



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION

WEDNESDAY, November 28, 2012

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L Street, Tacoma, WA at 4:00 PM on Wednesday, November 28, 2012

### 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 PM.

### 2. ROLL CALL

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

#### PRESENT

#### ABSENT

#### Commissioners

Janis Flauding, Chair  
Greg Mowat, Vice Chair  
Arthur C. Banks, Commissioner  
Stanley Rumbaugh, 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  
Mary Syslo, Manager, Community Services      Nancy Vignec, Community Services Director  
Walter Zisette, RED Director  
Todd Craven, Administration Director

Chair Flauding declared there was a quorum present @ 4:12 PM 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, October 24, 2012.  
Commissioner Mowat moved to adopt the minutes. Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES: 4  
NAYS: None  
Abstain: None  
Absent: 0

**Motion approved.**

#### **4. GUEST COMMENT**

Leroy Green, resident of the Wright Street Apartments addressed the board. He stated there have been problems with break-ins at Wright Street over a two year period. The door to his unit was tampered with; hence, THA installed alarms on his door. More recently the entire building was re-keyed and this has rectified the problems. He recently married and added his new wife and her two children to his lease. As a result, they need a bigger unit than his present one bedroom apartment. He has been on the waitlist for some time. Mr. Green also reported safety concerns in his unit. It is on the fourth floor. His young children have pushed the screens out of the windows and he fears they may climb out. He also stated there is nowhere for kids to go; there are no play areas. He spoke with THA maintenance staff who told him there are two-bedroom units that are available. Chair Flauding directed Mr. Green's concerns to Director Black and asked her to address them. Director Black stated that indeed we have a wait list. She explained that some other people on the list have a higher priority to a unit, including those who need a new unit for reasons related to disability, families we are relocating out of Hillside Terrace, or families who have been on the wait list longer than Mr. Green. The transfer policy states a resident could wait up to twenty-four months on the waitlist. She also noted that a unit may be vacant for many reasons. Just because it is vacant does not mean it is available to Mr. Green. She will direct her leasing staff to contact Mr. Green and provide him with information about his place on the waitlist. Director Black will also instruct her property manager staff to attend to the safety issue. Chair Flauding requested Mr. Green and his family to continue to be patient with our transfer waitlist. Commissioner Rumbaugh noted that vacancies are hard to come by because THA's occupancy is almost at 100% and some buildings are going to be demolished.

Hope Rehn addressed the board and stated that SAFE has nearly completed its new draft of the SAFE by-laws. Steve Parsons of Northwest Justice Project is helping. She anticipates the new by-laws will be in place by the first of the year. SAFE has planned a trip to Leavenworth for its members.

Chair Flauding recognized Rose Lincoln Hamilton in the audience. She will shortly be THA's new Commissioner.

ED Mirra introduced Mary McBride, Region X Administrator for HUD. He reviewed Ms. McBride's long acquaintance with THA and its work, starting from her time as Senator Murray's Washington State representative. She has lived with THA through the entire Salishan redevelopment. She has been its strong supporter throughout. He

expressed appreciation for her thoughtful approach in her present position. She acts like a partner as well as a regulator or an auditor. He noted her support for THA's innovative MTW initiatives. He stated that THA appreciates her efforts very much.

Ms. McBride expressed her appreciation for the welcome and for the chance to address the Board. She explained that when the HUD Secretary or the Deputy Secretary wants her to point out examples of best practices, she thinks of THA. She mentioned Secretary Donovan's recent mention of THA as the example for other Housing Authorities. She said that HUD's success directly depends on entities like THA who use their HUD dollars in smart ways. HUD is committed, she said, to create more streamlined systems, such as waivers, so HUD is easier to work with. In the past HUD has viewed its role as a compliance auditor rather than as a working partner to Housing Authorities. She credited THA with showing a lot of courage and appropriate risk to lead the way with innovative programs that will teach others the way. She credited the Board with THA's successes. She knows that such work starts with the Board and the vision and mission it gives to the organization.

Ms. McBride asked the Board for any messages from THA she can take back to Secretary Donovan. Commissioner Rumbaugh noted the importance of housing programs to support mentally ill persons. He reviewed the benefits that stable housing would have on accessibility and effectiveness of treatment and on reduced need for public services like police and the justice and jail systems. Commissioner Mowat invited Ms. McBride to come to a special session of THA's Board. That would be a chance to discuss these ideas and others in greater detail. He mentioned the possible need for an expanded dialogue regarding resident councils and how to energize them. He mentioned the work done by the National Coalition of Dialogue and Deliberation. Ms. McBride said that she would enjoy returning to visit with the Board again. Chair Flauding asked Executive Director Mirra to schedule this special session with Ms. McBride. Executive Director Mirra asked Mary to convey to the Secretary and his team THA's anxious interest in the pending rebenchmarking issue. He also would encourage them to feel very good about the MTW programs and to speak up with confidence for its expansion.

## **5. COMMITTEE REPORTS**

Real Estate Development Committee – Commissioner Rumbaugh provided his report. He traveled to Washington, D.C. for the CLPHA conference this month. He joined ED Mirra and met with congressional staff. They also spoke with HUD officials about HUD's rebenchmarking of THA's MTW funding.

Finance Committee – Vice Chair Mowat reported that the agency's financials are in good order. Staff is doing a great job. A financial matter from the Washington State Auditor will come forward in executive session when it is ready.

Citizen Oversight Committee - Commissioner Mowat stated Commissioner Banks will chair this committee from now on. He reported that Absher construction continues their

progress on Hillside Terrace. Commissioner Mowat also stated the City of Tacoma has hired a new HUD coordinator who shows promising work ahead for this program.

## 6. ADMINISTRATIVE REPORTS

### Executive Director

ED Mirra referred the Board to his report and welcomed questions. He spoke of his trip to Washington, DC and the national MTW discussion hosted by CLPHA. The high points of the discussion included the Congressional deliberation on whether to expand the MTW program to more Housing Authorities, to limiting it or its programmatic and financial flexibility. He mentioned this coming Friday's BOC Special Session on the FY 2013 budget. He distributed budget documents showing staff's proposed FY 2013 budget. Reviewing that proposal is the purpose of the Special Session. He briefly reviewed the proposal

### Finance

Director Shalik directed the board to the finance report. We are ahead of schedule on surplus. He continued with his review of the agency financials. Commissioner Rumbaugh asked about the lack of spending of due diligence dollars during 2012 and whether this means that those funds will be moved to reserves. Director Shalik stated yes.

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$4,313,629 for the month of October, 2012. Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	None
Abstain:	None
Absent:	0

### **Motion Approved**

### Real Estate Management and Housing Services

Director Black directed the Board to her report. She thanked the board members who could attend today's ribbon cutting for the renovation of the first floor of our administration building. She introduced Nadine Silvestre, Property Manager for the seven Senior/Disabled properties, and Michelle Narducci, Site Assistant for these properties. She updated the Board on units contaminated with methamphetamine: 20 units so far have tested positive. A new protocol for the mitigation of meth will be put in place for vacated units. Staff will be trained on the new protocol to protect their safety and that of THA residents. THA remains committed to acquiring a baseline of affected units by testing the entire portfolio. This will take a year or more to complete. The

protocol will include staff testing units with a meth test kit. If the results come back with a positive reading, THA's contractor under the supervision of the Tacoma Pierce County Health Department will then come in and conduct a more thorough test. We are taking direction on all these issues from the Health Department. Director Black added that the Old Hillside Terrace relocation is going very well. Her staff anticipates all residents to be moved out of Old Hillside by the end of the year.

### **Real Estate Development**

Director Zisette directed the Board to his report. He has several updates in addition to his Board report. The new Hillside Terrace construction costs reported at the last board meeting increased by \$4.7 million as the actual construction bids have come into our general contractor. We have solved the problem by "value engineering", transferring costs for later phases to the budgets for those phases, and drawing down on more funding from THA's "replacement housing factor" reserve with HUD. The Washington State Housing Trust Fund (HTF) announced funding for LASA. It also awarded Stewart Court \$189,000. The total cost of that project is \$1.7M. The Brown Star Grill is an emerging project. He has been meeting with Historic Tacoma and city staff, including the city's new economic development director. He will continue to evaluate the feasibility of the project while preserving its façade for historic purposes. Commissioner Mowat asked about the historic designation. Director Zisette stated that Historic Tacoma views the exterior of the building as historic. Commissioner Mowat would like to see the document that has been prepared by Historic Tacoma.

### **Community Services**

Program Manager Mary Syslo presented the Community Services report on behalf of Director Vignec. She spent a few minutes acquainting the Board with her duties as a program manager in the Community Services Department. She reported that the new Lister Elementary Principal is very engaged in Salishan Community and directed the Board's attention to the Winter Community Celebration for the families and residents of Salishan that will be held at Lister in December. Ms. Syslo invited the Commissioners to attend. Chair Flauding stated she is very pleased to see Lister Elementary joining THA in the community. The new principal is working to engage the school with the THA/Salishan community.

## **7. OLD BUSINESS**

None.

## **8. NEW BUSINESS**

### **8.1 RESOLUTION 2012-11-28(1), AMENDING THA POLICY G-05 PERTAINING TO THE EXERCISE AND DELEGATION OF THE EXECUTIVE DIRECTOR'S AUTHORITY**

**WHEREAS**, THA Policy G-05 governs the Executive Director's exercise and delegation of authority.

**WHEREAS**, this policy needs some updating in the manner set forth in the attached redlined version. This change updates the title of the Director of Finance.

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

1. THA Policy G-05 is amended in the manner set forth in the attached redlined version.

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

AYES: 4  
NAYS: None  
Abstain: None  
Absent: 0

**Motion Approved:** November 28, 2012

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Janis Flauding, Chair

**8.2 RESOLUTION 2012-11-28(2), ARCHITECTURAL AND ENGINEERING SERVICES FOR GRAVELLY LAKE DRIVE – CONTRACT AMENDMENT**

**WHEREAS**, on July 9, 2012 The Board of Commissions (BOC) of Tacoma Housing Authority (THA) authorized the Executive Director to award a contract to Rice Fergus Miller for Architectural and Engineering (A&E) services for the Gravelly Lake Drive project with LASA;

**WHEREAS**, THA and Rice Fergus Miller agreed to an initial contract for about \$325,000. The parties anticipated adding further work to the contract once they identified the scope of that additional work. Also, additional work later appeared to be necessary as a result of City of Lakewood design requirements.

**WHEREAS**, the scope for this additional work has been defined and its cost requires an increase to the contract of \$189,499, for a new total of \$514,499;

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

Approve Resolution 2012-11-28() authorizing Executive Director or his designee to increase the contract amount for the Architectural and Engineering Services for the Gravelly Lake Drive project by \$189,499 for a total amount not-to-exceed of \$514,499 with Rice Fergus Miller.

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

Upon roll call, the vote was as follows:

AYES: 4  
NAYS: None  
Abstain: None  
Absent: 0

**Motion Approved:** November 28, 2012

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Janis Flauding, Chair

**9. COMMENTS FROM COMMISSIONERS**

None.

**10. EXECUTIVE SESSION**

The commissioners adjourned the regular meeting at 5:44 PM and moved into executive session to discuss a potential real estate transaction for 45 minutes. The commissioners came back into the regular board meeting at 6:26 PM. Appropriate announcements were made to the area outside the meeting room. The Board then directed ED Mirra to go forward and seek the best transaction possible for the Salishan lots. ED Mirra and THA staff will come back to the Board with that proposed transaction for the Board's review.

**11. ADJOURNMENT**

There being no further business to conduct the meeting ended at 6:29 PM.

**APPROVED AS CORRECT**

**Adopted:** December 19, 2012

  
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Janis Flauding, Chair