5	4	1
SAL7	SALISHAN SEVEN	3	0	6	3	3
		8	0	71	47	24
Senior / Disabled Properties						
006	NORTH K ST	0	0	3	2	1
008	E.B. WILSON	1	0	3	2	1
009	FAWCETT APARTMENTS	0	0	0	0	0
010	WRIGHT AVE	2	0	6	2	4
012	LUDWIG APARTMENTS	0	0	1	0	1
013	NORTH G ST	1	0	4	0	4
014	6TH AVE	1	0	9	1	8
		5	0	26	7	19
Agency Totals:		15	0	121	73	48

2. RENTAL ASSISTANCE DIVISION

Housing Choice Voucher utilization is reported at 97% for the month of July 2013. Rental Assistance continues working towards 100% utilization. The Leasing Department continues to hold weekly briefings to meet our goal of 100% utilization.

Below is a breakdown of the progress leasing our special programs:

Program Name	Units Allocated	Units Leased	Number of shoppers*
Veterans Administration Supportive Housing (VASH)	130	130 (including 1 port out)	7 referrals pending
Non-Elderly Disabled Vouchers (NED)	100	88 (including 8 port outs)	2 shoppers and 3 referrals pending
Family Unification Program (FUP)	50	39 (including 1 port out)	2shoppers and 0referrals pending
McCarver Program	50	46	
Life Manor	150	150	0

*"Shoppers" are households that have been approved for the program and are searching for housing.

Great news! All previous award years for VASH are currently leased. The VA has provided THA with the referrals and they have been housed. We are proud of this accomplishment.

THA has been awarded 15 additional VASH vouchers and we already have 7 referrals waiting for the go ahead. We have received the Consolidated Annual Contributions Contract for the 2013 award year but are waiting to hear from HUD regarding funding shortfalls for previous award years.

The NED units continue to have a large number of turn over. The turn over average is around 15%. This is due to increased health problems, including deaths of clients, service requirements of the clients, and program non-compliance. DSHS continues to supply referrals quickly. We meet regularly with the DSHS staff. They provide excellent customer service to our clients and continue to be extremely responsive to our requests.

The FUP shortfall continues to be with the youth program and we are working with our partners to identify ways to increase referrals and program stability for that population.

REAL ESTATE

DEVELOPMENT



TACOMA HOUSING AUTHORITY

DATE: August 28, 2013

TO: THA Board of Commissioners

FROM: Tina Hansen
Interim Director of Real Estate Development

RE: Real Estate Development Department Monthly Board Report

1. SALISHAN/HOPE VI

1. Phase II Construction

1.1.1 *Area 2A, Community Core Development*

The Working Group - consisting of potential tenants of the Core, residents, and other stakeholders – met on March 28 to discuss steps being made by each member and to develop a slate of activities for the summer and fall. We held a Field Day on Saturday, July 20. Vendors included Tacoma Children's Museum, Tacoma Community College, Ted Brown Music, Write@253, Metro Parks, and food trucks

The Board approved the general Master Plan Concept at its June 2012 meeting.

Feasibility studies related to THA's ability to raise the money necessary to develop the project are now being conducted. THA has procured The Alford Group to assist us in assessing financial feasibility. The Alford group is on their last set of interviews. We should have a report by the end of the summer.

1.1.2 *Area 3 Lot Sales, Citibank Loan*

Benjamin Ryan, LLC, a local builder, built and sold 6 houses at Salishan. They have decided to not purchase the addition 16 lots they had under contract. Quadrant had executed a purchase and sale agreement with Soundbuilt LLC for the remaining 16 lots but this did not go through. Quadrant has been negotiating with DR Horton for these lots. DR Horton would build out these sixteen homes in a similar fashion to what THA and DR Horton negotiated in their PSA.

2. PUBLIC HOUSING PROJECTS

2.1 1800/2500 Hillside Terrace

2.1.1 *Summary of Project Activities.*

The Hillside Terrace Phase I project is progressing according to budget and schedule.

2.1.2 *Financing.*

Staff has begun studying options for the Phase II financing.

2.1.3 *Procurement.*

No Report

2.1.4 *Architecture.*

No report

2.1.5 *Construction.*

The Owner, Architect and Contractor (OAC) construction meetings are held weekly at the site. Absher Construction has set up their mobile office on site.

Demolition.

2500 Block; Asbestos abatement and Building demolition has been completed.

1800 Block; Asbestos abatement is underway. Building Demolition is scheduled for completion by early September.

Site work.

Community Center; Utility groundwork is complete, Structural steel erection is finished and the roof decking is in place. Roof insulation and TPO roofing installation are underway and steel stud framing has begun.

Phase-I Housing; Building A (mid-rise) Footings and columns are 90% complete. Shoring wall rebar and waterproofing is installed and the exterior wall gang forms are being constructed. Special precautions continue to be taken to protect the Sequoia and other trees. The parking structure walls will be shot from mid to late August.

Excavation for buildings B, C and D footings is underway.

Utilities.

Construction of the mainline sewer, side sewers and the storm drain retention vaults are in place. Joint utility trench work is complete and vaults are in place. Tacoma Power is scheduled to begin pulling cable in August.

2.1.6 *Community Meetings.*

The Construction Oversight Committee continues to meet on the second

Wednesday of each month.

Below is a summary of the outreach goals for the project.

Absher Construction Company's total Resident Employment, WMBE Utilization, and Apprenticeship goal commitment and monthly utilization:

	GOAL	PREVIOUS ACTUAL	ACTUAL AS OF 8-14-13
MBE	14%	9.31%	9.31%
WBE	8%	12.13%	12.13%
Section 3 Business	10%	12.05%	12.05%
Section 3 New Hires	30%	50%	47%
Apprenticeship	15%	6.44%	6.93%

2.1.7 Project Schedule.

	HILLSIDE Terrace, Phase I - MAJOR PROJECT MILESTONES THROUGH 2012, EARLY 2013							
	Demolition/Disposition approval received from HUD						Complete	
	Begin Tenant Relocation Process						Complete	
	Phase I Permit Package Submitted to City for Review						Complete	
	Section 3 Construction Over Sight Committee Convenes						September 2012	
	Construction Bidding Process						Complete	
	Phase I Project Area Vacated						Complete	
	Close on all Financing						Complete	
	Construction Notice to Proceed						Complete	
	Demolition Completion						August, 2013	
	Infrastructure Development Begins						July 2013	
	Vertical Construction Begins						June 2013	

3. CAPITAL FUNDS

3.1 Capital Fund Construction.

3.1.1. Public Housing Scattered Site Renovations

MULTI-SCOPE WORK

The Multi-Scope work is being managed in two Phases;

Group A – 120 E. Bismark, 6413 S. Pine and 5801 E. Roosevelt improvements are finished and final punch completed. 6438 S. Puget Sound; Kitchen cabinets are installed floor covering is installed and finish work is underway. All work is scheduled for completion the end of August.

Group B –New cabinets were added to the work scope at 4939 32nd St NE and are scheduled for installation in mid-August. Electrical work at 1605 E 59th Street and 807 S Prospect is complete.

4. OTHER PROJECTS

4.1 *Neighborhood Stabilization Program (NSP 1)*

THA purchased 4825 E L Street on March 20. This will be the last NSP house that THA purchases. THA will be returning the balance of funds to the City of Tacoma. Libby Builders has completed demolition, deck construction, landscaping and interior painting. The new wood stove is installed and new door and trim installation are underway.

4.2 *AG Program*

THA was awarded\$970,000 from the City of Tacoma to continue the foreclosure work through the AG Program.. The City received additional funding through the Attorney General's office. Due to THA's meth policy staff has decided this program is not a good fit at this time and will not be implementing the program.

4.3 *LASA Supportive Housing Project*

On June 10 we received notice that the Housing Trust Fund will provide the funds THA expected to receive through the tax credit equity provider. The project will no longer be using low income housing tax credits. In addition to the HTF, funding will come from Pierce County and the City of Lakewood. Staff is working with the development team to revise the schedule and move the project forward. Closing is expected to occur this fall which would result in a late summer 2014 occupancy. We expect to sign a Development Services Agreement with LASA in mid to late July.

Estimated Project Schedule

Begin relocation activities	July 2013
Submit for Building Permit	September 2013
Issue ITB for Contractor	October 2013
Award Contractor Contract	November 2013
Financial closing	November 2013
Construction Start	December 2013
Complete Construction	August 2014

4.4 Stewart Court

THA has received an offer to purchase the property. The purchase and sale agreement is signed with an effective date of May 24, 2013. The buyer is going through their feasibility period. The closing is anticipated to occur by early October.

4.5 902 South L Street 2nd Floor Tenant Improvement

The Board of Commissioners approved \$350,000 for tenant improvements to the 902 South L Street 2nd floor in the 2013 annual budget. Staff has reviewed options presented by Buffalo design to the revised conceptual design using a \$500,000 budget which was included in the Agency's mid-year budget revision. Staff selected one design and the Buffalo is completing revisions to that concept.

5. DEVELOPMENT PIPELINE PROJECTS

5.1 Intergenerational Housing at Hillsdale Heights

In March, the Board of the Many Lights Foundation met with staff to extend an offer to THA to serve as the developer of the project they seek to build at Hillsdale Heights. Many Lights also offered to purchase the land it seeks to build upon at Hillsdale Heights. Staff met with Many Lights Foundation founders to further discuss the project. MLF would like to enter into a Letter of Interest with THA for the Hillsdale Heights site in order to enable them to begin fundraising in earnest. This is being discussed with the Asset Management Committee.

5.2 City-Owned Brown Star Grill Properties on MLK

Tacoma Housing Authority (THA) in collaboration with Tacoma Business District Revitalization Group (RG) presented a letter to the City proposing to enter into two Development Agreements with the City of Tacoma (COT) to pursue a feasibility study for the development of the Brown Star Grill properties. The redevelopment of these properties could be an important spur to the revitalization of the Hilltop.

Staff attended a City of Tacoma Economic Development Council (EDC) study session on July 30. City staff presented the proposal to the group. The EDC recommended forwarding this to the City Council for consideration and adoption and further recommended that the THA project consult with both the City Historic Preservation Officer and the Tacoma Landmarks Commission regarding project design compatibility.

The City Council met on August 13 and approved the resolution to enter into the Purchase and Sale agreement with THA and Kellogg Sicker Pochert LLC for the properties.

5.3 New Look Apartments/Alberta Canada Building Acquisition

THA presented a revised PSA to MLKHDA at the end of May. It went to their board for approval in early June. The National Equity Fund (NEF), the investor in the project, has approved the PSA and has approved the changes THA requested on the Operating Agreement. Staff expects MLKHDA to sign the PSA shortly. THA will have 90 days to conduct its feasibility studies.

5.4 Dome District Feasibility Grant Opportunity

In response to an invitation from Enterprise Community Partners, THA submitted and received \$50,000 to finance work needed to evaluate the feasibility of developing a mixed income and mixed use building on a site owned by Pierce Transit in the Dome District. Pierce Transit has agreed to partner with THA in the application and feasibility study should funds be awarded. Funds need to be expended by September. The grant contract was signed in mid-June and feasibility work commenced immediately. The Phase I environmental work and market study are completed. The concept design is underway and should be completed by the end of August. Pierce Transit and THA have an executed LOI.

6. M/WBE CONTRACT COMPLIANCE and SECTION 3 HIRING

6.1 As of July 31, 2013, 8 of 17 new hires at the Hillside Terrace Revitalization Project are Section 3 Hires. M/WBE, and Section 3 goals for said project are provided in Section 2.1.10 of this report.

7. PHAS INDICATOR FOR MODERNIZATION ACTIVITIES

The following are the schedules as of August 1, 2013 for THA's obligation and expenditure of the public housing capital funds it receives from HUD.

Grant	Total Grant	Obligation Start Date	Obligated	% Obligated	Obligation Deadline	Expended	% Expended	Expended Deadline
2008 CFP	\$1,849,412	6/13/08	\$1,849,412	100%	06/12/10	\$1,849,412	100%	06/12/12
2009 CFP	\$2,410,953	9/15/09	\$2,410,953	100%	9/14/11	\$2,410,953	100%	9/14/13
2009 CFP (1 st R)	\$703,863	9/15/09	\$703,863	100%	9/14/11	\$703,863	100%	9/14/13
2009 CFP (2 nd R)	\$54,932	9/15/09	\$54,932	100%	9/14/11	\$54,932	100%	9/14/13
2009 CFP (3 rd R)	\$2,724	4/2/10	\$2,724	100%	4/2/12	\$2,724	100%	4/2/14
2010 CFP	\$2,345,627	7/15/10	\$2,345,627	100%	7/14/12	\$1,218,149	52%	7/14/14
2010 CFP (1 st R)	\$1,216,978	7/15/10	\$1,216,978	100%	7/14/12	\$808,090	66%	7/14/14

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2010 CFP (2 nd R)	\$219,721	7/15/10	\$219,721	100%	7/14/12	\$219,721	100%	7/14/14
2011 CFP	\$1,721,353	8/3/11	\$1,721,353	100%	8/2/13	\$113,350	6%	8/2/15
2011 CFP (1 st R)	\$736,455	8/3/11	\$736,455	100%	8/2/13	\$497,903	67%	8/2/15
2011 CFP (2 nd R)	\$549,895	8/3/11	\$549,895	100%	8/2/13	\$0	0%	8/2/15
CFCF**	\$1,881,652	8/3/11	\$1,848,952	98%	8/2/13	\$215,227	11%	8/2/15
2012 CFP	\$1,593,197	3/12/12	\$0	0%	3/11/14	\$0	0%	3/11/16
2012 CFP (1 st R)	\$1,026,290	3/12/12	\$441,922	43%	3/11/14	\$384,001	37%	3/11/16
2012 CFP (2 nd R)	\$128,701	3/12/12	\$0	0%	3/11/14	\$0	0%	3/11/16

** Capital Fund Community Facilities Grant (Note 98% is acceptable to HUD be obligated by this date. The remaining 2% of the funds are budgeted for computer equipment.)

COMMUNITY SERVICES



TACOMA HOUSING AUTHORITY

DATE: August 28, 2013

TO: THA Board of Commissioners

FROM: Nancy Vignec
Community Services

RE: Monthly Board Report

STRATEGIC OBJECTIVE: HOUSING AND SUPPORTIVE SERVICES

THA will provide high quality housing, rental assistance and supportive services. Its supportive services will help people succeed as tenants, parents, students, wage earners and builders of assets who can live without assistance. It will focus this assistance to meet the greatest need.

1. 2013 GOALS

Sixteen major funding sources support the Community Services department's staff and activities. Most of these sources identify performance measures and goals. This report groups the various funding sources' annual goals by service area. It summarizes progress toward annual goals during the month of July and for the calendar year 2013.

For most activities, the department should have achieved at least 58 % of the annual goal by the end of July. Significant variations are noted below and explained in greater detail in the narrative accompanying each section of the report.

- As we previously reported, we saw a lag in Housing Opportunity Program work-able attendees engaging in CS services earlier in the year. In June and July we saw a notable increase in participation as HOP participants settled into their new housing. As of the end of July, 51 HOP orientation work-able attendees were housed and 28 of them were engaged in CS services. Staff will continue outreach to HOP orientation attendees to encourage their participation in CS self-sufficiency programs.
- Referrals for case staffing increased in May and again in June. (*See section 1.5 below.*) We attribute these increases to closer coordination between Property Management and CS. The property manager at one of THA's family developments experienced some notable problems with a number of tenants and asked CS to intervene with these troubled families.
- Referrals for hardship exemption casework also increased in July. (*See section 1.6 below.*) We attribute this increase to closer coordination between REMHS and CS in making the referral process more effective.

1.1 Employment

As of the end of July, the department reached or exceeded 58% of the annual goals for most employment activities. The number of clients in employment readiness soft skills training continues to lag behind the annual goal. We plan to enter into a contract for these services to begin in September. We think it will be helpful to be able to provide job readiness soft skills training on site at the FIC.

Two of this month's six job placements started as Hardship Exemption clients.

Activities	July 2013	YTD 2013	Annual Goal	% of Goal
Clients referred for employment services	22	152	130	117%
Clients who received employment services	38	173	120	144%
Clients enrolled in employment readiness soft skills workshops	6	30	80	38%
Clients completed employment readiness soft skills workshops	6	16	50	32%
Enrolled in job readiness training	1	18	20	90%
Job placement	6	45	45	100%
WorkSource Participants Assisted	12	100	100	100%
Entered Apprenticeship	0	0	3	0%
Work Study/Community Jobs/Internships	0	9	30	30%
Earned Income Increased	8	40	35	114%

Average annual increase in earned income in 2012	\$2761.61
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1.2 Education

1.2.1 Adult Education Programs

The department is making good progress toward most of its annual goals for education activities. The completion rates for ESL levels and GED tests tend to be lower during the earlier months of the calendar year. Typically,

these rates increase during the final quarter of the year. We expect to reach the goals for ESL and GED test completion by the end of 2013.

We anticipate that the number of adults completing education programs will increase over the course of the year and we will reach the goal for this activity by the end of 2013.

During tax season, we offered opportunity for assistance with FAFSA applications but none of the participants in our Volunteer Income Tax Assistance site chose to accept our offer for this help. We will increase our efforts to alert participants to this opportunity during next tax season.

Activities	July 2013	YTD 2013	Annual Goal	% of Goal
Participating in ESL classes	0	17	15	113%
Completes one or more ESL levels	0	1	5	20%
Adults enrolled in education program	21	21	10	210%
Adults complete education program	4	4	25	16%
Participants attending GED classes	19	126	200	63%
Completes one or more GED tests	6	11	25	44%
Attains GED	1	10	15	67%
FAFSA applications completed	0	0	10	0%

1.2.2 McCarver Special Housing Program

THA's McCarver Elementary School Housing Program seeks to stabilize McCarver Elementary, a low-income school in Tacoma's Hilltop neighborhood. As of July 2013, 49 McCarver families are enrolled in the Program. Rental subsidies for participating families will decrease to zero over the five year McCarver project period. Each year, all families will pay an additional 20% of their rent and THA will subsidize the balance. Participating families receive intensive case management services and assistance to help the parents improve their education and employment prospects.

Activities	Baseline 2010-2011	2011-2012
Turnover rate at McCarver Elementary	107%	96.6%
Turnover among Program students	n/a	4.5%
Turnover among other McCarver students	n/a	114.2%

Currently 100% of Program families are able to pay the required 20% of the rent.

Activities	July 2013	YTD 2013	Annual Goal	% of Goal
Families participating	47	50	50	100%
Families able to pay 20% of their rent (50 of 50)	47	50	50	100%
Families able to pay 40% of their rent (43 of 50)	0	0	43	0%
Average school attendance rate	94%	94%	93%	101%
Reduction in referrals for discipline*	n/a	n/a	25%	n/a
% students increase scores on district reading test (K-5)	22%	22%	20%	110%
% students increase scores on district math test (K-5)**	n/a	n/a	20%	n/a
Average increase in state reading test (Gr. 3-5)	24%	24%	20%	120%
Increase in average state math test (Gr. 3-5)	-16%	-16%	18%	-89%

*We are working with the school district to establish a procedure to get discipline data from their new data system.

** We have not received the math data from the school district.

Activities	Baseline Fall 2011	At End of May 2013
Average annual household income	\$5232	\$9180
Employed	7	20
Enrolled in Training Programs	2	14

The Manager for Educational Programs and the Community Services Director met with Linda Nguyen, CEO of WorkForce Central on July 24. WorkForce Central committed to provide an employment navigator to assist McCarver parents who need additional help with pre-employment and employment services. The employment navigator will meet with clients at McCarver. The navigator will make sure the clients are able to access all Workforce Investment Act resources for which they are eligible.

1.3 Housing Opportunities Program (HOP)

THA began HOP orientations in March 2013. REMHS and CS staff collaborated in planning and offering the orientations. Earlier in the year, we saw a lag in HOP work-able attendees engaging in CS services. In June and July we saw a notable increase in participation as HOP participants settled into their new housing. As of the end of July, 51 HOP orientation work-able attendees were housed and 28 of them were engaged in CS services. Staff will continue outreach to HOP orientation attendees to encourage their participation in CS self-sufficiency programs.

Activities	July 2013	YTD 2013	Annual Goal	% of Goal
HOP orientations	2	14	n/a	n/a
Work-able attendees	18	204	120	170%
Attendees requesting CS	17	128	120	106%
Work-able attendees housed	n/a	51	120	43%
Participants receiving CS	8	28	60	47%

1.4 Families in Transition (FIT)

The Community Service Department's FIT program is funded by Washington Families Fund and Sound Families grants. FIT caseworkers help participants succeed as tenants, parents and wage earners. FIT participants are homeless at the time they are admitted into the program and placed in housing at Salishan or Hillside Terrace. In order to be admitted to the program, applicants must agree to participate in FIT case management.

	WFF/Sound Families		Hillside Terrace		Tax Credit	
Total Current Caseload	21		3		3	
	July 2013	YTD 2013	July 2013	YTD 2013	July 2013	YTD 2013
Entrances	3	12	0	3	0	0
Graduations	1	2	0	0	0	1
Exits	0	0	0	0	0	0
Terminations	0	3	0	0	0	0

1.5 Case Staffing

Case staffing is short-term, intensive intervention with households in danger of failing as tenants. Case staffing focuses on helping the family regain housing

stability and avert eviction through compliance with their lease. Property management identifies families for case staffing. It is typically limited to 90 days.

Activities	July 2013	YTD 2013	Annual Goal 2013
Number of households referred for services	0	14	26
Number of successful completions (eviction averted)	0	0	12
Number terminated	0	0	n/a

1.6 MTW Hardship Exemption Casework

In January 2012, THA began Moving to Work rent calculations and biennial recertification cycles for all MTW households. THA anticipated that some households would be unable to pay their new rent and that up to 120 households would qualify for a hardship exemption. The exemption will allow the household up to six months to increase their income and pay the rent amount determined by MTW. In order for a household to qualify for a hardship, they must agree to participate in case management. A household can be terminated from hardship case management for failure to participate. If a hardship exemption household is terminated from case management, CS staff notifies the appropriate REMHS staff. REMHS staff then terminates the exemption and the household is required to pay the full rent amount determined by MTW.

Referrals for hardship exemption casework increased in June and July. We attribute this increase to close coordination between REMHS and CS in making the referral process more effective. As noted earlier in this report, two hardship exemption clients were placed in jobs during the past month.

Activities	July 2013	YTD 2013	Annual Goal 2013
Number of households referred for services	2	17	10
Number of successful completions	1	3	8
Number terminated	0	0	n/a

1.7 Preparing for Success

Preparing for Success is funded by a three-year grant from The Paul G. Allen Family Foundation. Case management focuses on helping clients overcome barriers to employment readiness. Five of the six new clients are Housing Opportunity Program (HOP) participants. The caseworker is working with these individuals to set goals in relation to schooling and job training programs. These clients are pursuing CNA certificates, GED certificates and Associate degree programs.

Activities	July 2013	YTD 2013	Annual Goal	% of Goal
Second year cohort 2012 completed	3	11	15	73%
Third year cohort 2013 enrolled	6	28	25	112%
Third year cohort 2013 completed	0	0	15	0%

1.8 Family Self-Sufficiency Program

The THA Family Self-Sufficiency (FSS) program is a five year employment and savings incentive program funded by HUD and the City of Tacoma. The new pay point system that was implemented in January has significantly reduced the amount of time caseworkers were spending on calculating escrow for their clients. They now have more time to provide direct services to their clients.

Status	July 2013	YTD 2013	Annual Goal	% of Goal
Current Participants	96	112	153	73%
Graduates	2	7	17	41%
Removed/Voluntarily Withdrawn	0	9	n/a	n/a
New Contracts Signed	1	16	55	29%
Escrow Balance	\$142,239.17			

1.9 Life Skills and Parenting Classes

THA contracts with Bates Technical College to provide Life Skills classes and parenting support for Families in Transition participants.

Activities	July 2013	YTD 2013	Annual Goal	% of Goal
Life Skills Enrollment	0	21	20	105%
Life Skills Completion	0	15	10	150%
Parenting Enrollment	0	16	75	21%
Parenting Completion	0	7	65	11%

1.10 Senior and Disabled Services

THA's Senior and Disabled Services Program Specialist started May 6, 2013. She attended the monthly SAFE board meeting and tenant meetings in all of the seven senior & disabled buildings. She established office hours in each building and has made significant progress in learning her new position and making contacts in all of the buildings. She is working closely with Property Management to identify residents who could benefit from her services.

Activities	July 2013	YTD 2013	Annual Goal	% of Goal
Unduplicated client contacts	36	225	260	87%
Referrals	9	25	50	50%
Unduplicated situation/wellness counseling	12	65	140	46%
Assistance with correspondence for Entitlement Programs	1	4	40	10%

1.12 Asset Building

The department provides pre-purchase counseling, 1st time homebuyer seminars, post-purchase counseling, financial literacy workshops, credit counseling, and individual development accounts to help THA clients build assets and prepare to become successful homeowners, business owners or to change careers and further their education.

For most activities, the department has reached or exceeded 58% of the goals for 2013. The department has not made progress toward its goals for credit counseling. We hope to achieve these goals through a contract for credit counseling to begin this summer. We are also behind schedule with our pre-purchase counseling and home purchase goals. We expect to secure funding that will enable us to fill the vacant adult Asset Building Specialist position. Once this position is filled, we should be able to meet the pre-purchase counseling and home purchase goals.

Although THA's Volunteer Income Tax Assistance (VITA) site did not fully reach its goals this year, it had notable successes. The site coordinator doubled the number of volunteers in comparison with last year's tax season. The VITA site helped a total of 192 clients successfully file their tax returns. The total amount of refunds was \$358,908. Clients received a total of \$153,441.00 in earned income tax credit received. The THA VITA site saved all clients served a total of \$35,605 in tax preparation fees.

On July 16, 2013, an Individual Development Account (IDA) Orientation was held for residents interested in participating in the IDA program. There were eleven in attendance. To date, three have met with their Family Self-Sufficiency case worker to move forward with completing the application process and opening a saving match account.

Activities	July 2013	YTD 2013	Annual Goal	% of Goal
Financial Education Enrollment	0	51	80	64%
Financial Education Completion	0	44	40	110%
Homebuyers Education Referral	0	4	50	8%
Credit Counseling Enrollment	0	0	15	0%
Credit Counseling Completion	0	0	5	0%
Homeownership Pre-Purchase Counseling	0	1	10	10%
Homeownership Post-Purchase Counseling	1	26	30	87%
Individual Development Account Participants Enrolled	7	7	11	64%
Individual Development Account Counseling (other than homeownership)	3	12	28	43%
Qualified Withdrawals	1	5	7	71%
Home Purchase	0	0	4	0%
Other Asset Purchases	1	5	3	167%
VITA Tax Returns for THA clients	0	33	40	83%
EITC Received (PH only)	0	11	20	55%
Tax Returns for all clients served at VITA Site	0	192	200	96%

1.13 Computer Labs

THA has computer labs at Bergerson Terrace, Dixon Village, and Hillside Terrace. The AmeriCorps members assigned to the computer labs are responsible for outreach and computer lab programming. Each lab has scheduled times for adult activities and for youth activities including resume writing, research, and homework assistance.

The summer lunch program at Hillside Terrace and Bergerson Terrace began on June 17. The lunches are provided by St. Leo's Food Connection and the program is supervised by our AmeriCorps staff and community volunteers. The program will run through August 30. Children receive a free nutritious meal at noon and a snack at 2:00.

Activities	July 2013	YTD 2013	Annual Goal	% of Goal
Computer Lab Participation (cumulative visits)	54	352	1200	29%

1.14 Youth Activities

Write@253 completed their second year of youth tutoring in Salishan in June. They served 21 children this school year. We anticipate that Write@253 will offer the program again next school year.

Summer youth programming in Salishan began on June 17. The Brown Bags and Books program combines the free lunch program from St. Leo's Food Connection with fun learning activities every weekday from 11:30-2:00. Community partners who provide activities for the children include Write@253 and Tacoma Public Library. The program is supervised by Salishan community members who are paid a stipend by St. Leo's.

Activities	July 2013	YTD 2013	Annual Goal	% of Goal
Youth tutoring	61	99	10	990%
Summer youth programming	139	139	40	348%
Youth leadership mentoring	0	16	45	36%

NEW BUSINESS

RESOLUTION #1



TACOMA HOUSING AUTHORITY

RESOLUTION 2013-8-28 (1)

DATE: August 28, 2013
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Amendment to Contract for Carpet and Vinyl Replacement

Background

On August 4, 2010 a contract was signed between Tacoma Housing Authority (THA) and American Drapery and Blinds for replacing carpet and vinyl on unit turns. The original Contract was executed for \$100,000. Subsequent amendments have been executed extending the contract term and material pricing increases, as permitted in the procurement process.

THA has decided to install Endurance Plank, a durable vinyl flooring that looks similar to Pergo flooring when it is installed, when a tenant moves out and the carpet needs to be replaced. The cost of the Endurance Plank is more costly up front, but requires less maintenance and is more durable with the end result of not having to replace a carpet as often.

This resolution will give the THA Executive Director authorization to sign Amendment No. 2, which will extend the contract until July 31, 2014 (representing the remaining term allowed under the Contract) and increase the contract amount an additional \$150,000.

Recommendation

Approve Resolution 2013-8-28 (1) authorizing the Executive Director to amend the existing Carpet and Vinyl Replacement contract to increase the contract value to \$250,000 and extend the contract term to July 31, 2014.



TACOMA HOUSING AUTHORITY

RESOLUTION 2013-8-28 (1)

Amendment to Contract for Carpet and Vinyl Replacement

WHEREAS, Tacoma Housing Authority procured for carpet and vinyl replacement in January 18, 2011;

WHEREAS, The contracts were signed in February 11, 2011 and was for a duration of one (1) years with an option for three (3) one year extensions;

WHEREAS, The current contract term with American, Drapery, Blinds and Carpet has expired and THA is exercising its option to extend the contract one additional year, making the new expiration date of July 31, 2014;

WHEREAS, The current contract with American, Drapery, Blinds and Carpet cannot exceed \$100,000;

WHEREAS, The accumulative budget from services rendered are exceeding the \$100,000 limit authorized by the Executive Director;

WHEREAS, Current and future carpet and vinyl replacement are and will be required for unit turns when a tenant moves out on all THA properties, and

WHEREAS, The amended contracts will be for an amount Not-to-Exceed \$250,000.00;

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

1. The Executive Director be authorized to amend the existing Carpet and Vinyl Replacement contract with American Drapery, Blind and Carpet to increase the contract value to \$250,000 and extend the contract term to July 31, 2014.

Approved: August 28, 2013

Greg Mowat, Chairman

RESOLUTION #2



TACOMA HOUSING AUTHORITY

DATE: August 28, 2013

TO: Board of Commissioners

FROM: Michael Mirra, Executive Director

RE: Authorize Investment Institutions and Authorized Signers

Background

The annual reorganization, at which a new Board Chair and Vice Chair are elected, necessitates a resolution that authorizes their signatures for the financial institution accounts of the Tacoma Housing Authority.

The resolution replaces Resolution 2011-8-24(4), which had authorized the prior officers as signers for the bank and investment accounts of the Tacoma Housing Authority and identifies the new ones, as well as the authorized THA staff members.

Recommendation

Approve Resolution 2013-8-28 (2) replacing 2011-8-24(4) authorizing the signers for the financial institutions.



TACOMA HOUSING AUTHORITY

RESOLUTION 2013-8-28 (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 institutions;

Whereas, This resolution does that and replaces Resolution 2011-8-24(4), 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:

Greg Mowat	Chairman _____
Stanley Rumbaugh	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.

Approved: August 28, 2013

Greg Mowat, Chairman

RESOLUTION #3



TACOMA HOUSING AUTHORITY

RESOLUTION 2013-8-28 (3)

Date: August 28, 2013
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Policy on Reporting Loss of Funds or Property

Background

State Law (RCW 43.09.185) requires all state agencies and local governments to notify the State Auditor's Office (SAO) immediately in the event of a known or suspected loss of public resources or other illegal activity.

State Law (RCW 42.56.590) requires any state or local government agency that owns or licenses computerized data that includes personal information to disclose any theft or breach of security of the data to the individual whose data is believed to have been accessed by an unauthorized person.

The purpose of the attached policy is to ensure compliance by THA with these state laws. The policy also sets reasonable parameters of what is considered reportable and non-reportable losses, and how to address these.

Recommendation

Approve Resolution 2013-08-28(3) adopting the draft policy in substantially the attached form governing the Reporting Loss of Funds or property.



TACOMA HOUSING AUTHORITY

RESOLUTION 2013-8-28(3)

ADOPTION OF THE LOSS OF THE POLICY FOR REPORTING LOSS OF FUNDS OR PROPERTY

Whereas, state law (RCW 43.09.185) requires the Authority to report known and suspected loss of public resources or other illegal activity to State Auditor's Office (SAO); and

Whereas, state law (RCW 42.56.590) requires the Authority to notify all individuals whose personal information was potentially disclosed through a breach of security or data loss; and

Whereas, the attached draft policies governing the reporting of loss of funds or property would help the Authority comply with these state laws; and

Whereas, the Authority intends to distribute and train all employees on the Reporting Loss of Funds or Property policies.

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

The Board adopts the "Reporting Loss of Funds or Property" policy in substantially the form set forth in the attached draft, allowing for changes to format and procedures, and other changes pursuant to THA Policy G-01 on the Adoption, Amendment and Promulgation of Policies.

Approved: August 28, 2013

Greg Mowat, Chairman



TACOMA HOUSING AUTHORITY

Policy No.	F-10.01
Policy	Reporting Loss of Funds or Property
Date	August 28, 2013

1. Purpose

The purpose of this policy and its procedures is to facilitate compliance by the Tacoma Housing Authority (THA) with applicable state laws concerning reporting of known and suspected loss of public resources or other illegal activity.

2. Sources for Policy

- ▶ RCW 43.09.185 Loss of public funds – Illegal activity – Report to state auditor's office
- ▶ RCW 42.56.590 Personal information – Notice of security breaches

3. Scope of Policy

This policy sets forth THA's methodology for ensuring compliance with the reporting requirements for known and suspected losses of public resources or other illegal activity throughout all of THA's activities.

4. Who is Responsible for Implementing Policy

Who	Responsibilities
<i>Board of Commissioners and Executive Director</i>	Overall and final responsibility for ensuring compliance with reporting requirements.
<i>Human Resources (HR) Director</i>	Oversees internal investigations of suspected losses or illegal activities involving THA employees and reports these investigations to the Finance Director or Manager.
<i>Finance Director and Finance Manager</i>	Oversee and direct reporting of losses and illegal activities to the State Auditor's Office (SAO) pursuant to these policies.
<i>Administration Director</i>	Oversees and directs notification of individuals affected by loss or theft of information technology (IT) assets containing their personally identifiable information.
<i>Employees and Managers</i>	<p>Immediately report all instances of suspected or known losses or illegal activity involving THA employees to HR and those not involving THA employees to the Finance Department.</p> <p>Immediately report suspected losses involving the health or safety of employees or property or losses resulting from breaking and entering and other vandalism of property to the local law enforcement agency.</p>

5.	Definitions	
	<i>Information Technology (IT) Asset</i>	Any device that processes, stores or transmits THA information and/or data, including personally owned IT assets used to conduct THA business.
	<i>Non-Reportable Loss</i>	<p>Loss considered standard business costs not involving fraud or other criminal activity and not reportable to the SAO. These losses include but are not limited to:</p> <ul style="list-style-type: none"> (a) Reasonable “over and short” situations from cash receipting operations or petty cash operations as part of normal accounting procedures unless unusual trends occur. (b) Reasonable inventory shortages identified during a physical count as part of normal accounting procedures unless unusual trends occur. (c) Breaking and entering or other vandalism of property not involving theft (which nevertheless should be reported immediately to the appropriate law enforcement agency). (d) Unpaid tenant rent and other charges when tenants vacate THA properties still owing these balances. (e) Underpaid tenant rent due to a non-fraudulent tenant error in public housing, Section 8, or other subsidized housing program. (f) Overpaid Housing Assistance Payments made to a Section 8 landlord due to a non-fraudulent error by a landlord. (g) Damage and destruction of THA properties beyond normal wear and tear caused by a tenant.

<i>Reportable Loss</i>	<p>Any known or suspected loss of funds or property, supplies, furniture, equipment, IT assets or other assets of any value resulting from dishonest, fraudulent or other criminal activity; forgery or alteration of records or documents; use of THA facilities and equipment for private financial gain; and any successful computer hacking effort. These losses include but are not limited to:</p> <p>(a) Theft or loss of THA IT assets such as computers, cellular telephones, laptops, tablet computers and USB sticks.</p> <p>(b) Theft of THA property such as cash, checks, or other negotiable instruments, equipment and/or services.</p> <p>(c) Receipt of wages for time recorded on a time card or equivalent for which no work was performed or any other false claim for compensation or reimbursement other than payroll error.</p> <p>(d) Use of THA credit cards to purchase items which are not used for THA business.</p> <p>(e) Expenditure of petty cash to purchase items which are not used for THA business.</p> <p>(f) Overpayments to tenants, landlords or others in cases where there was fraud involved.</p>
<i>Reportable Loss Management Staff</i>	Manager(s) overseeing the functional area where the reportable loss incident took place.

6. Forms Associated with this Policy

<i>THA Form F-10(01)</i>	Loss of Public Funds and Property Reporting
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7. Policy and Procedures

7.1 Reportable Losses

THA must report “reportable losses” to the SAO regardless of value and regardless of whether or not a suspect has been identified.

7.2 Reporting Reportable Losses

Reporting of reportable losses should be accomplished using THA Form F-10(01) to ensure all required information is collected and reported. This includes situations in which disciplinary action against an employee is being considered.. A separate form must be submitted for each known or suspected loss or theft incident reported.

If a criminal act is suspected, the incident must also be reported to law enforcement authorities. A copy of the police report may be attached to the THA Form F-10(01). If the police report is not readily available, it may be provided at a later date or the report incident number may be listed on the form.

Employees and managers should not attempt to correct a loss or theft without a report to and approval of the Finance Director or Finance Manager.

The responsibilities for reporting reportable losses are the following:

- (a) **Employees and managers** must immediately report all instances of reportable losses as follows: All instances when a THA employee is suspected should be reported to HR. When no THA employee is suspected the reporting should be directed to the Finance Director or Finance Manager.
- (b) **The HR Department** should immediately forward all such reports to the Finance Director or Finance Manager.
- (c) When the loss or theft involves an IT asset the **Finance Director or Finance Manager** will immediately forward a copy of the completed THA Form F-10(01) to the Administration Director or his/her designee.
- (d) When the loss or theft involves an IT asset which holds computerized data that includes personally identifiable information, **the Administration Director or his/her designee** shall notify or cause the notification of the person whose personally identifiable information was, or is reasonably believed to have been, acquired by an unauthorized person.
- (e) **Reportable Loss Management Staff** must take reasonable actions to prevent further losses or thefts that may arise from or be associated with the reported loss or theft.
- (f) **Reportable Loss Management Staff** must put reasonable safeguards into place to preserve all records or other evidence pertaining to the reported loss or theft.
- (g) **Reportable Loss Management Staff** must immediately notify the appropriate local or state law enforcement agency of suspected losses involving the health or safety of employees or property and losses resulting from breaking and entering or other vandalism of property.
- (h) **The Finance Director or Finance Manager** must report all reportable losses to the State Auditor's Office (SAO).

7.3 Non-Reportable Losses

THA does not need to report non-reportable losses. THA regularly incurs business losses that are considered a cost of doing the business THA is engaged in. Generally Accepted Accounting Principles (GAAP) requires state and local governments to use enterprise funds for “business-type” activities. THA operates primarily as a real estate management and development concern and thus is involved in business-type activities. Standard enterprise fund accounting recognizes collection and other non-fraudulent losses as a standard cost of doing business and therefore THA considers these non-reportable to SAO.

RESOLUTION #4



TACOMA HOUSING AUTHORITY

RESOLUTION 2013-08-28 (4)

Date: August 28, 2013

To: THA Board of Commissioners

From: Michael Mirra
Executive Director

Re: Amending THA By-Laws

Background

The Board's annual meeting in August is a good time to consider whether its by-laws could use any updating. This year we have some changes that our Foster Pepper attorneys recommend. The changes show in the attached redlined version. They are more formal than substantive. Here are the main changes and the reasons for them:

Section	Change
Section 1.2: Purpose of THA	This section presently itemizes all of THA's powers under state law. The change would remove that itemized list. It still incorporates all of THA's powers under state law by a general reference to the pertinent state statutes. This avoids the danger of unintentionally limiting THA's powers by omitting one of them from an itemized list or by failing to add a new power that the legislature may later add. This is the main change our attorneys suggest. The other changes are ones that they recommend while we are at it.
Section 1.3: By-Laws	The section combines the provisions relating to the by-laws, such as their amendment and their scope, that previously were scattered throughout other sections.
Section 1.6: Public Records	This section restates the law governing public records.
Section 2: Board of Commissioners	This section updates the references to state and federal law that govern the Board and its composition. It also combines in this section provisions that had been in various other sections.

Section	Change
Section 3.8: Indemnification	This new section directs the Board to adopt policies stating the terms and procedures for indemnifying and defending Commissioners, as state law authorizes. Staff will examine our policies on this topic and propose appropriate updates to the Board.
Sections 4.1.3 and 4.2: Board Meetings	The changes to these sections remove the itemized restatement of the state law requirements governing Board meetings. Instead, the new version merely refers to those laws. This allows us to incorporate by this reference any further changes to the laws.

Recommendation

I recommend that the Board adopt these changes to the by-laws.



TACOMA HOUSING AUTHORITY

RESOLUTION 2013-08-28 (4) Amending THA's By-Laws

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

Whereas, the Board's annual meeting is a good time to review its by-laws for any changes that may be appropriate;

Whereas, THA's attorneys have suggested the changes set forth in the attached redlined draft;

Whereas, these changes help make the by-laws still more useful and appropriately flexible;

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

1. the by-laws of the THA board are amended as set forth in the substance of the attached redlined draft.

Approved: August 28, 2013

Greg Mowat, Chairman



BY-LAWS
of the
HOUSING AUTHORITY OF THE CITY OF TACOMA

902 South L Street
Tacoma, WA 98405
(253) 207-4400

January 23, [August 28], 2013

Adopted and amended by Resolution 2013-8-28 (X) on [August 28], 2013

Adopted and amended by Resolution 2013-1-23(2) on January 23, 2013

Adopted and amended by Resolution 2009-7-22 (1) on July 22, 2009

Adopted and amended by Resolution 2008-01-23 (3) on January 23, 2008

Adopted and amended by Resolution 1003-1 on October 22, 2003

Adopted and amended by Resolution 0201-2 on March 28, 2001

These by-laws supersede and replace all previously approved by-laws

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1. ~~NAME, PURPOSE, SEAL, OFFICE~~ GENERAL PROVISIONS

1.1 Authority Name

The official name of the Authority is “Housing Authority of the City of Tacoma,” (hereinafter the “Authority”). It may also use the name “Tacoma Housing Authority²². ”

1.2 ~~Purpose of the Authority~~

The Authority is a public body corporate and politic, exercising public and essential governmental functions, and having all the powers necessary or convenient to carry out and effectuate the purposes and provisions of Chapter 35.82 RCW, including if applicable the powers of a community renewal agency under Chapter 35.81 RCW or -of a public corporation, commission or authority under Chapter 35.21 RCW, as those laws may be amended byfrom time to time; including but not limited to the following: .

~~1.2.1 — To sue and be sued; to have a seal and to alter the same at pleasure; to have perpetual succession; to make and execute contracts and other instruments, including but not limited to partnership agreements and joint venture agreements, necessary or convenient to the exercise of the powers of the Authority; to participate in the organization or the operation of a nonprofit corporation which has as one of its purposes to provide or assist in the provision of housing for persons of low income; and to make and from time to time amend and repeal by laws, rules and regulations, not inconsistent with this chapter, to carry into effect the powers and purposes of the Authority.~~

~~1.2.2 — Within its area of operation: To prepare, carry out, acquire, lease and operate housing projects within the City of Tacoma, Pierce County and the State of Washington as required and permitted by the United States Department of Housing and Urban Development; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof; to agree to rent or sell dwellings forming part of the projects to or for persons of low income. Where an agreement or option is made to sell a dwelling to a person of low income, the Authority may convey the dwelling to the person upon fulfillment of the agreement irrespective of whether the person is at the time of the conveyance a person of low income. Leases, options, agreements, or conveyances may include such covenants as the Authority deems appropriate to assure the achievement of the objectives of this chapter.~~

~~1.2.3 — To acquire, lease, rent, sell, or otherwise dispose of any commercial space located in buildings or structures containing a housing project or projects.~~

~~1.2.4 To arrange or contract for the furnishing by any person or agency, public or private, of services, privileges, works, or facilities for, or in connection with, a housing project or the occupants thereof; and (notwithstanding anything to the contrary contained in Chapter 35.82 RCW or in any other provision of law) to include in any contract let in connection with a project, stipulations requiring that the contractor and any subcontractors comply with requirements as to minimum wages and maximum hours of labor, and comply with any conditions which the federal government may have attached to its financial aid of the project.~~

~~1.2.5 To lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project and (subject to the limitations contained in Chapter 35.82 RCW) to establish and revise the rents or charges therefor; to own or manage buildings containing a housing project or projects as well as commercial space or other dwelling units that do not constitute a housing project as that term is defined in this chapter: PROVIDED, that notwithstanding the provisions under subsection (1) of this section, dwelling units made available or sold to persons of low income, together with functionally related and subordinate facilities, must occupy at least fifty percent of the interior space in the total development owned by the Authority or at least fifty percent of the total number of units in the development owned by the Authority, whichever produces the greater number of units for persons of low income, and for mobile home parks, the mobile home lots made available to persons of low income must be at least fifty percent of the total number of mobile home lots in the park owned by the Authority; to own, hold, and improve real or personal property; to purchase, lease, obtain options upon, acquire by gift, grant, bequest, devise, or otherwise including financial assistance and other aid from the state or any public body, person or corporation, any real or personal property or any interest therein; to acquire by the exercise of the power of eminent domain any real property; to sell, lease, exchange, transfer, assign, pledge, or dispose of any real or personal property or any interest therein; to sell, lease, exchange, transfer, or dispose of any real or personal property or interest therein at less than fair market value to a governmental entity for any purpose when such action assists the Authority in carrying out its powers and purposes under this chapter, to a low income person or family for the purpose of providing housing for that person or family, or to a nonprofit corporation provided the nonprofit corporation agrees to sell the property to a low income person or family or to use the property for the provision of housing for persons of low income for at least twenty years; to insure or provide for the insurance of any real or personal property or operations of the Authority against any risks or hazards; to procure or agree to the procurement of insurance or guarantees from the federal government of the payment of any bonds or parts thereof issued by the Authority, including the power to pay premiums on any such insurance.~~

- ~~1.2.6—To invest any funds held in reserves or sinking funds, or any funds not required for immediate disbursement, in property or securities in which savings banks may legally invest funds subject to their control; to purchase its bonds at a price not more than the principal amount thereof and accrued interest, all bonds so purchased to be canceled.~~
- ~~1.2.7—Within its area of operation: To investigate into living, dwelling and housing conditions and into the means and methods of improving such conditions; to determine where slum areas exist or where there is a shortage of decent, safe and sanitary dwelling accommodations for persons of low income; to make studies and recommendations relating to the problem of clearing, replanning and reconstructing of slum areas, and the problem of providing dwelling accommodations for persons of low income, and to cooperate with the city, the county, the state or any political subdivision thereof in action taken in connection with such problems; and to engage in research, studies and experimentation on the subject of housing.~~
- ~~1.2.8—Acting through one or more Commissioners or other person or persons designated by the Authority: To conduct examinations and investigations and to hear testimony and take proof under oath at public or private hearings on any matter material for its information; to administer oaths, issue subpoenas requiring the attendance of witnesses or the production of books and papers and to issue commissions for the examination of witnesses who are outside of the state or unable to attend before the Authority, or excused from attendance; to make available to appropriate agencies (including those charged with the duty of abating or requiring the correction of nuisances or like conditions, or of demolishing unsafe or unsanitary structures within its area of operation) its findings and recommendations with regard to any building or property where conditions exist which are dangerous to the public health, morals, safety or welfare.~~
- ~~1.2.9—To initiate eviction proceedings against any tenant as provided by law. Activity occurring in any housing authority unit that constitutes a violation of Chapter 69.41, 69.50 or 69.52 RCW constitutes a nuisance for the purpose of RCW 59.12.030(5).~~
- ~~1.2.10—To exercise all or any part or combination of powers granted by Chapter 35.82 RCW.~~
- ~~1.2.11—No provisions of law with respect to the acquisition, operation or disposition of property by other public bodies are applicable to the Authority unless the legislature specifically so states.~~
- ~~1.2.12—~~

~~To agree (notwithstanding the limitation contained in RCW 35.82.210) to make such payments in lieu of taxes as the Authority finds consistent with the achievement of the purposes of Chapter 35.82 RCW.~~

~~1.2.13—Upon the request of a county or city, to exercise any powers of an urban renewal agency under Chapter 35.81 RCW or a public corporation, commission, or authority under Chapter 35.21 RCW.~~

~~1.2.14—To exercise the powers granted in this chapter within the boundaries of any city, town, or county not included in the area in which the Authority is originally authorized to function: PROVIDED, HOWEVER, the governing or legislative body of such city, town, or county, adopts a resolution declaring that there is a need for the Authority to function in such territory or the Authority executes an Interlocal Cooperation Agreement or equivalent agreement with the local public housing authority.~~

~~1.2.15—To administer contracts for assistance payments to persons of low income in accordance with section 8 of the United States Housing Act of 1937, as amended by Title II, section 201 of the Housing and Community Development Act of 1974, P.L. 93-383.~~

~~1.2.16—To sell at public or private sale, with or without public bidding, for fair market value, any mortgage or other obligation held by the Authority.~~

~~1.2.17—To the extent permitted under its contract with the holders of bonds, notes, and other obligations of the Authority, to consent to any modification with respect to rate of interest, time and payment of any installment of principal or interest security, or any other term of any contract, mortgage, mortgage loan, mortgage loan commitment, contract or agreement of any kind to which the Authority is a party.~~

~~1.2.18—To make, purchase, participate in, invest in, take assignments of, or otherwise acquire loans to persons of low income to enable them to acquire, construct, reconstruct, rehabilitate, improve, lease, or refinance their dwellings, and to take such security therefore as is deemed necessary and prudent by the Authority.~~

~~1.2.19—To make, purchase, participate in, invest in, take assignments of, or otherwise acquire loans for the acquisition, construction, reconstruction, rehabilitation, improvement, leasing, or refinancing of land, buildings, or developments for housing for persons of low income. For purposes of this subsection, development includes land, buildings or both.~~

~~Any development financed under this subsection is subject to an agreement that for at least twenty years the dwelling units made available to persons of low income together with functionally related and subordinate facilities must occupy at least fifty percent of the~~

~~interior space in the total development or at least fifty percent of the total number of units in the development, whichever produces the greater number of units for persons of low income. For mobile home parks, the mobile home lots made available to persons of low income must be at least fifty percent of the total number of mobile home lots in the park. During the term of the agreement, the owner must use its best efforts in good faith to maintain the dwelling units or mobile home lots required to be made available to persons of low income at rents affordable to persons of low income. The twenty year requirement under this subsection does not apply when the Authority finances the development by nonprofit corporations or governmental units of dwellings or mobile home lots intended for sale to persons of low and moderate income, and does not apply to construction or other short term financing provided to nonprofit corporations or governmental units when the financing has a repayment term of one year or less.~~

~~In addition, if the development is owned by a for-profit entity, the dwelling units or mobile home lots required to be made available to persons of low income must be rented to persons whose incomes do not exceed fifty percent of the area median income, adjusted for household size, and must have unit or lot rents that do not exceed fifteen percent of area median income, adjusted for household size, unless rent subsidies are provided to make them affordable to persons of low income.~~

~~For purposes of this subsection, if the development is owned directly or through a partnership by a governmental entity or a nonprofit organization, which nonprofit organization is itself not controlled by a for-profit entity or affiliated with any for-profit entity that a nonprofit organization itself does not control, it is not to be treated as being owned by a for-profit entity when the governmental entity or nonprofit organization exercises legal control of the ownership entity and in addition, (i) the dwelling units or mobile home lots required to be made available to persons of low income are rented to persons whose incomes do not exceed sixty percent of the area median income, adjusted for household size, and (ii) the development is subject to an agreement that transfers ownership to the governmental entity or nonprofit organization or extends an irrevocable right of first refusal to purchase the development under a formula for setting the acquisition price that is specified in the agreement.~~

~~Commercial space in any building financed under this subsection that exceeds four stories in height will not constitute more than twenty percent of the interior area of the building. Before financing any development under this subsection the Authority will make a written finding that financing is important for project feasibility or necessary to enable the Authority to carry out its powers and purposes under this chapter.~~

- ~~1.2.20 To contract with a public authority or corporation, created by a county, city, or town under RCW 35.21.730 through 35.21.755, to act as the developer for new housing projects or improvement of existing housing projects.~~
- ~~1.2.21 To participate in Federal, State, County, and City of Tacoma housing programs by receipt of loans, grants and annual or other contributions.~~
- ~~1.2.22 To receive loans, grants and annual or other contributions from any other source, public or private; providing that nothing will jeopardize any current or future programs from HUD.~~
- ~~1.2.23 To promote, engage in, prepare and publish without limitation, alone or in conjunction with any public or private entity or organization, or any charitable or non-profit entity or organization, or any governmental agency, research studies, surveys and any and all data gathering devices and analysis pertaining to the provision of safe, sanitary and suitable living accommodations of any and every type and kind to all persons of low income.~~
- ~~1.2.24 To advise, consult, coordinate and perform all functions, for or with any public or private corporation or organization, any charitable or nonprofit corporation or organization, or governmental agency, for the purpose of providing safe, sanitary and suitable living accommodations of any and every type and kind.~~
- ~~1.2.25 To sell bonds as may be convenient to or required to accomplish the stated purpose of the Authority.~~
- ~~1.2.26 To call upon Tacoma's chief law officer or employ its own legal counsel and staff to perform legal services.~~
- ~~1.2.27 To delegate to one or more of its agents or employees any powers or duties it considers proper.~~
- ~~1.2.28 To do any and all lawful things reasonable, necessary or convenient to accomplish the purposes stated above.~~
- ~~1.2.29~~

~~The Authority may also exercise powers contained in other chapters of the Revised Code of Washington, including without limitation the power to enter into intergovernmental agreements with other local public housing authorities pursuant to Chapter 39.34 RCW and to operate within the jurisdictions of such other housing authorities pursuant to such agreement, or to contract with other governmental entities pursuant to Chapter 39.34 RCW for other purposes permitted by law.~~

~~1.2.30 As set forth in Resolution 37456 of the City of Tacoma, including any further amendments to it, the Authority may exercise the powers of a Public Development Authority, including those powers set forth in RCW 35.21.730 through .759 (as may be amended from time to time) in the City of Tacoma and in other jurisdictions throughout the state, subject to required local approval. These powers include expanding THA's primary mission to include serving or providing investment capital for low income communities or low income persons in accordance with IRC §45D and the New Market Tax Credit Program Regulations.~~

1.3 By-Laws

1.3.1 The Authority shall adopt by-laws to provide rules for governing the Authority and the Authority's activities that are not inconsistent with Chapter 35.82 RCW.

1.3.2 The by-laws shall not restrict the powers of the Authority granted by the Legislature under Chapter 35.21 RCW and Chapter 35.81 RCW.

1.3.3 The Board may amend the by-laws only by resolution, adopted by the affirmative vote of at least three (3) Commissioners of the Board at a regular or special meeting. -The approved by- laws will supersede all previous by -laws.

1.4 ~~1.3 Seal of the Authority~~

The seal of the Authority bears the name of the Authority and the year of its organization. A logo or other artwork which reflects the current values or vision of the Authority may be incorporated into this seal at any time by a resolution of the Board of Commissioners (the "Board").

~~1.4 Office~~

1.5 Books and Records

The Authority shall keep current and complete books and records of account and shall keep minutes of the proceedings of its Board and its committees having any of the authority of the Board.

1.6 Public Records

1.6.1 Public Records Act

The Authority shall comply with the requirements of the Public Records Act, Chapter 42.56 RCW.

1.6.2 Public Records Policy

The Authority ~~may~~shall adopt a public records policy governing the inspection and copying of public records. ~~Shall policy shall not be inconsistent with the requirements of the Public Records Act, Chapter 42.56 RCW.~~

1.6.3 Records Retention Schedule

The Authority shall comply with the records retention schedules promulgated by the Secretary of State that apply to public housing authorities.

1.7 Fiscal Year

The Fiscal Year of the Authority shall be determined by resolution adopted by the Board. In the absence of such resolution, the fiscal year shall be the calendar year.

1.8 Copies of Resolutions

Any person dealing with the Authority may rely upon a copy of any of the records of the proceedings, resolutions or votes of the Board when such copies are certified by the Secretary.

1.9 Offices

The principal administrative office of the Authority is located within the City of Tacoma, Pierce County, State of Washington at a location determined by resolution of the Board. The current address is 902 South L Street in the City of Tacoma, Washington.

2. BOARD OF COMMISSIONERS

2.1 General Powers

The powers of the Authority are vested in its Board of Commissioners. The Board shall exercise all policy, oversight, and governance powers of the Authority consistent with Chapter 35.82 RCW.

2.2 Composition

2.2.1 ~~2.2~~ Number, Qualifications and Tenure of Commissioners

~~2.2.1~~ The Board ~~consists~~shall consist of five (5) Commissioners.

~~2.2.2~~ ~~Commissioners are appointed by the Mayor of the City of Tacoma. Commissioners serve for a term of five (5) years. These terms are staggered with one term expiring on August 16th of each calendar year PROVIDED that a Commissioner's appointment extends into a following term until the Mayor appoints or reappoints a person to serve the balance of that following term. Vacancies are filled in the same manner as the original appointments were made, but for the unexpired term.~~

2.2.2 ~~2.2.3~~ Directly Assisted Commissioner

A. Federal law requires that the membership of the Board contain at least one (1) member who is directly assisted by the Authority's federal housing program, whose name appears on the lease and who is eighteen years of age or older. "Directly assisted" as currently defined in 24 C.F.R. § 964.410 means either (i) being a public housing resident ~~and appearing on the lease~~; or (ii) being a recipient of housing assistance in the tenant-based Section 8 program (i.e., from the Authority's Housing Choice Voucher Program or other federally funded rental assistance programs).

B. The Commissioner's seat that expires in the year 2003, 2008, 2013, and so forth, is reserved for ~~thea~~ directly assisted Commissioner and shall not be filled by a person who is not directly assisted as defined in section ~~2.2.3(a)~~ 2.2.2(A) of these by-laws.

C. If the person appointed as ~~thea~~ directly assisted Commissioner no longer qualifies as a directly assisted person, as defined in section ~~2.2.3(a)~~ 2.2.2(A) of these by-laws, he or she shall be removed from the Board, creating a vacancy to be filled by a directly assisted person. This removal shall occur only upon a vote of the Board.

~~The~~D. A directly assisted Commissioner shall be a full member of the Board with the same powers and responsibilities held by other Commissioners.

~~2.2.4—Any Commissioner may resign at any time by giving written notice to the Chairperson of the Board. Such resignation takes effect at the time specified in the resignation, or if the time is not specified, upon receipt thereof. Unless otherwise specified in the resignation, the acceptance of a resignation is not necessary to make it effective.~~

2.3 Mayoral Appointment

Commissioners are appointed by the Mayor of the City of Tacoma. Commissioners serve for a term of five (5) years. These terms are staggered with one term expiring on August 16th of each calendar year; PROVIDED, that a Commissioner's appointment extends into a following term until the Mayor appoints or reappoints a person to serve the balance of that following term. Vacancies are filled in the same manner as the original appointments were made, but for the unexpired term.

2.4 Limitation on Employment

~~2.2.5—No Commissioner of the Board of Commissioners may be an officer or employee of the City of Tacoma.~~

2.5 Attendance

~~2.2.6—It is expected that Commissioners will make every effort to attend scheduled meetings. If a Commissioner fails to attend two (2) consecutive meetings without the Board's excusal, the Board ~~Chair~~Chairperson may send a letter to the Mayor of the City of Tacoma alerting him or her of the circumstances.~~

2.6 No Compensation

~~2.2.7—No Commissioner may be compensated for serving in any capacity; except that he or she is entitled to reimbursement for necessary expenses, including traveling expenses, incurred in the discharge of his or her duties.~~

2.7 Resignation

Any Commissioner may resign at any time by giving written notice to the Chairperson of the Board. Such resignation takes effect at the time specified in the resignation, or if the time is not specified, upon receipt thereof. Unless otherwise specified in the resignation, the acceptance of a resignation is not necessary to make it effective.

2.8 Removal

~~2.2.8—A Commissioner may be removed by the Mayor of the City of Tacoma for inefficiency or neglect of duty or misconduct in office, but a Commissioner may be removed only after he or she is given a copy of the charges at least ten (10)~~

days prior to the hearing thereon and has had an opportunity to be heard in person or by counsel. When a Commissioner is removed, a record of the proceedings and the charges and findings will be filed in the office of the clerk of the City of Tacoma.

3. OFFICERS

3.1 Number, Election and Vacancies

The Board ~~selects~~shall select from among its Commissioners a Chairperson and a Vice Chairperson, and ~~employs~~shall employ a Secretary, who is also the Executive Director. The Board shall elect the Chairperson and Vice Chairperson ~~are elected~~ at the annual meeting in August of each year ~~from among the Commissioners that constitute the Board and hold office~~ for one (1) year ~~terms~~ or until the Board elects and qualifies their respective successors ~~are elected and qualified~~. No ~~member~~Commissioner may serve in the capacity of Chairperson for more than three (3) consecutive one (1) year terms. After a period of one year following three such consecutive terms, Commissioners are again eligible to serve as Chairperson. If the office of the Chairperson or Vice Chairperson becomes vacant, the Board ~~elects~~shall elect a successor to fill the office from the remaining Commissioners at the next meeting. ~~Such an election is for the unexpired term of the office. The If elected successor at a regular or special meeting, the newly elected Chairperson or Vice Chairperson shall serve for the remainder of the unexpired term. If elected at the annual meeting, the newly elected Chairperson of Vice Chairperson shall serve a full one (1) year term.~~

3.2 Chairperson

The Chairperson presides at all meetings of the Authority. At each meeting the Chairperson submits such recommendations and information as he ~~/~~ or -she may consider proper concerning the business affairs and the policies of the Authority. The Chairperson is also responsible for the preparation of all regular and special meeting agendas.

3.3 Vice Chairperson

The Vice Chairperson performs the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of a vacancy in the office of the Chairperson, the Vice Chairperson performs such duties as are imposed on the Chairperson until such time as the Board selects a new Chairperson in accordance with these by ~~--~~ laws.

3.4 Executive Director

3.4.1 Duties

The Executive Director, in the absence of a written contract for a definite time, serves at the pleasure of the Board and may be relieved of

his/ or -her duties no sooner than one hundred twenty (120) days after delivery of written notice. The Executive Director:

Has care and custody of all funds of the Authority and deposits the same in the name of the Authority in such bank(s) as the Authority may select.

Signs all orders and checks for the payment of money and pays out and disburses these moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Board, all such orders and checks are countersigned by the Chairperson.

Keeps or causes to be kept regular books of accounts showing receipts and expenditures and renders to the Board, at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority.

Signs all binding contracts, deeds and other instruments made by the Authority as authorized by advanced resolution of the Board.

Carries out all policies established by the Board and advises on formation of those policies.

Develops and submits to the Board for approval a plan of organization for the conduct of the activities of the Authority and recommends changes when necessary.

Has general supervision over the administration of the Authority's business and affairs subject to the direction of the Board.

Is charged with the management of the housing projects of the Authority.

Prepares an annual budget.

Supervises financial affairs.

Presents to the Board periodic reports reflecting the activities of the Authority and such other special reports as may be required by the Board.

Assigns and supervises employees in the performance of their duties.

Performs such other duties as may from time to time be assigned by the Board.

Gives such bond as the Authority may determine for the faithful performance of his duties.

3.4.2 Compensation

The compensation paid to the Executive Director is determined by the Board, but a ~~member~~Commissioner of the Board serving as Executive Director in a temporary capacity serves without compensation other than the payment of necessary expenses, including traveling expenses incurred in the performance of such duties.

3.4.3 Custody and Use of Seal

The Executive Director keeps in safe custody the seal of the Authority and has the power to affix the seal to all contracts and instruments authorized to be executed by the Authority.

3.5 Secretary

The Executive Director of the Authority serves as ex-officio Secretary of the Authority. In that capacity, he~~/or~~-she or his or her designee: (i) keeps or causes to be kept, correct and permanent records of the Authority; (ii) acts as Secretary of the meetings of the Authority and records all votes; (iii) keeps a record of the proceedings of the Authority in a minute book to be kept for such purposes; and, (iv) performs all other duties incident to his~~/or~~-her office.

3.6 Additional Duties

The officers of the Authority perform such other duties and functions as may from time to time be required by the Board, the by-laws, rules and regulations of the Authority, or applicable law.

3.7 Additional Personnel

The Authority may from time to time employ personnel it considers necessary to exercise its powers, duties, and functions in accordance with the purpose of the Authority. The selection and compensation of such personnel is determined by the Executive Director, subject to all applicable Federal, State, and local laws and regulations, including, without limitation, HUD regulations.

3.8 Indemnification

The Authority shall adopt policies to set forth the terms and procedures for indemnifying and defending officers and Commissioners of the Board as authorized by RCW 4.96.041.

4. MEETINGS

4.1 Meeting

Unless the Board designates a different time or place for its meetings, the schedule and location for ~~the~~ Board's meetings shall be as follows:

4.1.1 Annual meetings

Annual meetings of the Authority are held at the office of the Authority or such other place as designated by the Board for the purpose of electing officers, receiving the annual report of the Executive Director, and ~~the conduct of such~~ conducting other business as may come before the meeting. The annual meeting of the Authority will be on the fourth Wednesday in August immediately preceding the regular meeting. If this date falls on a legal holiday, the annual meeting is held on the next succeeding business day unless otherwise posted in accordance with State requirements.

4.1.2 Regular meetings

Regular meetings of the Authority are held on a schedule and at locations that the Board shall determine in advance.

4.1.3 Special meetings

The Chairperson of the Authority may, when he/ or -she deems it expedient, and must, upon the written request of two (2) Commissioners of the Board, notice and call a special meeting of the Board for the purpose of transacting any business designated in the call. ~~The notice for a special meeting may be personally delivered to each member of the Board or may be e-mailed or sent by regular U. S. mail to his/her business or home. This notice is timely so long as it is received no less than twenty-four (24) hours prior to the time of the special meeting.~~ At such a special meeting, ~~no~~ the Board shall not consider business ~~is considered~~ other than as designated by the notice. ~~Final~~ The Board shall not take final disposition ~~is not taken~~ on any other ~~matter~~ matters at special meetings.

4.2 Notice of Meeting

Notice of Board meetings must conform to the requirements of the Open Public Meetings Act, Chapter 42.30 RCW.

4.3 ~~4.2~~ Executive Session

Before convening in executive session, the presiding officer will publicly announce the purpose for excluding the public from the meeting place and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer.

4.4 ~~4.3~~ Quorum

Three (3) Commissioners constitute a quorum for the purpose of conducting its business and exercising the Board's powers and for all other purposes, ~~except as provided in Section 4.6.~~

4.5 ~~4.4~~ Adjournment

The Board may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all ~~members~~ Commissioners are absent from any regular or adjourned regular meeting, the Secretary may declare the meeting adjourned to a stated time and place. The Secretary will cause a written notice of the adjournment to be given in the same manner as provided by resolution of the Board for special meetings. Whenever any meeting is adjourned, a copy of the order or notice of adjournment will be conspicuously posted immediately after the time of the adjournment on or near the door of the place where the regular, adjourned regular, special, or adjourned special meeting was held. When a regular or adjourned regular meeting is adjourned as provided in this subsection, the resulting resumed adjourned regular meeting is a regular meeting for all purposes. When any order of adjournment of any meeting fails to state the hour at which the resumed adjourned meeting is to be held, it is held at the hour specified for regular meetings by resolution of the Board.

4.6 ~~4.5~~ Order of Business

At the regular meetings of the Board, the following is the customary order of business. The Board may curtail, enlarge, or modify this order:

- Call to Order
- Roll Call
- Approval of Minutes of the previous meeting
- Guest Comments
- Board Committee Reports
- Comments from the Executive Director
- Staff Administration Reports
- New Business
- Comments from the Commissioners
- Executive Session
- Action Subsequent to Executive Session
- Adjournment

4.7 ~~4.6~~ Resolutions

All resolutions are in writing and are maintained in a journal of proceedings of the Authority.

4.8 ~~4.7~~ Rules of Order

- 4.8.1 The presiding officer shall conduct Board meetings generally to allow for a full, fair, and efficient conduct of Board business.
- 4.8.2 Any Commissioner may move a proposal. At least one other Commissioner must second the motion in order to have a discussion or vote on it. If no other Commissioner seconds the motion, there shall be no discussion or vote on the proposal.
- 4.8.3 If a Commissioner seconds a proposal, the discussion shall continue until the presiding Commissioner calls for a vote, subject to a vote of a majority of a quorum directing a continuation of discussion.
- 4.8.4 The ~~Chairman~~Chairperson or a majority of a quorum may direct that Robert Rules of Order govern the proceedings during a Board meeting.

4.9 ~~4.8~~ Manner of Voting

All questions coming before the Board, other than matters of procedure and the election or appointment of officers, are presented in the form of uniquely numbered resolutions. The vote on all resolutions is by roll call, and each resolution is entered in full upon the minutes of the meeting, together with the ayes, nays, absent, and abstentions. The election of officers, however, may be conducted by ballot.

4.10 ~~4.9~~ Motions

Motions from the floor, when properly seconded, may be voted on by voice, a show of hands, or roll call at the direction of the Chairperson.

4.11 ~~4.10~~ Attendance by Telephone.

Any Commissioner may attend any meeting of the Board of Commissioners by telephone, as long as all other persons present at the meeting can hear all comments made and questions asked by the Commissioner and the Commissioner can hear all comments made and questions asked by all other persons speaking at the meeting. Participation by such means shall constitute presence in person at the meeting.