



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, DECEMBER 14, 2011

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 3201 South Fawcett Street, Tacoma, WA at 4:00 PM on Wednesday December 14, 2011.

1. CALL TO ORDER

Commissioner Miller called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:05 PM.

2. ROLL CALL

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

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

Commissioner Miller declared there was a quorum present @ 4:05 PM.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Miller asked for any corrections to or discussion of minutes for the Study Session of the Board of Commissioners of Friday, December 2, 2011 Chair Flauding 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.

Commissioner Miller asked for any corrections to or discussion of minutes for the Regular Meeting of the Board of Commissioners of Wednesday, November 16, 2011. Chair Flauding moved to adopt the minutes, Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

Jesus Delgado was present and accompanied by an interpreter. Mr. Delgado, through the interpreter, addressed the Board. He is a Salishan resident. He expressed concerns related to patio and site violations and being charged extra rent as a foster parent. Commissioner Miller asked "are you saying foster care income is not to be considering in the calculation?" Mr. Delgado stated that he is being charged on the extra income. Director Black shared that Mr. Price is scheduled to contact Mr. Delgado with the rent calculation this week and if Mr. Delgado still disagrees, he can go through a formal grievance process. Mr. Price will inform Mr. Delgado of the formal grievance process when he contacts him to discuss the rent calculation.

Commissioner Miller stated that our practice is to ask staff to give reports raised by our residents. Director Black was asked to give a report at the January meeting of how we have attempted to respond to Mr. Delgado's concerns.

Linda Kaufman voiced concerns about security problems at Fawcett during construction. Pat Patterson shared that there were issues during construction. He said that he has met with the contractors and outlined expectations. The contractors are about finished with the punch list and appointments are being made to hang blinds and screens.

Sharon Lee, a five year resident commented that she assumed that THA staff were to accompany contractors entering resident units. Commissioner Miller asked if sensitive tenants can ask for shadow staff. Pat responded, "Yes and said that accommodations for that have been made".

Ross Fleming Jr., reported that during construction an expensive watch went missing. Commissioner Miller inquired about the process to pursue a loss. Pat Patterson asked Mr. Fleming to provide a clear description of the missing item and the date of loss.

Linda Kaufmann, stated a need for a night manager at Fawcett due to criminal activity and slashed tires. Pat will follow up with Linda and update the Commissioners.

Jane Leary, indicated that a beeping noise was coming from the light ballast in the community room and reported that the TV in the community room has yet to be set up. Pat informed that the beeping noise is signaling that a light is about to burn out. The delay in the television setup is due to a cable that was sliced during construction making the original path to the community room non-existent. We currently have a technician working on the problem. By next week we should have a plan for repair or at least a cost estimate.

Hope Rehn, President of SAFE, would like to see security onsite between the hours of 3:00 p.m. and 3:00 a.m. at Fawcett Street Apartments. Ms. Rehn inquired about a letter provided to April last meeting and requested a response. April will respond to the letter during the January meeting.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Miller reported that he is pleased with the content and processes used by Walter and team and shared his appreciation for the work they are doing.

Finance Committee – No report given

6. ADMINISTRATIVE REPORTS

Executive Director

Michael stated that the 2012 budget the Board will consider was a big achievement. It was hard to write. However, it leaves THA with adequate capacity for operations, money to invest, financing for development operations, adequate reserves at optimal levels and in general lets THA remain a lively housing authority doing creative work. He noted that the budget was the product of a broadly consultative effort. He thanked the many staff who participated. He also thanked the Board. On behalf of the entire staff he noted that we have a very good Board. We do not take that for granted.

Finance

Director Ken Shalik directed the board to his report. Ken Shalik reported that THA closed its books in December 2011 and that we had a successful closing.

Chair Flauding moved to ratify the payment of cash disbursements totaling \$3,975,078 for the month of November, 2011. Commissioner Mowat 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. Overall unit turn times continue to climb. REM&HS is in the process of filling 8 vacancies and highlighted two new promotions for REM&HS.

Real Estate Development

Director Zisette directed the board to his report. He reported on 2012 highlights which will include developing a vibrant center for the Salishan community in the Salishan core. He notes acquisition and development opportunities such as Hillside Terrace, the MLK corridor and Stewart Court. We plan to perform necessary work right now on Stewart Court and look at this property as an asset management opportunity.

Community Services

Director Vignec directed the board to her report. Director Vignect reports that the reason the GED numbers are low is because THA has not received the full reporting. The board report for next month will provide updated numbers. She referred as well to the encouraging numbers for the McCarver Project. The annual goal is 50 and we are close, showing 39 applicants have been housed and 9 are searching or awaiting inspections.

Human Resources

Director Tanbara was not present.

Administration

Director Todd Craven directed the board to his report and noted the major initiatives for the Department of Administration include: asset management design, digital dashboard and sharepoint.

7. **OLD BUSINESS**

None.

8. **NEW BUSINESS**

8.1 **RESOLUTION 2011-12-14 (1), ARCHITECTURAL & ENGINEERING (A&E) SERVICES FOR THA ADMINISTRATIVE OFFICES SPACE STUDY AND DESIGN – CONTRACT AMENDMENT**

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

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

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

WHEREAS, The total project budget is \$400,000;

WHEREAS, The total amount for the design and engineering is \$146,071;

WHEREAS,

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

Approve Resolution 2011-12-14 (1) authorizing the Executive Director to increase the not to exceed contract amount by \$51,071 for a total amount not to exceed of \$146,071 to cover the additional A&E work.

Upon roll call, the vote was as follows:

AYES:	2
NAYS:	1
Abstain:	None
Absent:	2

Approved: December 14, 2011

Janis Flauding, Chair

8.2 RESOLUTION 2012-12-14 (2), FISCAL YEAR 2012 ANNUAL BUDGET

Whereas, The Housing Authority of the City of Tacoma (“Authority”) intends to incur expenses and other cash outflows for Fiscal Year 2012; and

Whereas, The U.S. Department of Housing and Urban Development (HUD) requires the Authority’s Board to approve its annual Site-based budgets;

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 Fiscal Year 2012 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 attached FY 2012 Agency wide budget. The HUD required site-based budgets are also approved and are a subset of the overall agency wide budget. The Board of Commissioners hereby authorizes the Executive Director to implement and execute said budget. Expenses and other cash outflows are projected as follows:

<u>Expenses</u>	
Executive	530,509
Human Resources	305,713
Finance	842,639
Administration	993,005
Community Services	1,525,339
Development	2,228,600
Rental Assistance	34,261,882
Property Management	<u>6,858,377</u>
Subtotal	47,546,064
<u>Additional Cash Outflows</u>	
Capital Expenditures	10,628,521
Debt Service	<u>506,465</u>
Subtotal	11,134,986
TOTAL APPROVED BUDGET	<u>58,681,050</u>

Upon roll call, the vote was as follows:

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

Approved: December 14, 2011

Janis Flauding, Chair

8.3 RESOLUTION 2011-12-14(3), Master Planning & Architecture & Engineering Services Selection For Salishan Core

WHEREAS, On October 10, 2011, Tacoma Housing Authority (THA) Staff issued a Request for Qualifications (RFQ) from firms interested in providing master planning, architectural and engineering services for Salishan Core;

WHEREAS, The RFQ was posted in the Blue Book, Washington Electronic Business Solutions and on THA's website;

WHEREAS, Nine firms (9) submitted proposals by the deadline of November 17, 2011;

WHEREAS, an evaluation team, composed of three (3) THA staff reviewed and scored the proposals according to evaluation criteria listed in the RFQ;

WHEREAS, the evaluation team voted unanimously in favor of proceeding with contract negotiations with Mithun.

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

The Executive Director is authorized to negotiate and execute a contract with Mithun for the Master Planning and Architectural and Engineering Services for the Salishan Core project in a not-to-exceed amount of \$110,000, including contingency. If those negotiations are not successful, the Board authorizes him to negotiate and execute a contract with Torti-Gallas and if those negotiations are not successful, with Environmental Works or, if he determines it to be in THA's interest, to rebid

Upon roll call, the vote was as follows:

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

Approved: December 14, 2011

Janis Flauding, Chair

8.4 RESOLUTION 2011-12-14(4), Commitment of THA Replacement Housing Factor (RHF) funds for 2500 Hillside Terrace Phase I Redevelopment

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 is submitting an application to the Washington State Housing Finance Commission for Tax Credits as approved by Resolution 2010-9-22(2) for the 2500 Hillside Terrace Redevelopment project;

Whereas, The Authority receives Replacement Housing Factor (RHF) funds from HUD on a formula basis that is tied to past disposal of public housing;

Whereas, The Authority is a Moving to Work (MTW) agency;

Whereas, RHF funds are to be used for the development of new public housing however, if the Authority receiving the funds is a MTW agency, the funds may be used for affordable housing provided the funds are transferred to the MTW Block Grant;

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

The Executive Director or his designee is authorized to commit the Tacoma Housing Authority RHF funds in an amount up to \$723,000 for the 2500 Hillside Terrace Phase I project.

Upon roll call, the vote was as follows:

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

Adopted: December 14, 2011

Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

The commissioner's shared their congratulations to ED Mirra and staff for their achievements in 2011.

10. EXECUTIVE SESSION

None

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 5:17 PM.

APPROVED AS CORRECT

Adopted: January 25, 2012


Janis Flauding, Chair